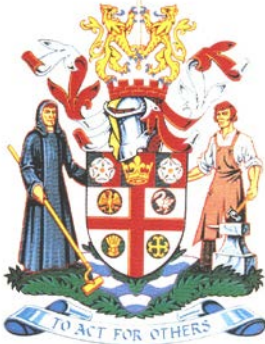


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday 3 December 2015**
Time: **4.00pm**
Venue: **Committee Room**
To: **Councillors M Crane (Chair), J Mackman (Vice Chair),
C Lunn, C Metcalfe and D Peart.**

1. **Apologies for absence**
2. **Minutes**

The Executive is asked to approve the minutes of the meeting held on 5 November 2015 and the Special meeting held on 19 November 2015 (pages 1 to 10 attached).

3. **Disclosures of Interest**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

4. Medium Term Financial Strategy (General Fund) – Key Decision

Report E/15/40 presents an update to the revised Medium Term Financial Strategy (MTFS) considered by the Executive and Policy Review Committee in September 2015. (Pages 11 to 43 attached).

5. Draft Revenue Budget and Capital Programme 2016/17 and Medium Term Financial Plan – Key Decision

Report E/15/41 presents the draft revenue budget and capital programme for 2016/17 to 2017/18 (General Fund and Housing Revenue Account). The draft budget also reflects the latest update to the Medium Term Financial Strategy considered earlier on this agenda. (Pages 44 to 64 attached).

6. Authority Monitoring Report (AMR), including Five Year Housing Land Supply Report

Report E/15/42 presents an overall update on the AMR as well as providing new information relating to the forward publication timetable for PLAN Selby and the Council's most recent statement on five year housing land supply, dated 1st October 2015. (Pages 65 to 157 attached).

Please note that the 5 Year Housing Land Supply Report 2014/15 at Appendix B does not include the Sites Database and Sites Maps referred to in the report. This will be published on the Council website in due course and in the interim, copies can be obtained by contacting Democratic Services.

7. Implementation of the “Prevent” Duty

Report E/15/43 summarises the actions identified as part of the ‘Prevent duty’ and seeks specific approval for the inclusion, in new contracts and on the review of existing arrangements, of terms to ensure the new duty is complied with in commissioned services. (Pages 158 to 169 attached).

8. Corporate Enforcement Policy

Report E/15/44 outlines the draft Corporate Enforcement Policy for consideration (pages 170 to 190 attached).

9. Selby District Corporate Plan Delivery Report – Quarter 2 – 2015/16

Report E/15/45 provides details of Corporate Plan delivery following Quarter 2 of the financial year 2015/16, setting out the progress made to date in Corporate Plan and Programme for Growth projects that are

contributing towards the delivery of Corporate Plan priorities, as defined in the Selby District Corporate Plan 2015-2020. (Pages 191 to 205 attached).

Mary Weastell
Chief Executive

Dates of next meetings
17 December 2015 - Executive Briefing, 2pm
7 January 2015 2015 – Executive 4pm

For enquiries relating to this agenda please contact Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk.

Recording at Council Meetings

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Manager using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Selby District Council



Minutes

Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	Thursday 5 November 2015
Time:	4pm
Present:	Councillors M Crane (Chair), J Mackman (Vice Chair), C Lunn and D Peart.
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (s151), Solicitor to the Council, Business Manager (minute items 62), Policy Officer (minute item 64), Assistant Policy Officer (minute item 64), Policy Officer (minute item 65) and Democratic Services Manager.
Also Present:	Councillor B Packham
Public:	0
Press:	0

NOTE: Only minute numbers 58 to 63 and 65 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 17 November 2015. Decisions not called in may be implemented from Wednesday 18 November 2015.

55. APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Metcalfe.

56. MINUTES

Executive
5 November 2015

The Executive considered the minutes from the last meeting held on 1 October 2015.

RESOLVED:

To approve the minutes of the meeting held on 1 October 2015 and they be signed by the Chair.

57. DISCLOSURES OF INTEREST

There were no declarations of interest

58. FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 30 SEPTEMBER 2015 – KEY DECISION

Councillor M Crane presented the report to update the Executive with details of major variances between budgeted and actual expenditure and income for the financial year to 30 September 2015 for the Core, Access Selby and Communities Selby.

A query was raised regarding the Disabled Facilities Grant fund. The Deputy Chief Executive explained that a budget carry forward of £150,000 had been agreed from the previous year which had resulted in a larger than normal budget this year. In addition, changes to Occupational Therapist referrals had led to a reduction in referrals. The likely outturn at year end was expenditure in line with previous years at around £300,000. It was suggested that the budget is monitored closely for the next few years before considering whether the annual budget needs to be reviewed.

Unspent budget provision for Laurie Backhouse Court was queried. The Executive Director (s151) explained that immediate issues to do with the site had been addressed. The Leader of the Council felt there should be further movement with regard to carrying out the remainder of the improvements on the site.

In response to a query concerning the shortfall in the savings plan, the Executive Director (s151), explained that the savings plan would be revised as part of the forthcoming budget setting process.

RESOLVED:

To endorse the actions of officers and note the contents of the report.

REASON FOR THE DECISION

To ensure that budget exceptions are brought to the attention of the Executive with explanations from officers; in order to approve remedial action if necessary.

Executive
5 November 2015

59. 2ND INTERIM TREASURY MANAGEMENT REPORT – KEY DECISION

Councillor M Crane presented the report which reviewed the Council's borrowing and investment activity for the first six months of 2015/16 and showed performance against the Prudential Indicators.

It was felt that the County Council should be encouraged to invest the District Council's money at better rates.

RESOLVED:

To endorse the actions of officers on the Council's treasury activities for the period ending 30th September 2015 and approve the report.

REASON FOR THE DECISION

To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.

60. REVENUE AND BENEFITS PROCUREMENT EXERCISE

Councillor M Crane presented an update report on the procurement of a Strategic Partner for the delivery of the Revenues and Benefits Services at Selby and Craven District Councils.

The Executive was informed that the Council had undertaken the procurement process and were now at the dialogue stage.

RESOLVED:

- i) To endorse the progress made to date.**
- ii) To authorise the Managing Director of Access Selby to proceed through the outline and detailed solution stages in the process.**
- iii) To receive a further report informing the Executive of the outcome of dialogue stages and to seek approval to go out for final tenders.**

REASON FOR THE DECISION

To note the progress made to date and to secure approval to proceed through the next stages in the process.

Executive
5 November 2015

61. S106 AFFORDABLE HOUSING COMMUTED SUM ALLOCATION – KEY DECISION

Councillor Crane presented the report which outlined the proposal for the allocation of s106 commuted sums for affordable housing.

The cost value attributed to an affordable homes was queried however it was explained that the figure was calculated using advice from the District Valuer's development viability assessment.

RESOLVED:

To approve that subject to availability of receipts, s106 funding be allocated as follows:

- i) £99k p.a. over the next 10 years for bringing empty homes back into use as affordable homes with a maximum award of £30k per property;**
- ii) that a proposal is brought forward within the next 3 months to establish a practical way forward for the additional funding;**
- iii) the remainder of the funding available be allocated to SDC affordable homes programme to a maximum of £50k per property.**

REASON FOR THE DECISION

To provide a funding framework to enable scheme forward planning

62. FEES AND CHARGES 2016/17 – KEY DECISION

Councillor Crane presented the report which considers four services and proposed new charges.

RESOLVED:

- i) To agree that all other discretionary fees to be increased by RPI in line with the Corporate Charging Policy.**
- ii) To agree the proposed amendment to the Street Naming and numbering in Appendix A.**

Executive
5 November 2015

- iii) To agree the proposed fees and charges uplift for Commercial waste as set out in Appendix B.
- iv) To agree a staged uplift over two years for Bulky waste as set out in Paragraph 2.18.
- v) To reduce the discounted rate to 25% for residents on means tested benefits.
- vi) To agree the proposed fees and charges for Licencing as set out in Appendix C.

REASON FOR THE DECISION

To set fees for 2016/17 in line with the Medium Term Financial Strategy and to recover costs incurred in delivering discretionary services.

63. ASSET MANAGEMENT STRATEGY AND ACTION PLAN 2015-18 – KEY DECISION

Councillor Crane presented the report on the draft Asset Management Strategy.

An amendment was proposed and seconded to alter the resolution to reflect that some of our assets were included in the Call for Sites or master planning exercises as part of the preparation of PLAN Selby. Decisions would need to have regard to that process to ensure our assets were utilised to deliver PLAN Selby. It was proposed to amend the resolution as follows, 'Subject to the having regard to the need for alignment with decisions on Plan Selby and the Call for Sites, to approve the Asset Management Strategy and the Action Plan'. Upon being put to the vote, this was carried.

RESOLVED:

Subject to the having regard to the need for alignment with decisions on Plan Selby and the Call for Sites, to approve the Asset Management Strategy and the Action Plan.

REASON FOR THE DECISION

The Asset Management Strategy is a key strategy for the Council, identifying the Assets of the Council and the key priorities for their use.

64. ALCOHOL LICENSING POLICY REVIEW

Councillor Peart presented the report on the draft Alcohol Licensing Policy which has been developed in consultation with a number of key stakeholders.

Councillor Peart informed the Executive following a discussion with North Yorkshire Police and the Licensing Committee, that an amended resolution needed to be tabled which would include exemptions one to six in respect of late night refreshment notices.

Queries were raised regarding the requirements to display a licence and the hours on the premises that held Temporary Event Notices. The Solicitor to the Council advised that unlike premises licenses, no such requirements to display information applied for Temporary Event Notices.

The amended resolution was proposed and seconded and upon being put to the vote, was carried.

RESOLVED:

To recommend that the draft Alcohol Licensing Policy be approved by Council on 1 December 2015, subject to; the following wording being added to section 21 of the draft policy:

“The Licensing Authority under power given in regulations exempts the following from requiring a Late Night Refreshment Licence:

- 1) Motorway service areas;***
- 2) Petrol stations;***
- 3) Local authority premises (except domestic premises) unless there is an event taking place at which more than 500 people are present;***
- 4) Schools (except domestic premises) unless there is an event taking place at which more than 500 people are present***
- 5) Hospitals (except domestic premises); and***
- 6) Community premises (church, chapel, village, parish or community hall or other similar building) unless there is an event taking place at which more than 500 people are present.”***

REASON FOR THE DECISION

To ensure compliance with the Licensing Act 2003.

Executive
5 November 2015

65. COMMUNITY INFRASTRUCTURE LEVY

Councillor J Mackman presented the report on the progress of the Community Infrastructure Levy Draft Charging Schedule.

The Executive emphasised the importance of briefing all Parish Clerks of the changes and it was explained that steps had already been taken to ensure this would happen.

RESOLVED:

- i) To recommend Council to approve the content of the Community Infrastructure Levy Charging Schedule:**
- ii) To recommend Council to formally adopt the Community Infrastructure Levy from 1 January 2016:**
- iii) To approve the content of the Regulation 123 List, Exceptional Circumstances Policy and Instalments Policy:**
- iv) To approve the allocation of funds for the required capital investment in software and year one licences and maintenance costs from underspends in the IT Capital programme;**
- v) To agree that as required following monitoring, revisions to any of the policies and procedures listed in iii) going forward can be approved by the Director of Community Services for the first six months.**

REASON FOR THE DECISION

To enable the adoption of the CIL Charging Schedule on 01/01/16. This will enable the Council to 'top up' the now scaled back Section 106 receipts which will help fund new infrastructure to support new growth.

The meeting closed at 4.45pm

Executive
5 November 2015

Selby District Council



Minutes

Special Meeting of the Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	Thursday 19 November 2015
Time:	4pm
Present:	Councillors M Crane (Chair), J Mackman (Vice Chair), C Lunn, C Metcalfe and D Peart.
Officers present:	M Weastell Chief Executive, Hilary Irving and Mark Hard Legal and Democratic Services North Yorkshire County Council (in an advisory capacity)
Public:	0
Press:	0

NOTE: Only minute number 69 is subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 1 December 2015. If the decision is not called in, it may be implemented from Wednesday 2 December 2015.

66. APOLOGIES FOR ABSENCE

None.

67. DISCLOSURES OF INTEREST

There were no declarations of interest

Special Meeting of the Executive
19 November 2015

68. PRIVATE SESSION

RESOLVED:

That, in accordance with Section 100(A) (4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following items as there will be disclosure of exempt information as defined in paragraphs 1 and 3 of Schedule 12(A) of the Act.

69. REVIEW OF FUNCTIONS AND STRUCTURE OF SELBY DISTRICT COUNCIL – KEY DECISION

The report of Mary Weastell (Chief Executive) set out recommendations for changes to the operating model for Selby District Council following the completion of a comprehensive review of its functions and structure which had been undertaken at the request of the Leader.

RESOLVED:

That the Chief Executive is authorised to take all necessary steps to formally consult and subject to the consideration of any response, to implement the proposals detailed in the report

REASON FOR THE DECISION

To progress with necessary changes proposed by the Chief Executive to the operating model for Selby District Council, following completion of a comprehensive review of functions and structure carried out at the request of the Leader.

The Council has an ambitious agenda to deliver its priorities over the next five years and beyond as articulated in the Corporate Plan 2015-2020 and make Selby a great place to do business, to enjoy life and to make a difference. In addition it must meet the challenges posed by continued austerity measures and the evolving devolution agenda.

The purpose of the review was to consider whether the current operating model was fit for purpose, and sufficiently aligned to the Councils ambitious and challenging agenda to deliver its vision and key priorities.

The review found that the current operating model had been in place for four years and although key elements of the model worked well or

had been reviewed and improved, the functions of both the Core and Access Selby and the structure and roles of key staff required changes to ensure the model works as effectively as possible and that the right capacity and skills are in place to deliver services now and for the future

The meeting concluded at 4.55 pm

Selby District Council

REPORT

Reference: E/15/40

Item 4 - Public



To: The Executive
Date: 3 December 2015
Status: Key Decision
Report Published: 25 November 2015
Author: Karen Iveson – Executive Director (s151)
Executive Member: Councillor C Lunn – Lead Member for Finance & Resources
Lead Officer: Karen Iveson – Executive Director (s151)

Title: Medium Term Financial Strategy (General Fund)

Summary:

This report presents an update to the revised Medium Term Financial Strategy (MTFS) considered by the Executive and Policy Review Committee in September 2015.

The proposed budget target for 2016/17 includes £5.4m Business Rates surplus which is to be allocated to the Programme for Growth for investment in economic growth within Selby District.

Taking into account this significant windfall in Business Rates income, alongside our on-going savings plans, a target net General Fund revenue budget of £16.3m is proposed for the 2016/17 budget.

Recommendations:

It is recommended that the Medium Term Financial Strategy be submitted to Council for approval.

Reasons for recommendation

To set the framework for the 2016/17 budget and 2016 – 2018/19 Medium Term Financial Plan.

1. Introduction and background

- 1.1 The Council's latest Medium Term Financial Strategy was approved by full Council in December 2014 – this report presents an update taking into account changes to the key assumptions within the strategy and in particular to our forecasts for Business Rates income, which have been subject to revision since the draft strategy was considered by the Executive and Policy Review Committee in September 2015. Policy Review Committee will have an opportunity to comment on the updated strategy as the budget moves through consultation in December and January.
- 1.2 The Government's Spending Review is due to be announced on 25 November 2015 and any changes to the assumptions contained in this strategy will be updated as soon as possible thereafter.

2. The Report

- 2.1 The attached update paper models three scenarios for the Council's General Fund revenue budget over the next 10 years although major risk and anticipated changes within the financing system mean that meaningful future forecasting is impossible. However, the mid-range forecast is the scenario that is proposed as the basis for the budget round for 2016/17.
- 2.2 Significant changes to the Business Rates Retention Scheme are anticipated following the Government's announcement that in future 100% of Business Rates will be retained by Local Government and Revenue Support Grant will be phased out. At the time of writing this report the details of the phasing or distribution of future Business Rates income is not known.
- 2.3 The Government has also been clear that austerity will continue. Assuming a further cut of 25% to 40% on Government funding (Settlement Funding Assessment); Council Tax increases of 2% for the next 3 years; delivery of savings already planned; and additional Business Rates income, a budget surplus of £250k is forecast for 2016/17, a surplus of £190k for 2017/18 and a surplus of £180k for 2018/19.
- 2.4 The mid-case scenario assumes that New Homes Bonus is phased out from 2017/18 to 2022/23.

- 2.5 Additional Business Rates income (beyond that needed to backfill other funding cuts) is to be allocated to the Programme for Growth – in 2016/17 a £5.4m Business Rates surplus is forecast (in respect of 2015/16 financial year). Plans for investing these resources to deliver economic growth, will be brought forward over the coming months.
- 2.6 The additional £5m in Business Rates income received in 2015/16 will be used to finance the current capital programme. This reduces the need for borrowing to fund the Burn Airfield land acquisition and the shell/car park of the Leisure Village in Selby and delivers an annual saving of £220k.
- 2.7 A review of earmarked reserves has also been undertaken and a new Local Plan reserve is proposed to be created from balances currently held for Access Selby, which are no longer required. The Council has a robust reserves strategy and sets aside appropriate amounts to: fund future commitments to avoid peaks and troughs in expenditure; to mitigate financial risk; and to provide funds for investment in Selby District.
- 2.8 The modelled budget also assumes continuation of grant for Parish Councils (circa an average of £80k p.a.) to support them with the reductions in Council Tax Base as a result of changes to Council Tax Support.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None as a direct result of this report.

3.2 Financial Issues

- 3.2.1 Based on the updated key assumptions within the paper and a mid-range cut to Government grant/business rates, the target net revenue budget for 2016/17 is £16.3m.
- 3.2.2 Our latest forecasts show estimated surpluses for 2016/17 to 2018/19 although this is dependent upon a further £1m savings being delivered, New Homes Bonus and Business Rates income.

4. Conclusion

- 4.1 Forecasted revenue resources for 2016/17 are £16.6m, including £5.4m additional Business Rates income. Based on current spending plans our Net Revenue Budget for 2016/17 is £16.3m (including savings) giving an estimated surplus for the year of £250k which provides a small buffer should there be delays to planned savings or if

Government funding cuts are front loaded.

- 4.2 Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. Whilst it continues, £880k p.a. is funding the Programme for Growth with the remainder supporting the Council's revenue budget.
- 4.3 Looking ahead to the potential 40% additional funding cuts expected, the savings on the General Fund are considered sufficient for the medium term although this is highly dependent upon Business Rates income. Where possible Business Rates surpluses will be used to help bridge any funding gap but it would be prudent to prepare for additional savings should they be required.
- 4.4 Meeting the on-going savings challenge features strongly in the Council's strategic and operational plans and this work will continue. The on-going risk to the Council's funding means that a careful balance between savings and investment, will need to be struck. We will continue to strive for more efficient and effective services which in turn will provide the financial capacity for investment – replacing central Government funding with sustainable cash returns in the form of income from services, Council Tax and Business Rates.
- 4.5 Subject to the significant receipts expected in 2016/17 from Business Rates income, the Council has the financial capacity to invest further in economic growth and plans for the use of these funds will be developed over the coming months and once the outlook for Local Government funding becomes clearer.

5. Background Documents

Approved MTFS December 2014

Appendices

Appendix A - Medium Term Financial Strategy Update 2015

Contact Details

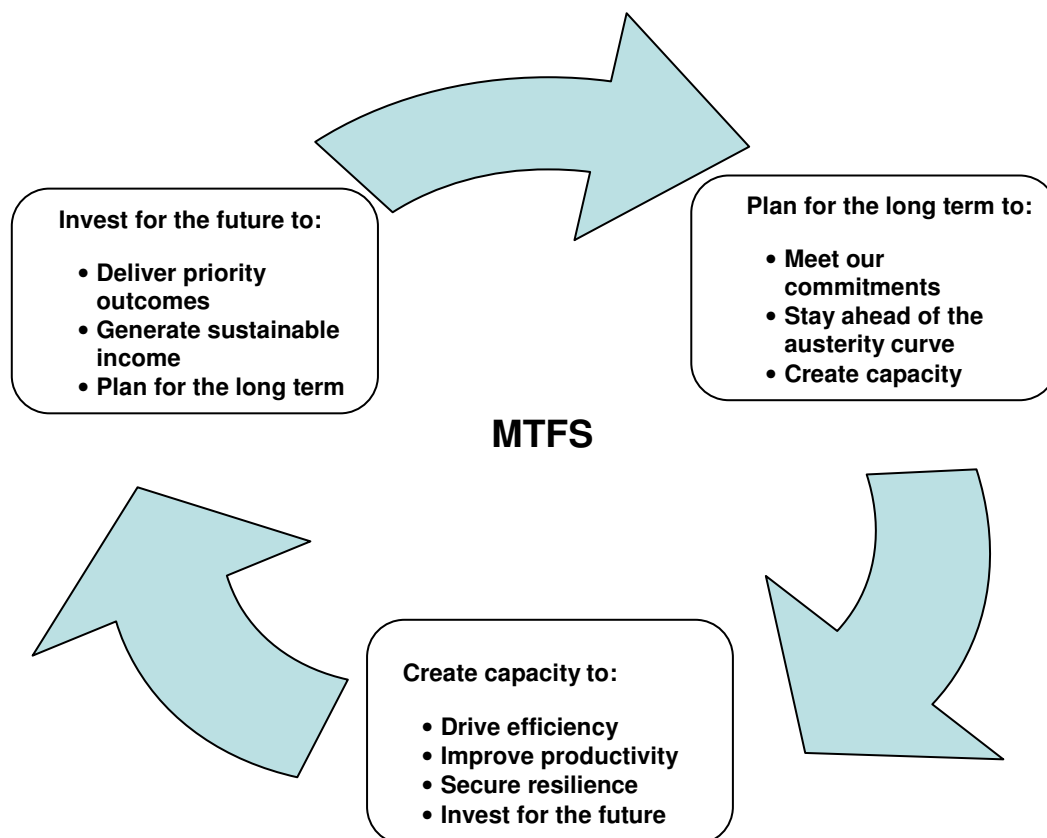
Karen Iveson
Executive Director (s151)
kiveson@selby.gov.uk

Selby District Council

Medium Term Financial Strategy Update September 2015

1. Introduction and Background

- 1.1 This paper presents an update to the revised Medium Term Financial Strategy approved by Council in December 2014. It considers the budget pressures and issues facing the Council over the next 3 years and beyond, and provides the framework for the forthcoming budget round.
- 1.2 The strategic context for the financial strategy remains unchanged as the pressure on Local Government finance continues and austerity is expected to be with us for some time to come.
- 1.3 During 2014/15 we refreshed the Corporate Plan and with it the Council's priorities for the coming 5 years. The financial strategy aims to provide financial sustainability and resilience for the Council in pursuing its objectives and secure the resources necessary to deliver the Corporate Plan, in spite of the additional funding cuts we are facing.



Appendix A

- 1.4 To support this paper three scenarios have been modelled and are attached at **Appendix A**. The mid-case scenario is proposed as the framework for the forthcoming budget round although our assumptions may need to change following the Government's autumn Spending Review.
- 1.5 As this strategy is being written, the devolution agenda is progressing at pace nationally. At this stage the financial implications for Selby are not clear and therefore have not been taken into account in this refresh. It will be important to understand the on-going implications as part of any future decisions on forming a combined authority with other partners.

2 Update on financial assumptions

Interest Rates

- 2.1 The bank base rate remains at 0.5% with a rise now forecasted in mid-2016. The Bank rate is projected to increase slowly and gradually thereafter, reaching 1.00% by March 2017 and 1.75% by March 2018. The approved strategy assumes investment rates will rise to 2% by 2016/17 and therefore returns are likely to be less than estimated in the short term. Loans to Selby and District Housing Trust will provide some mitigation but it would be prudent to reduce our forecasts.
- 2.2 Current returns are below 1% and the MTFS has been updated to reflect the latest forecasts.
- 2.3 The approved strategy includes provision for a £300k cap on the amount of investment interest used to support the revenue budget and as a result of the on-going low rates it is anticipated that this will not be reached in the next 2 years.

Growth and Inflation

- 2.4 The approved strategy took a cautious stance on growth/inflation projections with 3% included for all years. This is higher than CPI, which is running at below 0.1% as at August 2015, and whilst 3% provides a level of contingency for spending pressures, given the continued cuts to central Government funding the MTFS assumption has been revised down to 2%.

Settlement Funding

- 2.5 This element of funding has seen the most significant changes in recent years following the localisation of Business Rates and Council Tax Support.

Appendix A

- 2.6 The 2015/16 Local Government Finance Settlement was for one year only and we await details of proposals for 2016/17. Assuming a 10% reduction in funding overall for 2016/17 (in line with the previously approved MTFs), with an RPI increase in Business Rates Baseline Funding – the table below summarises the estimated settlement for Selby:

Local Government Finance Settlement February 2015	Actual 2015/16 £000's	Estimated 2016/17 £000's
Revenue Support Grant (RSG)	1,756	1,314
Business Rates Baseline Funding (BRBF)	2,232	2,275
Settlement Funding Assessment (SFA)	3,988	3,589

- 2.7 The Chancellor's 'Summer Budget 2015' included little detail about the future reductions to Local Government funding but the Government published its approach to the 2015 Spending review on 21 July 2015. Non-protected departments have been asked to model 25% and 40% real term reductions in their resource budget for the periods 2016/17 to 2019/20. The outcome of the review will be published on 25 November although the Department for Communities and Local Government has now agreed a reduction in their departmental budget of 30% by 2020. This does not mean that a similar reduction will be applied to Local Government and therefore it would be prudent to model up to 40% at this stage. Based on Selby's 2015/16 settlement, real term reductions of 25% - 40% would be around £1m and £1.7m p.a. respectively by 2019/20 – reducing settlement funding resources by a further £700k beyond our previous assumptions.

- 2.8 Excluding Business Rates growth above the Retail Price Index (the index used to inflate the Business Rates Multiplier), the impact of these cuts on the Council's Settlement Funding Assessment (SFA) over the next 5 years, is estimated in the table below. A straight line profile is illustrated at this stage in the absence of a definitive picture. This profile shows that based on the current funding system RSG is almost entirely depleted by 2019/20 and the government have announced plans to phase RSG out completely through changes to the Business Rates scheme.

	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's
RSG	1,756	1,314	911	542	201
BRBF	2,232	2,275	2319	2365	2,416
SFA (Mid case)	3,988	3,589	3,230	2,907	2,617
% Reduction		10%	10%	10%	10%

Business Rates Retention

- 2.9 The current approach to Business Rates Retention income is to set aside gains above our baseline funding (per settlement) into the Business Rates Equalisation reserve to off-set potential future losses. In 2013/14 the initial forecast (NNDR1) showed potential Business Rates growth of circa £1.4m (Selby's share) which would mean additional income to the Council of £700k after the payment of the 50% levy.
- 2.10 However a significant successful appeal by (and subsequent refund to) a major business in the district meant that our Business Rates income was below the safety net in 2013/14.
- 2.11 In 2014/15 Selby's fortunes reversed following the withdrawal of a significant appeal, some business growth and a late assessment of renewable energy rates income (which is subject 100% retention by SDC). The renewables income resulted from a change to an existing business and saw the transfer of income from the rates retention scheme (SDC's share = 40%) to renewable energy (SDC's share = 100%). This change resulted in SDC being at the safety net' for the purposes of rates retention along with a large windfall (in excess of £5m) from renewable energy. A similar situation is anticipated for 2015/16 but forecasts for 2016/17 and beyond are difficult due to uncertainty over the Government's plans for Business Rates. The Government has announced that Local Government will retain 100% of Business Rates in future and that RSG will be phased out. It is inconceivable to expect that such large windfalls will be sustained going forward and therefore a modest level of growth above the estimated baseline target is assumed from 2017/18 onwards. We will of course update our forecasts as and when the picture becomes clearer.

Business Rates Income	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's
Baseline	2,232	2,275	2,319	2,365
Surplus (1 year lag)	¹ 5,039	² 5,409	750	950
Total	7,271	7,684	3,069	3,315

- 2.12 These forecasts do not include any provision for new significant appeals or closures (e.g. one of the power stations operating in the district) and therefore they should be treated with extreme caution.

¹ 2014/15 surplus

² 2015/16 surplus

Appendix A

- 2.13 It is proposed that the allocation of receipts above the baseline is made as part of the budget process once the actual receipts are known (i.e. the 2015/16 surplus is received in 2016/17 and allocated in the 2017/18 budget). The improvement in Business Rates income provides the opportunity to divert additional resources towards spending priorities and the mid-case scenario assumes they are allocated to the Programme for Growth.
- 2.14 At the time of writing this updated strategy, £5m additional income has been confirmed for 2014/15 and will be received in 2015/16 – it is proposed that this income is used to fund elements within the current capital programme for which prudential borrowing had been planned (Burn Airfield and the Selby Leisure Village Shell/Car Park) with any excess being allocated to the Programme for Growth. This will generate a revenue saving of up to £220k p.a. in minimum revenue provision and interest charges.
- 2.15 Decisions on future allocations will need to be taken in light of the overall funding available and risk at that time.
- 2.16 The volatility in Selby's Business Rates income and the Government's future plans for Business Rates retention mean that joining one of the pools operating locally (Leeds City Region and North Yorkshire) is unlikely but officers are keeping a watching brief should circumstances change.

New Homes Bonus

- 2.17 New Homes Bonus (NHB) is an incentive scheme which rewards housing growth. The scheme is funded partly by the Government (£250m p.a.) and the remainder by top-slicing the Local Government funding settlement (£918m for 2015/16). We currently anticipate around £2.5m p.a. for Selby from NHB when the scheme reaches maturity in 2016/17 (year 6 of the scheme).
- 2.18 The approved strategy provides that Years 1 and 2 NHB is used to support the 'Programme for Growth' – i.e. £880k p.a. A new Programme has been established as part of the refresh of the Council's Corporate Plan and the current budget assumes that £880k p.a. continues to be transferred to reserves whilst NHB income continues, although funds have not been allocated to projects beyond those approved in 2015/16. The approved MTFs also assumes that receipts above £880k p.a. are used to support the revenue budget, effectively helping to back fill further grant cuts.
- 2.19 The Government's evaluation of NHB up to 2014/15 (published in December 2014) showed that like other district councils, Selby had gained overall by the scheme. The report showed that in net terms Selby had benefitted by £1.53m in 2014/15 i.e. our finance settlement including NHB was £1.53m more than it would have been if NHB had

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not been paid. Should the scheme be brought to an end and the top-sliced funds 'repatriated', then Selby would see a significant reduction in funding. Based on the trend to date, the gain could rise to £2.2m by year 6 of the scheme, with £1.6m being used to support on-going revenue expenditure.

- 2.20 The report concluded that NHB had been successful and this was likely to increase further over time which suggests that the scheme may continue. However there remains concern over the future of the NHB and we await further announcements as part of the forthcoming Autumn Spending Review. The mid-case scenario assumes the scheme is phased out from 2017/18 and therefore our latest assumptions on NHB³ are:

	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Year 1	445	445	445	445	445	445	
Year 2		435	435	435	435	435	435
Year 3			303	303	303	303	303
Year 4				542	542	542	542
Year 5					353	353	353
Year 6						366	366
Total	445	880	1,183	1,725	2,078	2,445	1,999

Allocated to the Programme for Growth as 'one-off' resources

- 2.21 Using the above projections, the NHB resources are assumed to be allocated as follows:

Allocation of NHB	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Programme for Growth	445	880	880	880	880	880	880
Rev Budget			303	845	1,198	1,565	1,119
Total NHB	445	880	1,183	1,725	2,078	2,445	1,999

Should NHB not be phased out then the above allocations would be reviewed in light of the Council's overall financial position.

Special and Specific Grants

- 2.22 The Council is in receipt of a number of additional grants for 2015/16 which may continue into the future. The Local Government Finance Settlement included:

	2015/16 £000's	2016/17 £000's
Transitional Council Tax Support	11	0
S31 Grant NNDR cap	11	0
Total Special and Specific Grants	22	0

³ Updated following submission of Council Tax Base Return October 2015

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- 2.23 These grants are not ring-fenced and have been assumed in the current MTFP for 2015/16 - no awards are included in our budget going forward although awards may be included within future funding settlements.

Council Tax

- 2.24 The 2015/16 to 2017/18 MTFP includes a Council Tax freeze in 2015/16 and rises of 2% to 2017/18. If this approach continues into 2018/19 and taking into account a rise in the tax base each year (3.5% for 16/17 and 1% thereafter), then Council Tax income forecasts show:

	2015/16	2016/17	2017/18	2018/19
Tax Base	29,117	30,154	30,456	30,760
Band D Charge	£162.00	£165.24	£168.54	£171.91
Council Tax Income	£4,716,954	£4,982,643	£5,133,123	£5,288,140

- 2.25 The mid case scenario assumes that Council Tax is increased by 2% p.a. Should further Council Tax freeze grant be offered and accepted then in the longer term additional savings would be required as future Council Tax rises would be restricted. A 1% increase in Council Tax for 2016/17 would reduce Council Tax income by circa £50k p.a.

Council Tax Support Grant for Parishes

- 2.26 In accordance with the approach adopted in the 2014/15 budget, it is assumed that support for parishes will continue for the foreseeable future. The strategy forecasts the grant amount reducing in line with the reduction in the Council settlement funding (RSG/NNDR).

General Balances

- 2.27 In accordance with the current strategy it is assumed that General Fund balances are **not** used to support the revenue budget.
- 2.28 General Balances remain funding of last resort. The approved minimum working balance is £1.5m and resources will be managed to maintain this level over the medium to long term.
- 2.29 Access Selby balances are estimated to be £355k by March 2016. The pending organisational review means that this reserve is no longer considered necessary and therefore it is proposed that this be released for alternative use – a new Local Plan Reserve is proposed (see below).

Earmarked Reserves

- 2.30 A review of major earmarked reserves suggests:

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- PFI – the on-going adequacy of this reserve is kept under review in light of interest rates and inflation. Any necessary increases in contributions will form part of the revenue budget and will be funded as a commitment before further service growth is considered.
- Asset Management - £130k p.a. plus £22k p.a. for the Selby Leisure Village, is transferred into this reserve to cover our commitments to maintaining our built assets. An assessment of works required to maintain our assets over the next 10 years has been done as part of the Asset Management Strategy refresh completed in October 2015. The additional costs of the new Civic Centre and the Leisure Village need to be added to the cost plan but the current contributions into this reserve are considered adequate. No major surfacing works to the Council's car parks are currently planned but the MTFs will be updated if any new requirements emerge.
- ICT Replacement – £150k p.a. General Fund and £50k p.a. HRA contributions are planned to sustain this important reserve, which provides the financial capacity to upgrade and replace our ICT infrastructure, hardware and systems in accordance with our approved ICT Strategy. The use of ICT to support the Council's customer 'self-service' and channel shift agenda means that the financial capacity to invest in modern technologies is crucial to support future services. Fixed contributions allow the smoothing of these irregular costs to avoid peaks and troughs in funding requirements.
- Business Development – the need for on-going savings and efficiencies to achieve the Council's objectives remains a key priority. This reserve provides up-front investment for improvements and efficiency initiatives, to support the Council's savings plan – in particular commercialisation and income generation.
- Pension Equalisation – following the last triennial valuation and with it the stabilisation of employers' contribution rates the £600k balance of this reserve as at 31 March 2014 was released for alternative uses. However, the on-going risk to pensions costs provided good reason to continue to set aside the circa £180k p.a.
- Business Rates Equalisation – this reserve was created in 2012/13 in anticipation of the new rules governing localised Business Rates and the funding risk inherent within the scheme. The current strategy assumes that any excess Business Rates above our baseline are transferred into this reserve to mitigate any funding shortfalls prior to the safety net being reached.

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The fund was established with £300k and then added to with budget surpluses and a prior year income adjustment. The available balance on the reserve at 1 April 2015 is £1.3m.

The latest estimates for Business Rates income suggests that the Council will be above its target for 2015/16 and 2016/17 and therefore there is the potential to release some resources for alternative use. However, given the anticipated changes to the rates retention scheme and on-going Local Government funding cuts, no changes are proposed to this reserve but it will be reviewed on an annual basis.

- Contingency – this reserve provides resources to cover unforeseen issues beyond those that can be accommodated by in year contingency budgets – for example significant planning appeal costs. The reserve is topped-up using year-end surpluses if available and required. In 2015/16 £281k has been committed to cover the additional costs of Plan Selby. The current forecast balance of £504k at 31 March 2016 is only slightly above the recommended balance of £500k and therefore no changes are proposed.
- Discretionary Rate Relief – this reserve was established with £300k from the 2012/13 General Fund revenue surplus. Future contributions could come from excess Business Rates income subject to availability and prioritising against the revenue budget and ‘Programme for Growth’. A budget of £100k p.a. has been created and will be funded by this reserve – this will enable applications for relief to be considered and awarded promptly.
- Special Projects Reserve - £880k of New Homes Bonus in 2012/13 – 2015/16 has been used to top up this reserve for the Council’s ‘Programme for Growth’. Contributions beyond 2015/16 are subject to sufficient NHB and/or Business Rates growth. **It must be stressed that the use of NHB resources to fund growth is wholly dependent upon achieving the revenue savings targets set.** Given the large windfall from Business Rates it is also proposed that this be earmarked for the Programme for Growth to support economic growth within the district. Going forward it is proposed that any revenue surpluses beyond those required to mitigate financial risk are also earmarked for the Programme for Growth.
- Local Plan Reserve – delivery of a district wide local plan requires a significant and sustained resource input over a relatively long period of time, which can put pressure on in-year budgets when peaks in work occur. In order to prepare for the Council’s next plan, it is proposed to set aside the £355k previously allocated to the Access Selby Reserve and supplement this with £145k from the revenue budget in 2016/17 and then set aside £50k p.a. thereafter.

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2.31 A forecast of General Fund reserve balances is set out at **Appendix B**.

3 Revenue Budget Outlook 2016/17 to 2018/19

Costs

- 3.1 It is assumed that on average costs will increase in line with inflation. Whilst cuts in general grant continue, any demand led cost pressures must be contained within the net revenue budget.
- 3.2 Changes to the National Insurance Contribution rates with effect from April 2017, for employers with their own pension schemes (currently NIC rates are discounted) will add a further £113k p.a. to payroll costs.

Income

- 3.3 Income levels are improving and helping to support our savings plan. Opportunities for growing income generation remain a priority and proposals for the commercialisation of some services are currently in development. A strategic review of income generation is proposed as part of our savings work.
- 3.4 The windfall from Business Rates income will have a significant positive impact on our financial position at least in the short term but we will need to keep this under close review.

Net Budget

3.5 The forecasted resources available to support the revenue budget for 2016/17 to 2018/19 are shown in the table below (mid case):

General Fund Revenue Resources	2016/17 £000's	2017/18 £000's	2018/19 £000's
Council Tax	4,983	5,133	5,288
SFA	3,589	3,230	2,907
NHB	2,445	1,999	1,564
Special and Specific Grants	0	0	0
Collection Fund Surplus	129	62	0
Business Rates Collection Fund Deficit	5,409	750	950
Total Resources	16,555	11,174	10,709
Service budgets	10,699	9,553	9,218
Investment Interest	-240	-280	-300
Parish Grant	86	77	70
Reserves Transfers (Net)	5,757	1,636	1,539
Total Net Budget	16,302	10,986	10,547
Surplus	253	188	182

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- 3.6 Due to the uncertainty of Government grant/Business Rates it is extremely difficult to predict the level of resources we can expect beyond 2015/16. The £5.4m surplus in 2016/17 is the result of Business Rates income from renewable energy facilities and it is proposed that this is used to support the Programme for Growth in addition to the resources already earmarked from New Homes Bonus.
- 3.7 The on-going risk to the Council's funding means that a careful balance between savings and investment will need to be struck and we will continue to strive for more efficient and effective services. This in turn, will enable the financial capacity for investment to achieve sustainable cash 'returns' and minimise the impact on front line service outcomes.
- 3.8 Plans for income generation and savings to mitigate the reduction in central Government funding to 2017/18 are in progress but we must be ready to cope with more severe cuts should the need arise. To illustrate, a further £700k target for 2018/19 and 2019/20 could take our overall targets to:
- Transforming through ICT and flexible working – £600k (currently £350k by 2017/18)
 - Growing resources through trading – £600k (currently £350k by 2017/18)
 - Commissioning to achieve efficiencies and reduce demand for public sector services - £1m (currently £800k by 2017/18)
- 3.9 Our collaboration with North Yorkshire County Council and other partners continues to be an important part of this work as is the commercialisation of our business, reducing demand for services and income generation – we are developing appropriate strategies to ensure delivery of our targets.
- 3.10 The latest versions of the savings action plans are set out at **Appendix C** and in summary show:

Current Savings Summary	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's
Green	349	568	577	555
Amber	303	480	506	506
Red	38	272	625	625
Total	690	1,320	1,708	1,686
Target	919	957	1,502	1,482
Headroom/Deficit (+/-)	-229	363	206	204

- 3.11 When comparing the headroom to the revenue surpluses there has been some relatively minor changes to the net budget position but broadly the surpluses and savings headroom correspond.

- 3.12 It is clear that there is much to do to deliver the identified savings, with over £1m savings assumed within the budget for the next three years still at either 'amber' or 'red'.

4 Capital Programme

- 4.1 The Council's General Fund Capital Programme contains the 'business as usual' capital projects planned – these include Disabled Facilities Grants (DFGs), ICT replacements and major works to the Council's assets. Expenditure is funded by earmarked reserves set aside for these specific purposes, or in the case of DFGs, through capital receipts from Council House and other small asset sales. The approved programme is attached at **Appendix D**.
- 4.2 There is currently around £5.7m available in usable capital receipts expected over next 3 years from right to buy receipts and land sales. In recent years low level receipts have been used to cover the cost of Disabled Facilities Grants, however increases in Council House sales and the Council's agreement with the Government to retain extra receipts to achieve one for one replacement of Council homes, means that going forward, receipts retained from council house sales can be used to support the Council's affordable homes development strategy and deliver new build homes across the district. In addition s106 affordable housing commuted sums are anticipated (£8.5m over the next 7 years) which provide the potential to extend our house building programme further. Plans are already in progress on a £10m development programme but with rising right to buy receipts and s106 commuted sums, the potential to double our existing programme will require additional detailed feasibility, increased internal capacity and undoubtedly, land acquisition. This work will be carried out over the coming year and proposals will be brought forward for approval in due course.
- 4.3 The fire at Abbey Leisure Centre and the resulting temporary gym arrangements mean that receipts from the sale of land at the former Civic Centre site will be delayed beyond 2015. These receipts were originally earmarked for the Programme for Growth although they have been substituted by other resources to mitigate the need for additional borrowing. If they are realised then they will be available for reinvestment in the district or could be used to repay debt if this could achieve a more favourable outcome for the Council.
- 4.4 In 2015/16 further (internal) prudential borrowing was initially planned to cover the purchase of a strategic site at Burn and funding towards the new Leisure Village in Selby (part of the Programme for Growth). However additional Business Rates income means that these can now be funded (in part, re the shell and car park for the Leisure Village) from revenue resources. Borrowing requirements will be kept under review as the new 'Programme for Growth' develops.

5 Programme for Growth

- 5.1 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to '**make Selby a great place**' by investing in jobs; housing; infrastructure/economic development; and the leisure economy. The approved programme, which aligns to the new Corporate Plan, is set out at **Appendix E**.
- 5.2 The programme to the end of 2015/16 is currently sustained by New Homes Bonus (£880k p.a.). In summary, the latest programme is set out in the table below:

Programme	Capital £000	Revenue £000
Leisure	6,075	175
Jobs/skills	0	726
Housing*	100	180
Infrastructure/economic development	1,790	639
Contingency	0	513
Total	7,965	2,233
Funding		
Special Projects Reserves	5,793	2,233
Borrowing	2,172	0
Total Funding	7,965	2,233

**Note: The capital cost of the affordable homes is contained within the capital programme*

- 5.3 There currently remains £513k in the programme contingency, which is available for new projects that emerge over the life of the Corporate Plan. These resources could increase further subject to the future of New Homes Bonus and Business Rates. **The mid-case scenario shows the potential for a further £9m over the next 3 years from 2016/17, with £5.4m being earmarked from Business Rates surpluses in respect of 2015/16.**
- 5.4 However, this of course relies heavily on no major adverse changes to the New Homes Bonus and Business Rates schemes and delivery of the savings needed to balance the revenue budget.
- 5.5 There may also be opportunity to extend the programme further through bids for funding from external partners (such as the LEP).
- 5.6 The resources available to fund the programme will be reviewed annually in light of announcements on Local Government funding and the Council's financial outlook. However the Council's strategic approach to its future financial sustainability is reliant upon investment to stimulate housing and business growth which in turn will generate local funds through Council Tax and Business Rates to mitigate losses in central Government funding and provide the capacity for further reinvestment.

6 Conclusions

- 6.1 The additional income from Business Rates will have a significant impact on the Council's financial outlook. Forecasted revenue resources for 2016/17 are £16.555m including £5.4m in Business Rates surpluses. Based on current spending plans our Net Revenue Budget for 2016/17 is £16.302m (including savings of £1.3m and net contributions to reserves of £5.757m) giving an estimated surplus for the year of £253k which provides a buffer should there be delays to planned savings or if Government funding cuts are front loaded.
- 6.2 At this stage there are no proposals to increase our savings targets but we will need to keep this under review as details on the Spending Review and the future for Local Government funding are announced.
- 6.3 There remains risk and uncertainty within the Business Rates retention scheme and in particular it is not known if similar levels of receipts as to those experienced in 2014/15 and 2015/16 can be expected going forward - at this stage a cautious stance has been taken.
- 6.4 There is also uncertainty over New Homes Bonus, the continuing economic situation, income generation and delivery of savings. The Council's longer term financial position is heavily reliant upon resources keeping pace with inflation and costs being contained within base budget.
- 6.5 Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. Whilst it continues, £880k p.a. is funding the Programme for Growth with the remainder supporting the Council's revenue budget. For 2014/15 Selby has benefitted by a net gain of £1.53m. If this trend continues, the gain could rise to £2.2m by year 6 of the scheme, with £1.6m being used to support on-going revenue expenditure. Improvements in Business Rates income provides the potential to replace these resources should the need arise but withdrawal of the scheme and loss of Business Rates income may require further savings.
- 6.6 Meeting the on-going savings challenge features strongly in the Council's strategic and operational plans and this work will continue. Our collaboration with North Yorkshire County Council and other partners, the commercialisation of our business, reducing demand for services and income generation are important to this work.
- 6.7 The on-going risk to the Council's funding means that a careful balance between savings and investment will need to be struck. We will continue to strive for more efficient and effective services which in turn will provide the financial capacity for investment – replacing central Government funding with sustainable cash returns in the form of income from services, Council Tax and Business Rates.

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- 6.8 The significant receipts from Business Rates income mean that the Council has the financial capacity to invest further in economic growth within the district and plans for the use of these funds will be drawn up for approval by Council over the coming months.

SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN (Nov 2015 V4) Best Case

	Base 2015/16	← Medium Term Financial Plan → 2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
KEY ASSUMPTIONS											
Inflation		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates		1.75%	2.00%	2.25%	2.50%	3.00%	3.50%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase		3.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SUFA) Increase		-10.00%	-10.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
COUNCIL TAX											
Tax Base (Number of Band D Equivalentents)	29.117	30.154	30.456	30.760	31.068	31.378	31.692	32.009	32.329	32.652	32.979
Council Tax @ Band D (£)	162.00	165.24	168.54	171.92	175.35	178.86	182.44	186.09	189.81	193.60	197.48
Council Tax Income (£000's)	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
Precept (£000's)	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
REVENUE FINANCING											
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
SFA	3,988	3,589	3,230	3,295	3,361	3,428	3,497	3,566	3,638	3,711	3,785
Council Tax Freeze Grant	49	-	-	-	-	-	-	-	-	-	-
New Homes Bonus	2,078	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445
Special and Specific Grants	22	-	-	-	-	-	-	-	-	-	-
Council Tax Collection Fund Surplus/Deficit (+/-)	84	129	62	-	-	-	-	-	-	-	-
Business Rates Collection Fund Surplus/Deficit (+/-)	- 164	5,409	1,899	1,938	1,978	2,018	2,058	2,099	2,141	2,184	2,228
TOTAL EXTERNAL RESOURCES	(a) 10,774	16,555	12,769	12,966	13,232	13,503	13,781	14,067	14,360	14,661	14,970

REVENUE BUDGET	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Operational Budget	12,476	10,699	9,553	9,218	9,787	9,844	10,041	10,242	10,600	10,656	10,869
Investment Interest	- 200	- 280	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Parish CTS Grant	96	86	77	70	71	73	74	76	77	79	80
Net Budget Before Contributions to/from reserves	12,372	10,505	9,330	8,988	9,559	9,617	9,816	10,018	10,377	10,435	10,649
Contributions to Reserves:											
PFI Scheme (Updated - incl SDC's contribution & interest)	380	387	394	401	414	426	439	451	452	454	455
Building Repairs	130	149	152	152	152	152	152	152	152	152	152
Computer Development	150	150	150	150	150	150	150	150	150	150	150
District Election	30	34	34	34	34	34	38	38	38	38	38
Pension Equalisation	181	183	183	183	183	183	183	183	183	183	183
Special Projects/P4G (C.Tax Freeze Grant)	119										
Special Projects/P4G (New Homes Bonus)	880	880	880	880	880	880	880	880	880	880	880
Special Projects/P4G (Business Rates)		5,409	1,899	1,938	1,978	2,018	2,058	2,099	2,141	2,184	2,228
Access Selby (Lifeline)	79										
Local Plan		145	50	50	50	50	50	50	50	50	50
Contributions from Reserves:											
Spend to Save											
ICT	- 248	- 263	- 193	- 33	- 150	- 150	- 150	- 150	- 150	- 150	- 150
PFI	- 400	- 402	- 410	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481
Building Repairs	- 38	- 92	- 3	- 20	- 152	- 152	- 152	- 152	- 152	- 152	- 152
Special Project/P4G	- 2,392	- 413	- 202	- 90							
District Election	- 80				- 136				- 153		
Access Selby	- 92										
NYCC Collaboration	- 100	- 100	- 50								
Business Rates Equalisation	- 164										
Discretionary Rate Relief		- 100	- 100								
Contingency		- 210									
Forecast Net Revenue Budget	(b) 10,807	16,262	12,114	12,215	12,535	12,773	13,019	13,266	13,506	13,753	14,002

SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN (Nov 2015 V4) Mid Case
Appendix A(ii)

	Base 2015/16	← Medium Term Financial Plan →									
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
KEY ASSUMPTIONS											
Growth/Inflation		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates		1.50%	1.75%	2.00%	2.50%	3.00%	3.50%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase		3.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) Increase		-10.00%	-10.00%	-10.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
COUNCIL TAX											
Tax Base (Number of Band D Equivalents)	29.117	30.154	30.456	30.760	31.068	31.378	31.692	32.009	32.329	32.652	32.979
Council Tax @ Band D (£)	162.00	165.24	168.54	171.92	175.35	178.86	182.44	186.09	189.81	193.60	197.48
Council Tax Income (£000's)	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
Precept (£000's)	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
REVENUE FINANCING											
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,717	4,983	5,133	5,288	5,448	5,612	5,782	5,957	6,136	6,322	6,513
SFA	3,988	3,589	3,230	2,907	2,965	3,025	3,085	3,147	3,210	3,274	3,340
Council Tax Freeze Grant	49	-	-	-	-	-	-	-	-	-	-
New Homes Bonus	2,078	2,445	1,999	1,564	1,261	719	366	-	-	-	-
Special and Specific Grants	22	-	-	-	-	-	-	-	-	-	-
Council Tax Collection Fund Surplus/Deficit (+/-)	84	129	62	-	-	-	-	-	-	-	-
Business Rates Collection Fund Surplus/Deficit (+/-)	- 164	5,409	750	950	969	988	1,008	1,028	1,049	1,070	1,091
TOTAL EXTERNAL RESOURCES (a)	10,774	16,555	11,174	10,709	10,643	10,344	10,241	10,132	10,395	10,666	10,943

REVENUE BUDGET	Base	← Medium Term Financial Plan →				2019/20	2020/21	2021/22	2022/23	2023/24	Appendix A(ii)	
	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2024/25 £000's						2025/26 £000's	
Operational Budget	12,476	10,699	9,553	9,218	9,787	9,844	10,041	10,242	10,600	10,656	10,869	
Investment Interest	- 200	- 240	- 280	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	
Parish CTS Grant	96	86	77	70	71	73	74	76	77	79	80	
Net Budget Before Contributions to/from reserves	12,372	10,545	9,350	8,988	9,559	9,617	9,816	10,018	10,377	10,435	10,649	
Contributions to Reserves:												
PFI Scheme (Updated - incl SDC's contribution & interest)	380	387	394	401	414	426	439	451	452	454	455	
Building Repairs	130	149	152	152	152	152	152	152	152	152	152	
Computer Development	150	150	150	150	150	150	150	150	150	150	150	
District Election	30	34	34	34	34	34	38	38	38	38	38	
Pension Equalisation	181	183	183	183	183	183	183	183	183	183	183	
Special Projects/P4G (C.Tax Freeze Grant)	119											
Special Projects/P4G (New Homes Bonus)	880	880	880	880	880	792	439	-	-	-	-	
Special Projects/P4G (Business Rates)		5,409	750	250								
Access Selby (Lifeline)	79											
Local Plan		145	50	50	50	50	50	50	50	50	50	
Contributions from Reserves:												
Spend to Save												
ICT	- 248	- 263	- 192	- 33	- 150	- 153	- 156	- 159	- 162	- 166	- 169	
PFI	- 400	- 402	- 410	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	
Building Repairs	- 38	- 92	- 3	- 20	- 152	- 155	- 158	- 161	- 165	- 168	- 171	
Special Project/P4G	- 2,392	- 413	- 202	- 90								
District Election	- 80				- 136				- 153			
Access Selby	- 92											
NYCC Collaboration	- 100	- 100	- 50									
Business Rates Equalisation	- 164											
Discretionary Rate Relief		- 100	- 100									
Contingency		- 210										
Forecast Net Revenue Budget (b)	10,807	16,302	10,986	10,527	10,557	10,661	10,508	10,268	10,460	10,657	10,856	
Difference between resources and forecast budget (a - b)												
	- 33	253	188	182	86	- 317	- 267	- 137	- 65	8	87	

SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN (Nov 2015 V4) Worst Case

	Base 2015/16	← Medium Term Financial Plan → 2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
KEY ASSUMPTIONS											
Inflation		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates		1.25%	1.50%	2.00%	2.50%	3.00%	3.50%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase		3.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SUFA) Increase		-10.00%	-10.00%	-10.00%	-10.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase		0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
COUNCIL TAX											
Tax Base (Number of Band D Equivalentents)	29.117	30.154	30.456	30.760	31.068	31.378	31.692	32.009	32.329	32.652	32.979
Council Tax @ Band D (£)	162.00	162.00	165.24	168.54	171.92	175.35	178.86	182.44	186.09	189.81	193.60
Council Tax Income (£000's)	4,717	4,885	5,033	5,185	5,341	5,502	5,669	5,840	6,016	6,198	6,385
Precept (£000's)	4,717	4,885	5,033	5,185	5,341	5,502	5,669	5,840	6,016	6,198	6,385
REVENUE FINANCING											
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,717	4,885	5,033	5,185	5,341	5,502	5,669	5,840	6,016	6,198	6,385
SFA	3,988	3,589	3,230	2,907	2,617	2,669	2,722	2,777	2,832	2,889	2,947
Council Tax Freeze Grant	49	49	-	-	-	-	-	-	-	-	-
New Homes Bonus	2,078	2,445	1,999	1,564	1,261	719	366	-	-	-	-
Special and Specific Grants	22	-	-	-	-	-	-	-	-	-	-
Council Tax Collection Fund Surplus/Deficit (+/-)	84	129	62								
Business Rates Collection Fund Surplus/Deficit (+/-)	- 164	5,409									
TOTAL EXTERNAL RESOURCES	10,774	16,506	10,324	9,656	9,219	8,890	8,757	8,616	8,848	9,087	9,332

(a)

REVENUE BUDGET	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Operational Budget	12,476	10,699	9,553	9,218	9,787	9,844	10,041	10,242	10,600	10,656	10,869
Investment Interest	- 200	- 200	- 240	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Parish CTS Grant	96	86	77	70	63	64	66	67	68	70	71
Net Budget Before Contributions to/from reserves	12,372	10,585	9,390	8,988	9,550	9,609	9,807	10,009	10,368	10,425	10,640
Contributions to Reserves:											
PFI Scheme (Updated - incl SDC's contribution & interest)	380	387	394	401	414	426	439	451	452	454	455
Building Repairs	130	149	152	152	152	152	152	152	152	152	152
Computer Development	150	150	150	150	150	150	150	150	150	150	150
District Election	30	34	34	34	34	34	38	38	38	38	38
Pension Equalisation	181	183	183	183	183	183	183	183	183	183	183
Special Projects/P4G (C.Tax Freeze Grant)	119										
Special Projects/P4G (New Homes Bonus)	880	880	880								
Special Projects/P4G (Business Rates)		5,409									
Access Selby (Lifeline)	79										
Local Plan		145	50	50	50	50	50	50	50	50	50
Contributions from Reserves:											
Spend to Save											
ICT	- 248	- 263	- 192	- 33	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 400	- 402	- 410	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481
Building Repairs	- 38	- 92	- 3	- 20	- 152	- 155	- 158	- 161	- 165	- 168	- 171
Special Project/P4G	- 2,392	- 413	- 202	- 90							
District Election	- 80				- 136				- 153		
Access Selby	- 92										
NYCC Collaboration	- 100	- 100	- 50								
Business Rates Equalisation	- 164										
Discretionary Rate Relief		- 100	- 100								
Contingency		- 210									
Forecast Net Revenue Budget	(b) 10,807	16,342	10,276	9,397	9,668	9,861	10,061	10,259	10,451	10,648	10,847
Difference between resources and forecast budget	(a - b)	- 33	164	48	259	- 450	- 970	- 1,304	- 1,643	- 1,603	- 1,561
Note: Savings included in revenue budget	418	1320	1708	1,686	1,720	1,754	1,789	1,825	1,861	1,899	1,937

Reserves										
Description	Estimated Balance 31 March 16	Use	Contribs	Estimated Balance 31 March 17	Use	Contribs	Estimated Balance 31 March 18	Use	Contribs	Estimated Balance 31 March 19
	£	£	£	£	£	£	£	£	£	£
Revenue Reserves										
General Fund										
Reserves to fund future commitments:										
PFI Scheme	2,364,764	- 402,190	387,400	2,349,974	- 410,230	394,410	2,334,154	- 418,430	401,330	2,317,054
ICT	646,740	- 262,500	200,000	584,240	- 192,500	200,000	591,740	- 32,500	200,000	759,240
Building Repairs & Projects	358,978	- 92,000	148,560	415,538	- 2,940	152,270	564,868	- 19,700	152,570	697,738
Election	76,954		34,000	110,954		34,000	144,954		34,000	178,954
Industrial Units	50,275			50,275			50,275			50,275
Open Space Maintenance	58,535			58,535			58,535			58,535
Affordable Housing **	120,568			120,568			120,568			120,568
	3,676,814	- 756,690	769,960	3,690,084	- 605,670	780,680	3,865,094	- 470,630	787,900	4,182,364
Reserves to fund growth and improvement:										
Special Projects / Programme for Growth **	2,121,718	- 412,500	6,289,264	7,998,482	- 201,500	1,630,000	9,426,982	- 89,500	1,130,000	10,467,482
Discretionary Rate Relief Fund	200,000	- 100,000		100,000	- 100,000		-			-
NYCC Collaboration	150,000	- 100,000		50,000	- 50,000		-			-
Spend To Save (Business Development)	492,543			492,543			492,543			492,543
	2,964,262	- 612,500	6,289,264	8,641,026	- 351,500	1,630,000	9,919,526	- 89,500	1,130,000	10,960,026
Reserves to mitigate financial risk:										
Pensions Equalisation Reserve	367,230		182,820	550,050		182,820	732,870		182,820	915,690
NDR Equalisation	1,257,318			1,257,318			1,257,318			1,257,318
Local Plan	355,231		145,000	500,231		50,000	550,231		50,000	600,231
Contingency	644,323	- 210,500		433,823			433,823			433,823
General Fund	1,499,872			1,499,872			1,499,872			1,499,872
	4,123,973	- 210,500	327,820	4,241,293	-	232,820	4,474,113	-	232,820	4,706,933
Total GF Revenue reserves	10,765,049	- 1,579,690	7,387,044	16,572,403	- 957,170	2,643,500	18,258,733	- 560,130	2,150,720	19,849,323
Capital Reserves										
General Capital Receipts*	2,372,335	- 175,000	1,065,020	3,262,355	- 145,000	1,096,060	4,213,415	- 145,000	1,096,060	5,164,475
Capital Receipts (Programme for Growth)	-		1,000,000	1,000,000			1,000,000			1,000,000
Capital Receipts (HRA Reserved)	152,850	- 152,850	197,780	197,780	- 197,780	225,870	225,870	- 197,780	225,870	253,960
Total GF Capital Receipts	2,525,185	- 327,850	2,262,800	4,460,135	- 342,780	1,321,930	5,439,285	- 342,780	1,321,930	6,418,435
* Capital receipts include assumptions on right to buy sales										
** Spending plan to be developed during 2016/17										
Note: Capital receipts subject to a review of requirements of council house 'one for one replacement'										

Access Selby - General Fund Savings

Proposed Savings	Status	2015/16	2016/17	2017/18	2018/19	Members' Update
		£	£	£		
IT & Transformation Workstream						
CRM Replacement	Red	8,980	66,252	66,252	66,252	Phase 1 saw CRM go live in July 2015. Phase 2 is currently being scoped.
Mobile Working	Red	-	41,728	41,728	41,728	Project currently under review by Access Selby Directors. Any changes will be reflected in the savings plan once the review is complete.
Review of planning advice and consultants	Amber	3,750	3,750	3,750	3,750	Savings achieved on experts but due to increased number of applications the overall spending might not be reduced.
Joint Business Support Manager Post	Green	3,632	-	-	-	Saving to be reviewed in conjunction with options for long term arrangements
Formal amalgamation of District newspaper and County Council publications	Red	3,000	3,000	3,000	3,000	Awaiting long term decision from NYCC
Opening of Civic Centre Better Together	Green	6,083	6,083	6,083	6,083	Completed
	Amber	75,000	150,000	150,000	150,000	Various projects including Finance, Business Support, Assets & Customer Services. First meeting held on 6th July to exchange information on land holdings.
Electronic Payments	Amber	0	25,000	25,000	25,000	Project linked to CRM and will follow in the later phases.
Improved Revs & Bens Value for Money	Amber	21,440	50,000	50,000	50,000	Competitive Dialogue process to commenced in July 2015. - £21k saving will be achieved in 2015/16 due to frozen post.
Further Internal Efficiencies (Outside of Better Together)	Red	21,350	50,000	50,000	50,000	Officers exploring internal efficiencies through improved processes and IT.
Access Selby Commercialisation	Amber	5,000	50,000	50,000	50,000	Officers working on commercialisation of repairs & maintenance.
Total Transformation		148,235	445,813	445,813	445,813	
Commissioning Workstream						
Printers	Green	18,811	18,811	18,811	18,811	Completed
Lifeline pendants	Green	-	67,576	69,000	69,000	Projected savings on track to be delivered
Postage and Mail	Amber	5,000	5,000	5,000	5,000	Further work required before savings can be confirmed
Supplier Engagement	Red	-	20,000	20,000	20,000	Options are limited in this area, officers will be seeking alternative savings.
Reduce Tail end spend	Amber	8,500	14,500	14,500	14,500	£8.5k realised already in relation to car park tickets & telephones - £6k additional savings still to be identified in 2016/17 onwards.
IT Service Contracts	Amber	7,500	7,500	7,500	7,500	Options currently under review in conjunction with wider options around IT services.
External Audit - Grants Audit Fee	Green	8,130	8,130	8,130	8,130	Completed
Lexis Nexis Legal Library	Green	13,500	13,500	13,500	13,500	Completed
Community Support Vehicle lease	Green	3,940	3,940	3,940	3,940	Completed
Improved Waste / Recycling Value for Money	Red	-	-	100,000	100,000	Service under pressure due to growth in property numbers.
Maximise use of Civic Centre Office Space	Amber	22,500	45,000	45,000	45,000	Based on an additional 30 desks occupied by partners.
Total Commissioning		87,881	203,957	305,381	305,381	

Proposed Savings	Status	2015/16 £	2016/17 £	2017/18 £	2018/19	Members' Update
Income Generation Workstream						
Negotiation for share of out performance on Council Tax collection	Amber	3,961	3,961	3,961	3,961	Target under constant review and outcome is based on full year performance.
Land Charges Income - Search fees	Amber	48,000	21,000	21,000	21,000	In future years it is possible that some of this income may go direct to the Land registry - this will be kept under close review and updated once further information is received.
Legal Income	Green	32,750	8,750	8,750	8,750	On track to achieve savings from increase in fee-generating work.
Street Naming & Numbering	Green	30,000	18,000	18,000	18,000	Original target of £18k for 15/16 is expected to be exceeded with a revised estimate of £30k being set for the year.
Registrar Service	Green	10,994	10,994	10,994	10,994	Completed
Caravan inspection fee	Green	2,000	2,000	2,000	2,000	On track to achieve savings
Policy changes to introduce new income streams	Red	0	78,783	80,823	80,823	Commercialisation project established to identify further opportunities
Community Support Lifeline Income	Amber	20,000	20,000	20,000	20,000	Income growth has been achieved, however due to grant funding being reduced the additional income is only currently mitigating the loss.
Total Income Generation		147,705	163,488	165,528	165,528	
Other						
Agency Staff	Red	-	2,500	2,500	2,500	Savings opportunity identified for future years
NY regional strategy officer	Green	2,520	2,520	2,520	2,500	Completed
Community Support Office telephone savings	Green	9,600	9,600	9,600	9,600	Completed
Contracts General Office Expenses	Green	360	360	360	360	Completed
Contracts - Officer subsistence general saving	Green	200	200	200	200	Completed
Commercial Waste	Green	1,160	1,160	1,160	1,160	Completed
Environmental Health & Housing telephone savings	Green	430	430	430	430	Completed
Housing Benefits - Overpayments subsidy	Amber	32,520	33,980	35,480	35,480	Being monitored throughout the year
Total Other		46,790	50,750	52,250	52,230	
Total General Fund Savings in Progress		430,611	864,008	968,972	968,952	
Savings Target		549,920	747,221	950,790	950,790	
Headroom/Deficit (+/-)	** -	119,309	116,787	18,182	18,162	
Green Savings		144,110	172,054	173,478	173,458	
Amber Savings		253,171	429,691	431,191	431,191	
Red Savings**		33,330	262,263	364,303	364,303	
Total		430,611	864,008	968,972	968,952	

Core Savings Plan**Key:**

Green: Savings likely to be achieved/low risk
Amber: Tentative savings - further work required/medium risk
Red: Requires a change in Council policy or significant change in service delivery/high risk

Proposed Savings	Status	2015/16 £	2016/17 £	2017/18 £	2018/19	Progress
Procurement Workstream						
Leisure Management Contract	Green	75,000	187,915	196,487	174,907	Completed
Community / Pooled Budgets	Red	5,000	10,000	10,000	10,000	-
Improved waste / recycling value for money	Red	-	-	100,000	100,000	Due to fall in the price received for the sale of recyclates this income is at risk.
Inflation Savings on Street Scene Contract	Green		99,110	99,110	99,110	Savings resulting from contract inflation
Banking tender	Green	10,000	10,000	8,400	8,400	Completed
Total Procurement		90,000	307,025	413,997	392,417	
Transformation Workstream						
Better Together - Finance	Green	44,000	43,800	44,240	44,240	Savings will be achieved in 2015/16 - Future years will be dependant on the success of the trial period.
Total Transformation		44,000	43,800	44,240	44,240	
Value for Money Workstream						
Internal Drainage Boards	Green	20,000	-	-	-	levies lower than budgeted for 2015/16
Ward Boundary Review	Green	41,430	41,430	41,430	41,430	Completed
Total Value for Money		61,430	41,430	41,430	41,430	
Base Budget Review Workstream						
NDR Base Budget Review - Various small sites	Green	14,390	14,390	14,390	14,390	Completed
Total Base Budget Review		14,390	14,390	14,390	14,390	
Discretionary Service Review Workstream						
Total Discretionary Service Review		0	0	0	0	
Income Generation Workstream						
Use of assets for advertising space	Amber	25,000	25,000	25,000	25,000	Negotiations ongoing with NYCC about income split in 15/16
General Fund Housing Development	Amber	25,000	25,000	50,000	50,000	Interest from loans to SDHT
Green Energy	Red	-	-	150,000	150,000	The feasibility report confirms that a ground and roof mounted schemes are possible but pending changes to government subsidies means that detailed business case will be defered and therefore a scheme will not be delivered to achieve a saving in 16/17.
Total Income Generation		50,000	50,000	225,000	225,000	
Total General Fund Savings		259,820	456,645	739,057	717,477	
Savings Target		369,068	210,430	552,224	530,644	
Headroom/Deficit (+/-)	** -	109,248	246,215	186,833	186,833	
Green Savings		204,820	396,645	404,057	382,477	
Amber Savings		50,000	50,000	75,000	75,000	
Red Savings**		5,000	10,000	260,000	260,000	
Total		259,820	456,645	739,057	717,477	

Key: **HRA Savings Plan**

Green: Savings likely to be achieved/low risk

Amber: Tentative savings - further work required/medium risk

Red: Requires a change in Council policy or significant change in service delivery/high risk

Proposed Savings	Status	2015/16	2016/17	2017/18	2018/19	Progress
		£	£	£	£	
Review of Property Services unfilled posts	Green	50,000	50,000	50,000	50,000	Completed
Gas Servicing Contract	Green	20,000	20,000	20,000	20,000	Completed
Grassed Areas & Open Spaces base budget review	Green	29,000	29,000	29,000	29,000	Completed
Various Suppliers	Green	22,000	22,000	22,000	22,000	Completed
WTT - Savings	Green	129,591	129,591	129,591	129,591	Completed
2011/12 Pay Award	Green	27,000	27,000	27,000	27,000	Completed
Car Allowances	Green	5,600	5,600	5,600	5,600	Completed
Savings on Audit Fees and early Retirement Charges	Green	40,460	40,460	40,460	40,460	Completed
Ryecare Help-Line Telecom Saving	Green	700	700	700	700	Completed
Consolidation of IT Budgets	Green	23,685	23,685	23,685	23,685	Completed
Electrical Testing - R&M	Green	15,000	15,000	15,000	15,000	Completed
Vehicle Tracking System	Green	500	500	500	500	Completed
Direct Works - Phones	Green	2,000	2,000	2,000	2,000	Completed
Grants Audit Fees	Green	6,000	9,390	9,390	9,390	Completed
Clear Access Footways	Green	2,500	2,500	2,500	2,500	Completed
Footpaths	Green	10,000	10,000	10,000	10,000	Completed
Gutters & Fallpipes	Green	5,000	5,000	5,000	5,000	Completed
Tenants Participation - Housing Reports	Green	370	370	370	370	Completed
Energy Performance Certificates	Green	3,000	3,000	3,000	3,000	Completed
SDC Contract Hire Vehicles	Green	18,000	18,000	18,000	18,000	Completed
Asbestos Removal	Green	500	500	500	500	Completed
Solid Fuel Servicing	Green	12,470	12,470	12,470	12,470	Completed
Communal Lighting	Green	3,350	3,350	3,350	3,350	Completed
Pumping Stations	Green	3,210	3,210	3,210	3,210	Completed
Lift Maintenance	Green	1,300	1,300	1,300	1,300	Completed
Bank charges	Green	1,600	1,600	1,600	1,600	Completed
Debt collection costs	Green	1,300	1,300	1,300	1,300	Completed
Hostels	Green	5,230	5,230	5,230	5,230	Completed
HRA Investment Interest	Green	-	8,000	17,000	21,000	Completed
Van Fuel (oil price & fuel card savings)	Green	-	2,450	2,450	2,450	Completed
Resource Accounting	Green	-	4,000	4,000	4,000	Completed
Rent - Bank Charge Savings	Green	-	1,000	1,000	1,000	Completed
Use of Temporary Accommodation	Green	-	13,740	13,740	13,740	Completed
Community Centres	Green	-	9,600	9,600	9,600	Completed
Total Housing Revenue Account Savings		439,366	481,546	490,546	494,546	
Savings Target		360,000	360,000	360,000	360,000	
Headroom/Deficit (+/-)		79,366	121,546	130,546	134,546	
Green Savings		439,366	481,546	490,546	494,546	
Amber Savings		-	-	-	-	
Red Savings**		-	-	-	-	
Total		439,366	481,546	490,546	494,546	

Appendix D

2015/16 – 2018/19 GENERAL FUND CAPITAL PROGRAMME

	Current Programme 2015/16 £	Estimated Programme 2016/17 £	Estimated Programme 2017/18 £	Estimated Programme 2018/19 £
<u>PROJECTS</u>				
Asset Management Plan Leisure Centres & Park	3,350	40,000	2,940	19,700
Tadcaster Central Area	2,000			
Road Adoption - Industrial Units Sherburn	23,785			
Mast Relocation	139,060			
Tadcaster Bus Station refurbishment	25,000			
Replacement Car Park Ticket Machines		52,000		
Collapsed Culvert - Portholme Road	150,000	207,000		
Housing Development	1,550,000	1,250,000	1,250,000	1,250,000
Burn Airfield	1,700,000			
<u>Grants</u>				
Disabled Facilities Grants	447,230	300,000	300,000	300,000
Repair Assistance Loans	37,200	30,000		
<u>ICT Hardware & Systems Within ICT Strategy</u>				
Implementation & Infrastructure Costs	240,120	245,000	175,000	222,000
Desktop Replacement Programme	35,840	17,500	17,500	17,500
CRM & Website	93,970			
Mobile Working Solution	249,800			
TOTAL	4,697,355	2,141,500	1,745,440	1,809,200
<u>SUMMARY OF FUNDING</u>				
Capital Receipts	329,430	175,000	145,000	145,000
Grants & Contributions	155,000	155,000	155,000	155,000
Reserves	2,662,925	561,500	195,440	259,200
Borrowing	1,550,000	1,250,000	1,250,000	1,250,000
TOTAL	4,697,355	2,141,500	1,745,440	1,809,200

Appendix D

2015/16 – 2018/19 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

<u>PROJECTS</u>	Current Programme 2015/16 £	Estimated Programme 2016/17 £	Estimated Programme 2017/18 £	Estimated Programme 2018/19 £
<u>PROJECTS</u>				
<u>Current Projects</u>				
Electrical Rewires	260,000	240,000	240,000	240,000
Central Heating - Gas	890,480	502,500	470,000	470,000
Central Heating - Solid Fuel		75,000	75,000	75,000
Roof Replacements	555,600			220,000
Damp Surveys & Works	250,000	230,000	220,000	220,000
Door & Window Replacements	134,000	140,000	130,000	120,000
Kitchen Replacements	421,900	237,000	140,000	130,000
Pre Paint & Cyclical Repairs	113,000	150,000	150,000	150,000
Void Property Repairs	53,500	60,000	65,000	65,000
Asbestos Condition Survey	30,000	30,000	30,000	
Fencing & Gates	40,000	40,000	40,000	40,000
Bathroom Replacements	180,000	30,000	30,000	30,000
Pointing Works	300,000	300,000	300,000	300,000
<u>New Projects</u>				
Fire Alarm System at St Wilfrids Court	25,000			
Laurie Backhouse Court Refurbishment	200,000			
Environmental Improvement Plan	160,000	160,000	160,000	
Garage Sites		50,000	20,000	10,000
Ousegate Fire Alarm System		15,000		
New Build Projects	1,550,000	1,250,000	1,250,000	1,250,000
TOTAL	5,163,480	3,509,500	3,320,000	3,320,000

SUMMARY OF FUNDING

Revenue Contributions	2,120,580	845,400	629,030	761,450
Major Repairs Reserve	1,332,900	1,254,100	1,280,970	1,308,550
Access Selby HRA Reserve	160,000	160,000	160,000	
Borrowing	1,550,000	1,250,000	1,250,000	1,250,000
TOTAL	5,163,480	3,509,500	3,320,000	3,320,000

Programme for Growth 15/16 to 19/20

Projects	Capital £	Revenue £	Estimate 15/16 £	Estimate 16/17 £	Estimate 17/18 £	Estimate 18/19 £	Estimate 19/20 £
Healthy living - concepts fund	-	175,000	35,000	35,000	35,000	35,000	35,000
Leisure Village	6,000,000	-	6,000,000	-	-	-	-
Selby Skate Park	75,000	-	75,000	-	-	-	-
Ready 4 Work	-	16,556	16,556	-	-	-	-
Growing enterprise	-	175,000	69,000	39,000	35,000	32,000	-
Market Selby's USP	-	62,664	22,664	20,000	20,000	-	-
Community skills/capacity building	-	100,000	100,000	-	-	-	-
Retail experience	-	351,576	351,576	-	-	-	-
Construction skills hub	-	20,000	20,000	-	-	-	-
Empty homes	100,000	15,475	52,475	31,500	31,500	-	-
Housing Trust	-	133,750	51,250	30,000	30,000	22,500	-
St Josephs St	-	31,000	31,000	-	-	-	-
Green energy	-	30,000	30,000	-	-	-	-
Strategic sites	-	285,000	185,000	50,000	50,000	-	-
Town masterplanning	-	250,000	250,000	-	-	-	-
Green infrastructure	-	20,000	20,000	-	-	-	-
Economic Development Projects arising from ERYC peer review	-	50,000	50,000	-	-	-	-
Improvements to gateways	-	3,639	3,639	-	-	-	-
Burn Airfield	1,790,400	-	1,790,400	-	-	-	-
Contingency	-	512,803	-	-	-	-	-
Total	7,965,400	2,232,463	9,153,560	205,500	201,500	89,500	35,000
Total Allocated to Projects		10,197,863					

Funding Sources	£	Estimate 15/16 £	Estimate 16/17 £	Estimate 17/18 £	Estimate 18/19 £	Estimate 19/20 £
Balance Brought Fwd	2,864,457	2,864,457	1,044,303	1,838,803	1,637,303	1,547,803
Special projects reserve *	6,161,406	5,161,406	1,000,000	-	-	-
Prudential Borrowing	2,172,000	2,172,000	-	-	-	-
Project Spend	- 10,197,863	- 9,153,560	- 205,500	- 201,500	- 89,500	- 35,000
Balance	1,000,000	1,044,303	1,838,803	1,637,303	1,547,803	1,512,803

*£1m resources in 2016/17 relates to capital receipts from land sales

Selby District Council

REPORT

Reference: E/15/41

Item 5 - Public



To: The Executive
Date: 3 December 2015
Status: Key Decision
Report Published: 25 November 2015
Author: Karen Iveson – Executive Director (s151)
Executive Member: Councillor C Lunn – Lead Member for Finance & Resources
Lead Officer: Karen Iveson – Executive Director (s151)

Title: Draft Revenue Budget and Capital Programme 2016/17 and Medium Term Financial Plan

Summary: This report presents the draft revenue budget and capital programme for 2016/17 to 2017/18 (General Fund and Housing Revenue Account). Subject to confirmation of the Formula Grant Settlement, the 2016/17 budgets show a forecasted surplus of £252k (after planned savings) on the General Fund and a £1.268m surplus on the HRA, which is required to fund the capital programme.

The draft budget reflects the latest update to the Medium Term Financial Strategy considered earlier on this agenda.

Recommendations:

It is recommended that:

- i. **The draft budgets, bids and savings be approved for public consultation and submitted to Policy Review for comments.**

Reasons for recommendation: To enable the views of the public and Policy Review Committee members to be gathered through consultation.

1. Introduction and background

- 1.1 The MTFS provides the strategic financial framework for medium term financial planning and annual budget setting. The Executive considered the draft Medium Term Financial Strategy (MTFS) on 4 September 2015 and

submitted this to the Policy Review Committee for comments on 15 September 2015. However since then, a significant change to the Council's Business Rates income for 2014/15 and 2015/16 has been identified (surpluses of £5m and £5.4m respectively) and consequently the Council's resource forecasts have had to be updated. A revised MTFs (covering General Fund activities) is earlier on this agenda and this draft strategy has been used to inform the proposed budget.

- 1.2 The Housing Revenue Account (HRA) and Housing Investment Programme (HIP) are covered by the Housing Business Plan (HBP). The draft HBP was approved by the Executive on 4 September 2014 and is scheduled for refresh over the coming year.
- 1.3 The MTFs assumes continuing cuts to central Government settlement funding although at the time of writing this report the extent and phasing of these cuts is not known. The MTFs recognises significant cash inflows from Business Rates anticipated in 2015/16 and 2016/17, set against continuing austerity and the need to deliver our savings plan as the key financial issues facing us over the next 3 years.
- 1.4 The budget has been prepared on a current policy basis and includes provision for inflation where considered necessary. There is provision for the approved pay award of 1% from 2016/17 to 2018/19. The General Fund revenue budget includes contingencies totalling £300k and the HRA includes a contingency of £75k.

2. The Report

- 2.1 The draft revenue budgets for the 3 years from 2016/17 to 2018/19 are presented at **Appendix A** and the proposed capital programmes and Programme for Growth are shown at **Appendix B**.

General Fund Revenue Budget

- 2.2 The estimated position for 2016/17 including assumed savings and growth/commitments is as follows:

	2016/17 Budget £000's
Net Service Budget	10,545
Appropriations to Reserves (Net)	5,757
Net Budget	16,302
Council Tax	(4,982)
Revenue Support Grant	(1,314)
Business Rates (NDR) baseline	(2,275)
New Homes Bonus	(2,445)
Collection Fund Surplus – Council Tax	(129)
Collection Fund Deficit – Business Rates	(5409)
Total Funding	(16,554)

Surplus	(252)
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- 2.3 The draft budget includes committed growth where necessary along with proposals for discretionary growth. **Appendix D** identifies the proposals for approval (both revenue and capital).
- 2.4 The estimated surplus of £252k for 2016/17 is subject to planned savings of £752k, identified as amber and red savings at **Appendix C (i) & (ii)**.

Council Tax

- 2.5 The draft MTFS assumes a Council Tax increase of 2% for 2016/17 and a Council Tax Base of 30,154 (a rise of 3.5% on 2015/16 as a result of property growth and a reduction in Council Tax Support claims).
- 2.6 A 2% increase will take the Council average Band D charge from £162.00 to £165.22 – a rise of 6p per week.
- 2.7 Based on these assumptions, Council Tax income is estimated at £4.983m for 2016/17.

Settlement Funding and New Homes Bonus

- 2.8 A 10% cut in Settlement Funding has been assumed for 2016/17 in line with the draft MTFS. Allowing for an RPI increase in Business Rates Baseline Funding, the table below summarises the estimated settlement for Selby:

Local Government Finance Settlement February 2015	Actual 2015/16 £000's	Estimated 2016/17 £000's
Revenue Support Grant (RSG)	1,756	1,314
Business Rates Baseline Funding (BRBF)	2,232	2,275
Settlement Funding Assessment (SFA)	3,988	3,589

- 2.9 In addition the income from Business Rates highlighted in paragraph 1.1 above, will have a significant impact on the Council's financial outlook. A forecasted £5.4m surplus is assumed for 2016/17 although it is not known if similar levels of receipts can be expected going forward.
- 2.10 There is also uncertainty over New Homes Bonus – the budget assumes an award of £2.445m in 2016/17. Of this amount, £880k p.a. is funding the Programme for Growth with the remainder (£1.565m) supporting the Council's revenue budget. Improvements in Business Rates income provides the potential to replace these resources should the need arise but withdrawal of the scheme and loss of Business Rates income would require further savings.

Savings

- 2.11 A number of savings have already been identified as part of the budget process and the current savings action plans are attached at **Appendices C(i) and C(ii)**.

- 2.12 The Council had made good progress against its savings target to date, but it is becoming increasingly difficult to achieve further savings from a reducing cost base. However, the focus on delivering planned savings must be maintained, given the importance of savings in achieving the Council's financial (and wider) objectives and to avoid the use of balances to support on-going spending which is unsustainable in the medium to longer term.
- 2.13 The Council's approach to savings covers three key strands:
- **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs;
 - **Growing** our resources through charging for services and trading externally;
 - **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.
- 2.14 In order to help implement this strategy the Council is working with partners such as North Yorkshire County Council on a long term plan to share service delivery for the benefit of our customers and taxpayers generally.
- 2.15 However, such projects can take significant time and effort to bring to fruition so we will continue to work towards other savings in accordance with our strategy to ensure the Council's finances stay on a firm footing.

Housing Revenue Account

- 2.16 The HRA budgets have been prepared using assumptions on rent reductions based on the Government's formula. From 2016/17 to 2019/20 a 1% year on year reduction is to be imposed, which along with increasing right to buy sales, will put pressure on our ability to sustain the HRA in the long term unless sufficient replacement homes can be delivered. Over the next 4 years the loss of rent income is estimated at approximately £4m, although our forecasts for major capital works have been revised downwards following a stock condition survey in 2015/16.
- 2.17 The estimated position HRA for 2016/17 is shown below. Progress against the HRA savings action plan is ahead of target and therefore no further direct savings are planned for 2016/17, although opportunities for efficiencies will continue to be sought wherever possible and the HRA will benefit from savings to the Council's corporate overheads. Going forward we will continue to monitor the long term outlook for the HRA and carefully balance investment in enhancements to our existing stock and new build against the need for operational savings.

	2016/17 Budget £000's
Net Budget	11,221
Less Dwelling Rents	(12,489)
Surplus transferred to Major Repairs Reserve	(1,268)

- 2.18 A surplus position is anticipated for 2016/17 which will be required to meet the capital programme. Future surpluses will be transferred to the Major Repairs

Reserve to either repay debt or spend on the future HRA capital programme, including new build projects.

General Fund Capital Programme

- 2.19 The General Fund capital programme includes previously approved projects as well as new growth – a summary of the growth proposals are shown at **Appendix D(i)** and the capital programme is attached at **Appendix B(i)**.
- 2.20 There is limited room for additional revenue contributions to support the capital programme and therefore it is largely supported by capital receipts, external grants and earmarked reserves. The following table presents a summary of the proposed programme:

Programme	2016/17 £000's	2017/18 £000's	2018/19 £000's
Asset Management Works	40	3	20
Replace Car Park Ticket Machines	52		
Collapsed Culvert	207		
Housing Development	1,250	,1,250	1,250
Grants	330	300	300
ICT Projects	263	192	239
Total Programme	2,142	1,745	1,809
Funding			
Capital Receipts	175	145	145
Grants	155	155	155
Reserves	562	195	259
Borrowing	1,250	1,250	1,250
Total Funding	2,142	1,745	1,809

- 2.21 Projects include Selby and District Housing Trust developments, Disabled Facilities Grants and ICT projects. The latter cover a range of replacement and new systems, hardware and infrastructure (including a Mobile Working solution) – funding for ICT replacement projects is covered by the ICT Replacement Reserve.

Housing Investment Programme

- 2.22 The Housing Investment Programme includes a number of growth proposals to ensure our homes continue to meet the decency standard – these proposals are shown at **Appendix D(ii)** and the updated HIP is at **Appendix B(ii)**. The following table presents a summary of the programme:

Programme	2016/17 £000's	2017/18 £000's	2018/19 £000's
Electrical	240	240	240
Central Heating	578	545	545
Roof Replacements			220
Damp Survey & Works	230	220	220
Doors & Windows	140	130	120
Kitchens	237	140	130
Pre-Paint & Cyclical	150	150	150

Pointing	300	300	300
Environmental Improvements	160	160	
New Build	1,250	1,250	1,250
Other	225	185	145
Total Programme	3,510	3,320	3,320
Funding			
Revenue Contributions	846	629	761
Major Repairs Reserve	1,254	1,281	1,309
Access Selby Reserve	160	160	
Borrowing	1,250	1,250	1,250
Total Funding	3,510	3,320	3,320

The MTFS highlights expected s106 affordable housing commuted sums and increased capital receipts from right to buy sales over the medium term and our spending plans will be revised once an assessment of an extended affordable housing programme has been done.

Programme for Growth

- 2.23 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to 'make Selby a great place' by investing in economic development; housing; infrastructure; retail; and the leisure economy.
- 2.24 To date the programme has been funded largely by New Homes Bonus (up to £880k p.a.) and unallocated capital receipts. The significant Business Rates surplus for 2015/16 anticipated in 2016/17 will provide additional capacity within the programme to take forward the Council's emerging Economic Development strategy. At this stage more work on the potential proposals is needed and plans will be brought forward for consideration in due course. Details of the current programme are set out at **Appendix B(iii)**, a summary of the programme shows:

Programme	Capital £000	Revenue £000
Leisure	6,075	175
Jobs/skills	0	726
Housing*	100	180
Infrastructure/economic development	1,790	639
Contingency	0	511
Total	7,965	2,231
Funding		
Special Projects Reserves	5,793	2,231
Borrowing	2,172	0
Total Funding	7,965	2,231

*Note: The capital cost of the affordable homes is contained within the capital programme

Reserves

- 2.25 The Council has a robust reserves strategy which is reviewed annually as part of the refresh of the MTFs. A forecast of reserve balances based on the MTFs assumptions and draft budget, is set out at **Appendix E**. Budgeted appropriations to and from General Fund reserves for 2016/17 (including capital/programme for growth financing) are:

General Fund Reserves	£000's
Transfers to:	
Building Repairs	149
ICT Replacement - GF	150
- HRA	50
PFI	387
Pension Equalisation	183
District Election	34
Special Projects - Revenue	6,289
Local Plan	145
Transfers from:	
NYCC Collaboration	(100)
ICT Replacement	(262)
PFI	(402)
Special Projects – Programme for Growth	(413)
Building Repairs	(92)
Discretionary Rate Relief Fund	(100)
Contingency	(211)
Net Appropriations from Reserves	5,807

- 2.26 Overall the Council's General Fund reserves are expected to increase by £5.8m in 2016/17 although plans to invest the Programme for Growth resources are expected over the coming months.
- 2.27 The HRA reserves are General Balances and the Major Repairs Reserve (MRR). The overall estimated surplus of £1.268m on the HRA for 2016/17 will be transferred to the MRR. The HRA capital programme will require £1.254m from the MRR in 2016/17.

Budget Risk Assessment

- 2.28 A risk assessment of the Council's major budgets has been carried out. The continuing turmoil in the wider economy, cuts to public sector funding and the volatility within the funding regime, mean greater financial risk for the Council. Areas that are particularly high risk are central government funding, income generation (for example planning fees and recycling income) and savings.
- 2.29 Demand led pressures are also increasing financial risk - for example property growth and increasing waste volumes are putting pressure on the street scene contract, although to date costs have been contained through

round rebalancing.

- 2.30 The Council's contingency budgets and general balances provide a buffer for these risks and are crucial to ensure sustained financial resilience and viability.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

- 3.1.1 None as a result of this report.

3.2 Financial Issues

- 3.2.1 As set out in the report.

4. Conclusions

- 4.1 The draft General Fund revenue budget for 2016/17 assumes a Council Tax rise of 2% and subject to the Local Government Finance Settlement and planned savings, a surplus of £252k is estimated for the year. The draft Housing Revenue Account budget assumes a 1% reduction in rent, with a surplus of £1,268m being transferred to the Major Repairs Reserve to support the capital programme.
- 4.2 The budget provides for a capital programme to meet General Fund and HRA needs and also includes a Programme of Growth to support the Council's Corporate Plan. The anticipated Business Rates surplus for 2016/17 is to be allocated to the Programme for Growth with spending plans to follow in the coming months
- 4.3 The continuing risk to Local Government funding and future rising demand for services, mean that additional savings will be sought wherever possible. This will be vital to ensure that the Council maintains its financial resilience and continues to deliver or enable the essential services that people need.

Contact Details:

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Appendices:

- A – Revenue estimates
- B – Capital programmes and Programme for Growth
- C – Savings
- D – Growth bids
- E – Reserves

GENERAL FUND SUMMARY 2016/17 - 2018/19

	2016/17	2017/18	2018/19
	Original	Original	Original
	£	£	£
Access Selby	8,553,775	8,134,350	8,183,420
Core	3,310,760	3,330,950	3,336,910
Communities Selby	200,910	201,040	201,070
Capital Charges	732,160	727,840	706,260
Service Budgets	12,797,605	12,394,180	12,427,660
CEC Charged to HRA	(2,374,440)	(2,394,990)	(2,413,840)
Service Budget	10,423,165	9,999,190	10,013,820
Further savings in progress	(611,760)	(988,803)	(988,803)
Net Service Budget	9,811,405	9,010,387	9,025,017
Investment Income	(240,000)	(280,000)	(300,000)
External Interest	112,100	129,260	109,910
Parish CTS Grant	86,000	77,000	70,000
Capital A/c Adjustment MRP Charge	383,162	384,287	385,609
Capital A/c Adjustment DFG & Conservation Grants	(155,000)	(155,000)	(155,000)
Capital A/c Adjustment Capital Chgs	(732,160)	(727,840)	(706,260)
Growth bids/Projects:			
Programme for Growth Projects	205,500	201,500	89,500
Building Repairs Projects	92,000	2,940	19,700
ICT Projects	262,500	192,500	32,500
Other Growth Projects	207,000	0	0
Impact of change to NI rates	112,910	114,700	116,280
Discretionary Rate Relief	100,000	100,000	0
Contingencies	300,000	300,000	300,000
Net Budget before contribution to/(from) Reserves*	10,545,417	9,349,734	8,987,256
Contribution To Reserves			
Building Repairs	148,560	152,270	152,570
ICT	150,000	150,000	150,000
PFI	387,400	394,410	401,330
Pension Equalisation Reserve	182,820	182,820	182,820
District Election	34,000	34,000	34,000
Special Projects (Programme for Growth)	6,289,264	1,630,000	1,130,000
Local Plan	145,000	50,000	50,000
Contribution From Reserves			
NYCC Collaboration Reserve	(100,000)	(50,000)	0
Building Repairs	(92,000)	(2,940)	(19,700)
ICT	(262,500)	(192,500)	(32,500)
PFI	(402,190)	(410,230)	(418,430)
Discretionary Rate Relief Fund	(100,000)	(100,000)	0
Special Projects / Programme for Growth	(412,500)	(201,500)	(89,500)
Contingency	(210,500)	0	0
NET REVENUE BUDGET	16,302,771	10,986,064	10,527,846
Grant RSG	(1,314,098)	(910,813)	(542,553)
NNDR	(2,275,114)	(2,319,478)	(2,364,708)
New Homes Bonus	(2,445,000)	(1,999,000)	(1,564,000)
Special and Specific Grants*	0	0	0
Amount to be met from Council Tax	10,268,559	5,756,773	6,056,585
Council Tax Requirement			
Council Tax to be Levied	(4,982,643)	(5,133,123)	(5,288,140)
Council Tax Collection Fund Deficit/(Surplus)	(129,000)	(62,000)	-
Business Rates Collection Fund Deficit/(Surplus)	(5,409,264)	(750,000)	(950,000)
Shortfall / (surplus)	(252,348)	(188,349)	(181,556)
C Tax Base	30,154	30,456	30,760
Council Tax Rate	165.24	168.54	171.92

HOUSING REVENUE ACCOUNT SUMMARY 2016/17 to 2018/19

Appendix A

	2016/17	2017/18	2018/19
	Original	Original	Original
	£	£	£
Net Service Budget	5,604,900	5,652,150	5,698,370
Investment Income	(48,000)	(57,000)	(61,000)
HRA Debt - Payment of Interest	2,637,930	2,637,930	2,637,930
Provision for Bad & Doubtful Debts	124,480	122,940	121,410
Pension - Past Service Costs	204,130	216,810	225,720
Net Budget before contribution to/(from) Reserves	8,523,440	8,572,830	8,622,430
Contribution To Reserves			
Comp Development Cont	50,000	50,000	50,000
Major Repairs Reserve			
Reversal of Depreciation Charges	(1,254,100)	(1,280,970)	(1,308,550)
Revenue Contribution - MRA re dwellings dep'n equivalent	1,254,100	1,280,970	1,308,550
Revenue Contribution to Capital Programme	845,400	629,030	761,450
HRA Debt - MRR Principal	1,260,000	1,260,000	1,260,000
NET REVENUE BUDGET	10,678,840	10,511,860	10,693,880
Dwelling Rents	(12,199,000)	(12,048,000)	(11,898,000)
Shortfall / (surplus)	(1,520,160)	(1,536,140)	(1,204,120)
Contribution To/ (From) HRA Reserves (MRR)	1,520,160	1,536,140	1,204,120

2015/16 – 2018/19 GENERAL FUND CAPITAL PROGRAMME

	Current Programme 2015/16 £	Estimated Programme 2016/17 £	Estimated Programme 2017/18 £	Estimated Programme 2018/19 £
<u>PROJECTS</u>				
Asset Management Plan Leisure Centres & Park	3,350	40,000	2,940	19,700
Tadcaster Central Area	2,000			
Road Adoption - Industrial Units Sherburn	23,785			
Mast Relocation	139,060			
Tadcaster Bus Station refurbishment	25,000			
Replacement Car Park Ticket Machines		52,000		
Collapsed Culvert - Portholme Road	150,000	207,000		
Housing Development	1,550,000	1,250,000	1,250,000	1,250,000
Burn Airfield	1,700,000			
<u>Grants</u>				
Disabled Facilities Grants	447,230	300,000	300,000	300,000
Repair Assistance Loans	37,200	30,000		
<u>ICT Hardware & Systems Within ICT Strategy</u>				
Implementation & Infrastructure Costs	240,120	245,000	175,000	222,000
Desktop Replacement Programme	35,840	17,500	17,500	17,500
CRM & Website	93,970			
Mobile Working Solution	249,800			
TOTAL	4,697,355	2,141,500	1,745,440	1,809,200
<u>SUMMARY OF FUNDING</u>				
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TOTAL	4,697,355	2,141,500	1,745,440	1,809,200

2015/16 – 2018/19 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

PROJECTS	Current Programme 2015/16 £	Estimated Programme 2016/17 £	Estimated Programme 2017/18 £	Estimated Programme 2018/19 £
PROJECTS				
<u>Current Projects</u>				
Electrical Rewires	260,000	240,000	240,000	240,000
Central Heating - Gas	890,480	502,500	470,000	470,000
Central Heating - Solid Fuel		75,000	75,000	75,000
Roof Replacements	555,600			220,000
Damp Surveys & Works	250,000	230,000	220,000	220,000
Door & Window Replacements	134,000	140,000	130,000	120,000
Kitchen Replacements	421,900	237,000	140,000	130,000
Pre Paint & Cyclical Repairs	113,000	150,000	150,000	150,000
Void Property Repairs	53,500	60,000	65,000	65,000
Asbestos Condition Survey	30,000	30,000	30,000	
Fencing & Gates	40,000	40,000	40,000	40,000
Bathroom Replacements	180,000	30,000	30,000	30,000
Pointing Works	300,000	300,000	300,000	300,000
<u>New Projects</u>				
Fire Alarm System at St Wilfrids Court	25,000			
Laurie Backhouse Court Refurbishment	200,000			
Environmental Improvement Plan	160,000	160,000	160,000	
Garage Sites		50,000	20,000	10,000
Ousegate Fire Alarm System		15,000		
New Build Projects	1,550,000	1,250,000	1,250,000	1,250,000
TOTAL	5,163,480	3,509,500	3,320,000	3,320,000

SUMMARY OF FUNDING

Revenue Contributions	2,120,580	845,400	629,030	761,450
Major Repairs Reserve	1,332,900	1,254,100	1,280,970	1,308,550
Access Selby HRA Reserve	160,000	160,000	160,000	
Borrowing	1,550,000	1,250,000	1,250,000	1,250,000
TOTAL	5,163,480	3,509,500	3,320,000	3,320,000

Programme for Growth 15/16 to 19/20

Projects	Capital £	Revenue £	Estimate 15/16 £	Estimate 16/17 £	Estimate 17/18 £	Estimate 18/19 £	Estimate 19/20 £
Healthy living - concepts fund	-	175,000	35,000	35,000	35,000	35,000	35,000
Leisure Village	6,000,000	-	6,000,000	-	-	-	-
Selby Skate Park	75,000	-	75,000	-	-	-	-
Ready 4 Work	-	16,556	16,556	-	-	-	-
Growing enterprise	-	175,000	69,000	39,000	35,000	32,000	-
Market Selby's USP	-	62,664	22,664	20,000	20,000	-	-
Community skills/capacity building	-	100,000	100,000	-	-	-	-
Retail experience	-	351,576	351,576	-	-	-	-
Construction skills hub	-	20,000	20,000	-	-	-	-
Empty homes	100,000	15,475	52,475	31,500	31,500	-	-
Housing Trust	-	133,750	51,250	30,000	30,000	22,500	-
St Josephs St	-	31,000	31,000	-	-	-	-
Green energy	-	30,000	30,000	-	-	-	-
Strategic sites	-	285,000	185,000	50,000	50,000	-	-
Town masterplanning	-	250,000	250,000	-	-	-	-
Green infrastructure	-	20,000	20,000	-	-	-	-
Economic Development Projects arising from ERYC peer review	-	50,000	50,000	-	-	-	-
Improvements to gateways	-	3,639	3,639	-	-	-	-
Burn Airfield	1,790,400	-	1,790,400	-	-	-	-
Contingency	-	512,803	-	-	-	-	-
Total	7,965,400	2,232,463	9,153,560	205,500	201,500	89,500	35,000
Total Allocated to Projects		10,197,863					

Funding Sources	£	Estimate 15/16 £	Estimate 16/17 £	Estimate 17/18 £	Estimate 18/19 £	Estimate 19/20 £
Balance Brought Fwd	2,864,457	2,864,457	1,044,303	1,838,803	1,637,303	1,547,803
Special projects reserve *	6,161,406	5,161,406	1,000,000	-	-	-
Prudential Borrowing	2,172,000	2,172,000	-	-	-	-
Project Spend	- 10,197,863	- 9,153,560	- 205,500	- 201,500	- 89,500	- 35,000
Balance	1,000,000	1,044,303	1,838,803	1,637,303	1,547,803	1,512,803

*£1m resources in 2016/17 relates to capital receipts from land sales

Access Selby - General Fund Savings

Proposed Savings	Status	2015/16	2016/17	2017/18	2018/19	Members' Update
		£	£	£		
IT & Transformation Workstream						
CRM Replacement	Red	8,980	66,252	66,252	66,252	Phase 1 saw CRM go live in July 2015. Phase 2 is currently being scoped.
Mobile Working	Red	-	41,728	41,728	41,728	Project currently under review by Access Selby Directors. Any changes will be reflected in the savings plan once the review is complete.
Review of planning advice and consultants	Amber	3,750	3,750	3,750	3,750	Savings achieved on experts but due to increased number of applications the overall spending might not be reduced.
Joint Business Support Manager Post	Green	3,632	-	-	-	Saving to be reviewed in conjunction with options for long term arrangements
Formal amalgamation of District newspaper and County Council publications	Red	3,000	3,000	3,000	3,000	Awaiting long term decision from NYCC
Opening of Civic Centre Better Together	Green	6,083	6,083	6,083	6,083	Completed
	Amber	75,000	150,000	150,000	150,000	Various projects including Finance, Business Support, Assets & Customer Services. First meeting held on 6th July to exchange information on land holdings.
Electronic Payments	Amber	0	25,000	25,000	25,000	Project linked to CRM and will follow in the later phases.
Improved Revs & Bens Value for Money	Amber	21,440	50,000	50,000	50,000	Competitive Dialogue process to commenced in July 2015. - £21k saving will be achieved in 2015/16 due to frozen post.
Further Internal Efficiencies (Outside of Better Together)	Red	21,350	50,000	50,000	50,000	Officers exploring internal efficiencies through improved processes and IT.
Access Selby Commercialisation	Amber	5,000	50,000	50,000	50,000	Officers working on commercialisation of repairs & maintenance.
Total Transformation		148,235	445,813	445,813	445,813	
Commissioning Workstream						
Printers	Green	18,811	18,811	18,811	18,811	Completed
Lifeline pendants	Green	-	67,576	69,000	69,000	Projected savings on track to be delivered
Postage and Mail	Amber	5,000	5,000	5,000	5,000	Further work required before savings can be confirmed
Supplier Engagement	Red	-	20,000	20,000	20,000	Options are limited in this area, officers will be seeking alternative savings.
Reduce Tail end spend	Amber	8,500	14,500	14,500	14,500	£8.5k realised already in relation to car park tickets & telephones - £6k additional savings still to be identified in 2016/17 onwards.
IT Service Contracts	Amber	7,500	7,500	7,500	7,500	Options currently under review in conjunction with wider options around IT services.
External Audit - Grants Audit Fee	Green	8,130	8,130	8,130	8,130	Completed
Lexis Nexis Legal Library	Green	13,500	13,500	13,500	13,500	Completed
Community Support Vehicle lease	Green	3,940	3,940	3,940	3,940	Completed
Improved Waste / Recycling Value for Money	Red	-	-	100,000	100,000	Service under pressure due to growth in property numbers.
Maximise use of Civic Centre Office Space	Amber	22,500	45,000	45,000	45,000	Based on an additional 30 desks occupied by partners.
Total Commissioning		87,881	203,957	305,381	305,381	

Proposed Savings	Status	2015/16 £	2016/17 £	2017/18 £	2018/19	Members' Update
Income Generation Workstream						
Negotiation for share of out performance on Council Tax collection	Amber	3,961	3,961	3,961	3,961	Target under constant review and outcome is based on full year performance.
Land Charges Income - Search fees	Amber	48,000	21,000	21,000	21,000	In future years it is possible that some of this income may go direct to the Land registry - this will be kept under close review and updated once further information is received.
Legal Income	Green	32,750	8,750	8,750	8,750	On track to achieve savings from increase in fee-generating work.
Street Naming & Numbering	Green	30,000	18,000	18,000	18,000	Original target of £18k for 15/16 is expected to be exceeded with a revised estimate of £30k being set for the year.
Registrar Service	Green	10,994	10,994	10,994	10,994	Completed
Caravan inspection fee	Green	2,000	2,000	2,000	2,000	On track to achieve savings
Policy changes to introduce new income streams	Red	0	78,783	80,823	80,823	Commercialisation project established to identify further opportunities
Community Support Lifeline Income	Amber	20,000	20,000	20,000	20,000	Income growth has been achieved, however due to grant funding being reduced the additional income is only currently mitigating the loss.
Total Income Generation		147,705	163,488	165,528	165,528	
Other						
Agency Staff	Red	-	2,500	2,500	2,500	Savings opportunity identified for future years
NY regional strategy officer	Green	2,520	2,520	2,520	2,500	Completed
Community Support Office telephone savings	Green	9,600	9,600	9,600	9,600	Completed
Contracts General Office Expenses	Green	360	360	360	360	Completed
Contracts - Officer subsistence general saving	Green	200	200	200	200	Completed
Commercial Waste	Green	1,160	1,160	1,160	1,160	Completed
Environmental Health & Housing telephone savings	Green	430	430	430	430	Completed
Housing Benefits - Overpayments subsidy	Amber	32,520	33,980	35,480	35,480	Being monitored throughout the year
Total Other		46,790	50,750	52,250	52,230	
Total General Fund Savings in Progress		430,611	864,008	968,972	968,952	
Savings Target		549,920	747,221	950,790	950,790	
Headroom/Deficit (+/-)	** -	119,309	116,787	18,182	18,162	
Green Savings		144,110	172,054	173,478	173,458	
Amber Savings		253,171	429,691	431,191	431,191	
Red Savings**		33,330	262,263	364,303	364,303	
Total		430,611	864,008	968,972	968,952	

Core Savings Plan

Key:

Green: Savings likely to be achieved/low risk
Amber: Tentative savings - further work required/medium risk
Red: Requires a change in Council policy or significant change in service delivery/high risk

Proposed Savings	Status	2015/16 £	2016/17 £	2017/18 £	2018/19	Progress
Procurement Workstream						
Leisure Management Contract	Green	75,000	187,915	196,487	174,907	Completed
Community / Pooled Budgets	Red	5,000	10,000	10,000	10,000	-
Improved waste / recycling value for money	Red	-	-	100,000	100,000	Due to fall in the price received for the sale of recyclates this income is at risk.
Inflation Savings on Street Scene Contract	Green		99,110	99,110	99,110	Savings resulting from contract inflation
Banking tender	Green	10,000	10,000	8,400	8,400	Completed
Total Procurement		90,000	307,025	413,997	392,417	
Transformation Workstream						
Better Together - Finance	Green	44,000	43,800	44,240	44,240	Savings will be achieved in 2015/16 - Future years will be dependant on the success of the trial period.
Total Transformation		44,000	43,800	44,240	44,240	
Value for Money Workstream						
Internal Drainage Boards	Green	20,000	-	-	-	levies lower than budgeted for 2015/16
Ward Boundary Review	Green	41,430	41,430	41,430	41,430	Completed
Total Value for Money		61,430	41,430	41,430	41,430	
Base Budget Review Workstream						
NNDR Base Budget Review - Various small sites	Green	14,390	14,390	14,390	14,390	Completed
Total Base Budget Review		14,390	14,390	14,390	14,390	
Discretionary Service Review Workstream						
Total Discretionary Service Review		0	0	0	0	
Income Generation Workstream						
Use of assets for advertising space	Amber	25,000	25,000	25,000	25,000	Negotiations ongoing with NYCC about income split in 15/16
General Fund Housing Development	Amber	25,000	25,000	50,000	50,000	Interest from loans to SDHT
Green Energy	Red	-	-	150,000	150,000	The feasibility report confirms that a ground and roof mounted schemes are possible but pending changes to government subsidies means that detailed business case will be defered and therefore a scheme will not be delivered to achieve a saving in 16/17.
Total Income Generation		50,000	50,000	225,000	225,000	
Total General Fund Savings		259,820	456,645	739,057	717,477	
Savings Target		369,068	210,430	552,224	530,644	
Headroom/Deficit (+/-)		** - 109,248	246,215	186,833	186,833	
Green Savings		204,820	396,645	404,057	382,477	
Amber Savings		50,000	50,000	75,000	75,000	
Red Savings**		5,000	10,000	260,000	260,000	
Total		259,820	456,645	739,057	717,477	

Key: **HRA Savings Plan**

Green: Savings likely to be achieved/low risk
 Amber: Tentative savings - further work required/medium risk
 Red: Requires a change in Council policy or significant change in service delivery/high risk

Proposed Savings	Status	2015/16	2016/17	2017/18	2018/19	Progress
		£	£	£	£	
Review of Property Services unfilled posts	Green	50,000	50,000	50,000	50,000	Completed
Gas Servicing Contract	Green	20,000	20,000	20,000	20,000	Completed
Grassed Areas & Open Spaces base budget review	Green	29,000	29,000	29,000	29,000	Completed
Various Suppliers	Green	22,000	22,000	22,000	22,000	Completed
WTT - Savings	Green	129,591	129,591	129,591	129,591	Completed
2011/12 Pay Award	Green	27,000	27,000	27,000	27,000	Completed
Car Allowances	Green	5,600	5,600	5,600	5,600	Completed
Savings on Audit Fees and early Retirement Charges	Green	40,460	40,460	40,460	40,460	Completed
Ryecare Help-Line Telecom Saving	Green	700	700	700	700	Completed
Consolidation of IT Budgets	Green	23,685	23,685	23,685	23,685	Completed
Electrical Testing - R&M	Green	15,000	15,000	15,000	15,000	Completed
Vehicle Tracking System	Green	500	500	500	500	Completed
Direct Works - Phones	Green	2,000	2,000	2,000	2,000	Completed
Grants Audit Fees	Green	6,000	9,390	9,390	9,390	Completed
Clear Access Footways	Green	2,500	2,500	2,500	2,500	Completed
Footpaths	Green	10,000	10,000	10,000	10,000	Completed
Gutters & Fallpipes	Green	5,000	5,000	5,000	5,000	Completed
Tenants Participation - Housing Reports	Green	370	370	370	370	Completed
Energy Performance Certificates	Green	3,000	3,000	3,000	3,000	Completed
SDC Contract Hire Vehicles	Green	18,000	18,000	18,000	18,000	Completed
Asbestos Removal	Green	500	500	500	500	Completed
Solid Fuel Servicing	Green	12,470	12,470	12,470	12,470	Completed
Communal Lighting	Green	3,350	3,350	3,350	3,350	Completed
Pumping Stations	Green	3,210	3,210	3,210	3,210	Completed
Lift Maintenance	Green	1,300	1,300	1,300	1,300	Completed
Bank charges	Green	1,600	1,600	1,600	1,600	Completed
Debt collection costs	Green	1,300	1,300	1,300	1,300	Completed
Hostels	Green	5,230	5,230	5,230	5,230	Completed
HRA Investment Interest	Green	-	8,000	17,000	21,000	Completed
Van Fuel (oil price & fuel card savings)	Green	-	2,450	2,450	2,450	Completed
Resource Accounting	Green	-	4,000	4,000	4,000	Completed
Rent - Bank Charge Savings	Green	-	1,000	1,000	1,000	Completed
Use of Temporary Accommodation	Green	-	13,740	13,740	13,740	Completed
Community Centres	Green	-	9,600	9,600	9,600	Completed
Total Housing Revenue Account Savings		439,366	481,546	490,546	494,546	
Savings Target		360,000	360,000	360,000	360,000	
Headroom/Deficit (+/-)		79,366	121,546	130,546	134,546	
Green Savings		439,366	481,546	490,546	494,546	
Amber Savings		-	-	-	-	
Red Savings**		-	-	-	-	
Total		439,366	481,546	490,546	494,546	

GENERAL FUND NEW BIDS 2016/17 - 2018/19

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term
		16/17	17/18	18/19	16/17	17/18	18/19		
Repointing and plastering the gable end wall at Tadcaster Leisure Centre.	Maintaining the leisure offer supports the living well priority				30,000			An intrusive survey is to be complete and should it identify the need for major work the responsibility for the funding will fall to the SDC per the landlord and tenant split of maintenance responsibilities. Should any structural repairs identified not be actioned, the sports hall will require closure with associated publicity and loss of income	One-Off
Net Cost of Bid		0	0	0	30,000	0	0	Funded from Building Repairs Reserve	
To effect repairs to collapsed culvert located at Portholme Road	Tackling the tough stuff				207,000			Capital allocation of £150k was approved as part of 14/15 capital program. Final bid price plus utility diversions etc. was £327k. It was agreed by AS Directors & CMT to engage consultant to investigate, report source of collapse to pursue insurance claim, design a repair and manage associated works (£30k).	One-Off
Net Cost of Bid		0	0	0	207,000	0	0	Funded from Special Projects Reserve	
Specialist advice including valuation services, arboricultural services, contaminated land advice etc. Increased pressure has been placed on this budget due to the number of complex applications received	Changing Places Tackling Tough Stuff	16,000	16,000	16,000				Shortage of in-house expertise on specialised matters could result in a delay in processing more complex planning applications coupled with the increase in applications and demand.	Permanent
Net Cost of Bid		-16,000	-16,000	-16,000	0	0	0	Fund from increased planning income	
Advertising planning applications in local press		19,000	19,000	19,000				Increased advertising rates and increases in number of major applications that have to be advertised	Permanent
Net Cost of Bid		-19,000	-19,000	-19,000	0	0	0	Fund from increased planning income	
Recovery of Housing Benefit Overpayments	Being switched on & business like Delivering great value	26,790						Full time post for 1 year to improve the Council's recovery of HBO which has seen an increase in part due to the introduction of RTI from DWP (total value of debt is now at £712k).	One-Off
Net Cost of Bid		26,790	0	0	0	0	0	Fund from Invest to Save	
Total Value of New General Fund Bids		26,790	0	0	237,000	0	0		

Funding	16/17	17/18	18/19	16/17	17/18	18/19
Invest to Save Fund	26,790					
Special Projects Reserve				207,000		
Building Repairs Reserve				30,000		
	26,790	0	0	237,000	0	0

HOUSING REVENUE ACCOUNT NEW BIDS 2016/17 - 2018/19

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term
		16/17	17/18	18/19	16/17	17/18	18/19		
Tidying up garage sites.	Effectively maintain the condition of the SDC housing stock Environmental improvements				50,000	20,000	10,000	To bring out of management garages back into use and tidy up or demolish unrequired/unused garages. To include repair or replacement of roofs & doors.	Fixed
Net Cost of Bid		0	0	0	50,000	20,000	10,000		
Aids & adaption funding	Support Independent Living	30,000	30,000	30,000				Increased level of aids & adaption referrals for ramps / lifts / wetrooms / handrails to provide assistance to enable tenants to remain in their own homes.	Permanent
Net Cost of Bid		30,000	30,000	30,000	0	0	0	Funded from Revenue	
Roof replacements	Effectively maintain the condition of the SDC housing stock						220,000	45 roofs identified in stock survey as requiring replacement	One-Off
Net Cost of Bid		0	0	0	0	0	220,000		
Replacement fencing & gates	Effectively maintain the condition of the SDC housing stock					40,000	40,000	Addition to budget provision due to high demand & work identified in stock condition surveys.	Permanent
Net Cost of Bid		0	0	0	0	40,000	40,000		
Gas central heating and replace old systems.	Effectively maintain the condition of the SDC housing stock				-72,980	-105,480	-105,480	Original budget £575,480 16/17 to 18/19 revised to £503k 16/17, £470k 17/18 onwards Reduction of existing approved bid following stock conditioning survey and assessment of need and demand.	Permanent
Net Cost of Bid		0	0	0	-72,980	-105,480	-105,480		
Bathroom replacements	Effectively maintain the condition of the SDC housing stock				-150,000	-150,000	-150,000	Reduction of existing approved bid to £30k per year following stock conditioning survey. Original budget £180,000 for 16/17 to 18/19 reduced to £30k per year	Permanent
Net Cost of Bid		0	0	0	-150,000	-150,000	-150,000		
Electrical rewires of SDC housing stock	Effectively maintain the condition of the SDC housing stock				-20,000	-20,000	-20,000	Original budget £260k per year reduced to £240k per year. Reduction in existing bid for electrical rewires as work done on partial rewires has reduced demand, caused less disruption to tenants while keeping properties safe & compliant	Permanent
Net Cost of Bid		0	0	0	-20,000	-20,000	-20,000		

HOUSING REVENUE ACCOUNT NEW BIDS 2016/17 - 2018/19

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term
		16/17	17/18	18/19	16/17	17/18	18/19		
Void property repairs	Effectively maintain the condition of the SDC housing stock				6,500	11,500	11,500	Increase of existing approved bid. Total £60k 16/17, £65k 17/18 onwards	Permanent
Net Cost of Bid		0	0	0	6,500	11,500	11,500	Increase to keep up with cost of void works & to maintain performance of turnaround time to maintain rental income.	
Pre paint & cyclical repairs	Effectively maintain the condition of the SDC housing stock				37,000	37,000	37,000	Increase of existing approved bid to £150k per year. Increase in repairs identified for next 3 years, work will include replacing wood for UPVC which will reduce future painting demand.	Permanent
Net Cost of Bid		0	0	0	37,000	37,000	37,000		
Replacement kitchens	Effectively maintain the condition of the SDC housing stock					-97,000	-107,000	Reduction of existing approved bid from from £237k in 17/18 and 18/19 to £140k and £130k Reduction in bid after completion of this years programme. Demand identified in stock condition surveys.	Permanent
Net Cost of Bid		0	0	0	0	-97,000	-107,000		
Damp Proofing	Effectively maintain the condition of the SDC housing stock				-20,000	-30,000	-30,000	Reduction in budget due to reduce in demand and need. Original budget £250k per year reduced to £230k 16/17 ans £220k 17/18 onwards.	Permanent
Net Cost of Bid		0	0	0	-20,000	-30,000	-30,000		
Door & Window replacement programme	Effectively maintain the condition of the SDC housing stock				90,000	80,000	70,000	Increase following stock condition survey, will result in reduced maintenance costs. Original budget £50k per year increased to £140k 16/17, £130k 17/18 and £120k 18/19.	Permanent
Net Cost of Bid		0	0	0	90,000	80,000	70,000		
Ousegate - Replace existing fire alarm system	Tackling the Tough Stuff				15,000			Existing system needs replacing due to age.	One-Off
Net Cost of Bid		0	0	0	15,000	0	0		
Net Cost of Core HRA Bids		30,000	30,000	30,000	-64,480	-213,980	-23,980		

Funding	16/17	17/18	18/19	16/17	17/18	18/19
HRA Major Repairs Reserve				-64,480	-213,980	-23,980
Revenue	30,000	30,000	30,000			
	30,000	30,000	30,000	-64,480	-213,980	-23,980

Reserves										
Description	Estimated Balance 31 March 16	Use	Contribs	Estimated Balance 31 March 17	Use	Contribs	Estimated Balance 31 March 18	Use	Contribs	Estimated Balance 31 March 19
	£	£	£	£	£	£	£	£	£	£
Revenue Reserves										
General Fund										
Reserves to fund future commitments:										
PFI Scheme	2,364,764	- 402,190	387,400	2,349,974	- 410,230	394,410	2,334,154	- 418,430	401,330	2,317,054
ICT	646,740	- 262,500	200,000	584,240	- 192,500	200,000	591,740	- 32,500	200,000	759,240
Building Repairs & Projects	358,978	- 92,000	148,560	415,538	- 2,940	152,270	564,868	- 19,700	152,570	697,738
Election	76,954		34,000	110,954		34,000	144,954		34,000	178,954
Industrial Units	50,275			50,275			50,275			50,275
Open Space Maintenance	58,535			58,535			58,535			58,535
Affordable Housing **	120,568			120,568			120,568			120,568
	3,676,814	- 756,690	769,960	3,690,084	- 605,670	780,680	3,865,094	- 470,630	787,900	4,182,364
Reserves to fund growth and improvement:										
Special Projects / Programme for Growth **	2,121,718	- 412,500	6,289,264	7,998,482	- 201,500	1,630,000	9,426,982	- 89,500	1,130,000	10,467,482
Discretionary Rate Relief Fund	200,000	- 100,000		100,000	- 100,000		-			-
NYCC Collaboration	150,000	- 100,000		50,000	- 50,000		-			-
Spend To Save (Business Development)	492,543			492,543			492,543			492,543
	2,964,262	- 612,500	6,289,264	8,641,026	- 351,500	1,630,000	9,919,526	- 89,500	1,130,000	10,960,026
Reserves to mitigate financial risk:										
Pensions Equalisation Reserve	367,230		182,820	550,050		182,820	732,870		182,820	915,690
NDR Equalisation	1,257,318			1,257,318			1,257,318			1,257,318
Local Plan	355,231		145,000	500,231		50,000	550,231		50,000	600,231
Contingency	644,323	- 210,500		433,823			433,823			433,823
General Fund	1,499,872			1,499,872			1,499,872			1,499,872
	4,123,973	- 210,500	327,820	4,241,293	-	232,820	4,474,113	-	232,820	4,706,933
Total GF Revenue reserves	10,765,049	- 1,579,690	7,387,044	16,572,403	- 957,170	2,643,500	18,258,733	- 560,130	2,150,720	19,849,323
Capital Reserves										
General Capital Receipts*	2,372,335	- 175,000	1,065,020	3,262,355	- 145,000	1,096,060	4,213,415	- 145,000	1,096,060	5,164,475
Capital Receipts (Programme for Growth)	-		1,000,000	1,000,000			1,000,000			1,000,000
Capital Receipts (HRA Reserved)	152,850	- 152,850	197,780	197,780	- 197,780	225,870	225,870	- 197,780	225,870	253,960
Total GF Capital Receipts	2,525,185	- 327,850	2,262,800	4,460,135	- 342,780	1,321,930	5,439,285	- 342,780	1,321,930	6,418,435
* Capital receipts include assumptions on right to buy sales										
** Spending plan to be developed during 2016/17										
Note: Capital receipts subject to a review of requirements of council house 'one for one replacement'										

Selby District Council

REPORT

Reference: E/15/42

Item 6 - Public



To: The Executive
Date: 3 December 2015
Status: Non key decision
Report Published: 25 November 2015
Author: Richard Welch (Policy Officer)
Executive Member: Councillor John Mackman
Lead Officer: Director of Community Services Keith Dawson

Title: Authority Monitoring Report (AMR), including Five Year Housing Land Supply Report.

Summary:

This report presents an overall update on the AMR as well as providing new information relating to the forward publication timetable for PLAN Selby and the Council's most recent statement on five year housing land supply, dated 1st October 2015.

Recommendations:

- i. **Note the main content of the report and appendices, including the implications of the 5YHLS statement and on-going work on Duty to Co-operate.**
- ii. **Endorse the new Local Development Scheme (LDS) timetable for the PLAN Selby Sites and Policies document.**
- iii. **Endorse the updated Five Year Housing Land Supply Methodology and resultant housing land supply figure as set out in the Statement.**

Reasons for recommendation

- To comply with the requirements for an Authority Monitoring Report under the Planning and Compulsory Purchase Act 2004
- To inform the Executive of the performance of planning policies against Core Strategy targets.
- To enable the publication of an updated Local Development Scheme with regard to the timetable for PLAN Selby.
- To enable publication of the latest position on the Five Year Housing Land Supply.

1. Introduction and background

- 1.1 The Authority Monitoring Report is the main mechanism to assess the performance and impacts of the Core Strategy and local plan preparation. Local planning authorities can also use the AMR to provide up-to-date information on neighbourhood plans, planning contributions and other issues of public interest. Under the Localism Act, there is a requirement to publish the AMR direct to the public in the interests of transparency.
- 1.2 Since the last AMR report in February 2015, the Policy Team has continued to fine-tune and develop the systems set up to monitor the targets set out in the Core Strategy indicators. There is also an increasing recognition that it is two years since the adoption of the Core Strategy and that a number of core strategy monitoring indicators may require reviewing, particularly where there has been a change in the focus or direction of national policy.
- 1.3 The reporting period of this AMR runs from 1st April 2014 to 31st March 2015, except for the five year housing supply statement (5YHLS) element of the report, which runs from 1st April 2014 to 30th September 2015. The Council has evaluated housing land supply on an updated base-date (1st October 2015) to enable the planning authority to have the most up to date housing figures to use when formulating the PLAN Selby sites and polices document.
- 1.4 This report also briefly covers some of the implications of the 5YHLS statement in terms of reporting and determining planning applications.

2. The Annual Monitoring Report – Key Headlines

2.1 The main elements of the AMR include:

- commentary on the LDS and timetable for PLAN;
- progress and timetabling relating to the Community Infrastructure Levy (CIL);
- updates on neighbourhood planning;
- progress on Duty to Co-operate issues;
- reporting on core strategy performance indicators, including 5YHLS, and
- areas for action / future updates.

2.2 Table One (below) highlights the main headlines for the AMR report for 2014/15.

Table One: AMR Headlines

AMR Theme	Commentary
LDS and PLAN Selby	<p>The updated timetable for PLAN Selby indicates:</p> <ul style="list-style-type: none"> - consultation on a Preferred Options Document in June / July 2016; - issue of a Publication Draft in January / February 2017, and - submission of PLAN Selby with supporting papers to the Secretary of State in June 2017. <p>It is anticipated that post examination, PLAN Selby will be adopted in 2018.</p>
CIL	<p>Following a successful examination on the Draft CIL Charging Schedule in August 2015, it is anticipated that the CIL will be formally adopted from 1st January 2016. Further information will be made available in the 2016 AMR with regard to the CIL operation, finances collected, and how it has been spent and distributed.</p>
Duty to Co-operate	<p>Appendix A of the AMR report outlines the cooperation work that the Council has undertaken on its Local Plan documents and associated evidence base, as well as an overview of the Council's main actions (not exhaustive) where the Council has been involved in the preparation of other local</p>

	<p>authorities' local plan documents including where the Council has provided comments on key stages and evidence base work.</p>
Neighbourhood Planning	<p>The Council continues to work with interested parish / town councils in neighbourhood planning and has developed a Memorandum of Understanding which clearly sets out the level and range of support the planning authority can provide for neighbourhood planning. Additional dedicated staff resources have also been identified to support neighbourhood planning initiatives across the district.</p> <p>The Appleton Roebuck with Acaster Selby Neighbourhood Plan is currently under development with the published project plan indicating an examination and referendum in 2016. While It is anticipated that a consultation on the Neighbourhood Area application for Selby Town will take place early in 2016.</p>
Core Strategy Indicators: Spatial Development Strategy	<p>The dwelling completion figures remain below annual target for Sherburn in Elmet and Tadcaster. For Sherburn in Elmet this may change in the future due to the number of planning applications approved. Completions and permissions for Tadcaster remain very low. The per annum completion figures for Selby Town are improving.</p> <p>The Designated Service Villages (DSVs) have received a significant number of planning permissions. The number of dwelling completions in the DSVs is above target for 2014/15.</p> <p>The 5 Year housing land supply position is 5.8 years as at 1st October 2015. This equates to a deliverable supply of 3,615 dwellings from 2014/15 to 2019/20.</p>
Core Strategy Indicators: Creating Sustainable Communities	<p>Since the last reporting year, there has been an increase in the total number of affordable dwellings completed from 39 to 71 units. The delivery of affordable housing is below target. Executive recently approved a programme for the delivery of affordable housing using the anticipated s106 commuted sums from</p>

	<p>developments approved in Sherburn in Elmet which indicates that this position may improve in future.</p> <p>New monitoring systems to be established for dwelling types; commuted sums collected for affordable housing, community services / facilities and monitoring of travel plans.</p> <p>£185,294.50 of monies collected off development schemes for Recreational Open Space (ROS).</p>
Core Strategy Indicators: Promoting Economic Prosperity	<p>Small net loss (0.09ha) of B use floorspace as a result of planning permissions in 2014/15.</p> <p>Net loss of 487m² of A1 (shops) floorspace in the town centres to other uses.</p> <p>Using comparative NOMIS data the number of people in employment in the District rose by 1,200 from 41,500 (2013/14) to 43,100 (2014/15). Also a reduction in the number of people unemployed.</p> <p>New monitoring systems need to be established relating to tourism activity, rural diversification, town centre healthchecks, parish services and villages facilities / services.</p>
Core Strategy Indicators: Improving the Quality of Life	<p>Various new monitoring systems required and fine-tuning of original indicators.</p> <p>339MW of approved renewable energy schemes.</p> <p>Minor reduction in the number of heritage assets at risk.</p>

2.3 The AMR report also includes a new section of commentary or action points with regard to the core strategy performance indicators. Areas of particular interest in terms of improving the coverage or detail of the indicators include:

- SP14 – town centre healthchecks and parish services
- SP16 – energy uses, alternative energy sources, code for sustainable homes and BREEAM standards;

- SP19 – design standards / benchmarks
- 2.4 One of the key headlines from this AMR, is the positive new 5YHLS position. This particular topic forms the content to the remainder of the report.
- 3. The 5YHLS Report**
- 3.1 The National Planning Policy Framework (NPPF), states in paragraph 48 that; ‘relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites. They therefore carry little weight and there is a presumption in favour of sustainable development when considering planning permissions. Upon any refusal of permission there is a real risk that an appeal to the Secretary of State will succeed and permission will be granted, possibly with costs.
- 3.2 The NPPF also requires planning authorities to add a buffer to the land supply to ensure flexibility and choice. The normal buffer is 5% but a 20% buffer is recommended where local authorities have a record of persistent under delivery of housing. The Council accepts the 20% buffer is appropriate as it has not met its housing target for 7 of the last 6 years. However this position will be reviewed in future editions of the 5YHLS report if the housing target continues to be exceeded.
- 3.3 Recent planning appeals and the publication of National Planning Guidance (PPG) in March 2014 also place the additional requirement for a shortfall allowance (under delivery of the housing against the target) to be accounted for within the 5 year housing land supply. This is to ensure the housing needs of the adopted plan period are delivered.

The Calculation

- 3.4 Appendix A sets out the 5YHLS methodology and calculations – using a base date of 1st October 2015. Table 4 in the report shows that the Council now has a 5.8 year supply of housing land. The increase from last year’s figure is due to:
- planning permission having been granted on a large number of sites in the Market Towns and Designated Service Villages in the 18 months since the last report, much of which is considered deliverable within the reporting period;
 - per annum dwelling completion figures are on the increase, supported by the completion of major schemes such as Staynor Hall, Selby and Leeds Road, Thorpe Willoughby , and

- a change in the methodology to include ‘resolved to grant sites’ as part of the housing land supply.

Implications of having a 5 YHLS

- 3.5 This now means that relevant policies for the supply of housing in the Core Strategy can now be considered up to date again. Paragraph 12 of the National Planning Policy Framework (NPPF) states that: “Proposed development that accords with an up-to-date Local Plan should be approved and proposed development that conflicts should be refused unless other material considerations indicate otherwise.”
- 3.6 When determining planning applications, the Council will still need to refer to the full range of policy considerations detailed in the NPPF, including the presumption in favour of sustainable development and the need to maintain the 5 year housing land supply.

4. Legal/Financial Controls and other Policy matters

Legal Issues

- 4.1 The Council, as Local Planning Authority, is required to prepare and publish a monitoring report under s35 of the Planning and Compulsory Purchase Act 2004. That report must contain information relating to implementation of the Local Development Scheme and as to the extent that the policies within Local Development Documents are being achieved. The report must be made available to the public. Information on the 5YHLS position is generally published alongside the AMR as it is intrinsically linked through the NPPF and NPPG to the position on achieving the policies in the plans.

Financial Issues

- 4.2 There are no financial implications as a direct result of the report.

Impact Assessment

- 4.3 The impacts of the decision and how these have been mitigated are referenced in an Equality Impact Screening. No significant impacts have been identified.

5. Conclusions

- 5.0 The AMR continues to be an important tool for monitoring the performance of the Council’s Core Strategy, as well as demonstrating

how Selby District Council is undertaking its duty to cooperate in preparing the Sites and Policies Local Plan (PLAN Selby). The AMR also includes a new timetable for the delivery of PLAN Selby, with the LDS to be formally updated in January 2016.

- 5.1 The key AMR headlines are detailed in Table 2 of this report.
- 5.2 The monitoring of housing land supply is a key element in the overall core strategy monitoring framework. The Council is reporting a positive 5 year housing land supply of 5.8 years. This now means that relevant policies for the supply of housing in the Core Strategy can now be considered up to date again.

6. Background Documents

National Planning Policy Framework (NPPF)

National Planning Policy Guidance (PPG)

Selby District Core Strategy Adopted October 2013.

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Appendices:

Appendix A – Draft 2014/15 Annual Monitoring Report

Appendix B – Draft 5 Year Housing Land Supply Report



Selby District Local Plan

Authority Monitoring Report

November 2015

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1.0 Introduction

- 1.1 Monitoring has an essential role in policy development, and as part of the Local Plan (formerly Local Development Framework), local planning authorities are required to produce an Authority Monitoring Report (AMR) when appropriate.
- 1.2 The Local Plan is made up from a suite of documents that provide policies to deliver the development plan for the District. The AMR monitors whether Local Plan policies and related targets are being met.
- 1.3 This AMR monitors the period 1 April 2014 – 31 March 2015 (though where stated, certain indicators monitor the period 1 April 2014 - 1 October 2015), using the indicators set out in the Selby District Core Strategy Local Plan (Figure 13 – Core Strategy Performance Indicators), adopted on 22 October 2013.
- 1.4 Monitoring in this way will enable the Council to assess:
- whether the Council is meeting the timescales and milestones in the Local Development Scheme;
 - the extent to which policy objectives are being achieved
 - whether any policies need to be replaced to meet sustainable development objectives, and
 - what action needs to be taken if policies need to be replaced.

Approach to the AMR

- 1.5 The Localism Act removed the requirement for local planning authorities to produce an Annual Monitoring Report for the Secretary of State. However, Councils are still required to prepare reports, now known as ‘authorities’ monitoring reports. The Act requires councils to publish this information direct to the public in the interests of transparency.
- 1.6 As a legislative requirement under Regulation 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012 [No. 767], the authority monitoring report is the main mechanism to assess the performance and impacts of the Core Strategy and local plan preparation. Specific monitoring requirements are set out in the regulations.

- 1.7 Under national planning policy guidance, (Para. ID: 12-027-20150326), local planning authorities can also use the Authority Monitoring Report to provide up-to-date information on a range of activities including neighbourhood plans and planning contributions.

Data collection

- 1.8 Data for the AMR is compiled from a number of sources; however the majority of the information comes from internal monitoring and information recording within the Council, unless another source is specified.

Implementation and Review

- 1.9 Should annual monitoring of indicators reveal any significant failure(s) to meet targets, the Council will take action (some of which is specified in the relevant Core Strategy policies) to rectify the situation as soon as possible. This could include actions needed either by the Local Authority or its partners to improve delivery of the Core Strategy objectives. Alternatively it might identify a need for a partial or full review of the Development Plan Document, Core Strategy or Local Plan document.
- 1.10 In relation to individual areas or site-specific spatial development projects, the partnership approach to rectifying identified failure(s) will consist of the Council, together with government bodies, any local regeneration or community partnership, and the private sector. Other District-wide or non-spatial aspects will be delivered in conjunction with the Selby Local Strategic Partnership and consultation and involvement through Community Networks.

Selby District Context

The Place

- 1.11 Selby District continues to perform strongly for overall rural quality of life. The annual Halifax '*Rural Areas Quality of Life Survey 2015*' places Selby District at no.24 out of the 50 top rural areas, based upon an assessment of the labour market, housing, urban environment, physical environment, health, education and personal well-being.

The People

- 1.12 People living in Selby District have a life expectancy in line with the national average¹. Health inequalities do exist, however, notably in the most deprived areas of Selby Town where life expectancy is lower by around 4.7 years for men and 6.9 years for women (Ibid). Selby District, as part of North Yorkshire, has one of the lowest recorded crime rates in England and Wales, falling almost every year for the past five years (Ibid).

The Economy

- 1.13 The percentage of pupils achieving five or more GCSE passes at A* - C including English and Maths is average for England². Overall according to OFSTED the majority of primary and secondary education in the District is 'Good' with Selby College rated as 'Outstanding' (Ibid).
- 1.14 Looking at working age adults with GCSE A–C, the District sits above all the North Yorkshire, regional and national averages – an estimated 5% growth for the District. This demonstrates an above average level of 'knowledgeable' workers accessing employment that requires a good standard of education. Nearly 86% of employment in the District is in the private sector (Ibid). Nearly half of those in employment in the District commute elsewhere, mainly to York and Leeds, with people taking advantage of the area's good transport links to enable a rural lifestyle.

Planning for the Community

- 1.15 Planning issues are an integral part of Selby District Council's long term strategic goals, which was initially set out in the Corporate Plan 2011-15, with particular importance in three of the five key areas:
- I. Changing places: helping others to see our District through new eyes.
 - II. Living well working with others to make this a great place to lead happy and healthy lives.
 - III. Tackling the tough stuff taking the lead in supporting every part of the District.

¹ North Yorkshire County Council STREAM data analysis

² NHS Health Profile 2015)

- 1.16 In building upon the success of the Corporate Plan 2011-2015, Selby District Council is refocusing its efforts to deliver three key priorities, as set out in the Selby District Corporate Plan 2015-2020:
- I. To do business: focus on strengthening the local economy of Selby to provide a sustainable future for the districts businesses and residents.
 - II. To enjoy life: providing everyone in the district the opportunity to live a healthy and happy life, with a focus on ensuring a suitable supply of homes is available.
 - III. To make a difference: supporting communities to have an active role in prioritising local service provision.
- 1.17 These strategic goals will be supported by the Council's *Delivering Great Value* programme, which will work to continually improve value for money in the business, and target resources on those most in need. This approach includes a focus on increasing Council self-sufficiency to become less reliant on Central Government grants. The *Programme for Growth* will mean that funding will be made available to invest in projects that will bring lasting benefits to the district and a better return on investments.
- 1.18 Work already carried out by the council through the *Programme for Growth* includes:
- setting the groundwork to support work placements and employment opportunities for the area's young people;
 - developing new policies for the Council to help deliver new development, including work to deliver the long-term planning strategy, such as the Core Strategy and the Sites and Policies Plan (PLAN Selby);
 - helping to support the development of the Olympia Park site at Barlby, which aims to deliver significant new housing and business opportunities.
 - the creation of a Housing Trust to deliver brand new affordable homes in the area, and
 - the roll-out of the property search website, which aims to provide practical support to businesses looking to invest and grow.

Current Development Plan

- 1.19 The Council is preparing a suite of Local Plan documents required under the Planning and Compulsory Purchase Act 2004³ and Localism Act 2011, which will form part of the new Local Plan (formerly known as the Local Development Framework).

³ Defined in Section 38 of the Act as amended

- 1.20 When adopted over the coming years, the new style plans will replace those policies in the 2005 Selby District Local Plan, which were 'saved' under transitional legislation until replaced by policies in the New Local Plan.
- 1.21 The current development plan for the District comprises:
- the adopted Selby District Core Strategy Local Plan 2013;
 - 'saved' policies in the Selby District Local Plan (adopted 2005 and saved by direction of the Secretary of State 2008) and which are not specifically replaced by policies in the Selby District Core Strategy Local Plan, 2013;
 - 'saved' policies in the North Yorkshire Minerals Local Plan (1997)⁴;
 - 'saved' policies in the North Yorkshire Waste Local Plan (2006)⁵, and
 - East Coast Marine Local Plans.

Duty to Co-operate

- 1.22 The Localism Act 2011 (Section 110) introduced the duty to co-operate which applies to all Local Planning Authorities, National Park Authorities and County Councils throughout England, as well as a number of other public bodies. It requires Local Planning Authorities to engage constructively, actively and on an on-going basis during the preparation of Local Plan documents to develop strategic policies.
- 1.23 The duty to co-operate is further developed in the National Planning Policy Framework (NPPF) and forms part of the soundness test for Local Plans as they go through independent examination. In developing Local Plan documents the Council will need to show how it has considered joint plan making arrangements, what decisions were reached and why. Under the regulations⁶ Councils must report details of what action has been taken during the period covered by the AMR.
- 1.24 It is not currently proposed to prepare any joint Local Plan documents with neighbouring Local Authorities. However, the Council is working in partnership with other Local Authorities to ensure that cross boundary issues are fully addressed under its duty

⁴ Until superseded by the Joint Minerals and Waste Local Plan

⁵ Until superseded by the Joint Minerals and Waste Local Plan

⁶ Part 8 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012 No. 767)

to co-operate⁷.

- 1.25 North Yorkshire County Council will contribute to the Council's plan making, particularly with regard to transport and education matters, and advice on strategic planning, monitoring and intelligence, biodiversity, landscape, archaeology and sustainability aspects. The County Council is also preparing a Joint Minerals and Waste Local Plan with the City of York Council and the North York Moors National Park.
- 1.26 The Council will also work with other public bodies such as the Environment Agency and Highways Agency, as well as key stakeholders in preparing the Local Plan.
- 1.27 While this AMR sets out how the implementation of the adopted Core Strategy is being monitored it also demonstrates how Selby District Council is undertaking its duty to cooperate in preparing the Sites and Policies Local Plan (PLAN Selby) in Section 2 below.

2.0 Local Development Scheme (LDS)

- 2.1 Local Planning Authorities are required under the Planning and Compulsory Purchase Act 2004 to prepare and maintain an up to date LDS.
- 2.2 As a key project management tool, the LDS will ensure that the policies and proposals of the Core Strategy are brought forward in such a way that ensures areas of greatest priority and need are tackled first, helping to secure implementation and timely delivery of the Core Strategy's objectives.
- 2.3 Over a four year period the LDS identifies the main documents constituting the new Local Plan to be prepared including setting out their coverage and status. The LDS outlines the statutory stages for consultation, submission and adoption.
- 2.4 The Council's fifth LDS for the period 2013-2017 came into effect on 22 October 2013, and was updated by the Council in December 2014 with minor amendments to the programme for the preparation of Local Plan documents. An updated LDS publication will be issued in January 2016.

⁷ In line with the Localism Act 2011 and the National Planning Policy Framework (NPPF, 2012)

Selby District Core Strategy Local Plan (2013)

- 2.5 The Core Strategy is the long term strategic vision for how the District will be shaped by setting out a number of broad policies to guide development.
- 2.6 The Council formally adopted the Selby District Core Strategy Local Plan at a meeting of the Full Council on 22 October 2013.

The Sites and Policies Local Plan – “PLAN Selby”

- 2.7 Preparation work on PLAN Selby began in the last quarter of 2013 and an Initial Consultation took place November 2014 - January 2015 to allow all stakeholders to share their thoughts over the key issues for planning in the Selby District. This was followed by a Focused Engagement which took place between June and August 2015, allowing stakeholders to provide input to the on-going evidence base work and providing the opportunity for more detailed discussion of emerging issues and options to inform future decision making on the policies and proposals for inclusion in the plan.
- 2.8 The 5th LDS was updated by the Council in December 2014 and the timetable for the preparation of PLAN Selby has been further revised since then to take into account recent consultation feedback and on-going work on the technical evidence base for the plan. Submission to the Secretary of State of PLAN Selby is expected in June 2017. Table 1 illustrates the overall new timetable.

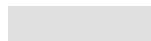
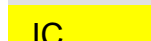








Duty to Cooperate

- 2.9 Appendix A outlines the cooperation work that the Council has undertaken on its Local Plan documents and associated evidence base, as well as an overview of the Council’s main actions (not exhaustive) where the Council has been involved in the preparation of other local authorities’ local plan documents including where the Council has provided comments on key stages and evidence base work.

Table 1 – LDS timetable relating to the Sites and Policies Local Plan (PLAN Selby)

2014		2015												2016												2017												2018											
N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M							
IC							FE												PO							P						S		PH	E	I	P					R			A				

Key:

-  Preparation / Research / Analysis
-  IC Issues and Options Public Participation
-  FE Focused Engagement
-  PO 'Consultation Draft' / Preferred Options
-  P Publication
-  S Submission to Secretary of State
-  PH Pre-Hearing Meeting
-  EIP Examination in Public
-  R Inspector's Report
-  A Adoption

Community Infrastructure Levy (CIL)

- 2.10 The Council has investigated the need for a CIL in terms of the strategic infrastructure required to accommodate the planned growth set out in the Core Strategy 2013. Based on this investigation, Selby District Council developed a Draft Charging Schedule which was consulted on initially, between July and September 2014, before being withdrawn and modified and being sent out for consultation again in January 2015.
- 2.11 Following consultation Selby District Council refined the Levy proposals and submitted the Draft CIL Charging Schedule to an Independent Planning Inspector for examination. A public examination hearing was held by the appointed inspector on 12th August 2015. Following the hearing, the Inspector found that the Draft CIL Charging Schedule provides an appropriate basis for the collection of the levy in the area, subject to some minor modifications. The findings are scheduled to be considered by Council in December 2015 ahead of the document being adopted on 1st January 2016.
- 2.12 Further information will be made available in the 2016 AMR with regard to the operation of CIL, finances collected and how it has been spent and distributed.

Table 2 - Progress of Adoption of CIL

2014												2015												2016	
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
												CS			S				E	R				A	

Key:

- Preparation / Research / Analysis
- CS Draft Charging Schedule consultation
- S Submission to Secretary of State
- E Examination
- R Inspector's Report
- A Adoption

Neighbourhood Plans

- 2.13 Neighbourhood planning is a key part of the Government's localism agenda and aims to give communities greater power to shape development by taking a more active role in the development of planning policies at a local level.
- 2.14 Neighbourhood planning will be led by Town and Parish Councils, with Selby District Council providing technical assistance and making necessary decisions at key stages. A Memorandum of Understanding (MOU), has been developed, which clearly sets out the level and range of support the planning authority can provide for neighbourhood planning.
- 2.15 Neighbourhood Plans are a localised planning policy document that will carry the same status as the Council's Local Plan documents, where they are in conformity with the Council's documents, and are adopted by the Council.
- 2.16 The Council is currently working with:
- Appleton Roebuck with Acaster Selby Parish Council on the policy development of this emerging Neighbourhood Plan;
 - Selby Town Council on the Neighbourhood Area designation of the parish of Selby, and;
 - other local parishes on potential expressions of interest in neighbourhood planning.
- 2.17 The Draft Appleton Roebuck with Acaster Selby Neighbourhood Plan is currently under development with the published project plan indicating an examination and referendum in 2016. SDC will continue to work with the neighbourhood planning team on the development of the plan and fine-tuning the delivery timetable.
- 2.18 Selby Town Council has submitted a Neighbourhood Area application to Selby District Council. It is anticipated that a consultation on the Neighbourhood Area application will take place early in 2016.

3.0 Spatial Development Strategy

3.1 The tables in this section summarise the indicators identified in the Core Strategy Local Plan that the AMR monitors. The AMR includes the full schedule of indicators set out in the Core Strategy 2013. The base date for the implementation and monitoring of the Core Strategy covers the period 2011 – 2027.

3.2 The tables set out the targets which will enable the Local Planning Authority to identify:

- any significant effects that the Core Strategy is having on the delivery of sustainable development;
- the extent to which policies within the Core Strategy are being implemented;
- whether the policies are working successfully, and if they are not, to explain why not, and
- if any of the Core Strategy policies need reviewing.

Spatial Development Strategy and Housing Land Supply

3.3 This section monitors the policies in the Spatial Development Strategy section of the Core Strategy Local Plan. The Spatial Development Strategy provides guidance on the proposed general distribution of future development across the District, including the broad location of a strategic development site to accommodate major residential and commercial growth in Selby.

3.4 Table 3 overleaf sets out the performance indicators for the ‘Spatial Development Strategy’ section of the Core Strategy Local Plan.

Table 3 – Core Strategy Performance Indicators for ‘Spatial Development Strategy’

Core Strategy Policy	Core Strategy Objectives	Indicator	Target / Intended Outcome	Target met?	Actions
SP2 / SP4	1, 2, 3, 4, 5, 6, 7, 8 and 14	(1) Proportion of new development with planning permission / completed in Selby, Sherburn In Elmet and Tadcaster	At least 69% of all development within towns and local service centres.	<p>% of completions within the 3 main towns: Selby – 37% Sherburn In Elmet – 1% Tadcaster – 0%</p> <p>% of planning permissions within the 3 main towns: Selby – 42.3% Sherburn In Elmet – 16.6% Tadcaster – 1.7%</p>	PLAN Selby will continue to focus upon delivering development linked to the established settlement hierarchy in the Core Strategy and tackle under-delivery.
		(2) Proportion on previously developed land (PDL)	Concentrating on reusing PDL	<p>Total completions on PDL = 123 dwellings (15.6% of total completions on PDL)</p> <p>Total outstanding plots on PDL = 617 (14.5% of total outstanding's on PDL)</p>	The council will continue to prioritise development on previously developed land where possible. The development of a register of brownfield land is currently under consideration.

SP3	1, 2, 3, 4	(3) Scale and Type of new development in Green Belt	Nil approvals of inappropriate development in Green Belt	New indicator – monitoring systems being set up to inform future AMRs.	The application of the indicator will depend upon the demonstration of very special circumstances for allowing development in the Green Belt.
SP5 / SP7	1, 3, 4, 5, 6, 7, 8 and 14	(4) Overall completions	450 (net) dwellings completed per annum Table 4. Target of 675 over the longer 1 April 2014 – 1 October 2015 monitoring period.	787 (net) dwellings completed - 1st April 2014 – 1st October 2015.	This figure represents the fulfilment of exceeding the Core Strategy annual net completions target for the first time since 2007-08. High levels of permissions in the coming years indicate that this trend will continue.
		(5) Amount of new development completed by location (Selby, Sherburn In Elmet, Tadcaster, Designated Service Villages and Secondary Villages)	Minimum of 7200 new dwellings up to 2027	See Table 5 for split of completed dwellings across settlement hierarchy.	Table 6 indicates some success in this regard with an increased proportion of permissions across the Local Service Centres,

					suggesting that housing delivery will be on track to meet the target figure.
		(6) Modal split of those accessing the Olympia Park site.	Target to be determined through a future Travel Plan.	New indicator – monitoring systems being set up to inform future AMRs.	No additional commentary at this stage.
SP6	1, 2, 3, 5, 7 and 8	(7) Number of dwellings with planning permission.	To achieve a 5-Year Housing Land Supply.	2,554 gross plots with planning permission. 5.8 year housing land supply.	A large increase in planning permissions is one of the reasons for the District having more than a 5 year supply of housing.
		(8) Amount of new development approved by location (Selby, Sherburn In Elmet, Tadcaster, Designated Service Villages and Secondary Villages.	Planning permissions by settlement hierarchy.	See Table 7 for split of dwellings with planning permission across settlement hierarchy.	Future growth will be prioritised in the market towns and designated service villages in order to ensure the targeted figures can be met.

Housing Land Requirement

- 3.5 In previous AMRs, the SDLP saved Policy H1 required that beyond 31 December 2006 the annual build rate from the Regional Strategy (RS) applied. RS established an annual target of 440 dwellings per annum for Selby District.
- 3.6 The RS was formally revoked on 22 February 2013 through the Localism Act 2011 and as such the housing requirement is now established within the adopted Core Strategy. The Core Strategy sets the annual housing target at 450 dwellings per annum between 2011 and 2027 to provide a minimum of 7200 dwellings.

Annual Housing Target and Completions

- 3.7 Table 4 below shows the number of total housing completions against the appropriate annual target. Up to 31 December 2006 the target was established in the 2005 SDLP, then up to 22 February 2013 the target is the RS figure. From then onward, the Core Strategy target of 450 dwellings per annum is applied. The figure for 14-15 includes a larger target as it is based on the extended period between 1st April 2014 and 1st October 2015.
- 3.8 As evidenced in Table 4 the net annual housing target has been exceeded for the first year since 2007-08. This is due to the completion of phase 2 allocated sites and a gradual recovery in the housing market. High levels of planning permissions over the past year indicate this trend is likely to continue.

Table 4 – Annual Housing Targets and Completions 2005-2015

Year	Plan Period	Net Completions	Target	Gap
05-06	SDLP Plan Period	638	620	18
06-07		874	575	299
07-08		583	440	143
08-09		226	440	-214
09-10		270	440	-170
10-11		366	440	-74
SDLP Total Net provision		2957	2955	2
11-12	Core Strategy Plan Period	338	450	-112
12-13		248	450	-202
13-14		263	450	-187
14-15*		787	675	112
CS Total Net Provision 2011-2015		1636	2025	-389

* Completions and target from this year run from 1 April 2014 to 1 October 2015.

Annual housing completions by settlement and land type

- 3.9 Table 5 below summarises the completions by settlement type and land type, as established within Core Strategy policy SP2 (Spatial Development Strategy) and SP4 (Management of Residential Development in Settlements).
- 3.10 The Core Strategy proposes that the majority of new development in the District will be directed to the towns and more sustainable villages. The proportion of new housing development by location is illustrated in the Core Strategy 'Creating Sustainable Communities' section⁸.

Table 5 – Gross housing completions by settlement hierarchy and completions on previously developed land (PDL) 2011-15

Settlement hierarchy	Completions		% of total completed dwellings*	No. of completions on PDL	% of total completed dwellings* on PDL
	Year	Number			
Selby	14/15*	287	37%	48	6%
	13/14	179	67%	80	45%
	12/13	91	37%	5	-
	11/12	-	-	-	-
Sherburn In Elmet	14/15*	11	1%	4	36%
	13/14	3	1%	3	100%
	12/13	5	2%	5	-
	11/12	-	-	-	-
Tadcaster	14/15*	0	0%	0	-
	13/14	5	2%	5	100%
	12/13	2	0.8%	1	-
	11/12	-	-	-	-
Designated Services Villages	14/15*	297	38%	14	3%
	13/14	66	25%	64	97%
	12/13	111	45%	75	-
	11/12	-	-	-	-
Secondary Villages	14/15*	102	13%	32	30%
	13/14	13	5%	3	23%
	12/13	39	16%	16	-
	11/12	-	-	-	-
Countryside	14/15*	89	11%	25	28%
	13/14	2	1%	1	50%
	12/13	-	-	-	-
	11/12	-	-	-	-
Total	14/15*	787	100%	123	15.6%
	13/14	268	100%	156	59%
	12/13	248	100%	102	41%
	11/12	338	-	140	41.4

*14/15 figure is over the monitoring period 1 April 2014 - 1 October 2015
Empty boxes indicate a lack of correlation with historic data

⁸ See Figure 7 (Proportion of Housing Development by Location), Core Strategy Local Plan 2013.

- 3.11 Table 5 indicates that the three towns of the District are underperforming by taking below the Core Strategy target of 69% of housing growth. Selby has fallen short of the 51% target with 37% of housing completions in the District, whilst Sherburn in Elmet and Tadcaster saw just 1% of total completions between them. The historic figures in the table indicate this is a sustained trend. Though overall completions are up for 14/15 in Selby, higher levels of gross housing completions in the district mean the proportion in Selby is reduced, largely due to a high number of completions in DSVs. A high number of completions have also been located in secondary villages and designated countryside.
- 3.12 Table 6 overleaf breaks down the distribution of new development over the Core Strategy settlement hierarchy. To date, good progress has been made distributing development across the District, though it is apparent that Sherburn in Elmet and Tadcaster are currently underperforming. This is expected to change with large developments in Sherburn in Elmet currently underway. Also notable are the high levels of growth featured in certain DSVs such as South Milford and Thorpe Willoughby who have each received higher levels of growth than both Sherburn in Elmet and Tadcaster combined.
- 3.13 Table 5 also demonstrates the under provision of development on previously developed land (PDL) this year, with just 15.6% of development taking place on brownfield sites. This contrasts with the previous three year's PDL proportion being above the 40% mark, though overall PDL completion numbers are similar. This indicates that a majority of the increased development seen over 14/15 has been on greenfield land.

Table 6 – Development distribution to date across the settlement hierarchy over the Core Strategy period 2011-15

CS SP5 Settlement	Completions between 1 April 2011 - 31 September 2015	Permissions at 1 October 2015	SP5 Requirement 2011-2027	Dwellings needed 2015-2027
Selby	879	1809	3,700	1,012
Sherburn in Elmet	102	707	790	0
Tadcaster	5	72	500	423
Designated Service Villages (DSVs)	547	1419	2000	34
<i>Appleton Roebuck</i>	25	-	-	-
<i>Barlby/Osgodby</i>	8	-	-	-
<i>Byram/Brotherton</i>	12	-	-	-
<i>Brayton</i>	3	-	-	-
<i>Carlton</i>	3	-	-	-
<i>Cawood</i>	5	-	-	-
<i>Church Fenton</i>	5	-	-	-
<i>Eggborough/Whitley</i>	82	-	-	-
<i>Escrick</i>	1	-	-	-
<i>Hambleton</i>	2	-	-	-
<i>Hemingbrough</i>	7	-	-	-
<i>Kellington</i>	3	-	-	-
<i>Monk Fryston/Hillam</i>	11	-	-	-
<i>North Duffield</i>	3	-	-	-
<i>Riccall</i>	60	-	-	-
<i>South Milford</i>	190	-	-	-
<i>Thorpe Willoughby</i>	123	-	-	-
<i>Ulleskelf</i>	4	-	-	-

Number of dwellings with outstanding planning permission by settlement and land type

3.14 Table 7 summarises the gross number of dwellings with planning permission by settlement and land type. The greatest proportion of planning permissions are in Selby, with permissions in the Designated Service Villages also making up a third. The total within towns and local service centres is 93.8%, which is above the 69% figure set out in the Core Strategy for Local Service Centres, though the Selby town figure is below the targeted 51%.

Table 7 – Number of dwellings with planning permission 2011-15

Settlement hierarchy	No. of dwellings with planning permission (PP)**		% of total outstanding PP's*	No. of dwellings with PP on PDL
Selby	14/15*	1809	42.3%	251
	13/14	938	39%	293
	12/13	1159	59%	126
	11/12	-	-	-
Sherburn In Elmet	14/15*	707	16.6%	1
	13/14	727	30%	7
	12/13	9	0.5%	9
	11/12	-	-	-
Tadcaster	14/15*	72	1.7%	12
	13/14	33	1%	24
	12/13	9	0.5%	9
	11/12	-	-	-
Designated Services Villages	14/15*	1419	33.2%	179
	13/14	419	17%	129
	12/13	302	15%	283
	11/12	-	-	-
Secondary Villages	14/15*	256	6%	173
	13/14	287	12%	185
	12/13	338	17%	283
	11/12	-	-	-
Countryside	14/15*	6	0.1%	1
	13/14	4	0.2%	3
	12/13	-	-	-
	11/12	-	-	-
Total	14/15*	4269	100%	617 (14.5%)
	13/14	2408	100%	641 (27%)
	12/13	1970	17%	855 (43.4%)
	11/12	1919	-	-

* Measures monitoring period 1 April 2014- 1 October 2015

**Figure includes sites approved at committee subject to section 106 agreements

3.15 The greatest proportion of dwellings with permissions on PDL is in Selby, the Designated Service Villages and the Secondary Villages. Overall PDL plots make up 14.5% of the total existing permissions. Whilst there is no target in the Core Strategy it does suggest an indicator of 40% and as such there are fewer planning permissions on PDL than would be expected. This historic decline in the number of overall PDL permissions suggests that there is a shortage of brownfield land coming forward for development, particularly when overall gross planning permissions have risen so sharply in 14/15.

Status of Selby District Local Plan 2005 (SDLP) Allocations as at 1 October 2015.

- 3.16 Between the adoption of the Core Strategy and the Sites and Policies Local Plan (PLAN Selby), the 450 dwellings per annum target will be delivered from planning permissions on existing allocated SDLP Phase 2 sites, which were released in 2011 to boost supply. Currently the Phase 2 housing allocations provide the planned land supply, alongside other (windfall) development, for the District's housing requirement.
- 3.17 All but 1 Phase 1 allocated sites under the SDLP have been granted planning permission and have been completed. The remaining Phase 2 sites (and windfalls) will provide the housing land supply for the subsequent years until the adoption of PLAN Selby as indicated by the Core Strategy.
- 3.18 Table 7 demonstrates how the allocated sites are contributing towards housing delivery.

Notes:

- Allocations CHF/1 and HEM/2 were completed in 00/01 and 02/03 prior to sites being phased and are therefore not included on this Table.
- HEM/1, MONK/1, EGG/1 and WHIT/1 were Phase 1 sites but are not included in the Table, which refers to allocated land set out in Policy H2 of the SDLP. These 4 sites already had planning permissions prior to 31 March 2004 and Policy H2 identifies sites that refer to additional allocations that were over and above existing commitments. All 4 sites were completed in either 04/05 or 05/06.
- The allocations identified above and allocation NRD/1 which was completed during the 07/08 monitoring year, expired on 7 February 2008 by Direction of Secretary of State for Communities and Local Government under Development Plan regulations.
- Phase 2 sites were released by Council 13th September 2011.

Table 8 – Status of Selby District Local Plan Housing Allocations (as at 1 October 2015)

SDLP Reference	Location	Site Area (Ha)	2005 SDLP Dwelling Estimate	Approved Gross Site Total	Number of Dwellings Completed	SDLP Phase	Date Site Completed
HAM/2	Land West of Station Road, Hambleton	2.35	71	90	90	1	4/10 to 3/11
SHB/1A	Land off Moor Lane, Sherburn	5.50	167	193	193	1	4/11 to 3/12
STM/1A	Land between Low Street and Common Lane (North), South Milford	3.20	96	108	108	1	4/09 to 3/10
CAR/2	Land West of Low Street, Carlton	2.60	25	25	25	2	4/03 to 3/04
SEL/2	Land between Abbot's Road and the proposed bypass, Selby	56.14	1200	1200	824	1	-
HAM/1	Land East of Cherwell Croft, Hambleton	0.53	14	23	0	2	-
SEL/2A	Land North of Garden House, off New Millgate, Selby	1.04	31	301	110	2	-
SHB/1B	Land off Low Street, Sherburn	39.30	282	718	0	2	-
STM/1B	Land between Low Street and Common Lane (South), South Milford	4.20	98	115	45	2	-
THW/2	Land South of Leeds Road, Thorpe Willoughby	4.96	133	149	119	2	-
EGG/3	Land at A19 and Selby Road, Eggborough	6.76	67	99	36	2	-

BYR/1	Land at East Acres, Byram	0.7	20	0	0	2	-
CAR/1	Land West of High Street, Carlton	2.40	38	0	0	2	-
CAM/1	Land adjacent to A645 (Drax Road) / A1041(T) (Snaith Road), Camblesforth	2.12	55	0	0	2	-
EGG/2	Land East of High Eggborough Road, Eggborough	1.50	30	99	36	2	-
OSG/1	Land to North of Tindall's Farm, Osgodby	1.47	48	0	0	2	-
SEL/1	Land between Cross Hills Lane and Leeds Road, Selby	21.90	450	0	0	2	-
TAD/2	Land North of Station Road, Tadcaster	3.48	104	0	0	2	-

Key to Table colours



Allocated Site Fully Built Out

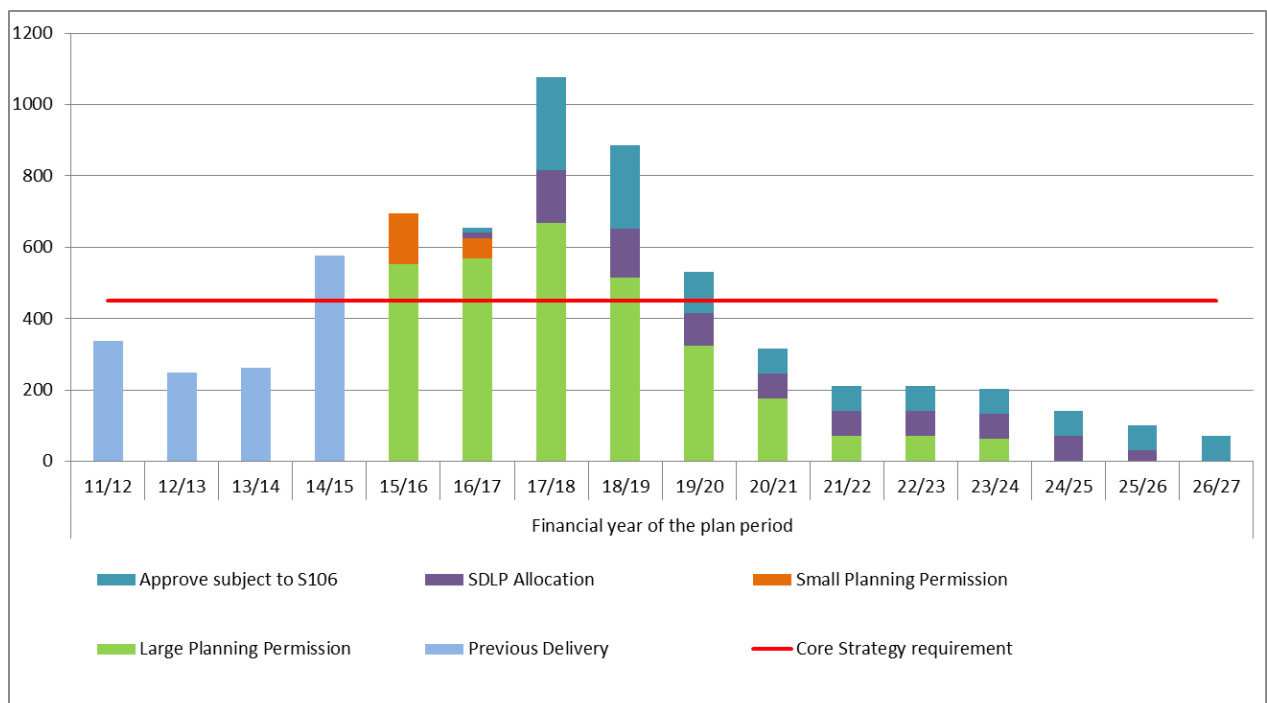
Allocated Site With Planning Permission

Allocated Site Without Planning Permission

Housing Trajectory

- 3.19 Paragraph 47 of the National Planning Policy Framework (NPPF) states *‘for market and affordable housing, illustrate the expected rate of housing delivery through a housing trajectory for the plan period and set out a housing implementation strategy for the full range of housing describing how they will maintain delivery of a five-year supply of housing land to meet their housing target’.*
- 3.20 Graph 1 below shows the housing trajectory. For the first 3 years of the Core Strategy plan period there was under-provision against targets due to the downturn in the housing market. In the last financial year completions were above target, this can be attributed to the build out of the phase 2 allocated sites released by the Council and a gradual recovery in the housing market.
- 3.21 Due to the large numbers of sites permitted by the Council in recent years, the authority is projected to have completions above the 450 requirement for the next 5 years. Completions are predicted to be below the requirement from the year 2020 onwards, but importantly the introduction of the PLAN Selby Allocated housing sites from the year 17/18 onwards (not shown in graph), will ensure the District has housing completions above the Core Strategy target up until the end of the plan period in 2027.

Graph 1 – Housing Trajectory 14/15



Five Year Housing Land Supply

- 3.22 Paragraph 47 of the NPPF states that Local Authorities, on an annual basis, are required to demonstrate a sufficient supply of specific deliverable sites to provide five years' worth of housing against the Local Planning Authorities housing requirement.
- 3.23 The requirement should include an additional buffer of 20% where there has been a record of persistent under delivery of housing. The Council has applied the 20% buffer to its housing target, as it has not met its housing target in the last 6 years; however the Council has exceeded its housing requirements this year (2014/15) and if this trend continues the Council will review the 20% buffer position.
- 3.24 A Supplementary Paper to this AMR provides further details on the 5 Year Housing Land Supply and is available on the Council's website.
- 3.25 The 5 Year Housing Land Supply is set against the current housing target of 450 dwellings per annum (dpa) for Selby District as set out in the adopted Core Strategy. However the target also includes a 20% buffer and any under provision in the plan period.
- 3.26 The results provide an overall total of 3,615 potential dwellings over the five years, indicating a 5.8 year supply against the target, meaning that Selby District has achieved a 5 Year Housing Land Supply.
- 3.27 A summary of the 5 Year Housing Land Supply results is shown below in Tables 9 and 10. Further details of the calculation method and sites included are provided in the 5 Year Housing Land Supply Supplementary Paper. Table 11 lists the previous AMR 5 Year Housing Land Supply results.

Table 9 – 5 Year Housing Land Supply Results Summary 14/15

Summary of sites contributing to 5 year supply		Potential Yield (Dwellings)
A	Planning Permissions Dwellings on sites less than 5 units: 198 Dwellings on sites of 5 or more units: 2416	2,554
B	Dwellings approved at committee subject to section 106 agreements	625
C	Sum of Permissions with 10% discount for non-implementation (A+B x 0.9)	2,861
D	SDLP Allocated Housing Sites	394
E	Windfall	360
Total plots considered to contribute to 2014/15 5 Year Supply (C+D+E)		3,615

Table 10 - 5 Year Housing Land Supply Calculations 14/15

A	Housing target for the plan period (2011-2027)	7,200
B	Annual housing target across plan period (A ÷ 16 years)	450
C	Five year target, no adjustment (B x 5)	2,250
D	Buffer 20% (multiply C by 1.2)	2,700
E	Shortfall of housing provision from the plan period (requirement less completions)	389
F	Five year target (D + E)	3,089
G	Annual target for next five years (F ÷ 5)	618

H	Current expected deliverable supply 2014/15 – 2019/20	3,615
I	Gap (F - H)	526
J	Council's Housing Land Supply equivalent to (H ÷ G)	5.8 year supply

Table 11 – 5 Year Housing Land Supply Historic Summary 2011-15

Monitoring Year	Required Supply	Expected Deliverable Supply	Housing Land Supply
14/15*	3,089	3,669	5.8 years
13/14	3,201	2,727	4.3 years
12/13	2,250	2,385	5.3 years
11/12	2,200	2,336	5.3 years

4.0 Creating Sustainable Communities

- 4.1 The Core Strategy Local Plan encourages the development of sustainable communities which are vital, healthy and prosperous. It aims to meet the current needs of local residents whilst recognising the importance of having regard as far as possible to future circumstances, and the legacy being created for future residents.
- 4.2 This section monitors the policies within the Sustainable Communities section of the Core Strategy Local Plan. It focuses on managing the future development within settlements to meet the aims and principles behind achieving sustainable development in line with the strategic aims of the plan.
- 4.3 Table 12 overleaf sets out the performance indicators for the 'Creating Sustainable Communities' section of the Core Strategy Local Plan.

Table 12 – Core Strategy Performance Indicators for ‘Creating Sustainable Communities’

Core Strategy Policy	Core Strategy Objectives	Indicator	Target / Intended Outcome	Target met?	Actions
SP8	5	(9) Completed new dwellings by number of bedrooms and dwelling type.	To match housing mix requirements in SHMA or latest housing market assessment/needs survey.	71 affordable housing completions, of which; 1 was a one bed property 41 were two bed properties 29 were three bed properties.	The Council will continue to seek a balanced mix of dwellings by type and bedrooms.
SP9	2, 3 and 5	(10) Level of affordable housing approved and completed.	Meet overall target for affordable housing provision of 40%, from all sources (unless viability case proven).	9% of total completions were affordable. An increase in total number of affordable housings from 39 to 71 over last year, but a proportional decrease from 14.5% to 9% of new housing completions. Below the 40% target.	The Council will continue to secure the maximum number of affordable dwellings possible from planning permissions, subject to scheme viability.
		(11) Proportion of affordable homes by tenure.	To broadly achieve a tenure mix of 30-50% for intermediate housing and 50-70% for social renting, through new affordable housing or in line with up to date evidence.	71 completions comprising: 42 Intermediate (59%) 12 Social Rented (17%) 17 Shared Ownership (24%).	The Council will continue to obtain an appropriate balance of affordable homes by tenure and with regard to the latest SHMA research. Work is also likely on establishing

					monitoring arrangements for starter home developments.
		(12) Range of dwelling types.	To reflect the size and types of homes in the market housing scheme or reflect SHMA/local needs assessment for 100% AH schemes.	New indicator – monitoring systems being set up to inform future AMRs.	No additional commentary at this stage.
		(13) Commuted sums collected and spent on providing affordable homes.	That 100% of collected monies are spent on providing Affordable Housing.	New indicator – monitoring systems being set up to inform future AMRs.	No additional commentary at this stage.
SP10	2, 3 and 5	(14) No. of dwellings in 100% affordable housing schemes or appropriate mixed Rural Exception Sites with planning permission / completed within or adjoining Development Limits in rural villages.	To meet identified local needs in terms of numbers, sizes, types and tenure.	No completions on rural exception sites in 2014-15.	Work is continuing to identify local housing need, and discussions with Parish Councils are underway over local parish Housing Needs Surveys.
SP11	3, 4, 5, 6, 8, 9 and 17	(15) No. of pitches with planning permission / completed for	To identify and update annually, a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against the	Number of pitches with planning permission - 1	In the light of the publication of the Government's PPTS in August this year,

		Gypsies / Travellers	local needs assessment		the Council is seeking to review its 2013 TNA during the early part of 2016 and intend to include the 5 year land supply position with regard to travellers sites within the April 2016 baseline edition of the 5 year housing land supply statement. Focused engagement with the travelling community, its representatives and interested parties including neighbouring authorities will form part of this review.
		(16) No. of new 'quarters' with planning permission / completed for Travelling Showpersons.	To identify and update annually, a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against the local needs assessment	The planning permission at Gateforth Mushroom Farm, Selby By Pass, (Parish of Thorpe Willoughby) of 10 plots for travelling show people provides both the 5 year land supply of deliverable sites and identified need up to 2028	Same as indicator (15) above

SP12	1, 2, 3, 8, 10, 12, 13, 14 and 17	(17) Access to community services / facilities including health care and ROS / green infrastructure within Parishes	Net gains in and improved access to community services / facilities and ROS / green infrastructure land area	New indicator – monitoring systems being set up to inform future AMRs.	Services will be fully surveyed as part of the PLAN Selby site assessment work.
		(18) Commuted sums collected for and spent to provide ROS and other Community facilities including health care	Improved quality of ROS / green infrastructure as evidenced through assessment and regular review	£185,294.50 collected for ROS. Table 12 below provides information about the geographical split for ROS contributions received by schemes and payments made to parish councils.	This is an increase of £44,557 over the previous year's total amount collected. The most significant payment received is £95,632 for a 301 dwelling scheme at Coupland Road, Selby. The Council will continue to ensure high quality ROS is delivered.
		(19) No. of Travel Plans secured through the planning process	100% of new development requiring Travel Plans (by virtue of size threshold by type of development)	New indicator – monitoring systems being set up to inform future AMRs.	No additional commentary at this stage.

Affordable Housing

- 4.4 The Selby District SHMA 2009 forms a fundamental part of the evidence base for the progression and implementation of the Council's New Local Plan, the North Yorkshire sub-regional Housing Strategy, and local Action Plans. The report provides a detailed analysis of the current and future housing market and the types of housing requirements specific to the District and can be accessed via the Council's website.
- 4.5 A further North Yorkshire Strategic Housing Market Assessment (NYSHMA) was published in November 2011. Appendix 8 of the NYSHMA deals with Selby utilising the SHMA 2009 dataset which was considered to represent an up-to-date and robust data source. The NYSHMA provides some further analysis to complement the findings of the 2009 Selby SHMA.
- 4.6 The evidence from the SHMA 2009 shows that there is a clear, strong need for affordable housing across Selby District. There is a gross annual shortfall of 409 affordable dwellings and a net shortfall of 378. A variety of affordable housing should be provided with particular emphasis on affordable housing for general needs (2 and 3 bed properties). This 2009 SHMA publication also indicates that there is a requirement for both affordable homes for rent and intermediate housing options; analysis suggests a split of 30-50% intermediate and 50-70% social rent across the district is appropriate.
- 4.7 A new Draft SHMA was published in June 2015 as part of the emerging evidence base for PLAN Selby. This publication indicates a net annual need of between 172 to 191 households (depending upon the time period assessed) who require financial support per annum in meeting their housing needs in Selby District. This takes account of the current stock and turnover of affordable housing.
- 4.8 The demographic-led modelling presented in the Draft SHMA (2015) also indicates that almost 85% of the need for affordable housing is for 1 and 2 bed properties. The Draft 2015 SHMA also mentions shared ownership schemes have been performing well and that 22% of the housing need identified in the publication is for intermediate equity-based housing products.
- 4.9 More specifically, modelling in the 2015 SHMA indicates that for the 2014-37 time period (almost identical for the 2014-2027 period) that the estimated level of affordable housing need by type is split 21% intermediate and 79% social / affordable rented.

Affordable Housing completions split by tenure

- 4.10 There were 71 new build affordable housing completions between 1 April 2014 and 1 October 2015, as shown in Table 13. This indicates an increase of 32 affordable homes from the previous year, though this is over a larger 18 month monitoring period. This still falls substantially short of the required target identified in the draft 2015 SHMA of 172 per annum. Table 13 below indicates that under provision of affordable housing has become a trend since the Core Strategy affordable housing targets were introduced.
- 4.12 It is apparent that there is a large under provision of social rented housing, which has become more notable over the past few years, with just 17% of total affordable housing completions being social rented homes, against a target of 50-70%. This was 28% in 13/14 and has declined since 56% of affordable completions were social rented in 11/12.
- 4.13 The Council will look at ways to increase the amount of affordable housing development in coming years. The affordable housing delivered has been almost entirely 2 and 3 bedrooms, which was listed in the 2009 SHMA as being important in providing affordable homes for general needs.

Table 13 – Affordable Housing completions split by tenure 2011-15

Tenure		1 Bed	2 Bed	3 Bed	4 Bed	Total
Shared Ownership	14/15	-	7	10	-	17 (24%)
	13/14	-	7	9	-	16 (41%)
	12/13	-	3	-	-	3 (6%)
	11/12	-	-	-	-	-
Social Rented	14/15	-	10	2	-	12 (17%)
	13/14	-	6	5	-	11 (28%)
	12/13	-	9	15	-	24 (47%)
	11/12	-	-	-	-	40 (56%)
Affordable (Intermediate) Rented	14/15	1	24	17	-	42 (59%)
	13/14	-	9	-	-	9 (23%)
	12/13	-	1	-	-	1 (2%)
	11/12	-	5	7	-	12 (17%)
Discount for Sale/Homebuy	14/15	-	-	-	-	-
	13/14	-	-	1	-	1 (3%)
	12/13	-	7	16	-	23 (45%)
	11/12	-	4	4	-	8 (11%)
Mortgage Rescue	14/15	-	-	-	-	-
	13/14	-	-	2	-	2 (5%)
	12/13	-	-	-	-	-
	11/12	-	5	7	-	12 (17%)
TOTAL	14/15	1	41	29	-	71
	13/14	-	22	17	-	39
	12/13	-	20	31	-	51
	11/12	-	36	35	1	72

Starter Homes

4.14 The NPPG (updated March 2015) details the new exception site starter homes policy, which allows starter homes to be offered to young first time buyers at below their open market value, for development on under-used or unviable industrial and commercial land that has not been currently identified for housing. At the time of writing, the Planning and Housing Bill is proposing a new legal duty on councils to guarantee the delivery of starter homes on all reasonably sized new development sites. These new national policy directions indicate a likely requirement to establish appropriate monitoring mechanisms.

'Firstbuy' completions

- 4.15 'Firstbuy' is a Government initiative designed to help first time buyers, administered by the Homes and Communities Agency (HCA), and run by a national network of HomeBuy agents (further details are available at www.homesandcommunities.co.uk).
- 4.16 It aims to help households with an annual income of £60,000 per annum or less, by providing an equity loan of up to 20% of the value of the home they want to buy.
- 4.17 With mortgage lenders typically requiring deposits in the region of 25%, the scheme effectively provides access to a deposit that might otherwise have taken years to save. The equity loan is co-funded by the house builder, offering greater value for public money.
- 4.18 In addition to the 71 affordable housing completions there were 96 'Firstbuy' completions (Table 14).
- 4.19 Of the 787 net total completions in the district in the April 2014-October 15 period, 71 were affordable. This means that 9% of all completions in the authority were affordable. Of these 71 completions, 42 were intermediate schemes (59% of the total) 12 were social rented schemes (17% of the total) and 17 were shared ownership schemes (24% of the total).

Table 14 – Historic 'Firstbuy' completions 2011-15

Monitoring Year	No. of 'Firstbuy' completions
14/15	96
13/14	52
12/13	30
11/12	-

Rural Exception Sites

- 4.20 The Council has a rural housing exceptions site policy within the adopted Core Strategy Local Plan (Policy SP10 – Rural Housing Exceptions Sites).
- 4.21 During 2014/15 there have been no approvals or completions on rural exception sites, though work has been continuing to identify local housing need, and a number of Parish Councils have entered into discussion around the completion of local parish Housing Needs Surveys. A number of these discussions are on-going, but Rural Housing Needs Surveys were completed in Ryther and Stutton with Hazlewood. Site opportunities were investigated and are continuing, in order to meet identified local need in Hensall and Stutton parishes.

Travelling Community

- 4.22 There are currently 24 Local Authority managed pitches (Carlton and Burn), as well as a number of pitches on privately owned and managed sites.
- 4.23 During this monitoring period (1 April 2014 – 1 October 2015) there has been one application approved for a permanent Traveller site within the District – 1 pitch.
- Permission granted at appeal for the creation of a residential caravan site accommodating two caravans at The Gallops, Main Street, Towton (2012/0979/FUL).

Traveller Needs

- 4.24 The document Planning Policy for Traveller Sites (PPTS, August 2015) was published by the Department for Communities and Local Government to replace the 2012 policy edition and this provides a new definition of travellers. This new definition has implications for the level of need for Travellers sites in Selby and requires the Council to review its 2013 Travellers Needs Assessment (TNA). This work is likely to take place early 2016 after which the Council will review its 5 year land supply position for Travellers sites. It is the Council's intention to include the 5 Year Housing Land Supply position with regard to traveller sites within the April 2016 baseline edition of the 5 Year Housing Land Supply statement.
- 4.25 Since the 2013 TNA only 2 pitches for gypsies and travellers have been granted planning permission on a permanent basis. This compares with the 5 year land supply target provided at the time of the 2015 TNA of 19 pitches (2013 to 2018). Clearly then the Council is unable to demonstrate a 5 year land supply for these travellers based upon the 'old definition' of travellers contained in the now withdrawn PPTS 2013

Travelling Showpersons' Need

- 4.26 The TNA stated that there are no sources of need for the provision of Travelling Showperson yards in the Selby District. However the Council is monitoring the supply of accommodation for travelling Showpersons and will need to ensure that provision is adequate when the Sites and Policies Local Plan is submitted to the Secretary of State.

Access to Services, community facilities and infrastructure

Open Space – New Open Space Provision/Contributions

- 4.27 Policy RT2 of the Selby District Local Plan (SDLP) 2005 requires developers to provide recreation open space (ROS) for schemes comprising 5 dwellings or more. The policy allows for the provision of ROS in a variety of ways depending on the proposal. This could be on-site, within the locality, or through a commuted sum administered in accordance with the Council's Developer Contribution Supplementary Planning Document (2007).
- 4.28 Periodic Parish Services Surveys will provide the data to identify where there are losses and gains of ROS and green infrastructure.
- 4.29 Work is currently underway to identify and implement monitoring procedures for contributed sums across all relevant Council departments.
- 4.30 Contributions to the value of £185,294.50 have been received from schemes during the 2014/15 monitoring period. Table 15 below sets out the contributions collected and distributed at Parish level for ROS contributions.
- 4.31 The Council will continue to ensure high quality ROS provision through the application of Policy SP12 in the determination of planning applications

Table 15 – ROS commuted sum contributions (1 April 2014 – 31 March 2015) (includes totals 2011-15)

Parish	Contributions rec'd from schemes for ROS (£'s)	Contributions paid to Parish Council's for ROS schemes (£'s)	ROS commuted sum balance (£'s)
Appleton Roebuck	-	268	7,397
Brayton	-	-	3,275.91
Brotherton	-	-	92
Cawood	-	6,920.50	2,611.50
Church Fenton	-	-	-3,811.99
Cliffe	-	-	13,062
Eggborough	-	-	2,280
Escrick	-	-	604.80
Fairburn	8,919	-	8,919
Hambleton	-	-	223.25
Selby	107,677	35,470.44	199,066
Sherburn In Elmet	51,726	1,193.20	288,089.60
South Milford	16,972.50	8,810	50,377.50
Wistow	-	3,240	1,617.16
Womersley	-	-	7,665
Total 14/15	£185,294.50	£55,902.14	£581,468.73
Total 13/14	£140,737	£103,656	£544,488
Total 12/13	£22,917	£179,207.55	£254,971.36
Total 11/12	£154,194	£189,342.11	£411,262.91
Total 11-15	£503,142.50	£528,107.80	£1,792,191

5.0 Promoting Economic Prosperity

- 5.1 It is important to ensure that there is sufficient land available for inward investment and expansion of firms in the District to provide jobs and promote economic prosperity and to understand market activity. In order to do this, the Council has undertaken an Employment Land Review in 2007 and a refresh in 2010 to inform the Core Strategy. During the summer 2015 the Council consulted on a new Draft Employment Land Review to provide a full update and to inform the emerging Sites and Policies Plan (PLAN Selby).
- 5.2 This section will focus on the policies within the 'Promoting Economic Prosperity' section of the Core Strategy Local Plan which sets out the general approach to planning for a stronger economy, focused primarily on Selby, Sherburn in Elmet and Tadcaster. It also outlines the policy for continued economic diversification within the extensive rural areas of the District as well as focusing on the economy of town and village centres which are essential elements of the economic and service infrastructure of the District.
- 5.3 Table 16 overleaf sets out the performance indicators for the 'Promoting Economic Prosperity' section of the Core Strategy Local Plan.

Table 16 – Core Strategy Performance Indicators for ‘Promoting Economic Prosperity’

Core Strategy Policy	Core Strategy Objectives	Indicator	Target / Intended Outcome	Target met?	Actions
SP13	1, 2, 3, 4, 6, 7, 8, 9, 10, 13 and 15	(20) Supply of land developed for employment by use class and by location.	Planning permissions granted / completion of 37-52 ha of employment land uses.	11 approvals involving B uses. 0.11ha of employment land approved in 2014-15	No additional commentary
		(21) Net losses and gains of employment floor space on existing employment sites / SLP allocations.	No net loss of existing employment floor space.	901.5m2 (-0.09ha) net loss in B use floorspace as a result of planning approvals. See Table 17 below.	The Council will continue to encourage and permit sustainable business development throughout the district, through the determination of planning applications and the development of the PLAN Selby sites and polices document.
		(22) Additional recreation and leisure uses.	Net gains in recreation and leisure uses.	Net gain of one leisure facility, 3 sports pitches, 1 games court and 1 playground	The Council will continue to prioritise the provision of new recreation and leisure facilities through the determination of planning applications

					and the development of the PLAN Selby sites and polices document.
		(23) Achieve growth in number of jobs within District by Location.	Net gains in number of jobs per year and in total by 2027 by location. Reduced outward commuting levels by 2021 Census.	43,100 (1,700 net gain from previous year) 4.6% Unemployment Rate. 76% Employment Rate.	To ensure the District retains its high employment levels, the Council will continue to monitor employment land and ensure adequate delivery of economic infrastructure.
		(24) New / extended recreation and tourism activity in rural areas.	Net gain in recreation and tourism activity in rural areas	New indicator – monitoring systems being set up to inform future AMRs.	Further work required on fine-tuning or refocusing the indicator.
		(25) Results of the SHMA updated on a 3 yearly basis.	Net gains in rural diversification floor space by use. Net gains in rural jobs.	New indicator – monitoring systems being set up to inform future AMRs.	Monitoring requirements may be fairly substantial. Further work required on fine-tuning or re-focusing the indicator.
SP14	1, 2, 3, 7, 8, 9, 10 and 13	(26) Planning permissions / completions of floor space for town centre uses, broken down by	Net gains in retail floor space and town centre uses in defined town centres.	487m2 loss in retail floorspace in the defined town centres of Selby District.	Indicator requires further development and roll-out as part of an annual survey of the town centres.

		use-class within the 3 town centres by location.			
		(27) Regular town centre health checks in line with Government guidance.	Improved retail performance of town centres over a five year period within regional hierarchy using Ranking in MHE UK Shopping Index (or equivalent recognised measure).	New indicator – monitoring systems being set up to inform future AMRs.	Indicator requires further development and roll-out as part of an annual survey of the town centres.
		(28) Parish Services Survey.	Maintenance and enhancement of local shops and services. Update to local services and facilities through recent workshops on local village services and facilities.	New indicator – monitoring systems being set up to inform future AMRs	Further work is being undertaken to make the survey more accurate.
		(29) Gains and losses in services and facilities in villages.	No net loss in viable retail floor space and other existing facilities within villages.	New indicator – monitoring systems being set up to inform future AMRs.	Indicator requires further development

Amount of additional completed floorspace (m²) by use class and location

5.4 Below is a list of approvals in 2014-15 involving gains and losses in floorspace using the recognised 'use classes' classifications for B1 (Business), B2 (General Industrial) and B8 (Storage and Distribution) uses. The greatest addition to the total amount of B use floorspace comes from The Selby Plant, chemical works site in Selby.

Table 17 - Applications approved involving B uses in 14/15

Application	Location	Description	Net gain in Floorspace (m²)	Total Area (ha)
2015/0617/COU	Old School, Kirkgate, Sherburn in Elmet	Change of Use from B1 Offices to D1 Community Centre	-50	-0.215
2015/0319/COU	Coldsaver (Selby) Ltd, Unit D, The Shipyard	Change of use from light industrial engineering (B1) to teaching music (D1)	-192	-0.019
2015/0199/COU	Abbey House, Church Avenue, Selby	Change of use from offices (Class B1) to a large house and self-contained flat	-300	-0.10
2014/0771/COU	Unit C, Escrick Business Park, Riccall Road, Escrick	Change of use from B2 to Car Showroom	-241.5	-0.024
2014/0154/COU	Business Internet Directory, 67 Micklegate, Selby	Change of use to convert a vacant ground floor shops (A1) and part of the first floor offices (B1) into a bistro restaurant (A3)	-41	- 0.0212
2014/0041/COU	58A Gowthorpe, Selby	Change of use from office (B1) to A2	-775	- 0.0775
2014/1202/FUL	Industrial Chemicals Group Ltd, Canal View, Selby	Erection of an industrial/storage building for use class B2 purposes	1504	1.25
2014/0692/FUL	47 Low Street, Sherburn in Elmet	Proposed demolition of existing buildings (Use Class B2) and construction of food	-1000	-0.50

Application	Location	Description	Net gain in Floorspace (m ²)	Total Area (ha)
		store A1		
2014/1323/COU	Northside Bungalow, Bankwood Road, Stapleton, Pontefract	Proposed change of use of land and building from B8 (storage and distribution) to Sui-Generis (caravan sales and maintenance)	-995	-0.33
2014/1103/COU	Field House Farm, York Road, Skipwith, Selby	Change of use of part of farm yard and small paddock to caravan storage areas (Class B8)	1011	0.13
2014/0034/FUL	Pumping Station, Wand Lane, Hensall, Goole	Erection of an industrial building for use within Class B2 (89m ²) and B8 (89m ²)	178.5	0.0175
Net Totals			-901.5	0.11

- 5.5 Table 18 below identifies that there has been a net loss in B1 floorspace, while there have been small net gains in B2 and B8 floorspace. This is down on the previous year (13/14), which saw a 36.4ha gain in B use floorspace. Though this previous total benefited from the 35ha 'Proving Ground' permission at Sherburn in Elmet.
- 5.6 2014/15 saw no substantial permissions granted for Business/Industrial uses, though this is an area the Council will continue to prioritise in order to ensure economic growth and job provision is not restricted by inadequate business infrastructure.

Table 18 – Gains and losses of B1/B2/B8 floorspace (m²) as a result of approved applications in 14/15*

	B1 (Business)	B2 (General Industrial)	B8 (Storage and Distribution)	Totals
Gain	0	1,593	1,100	2,693
Loss	1,358	1,241.5	995	3,594.5
Net Total	-1,358	351.5	105	-901.5

**Approvals for multiple use classes have had the total floor space split evenly between the use classes.*

Total amount of approved floorspace for town centre uses (m²)

- 5.7 During the monitoring period 1 April 2014 – 31 March 2015 there were 8 applications involving A class uses in the Selby defined town centres. This resulted in a net loss of 168 square metres of A class retail floorspace.
- 5.8 The loss in retail space suggests wider economic factors, with a large proportion of the retail losses being attributed to changes of use to food and drink. Town centre monitoring will need to be increased over future AMRs so as to gauge a more accurate understanding of their needs.

Table 19 - Total amount of approved floorspace for town centre uses (m²) 14/15

Location	Application Reference	Change	Net gain/loss in A1 use floorspace
31-33 Micklegate, Selby	2015/0416/COU	A1 (shops) to Sui Generis	161m2 loss of retail
47 Brook Street, Selby	2015/0235/COU	A1 (shops) to A3 (food and drink)	53m2 loss of retail
HSBC Bank, 2 High Street, Tadcaster	2014/1201/COU	A2 (professional services) to A1/A3 (shops/food and drink)	110m2 gain in retail
31-33 Micklegate, Selby	2014/1169/COU	A1 (shops) to A2 (professional services)	161m2 loss of retail
8 Finkle Hill, Sherburn in Elmet	2014/0344/COU	A1 (shops) to A5 (hot food takeaways)	40m2 loss of retail
Business Internet Directory, 67 Micklegate, Selby	2014/0154/COU	A1 (shops) to A3 (food and drink)	109m2 loss of retail
38B Gowthorpe, Selby	2014/0023/COU	A1 (shops) to Sui Generis	73m2 loss of retail
Unit, 79 Micklegate, Selby	2014/0313/COU	B1 (business) and B8 (storage and distribution to A3 (food and drink)	No net loss/gain in retail
Total net change in A1 class use floorspace			487m2 loss

Net gains in recreation and leisure.

- 5.9 During the monitoring period 1 April 2014 – 31 March 2015, the following schemes for recreation and leisure were approved in the authority.
- Erection of a two storey building to accommodate new social and leisure facilities, at Selby Leisure Centre, Scott Road, Selby. (2015/0007/FUL)
 - Three sports pitches, 1 hard surfaced games court and 1 playground, at Staynor Hall Development, Bawtry Road, Selby. 2014/0835/CPO

Net gains in number of jobs

- 5.10 According to Nomis official labour market statistics, the number of people employed in Selby at the end of June 2015 was 43,100, or 76% of those who are economically active. This is an increase of 1,600 from the 41,500 figure seen at end of the previous financial year. Unemployment fell from 2,300 to 2,100 and accounts for 4.6% of the population who are economically active.
- 5.11 Table 20 below demonstrates a reduction in the total number of Selby District residents who are unemployed, though the proportion of employed, of those considered economically active, has fluctuated. The Council must work to ensure both the quantity and types of jobs delivered in the District are sufficient to ensure continued economic prosperity.

Table 20 – District employment figures 2011-15

Monitoring Year	Number in employment	% of economically active	Unemployment	% of economically active
14/15	43,100	76	2,100	4.6
13/14	41,500	76.3	2,300	5.3
12/13	43,200	79.3	2,400	5.1
11/12	42,400	76.9	2,900	6.4

6.0 Improving the Quality of Life

- 6.1 The planning system has an important role to play in managing the quality of both the built and natural environment. Selby District contains a range of important environmental assets including listed buildings, conservation areas, wildlife habitats and a range of landscapes. It is equally important to promote the health and wellbeing of communities.
- 6.2 This section considers the policies within the 'Improving the Quality of Life' section of the Core Strategy which, in order to deliver the Council's vision for the area in a sustainable manner, seek to enable the District and its residents to both mitigate and adapt to the future impacts of climate change. The Core Strategy policies aim to reduce greenhouse gas emissions and protect resources, whilst providing opportunities to exploit realistic alternatives to 'fossil fuels' by promoting renewable energy, to combat fuel poverty and improve energy security in the longer term.
- 6.3 Table 21 overleaf sets out the performance indicators for the 'Improving the Quality of Life' section of the Core Strategy.

Table 21 - Core Strategy Performance Indicators for 'Improving the Quality of Life'

Core Strategy Policy	Core Strategy Objectives	Indicator	Target / Intended Outcome	Target met?	Actions
SP15	3, 6, 7, 8, 14, 15 and 16	<i>NB This is an over-arching climate change policy. The following are additional indicators not covered elsewhere:</i>			
		(30) Reducing travel by private car.	Rate of traffic growth is reduced and commuting distances reduced.	Journeys by private car decreased by 0.2% from 2011 All Motor vehicle journeys increased by 1.2% from 2011	The Council is committed to reducing the reliance on private car use by approving developments and schemes that encourage the use of sustainable modes of transport.
		(31) Increasing walking, cycling and use of public transport.	Travel Assessment and Green Travel Plans submitted for all developments that warrant them. Higher patronage of walking, cycling, bus by end of plan period.	New indicator – monitoring systems being set up to inform future AMRs. Journeys by buses and bicycles decreased by 1% from 2011	Requirements for the Highways Assessment will help inform the monitoring process and are currently being developed with a range of stakeholders.
		(32) Permission granted contrary to outstanding Environment	No applications granted contrary to an Environment Agency Objection	Information unavailable for this monitoring year.	No further commentary at this stage.

		Agency flood risk objection.	No net loss of flood storage capacity.		
		(33) % of development incorporating SuDs	100% of all new development incorporating SuDs where feasible and practicable.	New indicator – monitoring systems being set up to inform future AMRs.	No further commentary at this stage.
SP16	12, 15, 16 and 17	(34) % of residential and non-residential schemes meeting threshold and achieving the minimum 10% requirement for energy use from decentralised, renewable or low carbon sources.	100% of schemes unless unviable or not feasible	New indicator – monitoring systems being set up to inform future AMRs.	The Council will continue to encourage the use of decentralised, renewable or low carbon sources in all developments and develop a system to monitor these schemes for future AMR's
		(35) No. of strategic development sites and other designated allocations using the following technologies for the majority of their needs : <ul style="list-style-type: none"> Local biomass technologies, 	100%.	New indicator – monitoring systems being set up to inform future AMRs.	No further commentary at this stage.

		<ul style="list-style-type: none"> • Energy from waste, • Combined Heat and Power schemes, and • Community Heating Projects. 			
		(36) No. of houses built to 'Code for Sustainable Homes' standards.	Increase year on year.	Indicator outdated.	The 'Code for Sustainable Homes' standard has become outdated following government reviews of technical housing standards and will not be monitored in future AMRs.
		(37) No. of non-residential developments built to BREEAM standards.	Increase year on year.	New indicator – monitoring systems being set up to inform future AMRs.	Further work is required on targets to support indicator.
SP17	12, 15, 16 and 17	(38) Permitted stand alone renewable schemes (MW) that are installed and grid connected.	At least 32MW by 2021.	339MW of approved renewable energy schemes.	The renewable energy target has been well exceeded, due to significant schemes in previous years. 2014/15 has seen 12MW of schemes gain permission, thanks in part to two large solar

					farms in Beal and Sherburn in Elmet. With changes to Permitted Development relating to small scale renewable schemes, it may become more difficult to gain fully accurate figures in future.
		(39) Permitted 'micro-generation' schemes – not grid connected.	Increase year on year.	The feasibility of introducing this indicator is under review.	Changes to Permitted Development relating to small scale energy generation schemes will make this indicator difficult to measure.
SP18	2, 3, 11, 12, 14, 15, 16 and 17	(40) Safeguarding protected historic and natural sites.	No net losses in designated nature conservation or heritage assets.	Reduction of 241 hectares of land with biodiversity importance since the 2008/09 baseline.	This figure remains unchanged from last year though an up to date SINC list is expected soon which could provide new figures.
		(41) Amount of Green Infrastructure.	Net gain in biodiversity.	New indicator – monitoring systems being set up to	Further work is required on targets to

				inform future AMRs.	support indicator. New Green Infrastructure mapping will help inform the development of this indicator in 2016.
		(42) Numbers of heritage assets and assets at risk as recorded in 'Heritage Counts' and 'Heritage at Risk Register'.	Reduction in the numbers of heritage assets on the 'Heritage at Risk Register'.	27 heritage assets at risk, a decrease of 2 from last year's total of 29	Heritage will continue to be monitored and site assessments will be handled so as to ensure heritage assets remain unharmed by new developments.
		(43) Supporting the creation and restoration of habitats	Meeting habitats targets in the National strategies and the local Biodiversity Action Plan. Net gains in green infrastructure	New indicator – monitoring systems being set up to inform future AMRs. New indicator – monitoring systems being set up to inform future AMRs.	Further work is required on targets to support indicators.
SP19	8, 11, 12, 14 and 15	(44) No. of homes built to nationally recognised design benchmarks.	Increase year on year.	New indicator – monitoring systems being set up to inform future AMRs.	The feasibility of introducing this indicator is under review

Climate Change

- 6.4 Indicators 30 (Reducing travel by private car), & 31 (Increasing walking, cycling and use of public transport) measure the effects of Policy SP15 in minimising traffic growth and providing sustainable travel options. Progress will be judged by a percentage decrease or increase against the figures from the 2011 base date of the Core Strategy.
- 6.5 Table 22 shows the number of journeys taken on the District's roads by method of transport according to national traffic data from the Department for Transport. It can be seen that over the last year there has been a reduction in journeys by sustainable methods, including buses and coaches though there has been a small increase in cycling. Since the base date of the plan there has been a slight decrease in car journeys of 0.6% since 2011, although there has been an overall increase in motor vehicle journeys of 1.2% (This measure is done over the calendar year rather than the financial year). These figures represent all journeys taken in the District rather than just travel to work commutes, and as such cannot give a full picture of commuting outflows/inflows.

Table 22 - Journey's in Selby by methods of transport 2011-14.

Year	2011	2012	2013	2014
Heavy Goods Vehicles	104789	104764	109828	112083
Light Goods Vehicles	133058	135733	135200	140366
Buses/Coaches	6124	5823	5804	6013
Motorcycles	7208	6310	5907	5920
Cars	757666	743685	745293	756365
Bicycles	1485	1505	1342	1517
All Motor Vehicles	1008845	996311	1002032	1020743

Data taken from the department for transport's annual traffic counts.

Due to errors in calculation in last year's report, the previous year's totals have been updated with the correct data.

Renewable Energy

Grid Connected Renewable Energy Generation

- 6.6 The now-revoked Regional Strategy (RS) provided indicative local targets for Selby District for installed grid-connected renewable energy of 14 MW (megawatts) by 2010 and 32 MW by 2021. The adopted Core Strategy incorporates these figures using evidence

from studies at sub-regional level (2004 and 2005)⁹ to establish a local target for indicative potential, installed, grid-connected renewable energy within Selby District of 32 MW by 2021.

- 6.7 A further sub-regional study¹⁰ assessed the potential for the full range of renewable energy technologies in the District as well as looking at the possible constraints to implementation, as a basis for further local studies and ultimately potentially identifying local targets. The range of renewable technologies includes: Solar thermal, Photovoltaic, Wind, Biomass, Fuel cells, Energy from waste (Biological and Thermal), Hydro, Heat pumps, Wave and Tidal, and CHP or CCHP¹¹
- 6.8 Permitted Development regulations allow for the installation of small scale domestic renewable energy without the need for planning permission in many cases. Therefore, they may be more small scale domestic renewable energy installations within the District than reported annually.

Table 23 – Wind turbine applications granted permission 2011-15

Monitoring Year	Address	No. of turbines	Kw/MW
2011/12	2011/0153/FUL - Mount Pleasant Farm, Kelfield	2 x 11kW	22kW
	2011/0830/MAN - Whitemoor Farm, Cliffe Common	1	50kW
	2011/1010/FUL - Commonsides Farm, Barlow	1	275kW
	2011/1025/FUL - Grange Farm, Womersley	1	225kW
	2011/1030/FUL - Northfield Farm, Birkin	1	330kW
	2011/1044/FUL - Manor Farm, Beal	1	330kW
	2011/1051/FUL - Apple Blossom Farm, Camblesforth	1	11kW
	2011/1087/FUL - Lockgate Farm, Balne	1	80kW
Total (up to 31/03/12): 1,323 kW			

⁹ For STREATS see Core Strategy Background Paper No. 8 (Climate Change and Sustainable Development) for website link to reports and further information.

¹⁰ 'Renewable and Low Carbon Energy Capacity Study for Yorkshire and Humber Part B: Opportunities and Constraints Mapping – Draft Report', April 2010, AECOM for Local Government Yorkshire and Humber.

¹¹ Core Strategy Background Paper No. 8 (Climate Change and Sustainable Development) provides further details.

2012/13	2012/0128/FUL - Lockgate Farm, Balne	1	55kW
	2012/0282/FUL - Dutch Pig Farm, Barlby	1	50kW
	2012/0282/FUL - Lara Bridge, South Duffield	1	225kW
	2012/0413/FUL - Osgodby Grange, Osgodby	1	50kW
	2012/0128/FUL - West Grange, Thorganby	1	55kW
	2012/0434/FUL - Northfield Farm, Birkin	1	500kW
	2012/0690/FUL - Wood End Farm, Cliffe	1	80kW
	2009/0744/EIA (Wind Farm) - Cleek Hall, Cliffe	5 X 2 - 2.5MW	12.5MW
Previous Total (up to 31/03/13): 13,515 Kw			
2013/14	2013/0810/FUL Beckfield Farm, Newton Lane Fairburn	1	100kW
	2013/1029/FUL Healaugh Grange, Wighill Lane, Tadcaster	3 X 10kW	30kW
Previous Total (up to 31/03/14): 13,645 kW			
2014/15	2014/0775/FUL Beech House Farm, Bankwood Road, Stapleton	1	500kW
	2014/0911/FUL Street Record, Hull Road, Hemingbrough	1	500kW
Previous Total (up to 31/03/15): 14,645 kW			
2015	2015/0312/FUL Womersley Mill, Selby Road, Whitley	1	60kW
Total (up to 01/10/15): 14,705 kW			

Table 24 – Other renewable energy proposals given permission 2014-15

Site	Proposal	Energy generation
Previous Total (from 01/04/2011 to 31/03/14)	313,418 kW	
2014/0111/FUL Woodfield Farm, The Gale, Thorganby	Installation of 16 ground mounted solar photovoltaic panels	4kW
2014/0873/FUL Brayton Hall, Brayton Lane, Brayton	Proposed installation of a 20kW ground mounted photovoltaic array	20kW
2014/1014/FUL Home Farm, Milford Road, Sherburn in Elmet	Proposed installation of a 130kW roof mounted photovoltaic system	130kW
2015/0415/FUL Street Record, Sudforth Lane, Beal	Construction and operation of a solar photovoltaic farm	5MW
2015/0777/FUL Ash Row Farm, Bishopdyke Road, Sherburn in Elmet	Proposed installation and operation of a solar farm	5MW
2013/0145/FUL Streethouses Farm, York Road, Steeton	Installation of a 240kW solar PV system	240kW
2013/0902/FUL Beckfield Farm, Newton Lane, Fairburn	Installation of ground mounted 100kW solar system	100kW
2013/1262/FUL Low Farm, Bond Ings, Sherburn in Elmet	Construction of a 500kW agricultural anaerobic digestion plant	500kW
Total (up to 01/10/15)	324,412 kW	

6.9 When the total energy from approved wind energy schemes is added to the total energy from other approved schemes renewable since the base date of the plan (01/04/2011), a total of 339,117kW, or 339MW is reached. This is well above the Core Strategy target of 32 MW by 2021. Further consideration will be given to revising or setting local targets as part of work on PLAN Selby.

Protecting and Enhancing the Environment

Changes in areas of Biodiversity importance

- 6.10 At the baseline figure for 2008/09 there were 1973 hectares of land with biodiversity importance in Selby District (based on Sites of Importance for Nature Conservation). The survey is currently undertaken by North Yorkshire County Council and updated SINC information was provided to the Council in November 2013. The most recent SINC list (July 2013) shows there is a total of 1732 hectares of land with biodiversity importance within the District, indicating a reduction of 241 hectares since the 2008/09 baseline figure. The Council is currently updating the evidence base work on SINC's and biodiversity/ecology to inform PLAN Selby so it is expected that next year's Authority Monitoring Report will provide updated information

Heritage assets at risk as recorded in the 'Heritage at Risk Register'

- 6.11 'Heritage at Risk' is an English Heritage campaign to save listed buildings and important historic sites and landmarks from neglect or decay. The Heritage at Risk Register is an online database containing details of each site known to be at risk, and is analysed and updated annually. At risk evidence tells communities about the condition of their local neighbourhood; it encourages them to become actively involved in restoring what is precious to them and it reassures them that any public funding goes to the most needy and urgent cases.
- 6.12 The most recent register was published in October 2015 (see Table 25) and showed that there were 27 Heritage assets at risk in the Selby District, a decrease of 2 from the previous year's register. There was a reduction of 2 archaeological assets at risk.
- 'Church of St Martin' in Womersley
 - 'Whitley Thorpe moated Templar grange' site in Whitley
- More detailed information can be found on the English Heritage website.
- 6.13 Table 26 serves no indicator directly but is included for information purposes. It shows the quantities of heritage assets in the District from the start of the 2015 financial year. There has been an increase in the number of Listed Buildings by 11 since the last monitoring period (2013/14).

Table 25 – Entries on the ‘Heritage at Risk’ Register for Selby District

Building and structure entries	Place of worship entries	Archaeology entries	Other Assets
4	4	19	0

Table 26 – Conservation Assets as of 1 October 2015

Number of Listed Buildings	630
Number of Conservation Areas (April 2008)	23
Size of Conservation Areas (April 2008) hectares	449
Area of designated Green Belt Land (March 2009) hectares	19,215
Sites of Importance to Nature Conservation hectares	1,973

There has been an increase in the number of Listed Buildings since the last monitoring period (2013/14) by 11.

Although the boundaries of the Green Belt remain the same as shown in the Local Plan, errors in calculation have seen the figure alter from last year’s report.

7.0 Next Steps

- 7.1 It is noted in the various Tables detailed above that a number of the monitoring indicators require updating, in terms of their focus and type of information collected. This has become apparent when trying to set up monitoring systems or when the original intention of the monitoring framework has been overtaken by changes in national policy directions (such as the code for sustainable homes or design standards).
- 7.2 It is intended to include an update to the core strategy monitoring framework in next round of consultation on the development of PLAN Selby.

Appendix A

Table Providing Overview of Cooperation on other LPA Plans: April 2014 – March 2015

Authority	Local Plan Document / Project	Notes / Summary of Issues / Actions	Outcomes of Cooperation
City of York Council	Local Plan – Further Sites Consultation, June 2014 <i>Note: Local Plan Publication Halted October 2014</i>	Five officer and councillor meetings with CYC between June 2014 and February 2015 to provide updates on both LPA's Local Plan preparation and discuss issues relating to proposed allocations. Focusing in particular upon a joint approach to considering allocations in Escrick – a settlement within Selby District but directly on the two LPA's border. CYC Local Plan proposed removing land north of the village from the Green Belt and either allocating it for housing or safeguarding it.	SDC requested more information and welcomed further discussion to clarify a number of matters, Agreed to keep working together to progress respective local plans and provide support in principle for allocation of land north of the village falling in CYC local plan area. On-going.
City of York Council	Local Plan evidence base	Officers provided information, comments and attended various meetings January –May 2014 for CYC studies relating to updating evidence on Housing Market Geography, Strategic Housing Market Assessment (SHM) and on Objectively Assessed Housing Need (OAHN)	Shared evidence base work highlighting cross boundary issues. Agreed to keep working together to progress evidence base. On-going.
Doncaster Metropolitan Borough Council	Sites and Policy DPD Consultation on DTC Statement - March 2014 ahead of Hearings scheduled for April 2014 <i>Note: DPD Withdrawn September 2014 and decision to progress a new Local Plan</i>	Officers provided a written response in March 2014 that identified a number of cross boundary specific areas of interest and acknowledged that there were currently no strategic cross-border issues proposed by Doncaster Borough Council that cause concern to Selby District Council.	No strategic issues. Would like to be consulted on any further energy generation proposals, carbon capture pipeline or application which may affect capacity of the A19 in the future as they arise. Would welcome joint working on wind farm generation as Sites and Policies Plan progresses. On-going.
East Riding of Yorkshire Council	'Making it Happen' East Riding Local Plan Proposed submission Strategy Document and Allocations Document March 2014	Officers provided written response in April 2014 supportive of ERYC's objectives to encourage and facilitate growth within its own borders, which is something SDC is also aiming to achieve. Also highlighted a number of cross boundary issues regarding: improving infrastructure along the M62/A63 East-West Multi Modal Transport Corridor: the River Derwent Corridor, which borders SDC, SDC has no concerns regarding the content of the Proposed Submission Documents and is of the opinion that the documents comply with the Duty to Cooperate, are legally compliant and are sound in respect of their limited impact on the District of Selby and its forthcoming policy documents.	No strategic issues. Acknowledge importance of the Lower Derwent Valley in the ERYC plan. Will develop policies to reflect this through the SDC Sites and Policies Plan and liaise with ERYC as appropriate. Would like to be consulted when an application is submitted to develop capacity at Melton and Capitol Park employment opportunity sites. Would welcome joint working on wind farm generation as Sites and Policies Plan progresses. On-going
Harrogate Borough Council	Review of Strategic Housing Market Assessment (SHMA)	SDC officers attended workshop in November 2014 with Consultants appointed by Harrogate Borough Council to undertake a full review of Strategic Housing Market Assessment (SHMA) to discuss emerging findings regarding the housing market area definition and the proposed methodology for preparing the SHMA, including approach and key assumptions before the first draft of the SHMA was prepared.	Shared evidence base work highlighting cross boundary issues. On-going
Leeds City Council	Core Strategy (DPD) Consultation: Proposed Main Modifications Schedule and Post Submission Changes on Revised Policies: Affordable Housing (Policy H5) and Accommodation for Gypsies,	Written comments provided in April 2014 that the site / new village promoted on the NE Corner of A1(M) and A64 interchange is of concern to SDC in the context of highway impact upon the A64, and on the viability of Tadcaster as a Local Service Centre that serves a number of villages in the area. The potential for wind farm development must be balanced in the landscape interests along the	SDC would not formally object to this site at this time but would require additional information in order to enable it to formulate a view in due course. SDC will work with Leeds CC and other authorities in the region on the potential Green Belt review, and would welcome

Authority	Local Plan Document / Project	Notes / Summary of Issues / Actions	Outcomes of Cooperation
	Travellers and Travelling Showpeople (Policy H7) (March 2014) And Consultation: Proposed Main Modifications Schedule 2 (June 2014)	Magnesian Limestone ridge on the border between Leeds and SDC.	opportunities for joint commissioning where appropriate. On-going
Leeds City Council	Leeds Allocations Local Plan DTC – Pre-consultation 2014/15	Officers attended Leeds City Region DTC meetings to discuss Leeds Allocations Plan proposals and DTC issues. SDC Officers provided written comments and attended meetings with LCC (February-March 2015) to provide updates on respective local plan preparation and discussed: proposed site at Headley Hall (need further evidence on impacts regarding highways, schools and health provision); shared information on SDC highways study, and work on settlement growth potential and site selection methodology; site at Stourton Grange (need more information on impacts); shared data on heritage and nature conservation sites in close proximity to border; and highlighted development proposals in the pipeline.	Leeds CC to provide further information when available. Both LPAs to continue to liaise on LP preparation and share evidence base work. On-going
Wakefield Council	Retail and Town Centre Local Plan and Leisure, Recreation, Open Space Local Plan DTC Early Engagement May 2014	Officers provided written comments (July 2014) confirming that SDC remain of the views expressed during previous discussions– including through the Leeds City Region meetings – that there remain no strategic cross boundary issues arising from your proposed plans. Other non-strategic issues have been identified in the accompanying table you supplied, and these are reflected in other work that Selby District Council is developing with regard to its own Duty to Cooperate documentation.	No strategic issues, objections or concerns. On-going
Wakefield Council	The Retail and Town Centre Local Plan and The Leisure, Recreation and Open Space Local Plan DTC Consultation and Technical Consultation, September 2014	Officers provided written response (October 2014) that do not have any specific comments to make on the individual sites and policies in the spread sheets or attached methodologies. It was noted however that there are proposals for Cycle Routes and Strategic Leisure Corridors within the Leisure, Recreation and Open Space Local Plan which abut the administrative boundary with Selby District and we would welcome the opportunity to discuss any cross-boundary issues. This would be timely in view of the early stage that we are currently at with developing the evidence base for our emerging Sites and Policies Plan to deliver our recently adopted Core Strategy.	Welcome the opportunity to discuss any cross-boundary issues re cycle routes and strategic leisure corridors. On-going
Wakefield Council	Leisure, Recreation and Open Space and Retail and own Centre Local Plans – Draft Consultation Stage DTC Tables and the Local Plans February 2015	Officers provided written response (March 2015) on the two DTC tables and Draft Consultation Plans: - supporting the conclusions reached in the Tables - that there may be cross-boundary impacts but that there are no strategic issues at this stage and noting for information that SDC was progressing Sites and Policies Local Plan (PLAN Selby) and of particular relevance is the joint Employment Land Review and Retail, Commercial and Leisure Study and would share the reports; and - did not wish to raise any comments at this stage on the Consultation Draft Plans.	No strategic issues. SDC and Wakefield to continue to share information and Continue on-going liaison as plan progresses. On-going
North Yorkshire County Council	Minerals and Waste Joint Local Plan Issues and Options March 2014	Officers attended a meeting (June 2014) with NYCC and provided response that: SDC are mindful of the deep coal mining legacy connected with land instability and reclamation and would like alternative uses for sites to be considered, not just 'landscaping'; SDC cannot comment on individual sites until more detailed policies are provided; and SDC is tolerant of 'fracking' however would need to see more detailed information before an overall opinion is given.	No strategic issues at this stage. Continue on-going liaison as plan progresses. On-going

Selby District Council

5 Year Housing Land Supply Report 2014-2015.

Position at 1st October 2015



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1.1 Introduction

1.2 The purpose of this report is to:

- Set out an updated methodology used in assessing the 5 year housing land supply (5YHLS);
- Provide an updated 5 YHLS calculation based upon the revised methodology which uses recent completions and forecast delivery figures.
- Provide a clear position on 5YHLS which supersedes the Council's last public statement on housing land supply, which was published in February 2015.

1.3 The Council has produced a five year housing land supply report annually since 2010, with the last statement (for 2013/14 financial year) being published in February 2015. Usually the assessment base date would be set each year for March / April, to fit in with the end of the Council's financial year. However, this statement sets a new assessment base date of 1st October 2015 (half way through the new financial year), to enable the Council to have the most up to date evidence base possible in terms of housing supply for on-going work on the PLAN Selby, site allocations and development management publication.

1.4 This means that the 5 year supply period in this report runs from 1st October 2015 to 1st October 2020. The 5YHLS calculation also includes 225 dwellings (half of the annual 450 required), as well as permissions granted, plots completed and sites lapsed up to the 1st of October 2015 (see table 4).

2.1 Background

2.2 This section of the report briefly details the national policy context to housing land supply and the history of 5 Year Housing Land Supply as they relate to Selby District.

National Policy and Guidance

2.3 Paragraph 47 of the National Planning Policy Framework (NPPF) requires local planning authorities to:

- identify and update annually a supply of specific deliverable¹ sites sufficient to provide five years' worth of housing against their housing requirements, and
- identify a supply of specific, developable² sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15.

2.4 Paragraph 49 of the NPPF states that relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.

2.5 The Planning Practice Guidance (PPG) states that: "Deliverable sites for housing could include those that are allocated for housing in the development plan and sites with planning permission (outline or full that have not been implemented) unless there is clear evidence that schemes will not be implemented within five years. However, planning permission or allocation in a development plan is not a prerequisite for a site being deliverable in terms of the five-year supply. Local planning authorities will need to provide robust, up to date evidence to support the

¹To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.

² To be considered developable, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

deliverability of sites, ensuring that their judgements on deliverability are clearly and transparently set out”.

- 2.6 The national guidance is quite clear then that as part of this annual update of its housing supply position, Selby District Council should consider the deliverability of sites in the five year supply very carefully, so that the assessment can be considered robust.

Inspector’s decision at the Carlton Appeal – September 2014

- 2.7 During the appeal at Land west of Station Road in Carlton (APP/N2739/A/13/2210492) the appellant argued that the Council’s 5 year housing land supply, (which was published in December 2013 and used a base date of the 1st of April 2013), equalled a 2.86 year supply of land, while the Council argued it had a 3.98 year supply.
- 2.8 The inspector stated that: “It is common ground that the Council cannot demonstrate a 5 year supply of housing land for the purposes of NPPF paragraph 47. The parties disagree on the level of the under supply with the Council arguing a 3.98 year supply, although it was conceded by the Council at the Inquiry that it had no evidence to dispute the appellant’s estimate of 2.86.” This meant that that, according to paragraph 49 of the NPPF, policies for the supply of housing could not be considered up-to-date.

5 YHLS Statement – Methodology Update – February 2015

- 2.9 This report had a base date of the 1st of April 2014, and detailed that the authority had a 4.3 year supply of housing. This report used windfall completions for the first time and the overall supply and completions levels were improved due to a reinvigorated housing market. However the Council still had less than a 5 year housing land supply and so paragraph 49 of the NPPF still applied.

Strategic Housing Land Availability Assessment (SHLAA) – June 2015

- 2.6 The Council’s third SHLAA contains a methodology for assessing the availability of sites overtime, as well as an assessment of sites (at that point in time) contained within the 5YHLS. The assessment and methodology were produced with the help of a working group composed of landowners, professionals from the development industry and key stakeholders such as infrastructure providers and neighbouring authorities.

2.10 The working group helped inform the following key aspects of the SHLAA methodology, following a review of empirical evidence:

- the application of a 10% non-implementation discount for sites with planning permission;
- varied net developable area ratios – the larger the site, the lower the ratio;
- varied lead in times – the less advanced the site is in the planning process, the longer the lead in time;
- varied build rates – the larger the site, the greater the build rate and number of builders, and
- varied density rates – higher in urban locations and lower in rural locations.

2.11 The application of the SHLAA methodology for the delivery of sites in the 5YHLS can be seen in the supply spread sheet in appendix 2. For more information on the 2015 SHLAA, please see:

<http://www.selby.gov.uk/strategic-housing-land-availability-assessment-shlaa>

Land Supply Methodology Update Post 2015 SHLAA

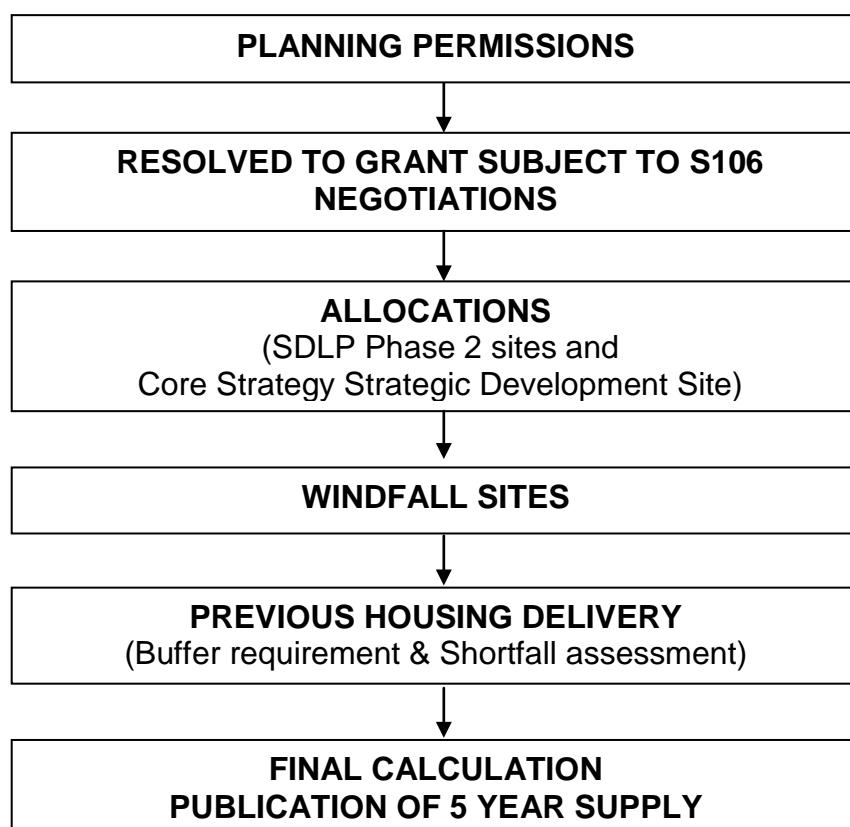
2.12 The majority of the 2015 SHLAA methodology (assumptions about developable areas, lead in times, build rates and densities) has been used to assess the deliverability of sites in this report and to forecast their delivery over the next 5 years. However there are a number of important updates to the methodology which have been implemented in this 5YHLS statement. These include:

- the inclusion of Committee Resolved to Grant sites within the overall housing land supply (filtered for deliverability within 5 Years), and
- updated information on delivery lead in times for Committee Resolved to Grant sites.

3.1 Types of sites in the deliverable 5 year supply

3.2 The flowchart below identifies the process involved in undertaking the annual update and which data sources are used. Further explanation of each stage is outlined in detail later in this section and in section 4.

Figure 1: The 5 Year Housing Land Supply Assessment Process



3.3 The Council has carried out a survey of sites with planning permission within the District to ascertain the status of each site to determine what is built and what remains outstanding for future development. All of the planning permissions in the assessment are extant; any that had lapsed on their permission expiry date and had not started on site have been removed from the assessment.

3.4 This list of permissions includes outline planning permissions, as the principle of development has been established, subject to reserved matters. In undertaking the site assessments, small sites and large sites with permission have been classified differently, this is due to the different way they have been assessed in the 2015 SHLAA, with small sites being assessed in less detail than the large sites.

- 3.5 Smaller sites with planning permission (less than 5 dwellings)**
As of the 1st of October 2015, there were **198** dwellings with planning permission (gross) on sites with less than 5 units. All of these dwellings are projected to be built in the first 5 years of the plan period.
- 3.6 Larger sites with planning permission (5 dwellings or more)**
As of the 1st of October 2015, there were 2793 dwellings with planning permission (gross) on sites with 5 units or more. The number that is projected to be delivered in the next 5 financial years is **2356**, with the remainder beyond the 5 year period still to be built out at the Staynor Hall and Rigid Paper sites in Selby; the site between Low Street and Moor Lane in Sherburn in Elmet and land east of Linden Way in Thorpe Willoughby.
- 3.7 Sites resolved to grant subject to section 106 negotiations**
Following a recent review of how other authorities approach housing land supply, it has been decided to include applications which have been resolved to grant at planning committees, This supply stream includes 10 sites which were approved subject to section 106, prior to the 1st October 2015. These 10 sites equate to a total of 1278 dwellings, of which **625** is included in the first 5 years of the supply period. With the remainder beyond the 5 year period still to be built out at Olympia Park, Selby.
- 3.8** These sites have had their lead in times evaluated in a similar manner as outline applications, to account for the extra time taken in negotiating the agreements. At the time of writing (post the base date of 1st October 2015) all but one of these sites has had their section 106 agreement agreed by all parties. The remaining site is currently having its agreement negotiated and the Council expects this to come to a successful agreement to be successfully concluded in the very near future. This information about the rapid progress made with s.106 agreements provides an enhanced level of certainty that these sites are deliverable and will contribute to the 5 year housing supply.
- 3.9** Furthermore, the promoters of these sites were also contacted to discuss the deliverability of these sites in detail, including whether there were any known major impediments to delivery. The information supplied by site promoters is detailed in Appendix 1.

3.10 Existing Allocations (Phase 2 sites)

Phase 2 allocations from the Selby District Local Plan (SDLP, 2005) have been analysed in detail with regards to their deliverability. The land owners (or agents/developers) of all allocated sites have been contacted directly during the writing of this report in order to ascertain whether and when a site will be coming forward.

3.11 The viability of each site was discussed with the land owner and/ or the agent. It was also identified whether there are plans to submit a planning application, what the timescale for submission would be and when they would expect to be on site. This information has been used to determine which allocated sites are included within the 5 year housing land supply.

3.12 Where no information has been provided by the landowners it is assumed that the site is not available for development and it is therefore not included within the 5 year housing land supply calculations. A summary of the deliverability is shown in appendix 1. As a result of the detailed investigations into the deliverability of the phase 2 allocations, the amount of dwellings these sites can contribute to the 5 year supply is **394**.

4.0 Methodology for calculating the 5 year supply

4.1 This section explains the different criteria and assumptions which are applied in the calculation of the 5 year supply. For each criteria, it is explained how its application is consistent with the most recent guidance, case law and empirical evidence.

4.2 Planning Permissions and Non Implementation Discount

A non-implementation discount is applied to all sites with planning permission as well sites granted subject to section 106 agreements. In the projection of the supply, the discount is used to demonstrate the fact that a proportion of sites may not start in the 5 year period and their permissions will lapse. The 2015 SHLAA methodology used a discount rate of 10%, which was discussed and agreed with stakeholders. The analysis of permissions in the SHLAA study showed that although the majority of larger permissions are implemented, a greater proportion of smaller sites lapse. The applied 10% discount rate is in line with rates applied by other local authorities in their 5 year housing land supply statements.

4.0 Windfall Allowance

Paragraph 48 of the NPPF states; 'Local Planning Authorities may make an allowance for windfall sites in the five year supply if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. Any allowance should be realistic having regard to the Strategic Housing Land Availability Assessment, historic windfall delivery rates and expected future trends, and should not include residential gardens'

4.3 In order to quantify the allowance, the Council has:

- considered evidence from historic supply that shows windfalls have consistently made a substantial contribution to the supply; and
- projected the average number of these past windfall plots forward as completions, at a similar rate to which they were being completed in recent years.
- deducted the average number of windfall plots completed on residential garden land, reflecting policy in the NPPF and Core Strategy

4.4 Windfalls are expected to continue to be a reliable source of supply, but there are a number of factors which will occur over the next 5 years of the plan period which will influence the rate of its delivery;

- The natural churn of brownfield land which occurs within urban areas will continue, where businesses and non-housing uses relocate and free up land for housing. There may be a slight trend upwards as evolving national planning policy continues to re-focus upon the effective regeneration of brownfield sites.
 - The PLAN Selby Site and Policies Local Plan Document is due to be adopted in late 2017 / early 2018 and will allocate enough housing land for the Council to meet its housing needs up to the year 2029, completions on these sites will not be classed as windfall. This is considered to be a downward driver on larger windfall sites and an uplift factor on small windfalls as settlement development boundaries may be redefined.
 - The presumption in favour of sustainable development in the NPPF and Core Strategy Policy SP1 will continue to see applications for housing permitted outside of areas allocated in the local plan, providing they are sustainable and comply with relevant policies in the Local Plan. This may be a downward trend as PLAN Selby will clearly define settlement boundaries and less Greenfield windfall may come forward.
 - The expansion of permitted development rights to enable farm buildings and offices to be converted to housing without planning permission, will also boost windfall supply.
- 4.5 There are likely to be both upward and downward windfall trends and on balance the Council is continuing to support a modest windfall allowance in the 5 year housing land supply. This is in line with the Core Strategy Policy SP4 (Management of Residential Development in Settlements).
- 4.6 Table 2 provides the historic data for gross completions on non-allocated sites (windfalls) in the District since 2005. This shows that there has been a high level of completions on windfall sites.

Table 2: Gross Completions on Windfalls

Period	Gross Completions	Gross Completions on Windfalls	% Windfall Completions
2005-06	633	580	91.6
2006-07	874	687	78.6
2007-08	583	343	58.8
2008-09	222	163	73.1
2009-10	270	163	60.4
2010-11	366	211	57.7
2011-12	317	176	55.5
2012-13	248	162	65.3
2013-14	268	186	69.4
2014-15 (up to October 1 st)	787	240	30
Total 2005-2015	4568	2661	-
Average 2005-2015 (10.5 years)	435	253	58%
Average 2010-2015 (5.5 years)	361	177	49%
10% garden land reduction		159.3	

4.7 In order to forecast the windfall completions over the next 5 years, the average number of windfall plots completed over the last 5 years (177) was taken as a starting point as this reflects recent trends in the local housing market. The expected completion figure over the next 5 years was reduced from this figure (and rounded) to 160, to take account of the number of dwellings completed on garden land (shown to be 10%), which the NPPF states should not be accounted for.

4.8 Table 2 shows the lowered average of 160 completions is projected forward cumulatively over the next 5 years using the average rates of completion of these plots over the last 5 years. These averages being;

- 10% by the first year
- 25% by the second year
- 40% by the third year
- 65% by the fourth year, and
- 85% by the fifth year,

- 4.9 This trend calculation method prevents any double counting of windfall plots with existing permissions, as windfall plots are only projected as if they were first given planning permission in the financial year 2014-15. The total cumulative completions from windfalls over the first 5 years is **360**.

Table 3: Windfall Completion Projection

Number of anticipated permitted dwellings on windfall sites	Dwellings complete by (cumulative):					Total
	14/15	15/16	16/17	17/18	18/19	
	(10%)	(25%)	(40%)	(65%)	(85%)	
160	16	40	64	104	136	360

4.10 Applying the Buffer

The NPPF (paragraph 47) requires that Local Planning Authorities should have a 5 year housing land supply “with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, Local Planning Authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land”

Table 4: Housing Requirement and Annual Completions

Year	Plan Period	Net Completions	Target	Gap
05-06	SDLP Plan Period	638	620	18
06-07		874	575*	299
07-08		583	440	143
08-09		226	440	-214
09-10		270	440	-170
10-11		366	440	-74
SDLP Total Net provision		2957	2955	2
11-12	Core Strategy Plan Period	338	450	-112
12-13		248	450	-202
13-14		263	450	-187
14-15**		787	675	+112
CS Total Net Provision		1636	2025	-389

* Total annual dwelling requirement up to 31 December 2006 is 620 and 440 from 1 January 2007, providing a requirement of 575 dwellings between 1 April 2006 and 31 March 2007.

** Completions and target from this year run from 1 April 2014 to 1 October 2015.

- 4.11 Table 3 illustrates the completions for the past nine years within the District. The average annual completion is 498 over the last 10 years. The average number of completions over the Core Strategy Plan Period is 405. It can be seen that there was over-delivery in the years before the financial crash in 2008 and under-delivery after it, as a result of the slowdown in the housing market. More recently there has been an upturn in the market, due to an improving economy.
- 4.12 The PPG does not provide any further clarification on what the 'persistent under delivery' in the NPPF equates to. Table 3 however shows there was under-delivery in 6 out of the previous 7.5 financial years. This can only reasonably be determined as demonstrating a record of persistent under delivery, meaning that a 20% buffer should be applied.
- 4.13 The Council therefore considers that it is appropriate to demonstrate an additional buffer of 20% within the 5 year housing land supply calculation for 2014/15. However if housing delivery in the District continues to be above the Core Strategy requirement, this position will be reviewed in future editions of the 5 year housing land supply report.
- 4.14 **Dealing with Shortfall**
Table 4 shows that housing delivery has fallen short of the annual target between 1st April 2011 (the base date of the Core Strategy) and 1st October 2015 by 389 dwellings.
- 4.15 In dealing with under supply paragraph: 035Reference ID: 3-035-20140306 of NPPG states that; 'Local planning authorities should aim to deal with any undersupply within the first 5 years of the plan period where possible'. The Council has dealt with undersupply by ensuring that the entirety of it to be made up in the first 5 years of the plan period, thus complying with best practice.
- 4.16 In addition to NPPG, there is still no exact method nationally for determining how both the buffer and shortfall should be applied in the calculation. However a recent decision by the secretary of state (APP/R0660/A/13/2209335) stated that in order to avoid double counting, the plan requirement should be calculated first, then the buffer should be applied and then finally the shortfall should be added.

5.0 Five year Housing Supply Calculation

5.1 Tables 4 and 5 show how the sites described in section 3 of the report and the methodology for calculating the supply in section 4 of the report come together to produce a 5 year housing supply figure.

Table 4: Summary of sites contributing to 5 year supply

Summary of sites contributing to 5 year supply		Potential Yield (Dwellings)
A	Planning Permissions Dwellings on sites less than 5 units: 198 Dwellings on sites of 5 or more units: 2356	2554
B	Dwellings approved at committee subject to section 106 agreements	625
C	Sum of Permissions with 10% discount for non-implementation (A+B x 0.9)	2861
D	SDLP Allocated Housing Sites	394
E	Windfall	360
Total plots considered to contribute to 2014/15 5 Year Supply (C+D+E)		3615

Table 5: Five Year Housing Land Supply Calculations as at 1st October 2015

A	Housing target for the plan period (2011-2027)	7,200
B	Annual housing target across plan period (A ÷ 16 years)	450
C	Five year target, no adjustment (B x 5)	2,250
D	Buffer 20% (multiply C by 1.2)	2700
E	Shortfall of housing provision from the plan period (requirement less completions)	389
F	Five year target (D + E)	3089
G	Annual target for next five years (F ÷ 5)	618
H	Current expected deliverable supply 1st October 2015 to 1st October 2020.	3615
I	Gap (F - H)	+526
J	Council's Housing Land Supply equivalent to (H ÷ G)	5.8 years

5.2 The Council has a 5.8 year supply of housing. This now means that in line with paragraph 49 of the NPPF relevant policies that relate to the

supply of housing are now considered to be up to date once again. Paragraph 12 of the NPPF states that: “development that accords with an up-to-date Local Plan should be approved and proposed development that conflicts should be refused unless other material considerations indicate otherwise.”

- 5.3 Appendices 3 and 4 provide a database of sites with maps, which contribute towards the 5 year housing land supply.

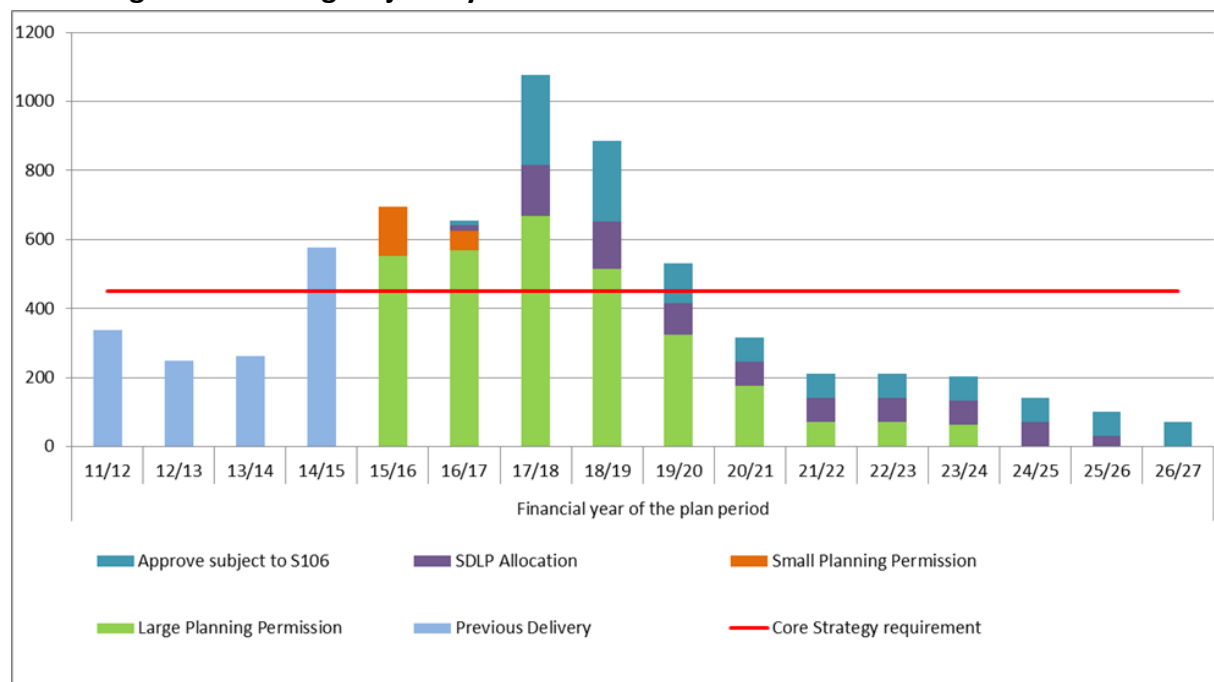
6.0 Housing Trajectory

6.1 Paragraph 47 of the National Planning Policy Framework (NPPF) states *‘for market and affordable housing, illustrate the expected rate of housing delivery through a housing trajectory for the plan period and set out a housing implementation strategy for the full range of housing describing how they will maintain delivery of a five-year supply of housing land to meet their housing target’.*

6.2 Figure 2 below shows the housing trajectory, for the first 3 years of the Core Strategy plan period there was under provision against targets due to the downturn in the housing market. In the last financial year completions were above target, this can be attributed to the build out of the phase 2 allocated sites released by the Council and a gradual recovery in the housing market.

6.3 Due to the large numbers of sites permitted by the council since the start of the 2014/15 financial year, the authority is projected to have completions above the 450 requirement for the next 5 years. Completions are predicted to be below the requirement from the year 2020 onwards, but the introduction of the PLAN Selby Allocated housing sites from the year 17/18 onwards (not shown in graph), will ensure the district has housing completions above the Core Strategy target up until the end of the plan period in 2027.

Figure 2: Housing Trajectory



Appendices

Appendix 1: Deliverability Assessment of sites approved subject to section 106 agreements

Application Reference	Location	Settlement Hierarchy	Area (ha)	Dwelling Capacity Years 1-5	Agents Deliverability Assessment
Barlby-5	Land north of The Laurels, Barlby	Designated Service Village	1.19	37	Daniel Gath Homes are the applicant and are eager to get started on site. The Reserved Matters application would be submitted within 2 to 3 months of the outline being issued and works would start relatively quickly once that application is approved.
Carlton-1	Land north of cemetery, Station Road, Carlton	Designated Service Village	2.92	67	S106 expected to be completed early December. The viability of the site was demonstrated in the planning application. There are no ownership or legal constraints on site. Expect the site to be under option in less than 6 months, the reserved matters application should take 6 to 9 months. Expect to be on site in 12 to 18 months.
Carlton-9	Land north of cemetery, Station Road, Carlton	Designated Service Village	3.84	66	S106 expected to be completed early December. The viability of the site was demonstrated in the planning application. There are no ownership or legal constraints on site. Expect the site to be under option in less than 6 months, the reserved matters application should take 6 to 9 months. Expect to be on site in 12 to 18 months.
Eggborough-1	Land East of Selby Road, Eggborough	Designated Service Village	2.51	64	There are no ownership or legal constraints affecting deliverability. The S106 is in the final stages of completion, and should be finished in December. The applicant is keen to progress matters as soon as possible and is in the process of having plans drawn up for a reserved matters application. A detailed viability study was not undertaken at outline stage. This will be looked at in detail as part of the reserved matters submission. Subject to the timely approval of reserved matters and discharge of conditions by the council, building could start within 12-18 months and that subject to market demand construction would be over approx. 3 years

Hambleton-18	Land north of Main Road, Hambleton	Designated Service Village	4.47	106	The Applicant is currently in discussion with a couple of national house builders.
Osgodby-4	Osgodby Nurseries, Hull Road, Osgodby	Designated Service Village	0.8	22	Perfectly satisfied that the site is viable, no legal or ownership issues. S.106 could be signed before the end of December 2015. The site has been placed in the hands of selling agents and is currently being marketed.
Osgodby-6	Land East of St Leonards Avenue, Osgodby	Designated Service Village	0.37	14	Site considered viable. Currently having S106 negotiated. Timescale of build dependent on the determination date of S106.
Selby-9	Olympia Park, Barlby Road, Barlby	Principal Town	42.71	210	A reserved matters application for 834 dwelling will be submitted in December 2015. This demonstrates the site is deliverable and viable and can proceed. The site has no known legal issues. The S106 is due to be signed and completed in the next two weeks. It's currently out to engrossment for all parties to sign. Construction of the road and infrastructure works is expected to commence in Spring 2016. First phase of residential development will commence in Spring 2017. Construction likely to take up to 14 years
Skipwith-4	Land South of Main Street, Skipwith	Secondary Village	0.87	14	Agent considers site to be viable. Site has no legal issues. Land deal with the Parish Council negotiated successfully. Expect to be on site next year and the build out should take less than 2 years.
Whitley-14	Rosslyn, Selby Road	Designated Service Village	0.88	25	Promoter considers site to be viable. Doesn't see any problem with the section 106 negotiation. No ownership or legal issues. The site will be marketed to a developer in the new year once the section 106 has been signed.

Appendix 2: Deliverability Assessment of the 2005 SDLP Housing Allocations

SDLP Allocation Reference	Location	Settlement Hierarchy	Area (ha)	Dwelling Capacity Years 1-5	Deliverability in the 2013-14 5YHLS report	Deliverability in the 2014-15 5YHLS report
BRY/1	Land South of Byram Park Avenue, Byram	Designated Service Village	0.79	24	Found to be deliverable based on response from owner/site promoter	Found to be deliverable based on recent response from owner/site promoter
CAM/1	Land south of Mill Farm, Camblesforth	Secondary Village	2.05	46	Not deliverable – no owner interest	Consider deliverable based on recent response from owner/site promoter and the recent submission of a pre app on the site.
CAR/2	Land west of Low Street, Carlton	Designated Service Village	1.23	33	Not deliverable – no owner interest	Not deliverable – no owner interest
EGG/2	Land East of High Eggborough Lane, Eggborough	Designated Service Village	1.43	39	Found to be deliverable based on response from owner/site promoter	Found to be deliverable based on recent response from owner/site promoter
EGG/3	Land south of Selby Road, Eggborough	Designated Service Village	3.14	75	Found to be deliverable based on response from owner/site promoter	Found to be deliverable based on recent response from owner/site promoter
H2	Land west of South Duffield Road, Osgodby	Designated Service Village	1.56	42	Not deliverable – no owner interest	Not deliverable – no owner interest
SEL/1	Land at Cross Hills Lane, Selby	Principal Town	22.75	210	Not deliverable – significant constraints to delivery including flooding and infrastructure	Found to be deliverable based on recent response from owner/site promoter. The site promoter has been recently putting owner agreements in place and liaising with the Council with a view to bringing the site forward in the near future.

SHB/1	Land West of A162, Sherburn In Elmet	Local Service Centres - Sherburn	5.35	104	Found to be deliverable based on response from owner/site promoter	Remainder of the allocated site without permission assessed to be undeliverable due to flood risk
TAD/2	Land west of Inholmes Lane, Tadcaster	Local Service Centres - Tadcaster	3.47	94	Not deliverable - Land owner does not intend to develop	Not deliverable - Land owner does not intend to develop

Appendix 3: Database of sites contributing to the 5YHLS

Appendix 4: Maps of sites contributing to the 5YHLS

For both of the above please visit: <http://www.selby.gov.uk/authorities-monitoring-report>

Selby District Council

REPORT

Reference: E/15/43

Item 7 - Public



To: The Executive
Date: 3 December 2015
Status: Non Key decision
Report Published: 25 November 2015
Author: Richard Abbott, Community Safety Project Lead
Executive Member: Councillor Chris Metcalfe
Lead Officer: Rose Norris

Title: Implementation of the “Prevent” duty

Summary:

Section 26 of the Counter Terrorism and Security Act 2015 provides that a local authority must, in the exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism (the ‘Prevent duty’). The Act further provides that local authorities must have regard to guidance issued by the Secretary of State under section 29 of the Act when carrying out the duty.

A self-assessment has been carried out by the Council and an Action Plan formulated to address areas identified. This report summarises the actions identified and seeks specific approval for the inclusion, in new contracts and on the review of existing arrangements, of terms to ensure the new duty is complied with in commissioned services.

Recommendations:

- i. **The Executive note the scope of the new duty and actions being undertaken to ensure the Council complies with it.**
- ii. **The Executive consider the Selby District Prevent Duty Action Plan 2015/16**
- iii. **The Executive agree to the insertion in all new contracts of requirements to ensure that the “prevent duty” is being addressed including a requirement in larger contracts (over £50k in value) that the provider train all staff and appoint a “prevent” champion. Where existing contracts are reviewed the Council should also seek to**

include such terms where the change is permissible within the scope of public procurement law.

Reasons for recommendations

To comply with the new 'Prevent duty' and Guidance.

1. Introduction and background

- 1.1 Section 26 of the Counter Terrorism and Security Act 2015 provides that a local authority must, in the exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism (the 'Prevent duty'). The duty does not confer new functions on the authority. The term "due regard" as used in the Act means that the authority should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.
- 1.2 The Act further provides that local authorities must have regard to guidance issued by the Secretary of State under section 29 of the Act when carrying out the duty. The guidance was issued in July 2015 and requires the local authority to draw up an action plan through which to implement the duty. The Council has undertaken a self-assessment against the new duty and an action plan has been developed and is being implemented.

The Report

- 2.1 Within the guidance there is a requirement for all staff to understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it. To this end the Action Plan includes a training programme, delivering in house training and using Council staff to cascade training to others. Refresher training and inclusion of the duty in the induction process will be written into the Corporate Organisational Development Strategy.
- 2.2 The Guidance sets out an expectation that all policy and procedure will be reviewed in light of the new duty. As the duty is to have 'due regard' it follows a similar legislative approach to the public sector equality duty therefore the existing impact screening process is being extended to include the new 'prevent duty' and screening will take place in relation to all new policies and procedures.
- 2.3 The Guidance sets out an expectation that "publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views". Checks are being put in place to ensure this is complied with across the Council's property estate.
- 2.4 The Guidance sets out an expectation that local authorities should take the opportunity when new contracts for the delivery of their services are

being made, to ensure that the principles of the duty are written in to those contracts in a suitable form. It is recommended that, following the NHS approach to commissioning and implementation of the new duty, all new contracts should contain requirements to ensure that the “Prevent duty” is being addressed. This would include a requirement in larger contracts (over £50k in value) that the provider train all staff and appoint a “prevent” champion. Where existing contracts are being reviewed, the Council should also seek to include such terms where the change is permissible within the scope of public procurement law.

- 2.5 The Guidance states that the Home Office can scrutinise local “Prevent” plans and performance. To that end a monitoring process is being developed to ensure that evidence is available of the Authority’s implementation of the Act.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 If the Secretary of State is satisfied that a council in England has failed to discharge its “best value” duty in relation to the new ‘Prevent duty’, it would be open to him to use his powers under Section 15 of the Local Government Act 1999 to intervene. This could include requiring the council to undertake specific actions, appointing Commissioners and transferring some of the council’s functions to them. The Secretary of State must consult the council before issuing a direction. The Secretary of State may also direct a local inquiry to be held into the exercise by the authority of specified functions.

Financial Issues

- 3.2 The Home Office has made £10k available to each Authority to assist with the implementation of the ‘Prevent duty’. SDC has applied for the monies and is awaiting a decision as to the grant.

Community Impact Assessment

- 3.3 The impact of failing to carry out the recommendations could be high, should it be shown that information, appropriate to the ‘prevent duty’, was missed due to a lack of knowledge by relevant service providers.

4. Conclusion

- 4.1 It is recommended that the Executive supports the implementation of the ‘Prevent duty’ as outlined in this report.

5. Background Documents

None

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Appendices:

1. *Selby District Prevent Duty Action Plan 2015/16*

Item	Category	Sub-category	Duty Header	Priority	Recommendations	Actions Needed / Measurement	Proposed Deadline	Date completed or merged with another action	Priority Level
1	Partnership	Liaison	D1	1	To ensure District link in with York and North Yorkshire multi-agency Prevent Strategic Group	Identified SDC representative on strategic group	08/09/2015	11/08/2015	High
2	Partnership	Liaison	D1	2	Coordinate and improve communication links with other statutory partnerships to ensure their action plans link in with SDC local plan where appropriate	Identify appropriate method	08/09/2015	11/08/2015	High
3	Partnership	Safeguarding	D1	3	Continued SDC attendance at Adult and Child safeguarding boards (there is a risk that SDC could be bypassed if not invited to relevant case meetings)	Check with Safeguarding organiser as to how this can be achieved	08/09/2015		High
4	Partnership	Scoping	D1	4	Identification of and engagement with relevant agencies and organisations within the District who can contribute to the risk assessment	Scoping exercise to be conducted as part of the first steering group meeting	08/09/2015	Item closed 07/10/15 and incorporated into item 13	High
5	Partnership	Liaison	D1	5	To ensure District link with Y&NY Prevent Strategic Group & to engage with NYCC Policy & Partnerships to ensure issue of more structured arrangements and guidance re SDC and neighbouring areas is raised with the Prevent Strategic Board	Identified SDC representative on strategic group	30/11/2015		High
6	Partnership	Safeguarding	D1	6	Continued links to existing safeguarding boards and ensure staff are aware of the relevance of Prevent/Channel	Linked with Item 3 also to creation of TNA in item 19	Ongoing		High

Duty Key:
D1 – Partnership working
D2 –Risk assessment
D3 – Action plan
D4 – Staff training
D5 – Use of local authority resources
D6 - Collaboration between areas
D7 - Prevent priority areas
D8 – Other agencies and organisations supporting children
D9 – Out-of-school settings supporting children

Selby District Prevent Duty Action Plan 2015/16

7	Partnership	Liaison	D1	7	Link up work with appointed NYCC Community Cohesion volunteer	Police (via Prevent bronze) to contact Community Cohesion team to identify new worker and meet	20/10/2015	Ongoing - Community Cohesion Volunteer in place, no worker allocated to Selby District	High
8	Partnership	Liaison	D1	8	Expert advice and guidance should be sought through continued relations with NYP and NECTU teams	Ongoing relationship between CSP officer specialist staff and other county LDTs also NYCC prevent officer. This work is coordinated through the CSP managers meeting and personal contact when the need arises	Ongoing	Ongoing	Medium
9	Partnership	Safeguarding	D1	9	To work with a formal Channel panel if created or through established Safeguarding processes to assess and intervene with cases.	Channel panel will be formed & led by NYCC new head of Community Safety who will be the chair.	Ongoing	07/10/2015	High
10	Partnership	Liaison	D1	10	There should be continued SDC attendance at quarterly CSP managers meeting	CSP officer to be the liaison between other LDTs across the county	19/11/2015	October 2015 - SDC engagement in NY CSP managers circulations & meetings	High
11	Policy	Safeguarding	D1	6	Awaiting County decision in relation to a single Channel Panel at County level incorporating adult and child referrals	Channel panel will be formed & new head of Community Safety at NYCC will be the chair - awaiting guidance	Ongoing	07/10/2015	High
12	Staff	Action Plan	D1	1	Establishment of a multi-agency T&F Prevent working group within the Selby District including LDT members to work towards creation and implementation of the action plan	Identification of relevant group members, set parameters and set group up as soon as possible	ASAP	Item closed 07/10/15 and incorporated into item 13	Medium
13	Partnership		D1	11	Include prevent and the CTLP in the LDT agenda. Use the meeting to ensure that Prevent is being addressed across the partnership in a meaningful manner.	Amend the LDT agenda to include prevent / CTLP. Record items that are relevant and record how the information was used/ disseminated.	20/11/2015	Completed 20/11/15 at LDT meeting. Structure amended to reflect	Medium

14	Staff	Process	D1	4	NYCC to replace retired Community Cohesion worker		08/09/2015	11/08/2015 No allocation of a Community Cohesion Worker to Selby District, have identified a local volunteer working with NYCC	Medium
15	Planning	Scoping	D2	6	Scoping exercise to better understand the range of activity and settings within the district and consider what appropriate and proportionate steps are required to ensure that children attending such settings are properly safeguarded	Scoping exercise to be conducted as part of the first steering group meeting	08/09/2015	Item closed 07/10/15 and incorporated into item 13	Medium
16	Policy	Output	D2	4	Implementation of District Hate Crime review to include measures to improve Hate Crime reporting and awareness raising across the district	Discussed at LDT meeting of 210715 / T&F group met 270715 / further meetings 7 & 21st Sept / awaiting outcome of OPCC review of hate crime. NYP force level review ongoing.	07/10/2015	Ongoing	Medium
17	Staff	Process	D2	5	Review of who is authorised within the District to receive a copy of the document for statutory officers to use as a working document for corporate strategies and local policy	For SDC rep at York and North Yorkshire multi-agency Prevent Strategic Group to progress	31/12/2015		Medium
18	Training	Scoping	D2	1	Identification of relevant district organisations and to ensure that all relevant private and voluntary agencies and organisations are aware of their duties, offered practice guidance and offered access to training. This will be assessed as part of the Selby District Training Needs Assessment & roll out	Scoping exercise to be conducted	08/09/2015		Medium

Selby District Prevent Duty Action Plan 2015/16

19	Training	Scoping	D2	2	Identify staff requiring training and develop Local Training Needs Assessment (TNA)	Follow on from scoping exercise this will be linked to training needs assessment	08/09/2015	Ongoing	Medium
20	Monitoring	Process	D2	2	There should be a continual review of SDEN and recommendations as to how it could be improved in relation to extremism.	SDEN has extremism as a standing agenda item. There is a lot of work ongoing to improve hate crime reporting and awareness through the plan that should raise public awareness and involvement during National Hate Crime week 10-17 Oct15. A good time to review the SDEN group would be late October 15 to establish how the campaign went and how it can take a more proactive role within the long term Prevent/Hate agenda	WC 26/10/2015	12/11/2015 agreed reporting mechanism with SDEN chair for the LDT to ensure relevant information is passed for strategic work	Medium
21	Planning	Action Plan	D3	1	The latest CTLP will inform the Selby District Action planning in terms of local issues and risks		06/08/2015	06/08/2015	Medium
22	Planning	Action Plan	D3	2	Selby District Prevent Action plan to be developed based on CTLP and issues raised in this report.	Action plan to be created during August and is to be agreed between relevant organisations across the District	08/09/2015	Ongoing	Medium
23	Planning	Action Plan	D3	3	Prevent Action Plan monitored through Safer Selby LDT board & SDC Corporate Management Team (CMT)	This will be a standing agenda item on the LDT board meetings	20/10/2015	Ongoing	Medium
24	Planning	Action Plan	D3	4	NYP/County Hate crime action plan to be adopted by Selby District	This plan is currently being developed and will reflect the NYP version it will also link into the Prevent Duty plan	08/09/2015		Medium
25	Planning	Action Plan	D3	5	NYP/County plan will also review the relationship of the York & Selby Independent Advisory Group from which recommendations will be implemented	Ongoing work with county Hate crime group to improve the approach to IAG's across the county. There will need to be continued representation at the group by SDC	31/12/2015	Awaiting LDT approval 04/12/15	Medium

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26	Planning	Process	D3	7	Selby's status as a low priority area should be reviewed in light of key establishments and activities within the District.	For SDC rep at York and North Yorkshire multi-agency Prevent Strategic Group to progress	31/12/2015	09/11/2015	Low
27	Policy	Process	D3	1	Review of how SDC policies incorporate Prevent into day to day business	Request that this task goes to contract department as an action	31/12/2015	Ongoing	Low
28	Policy	Process	D3	2	Review SDC contracts policy to ensure Prevent Duty principles are included.	Request that this task goes to contract department as an action	31/12/2015	Ongoing	Low
29	Policy	Safeguarding	D3	3	Ensure safeguarding policies in particular have links to the Channel process	Channel panel will be formed & new head of Community Safety in NY will be the chair. Contact made with local safeguarding leads at NYCC and within SDC to discuss the process requirements	Ongoing	Ongoing	Low
30	Policy	Safeguarding	D3	5	Referrals through MAPS/Safer Selby Hub/Safeguarding processes.	Currently taking place. MAPS has now concluded and all business will go through SSHub - there is a risk that some of the finer points of MAPS may be lost within the Hub ie community tensions etc but this be addressed by the new VEMT process that is being rolled out by NYP	Ongoing	Ongoing	Low
31	Staff	Process	D3	2	The chair of LDT board should continue to be a person at director level within SDC (this is currently the case but should continue for future appointments)	If agreed at next LDT board meeting will be included in LDT terms of reference document	20/10/2015	09/11/2015	Low
32	Staff	Process	D3	3	The SDC CSP officer should continue to be a member of the LDT board	If agreed at next LDT board meeting will be included in LDT terms of reference document	20/10/2015	09/11/2015 There is no SDC CSP Officer in post, but the office responsible for CSP is present	Low

Selby District Prevent Duty Action Plan 2015/16

33	Training	Action Plan	D3	3	To develop a plan and implement awareness raising for workers who engage with vulnerable and minority groups to be able to identify cases of hate crime, advise and overcome barriers by assisting where necessary with reporting	Identification of relevant staff will be put into the training needs assessment	ASAP	Ongoing	Low
34	Implementation	Output	D3	1	To incorporate the Prevent / Hate Crime action plans into the Selby District LDT Delivery plan	Ongoing	08/09/2015	Closed and incorporated into item 13	
35	Implementation	Output	D3	2	Existing 3rd Party Hate Crime reporting centres will be refreshed and continue to be used	When new forms and processes are finalised they will be rolled out to 3PRC's	07/10/2015	12/10/2015	Low
36	Monitoring	Action Plan	D3	1	LDT board to oversee progress of the project action plan and to address issues and barriers between partner agencies	Standing agenda item for the LDT board	20/10/2015	11/08/2015	Low
37	Policy	Process	D4	9	Ensure that the SDC website has details of prevent, channel and Hate Crime	The content of this will come out of the training products and other publicity.	31/12/2015	Ongoing	Low
38	Training	Action Plan	D4	4	To develop training plan to deliver a WRAP and Hate Crime training programme for SDC staff and other relevant agencies.	Development of plan will follow on from the training needs assessment	14/09/2015		Low

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39	Training	Scoping	D4	5	Identify and train individuals as 'Prevent / Hate Crime Champions' within organisations to be key contacts and a conduit for information sharing	Follow on from scoping exercise this will be linked to training needs assessment	08/09/2015	Ongoing with training for the nominated champions scheduled	Low
40	Training	Action Plan	D4	6	Elected members training will be reviewed as part of the TNA	Development of plan will follow on from the training needs assessment	14/09/2015		Low
41	Training	Output	D4	7	Training of more WRAP3 trainers	TNA		Closed and linked to item 39	
42	Training	Output	D4	8	Briefing / aide memoir produced for front line staff	The content of this will come out of the training products	15/09/2015		Low
43	Training	Output	D4	9	SDC Prevent working group to develop good practice guidance	The content of this will come out of the training products	15/09/2015	07/10/15 No working group to be created. LDT to oversee/inincorporare into agenda.	
44	Training	Output	D4	10	To continue to support NYCC with the training of schools personnel across the District	101 District school staff were WRAP3 trained in June2015. There has been a further request for assistance by NYCC - we will continue to assist where possible	Ongoing		Low
45	Training	Process	D4	11	By raising awareness of staff we will improve the quality of information and intelligence to update CTLP/NYP	Possible measures - number of staff who have received awareness training / number of referrals made to safeguarding or Channel / number of intelligence feeds to police / Hate Crime reports.	31/12/2015		Low
46	Training	Output	D4	12	Practice guidance and access to training to be offered to associated organisations	The content of this will come out of the training products	15/09/2015		Low

Selby District Prevent Duty Action Plan 2015/16

47	Training	Output	D4	13	To run a partnership conference to promote Prevent and Hate Crime	This will probably be towards the end of the financial year when all processes are in place	Mar-16	Partnership approach taken for Hate Crime awareness week, with members of LDT running own awareness sessions	Low
48	Policy	Process	D5	7	Review of SDC publically owned venues and ensure processes comply with the Prevent Duty and do not provide a platform for extremists and are not used to disseminate extremist views.	Request that this task be allocated to the most appropriate person in SDC / circulate ACPO briefing document to managers	31/12/2015	Ongoing	Medium
49	Policy	Process	D5	8	Review SDC IT filtering solutions to prevent misuse	Request that this task is allocated to named person within IT department / Consideration to other organisations filters ie Selby free wifi AVS etc	31/10/2015	Ongoing	Medium

Selby District Council

REPORT

Reference: E/15/44

Item 8 - Public



To: The Executive
Date: 3 December 2015
Status: Non key decision
Report Published: 25 November 2015
Author: Michelle Dinsdale - Policy Officer
Chris Watson – Assistant Policy Officer
Executive Member: Cllr Dave Peart
Lead Officer: James Cokeham

Title: Corporate Enforcement Policy

Summary:

A review of the current Corporate Enforcement Policy has been carried out in line with the scheduled review period and in order to ensure compliance with the Regulator's Code ('the Code'). A key action required to ensure compliance with the Code is to have an enforcement policy explaining how the local authority responds to non-compliance. The policy is designed to empower officers with the discretion to deal with enforcement proactively, based on risk without being prescriptive to the procedure that should be followed. Consistency is guided through: relevant legislation and guidance; the officers' professional judgement; and the Enforcement service's action plan.

As part of the review, Policy Review Committee and Corporate Management Team (CMT) have endorsed the approach that Members be provided with the opportunity to contribute to the setting of future enforcement priorities and campaigns.

Recommendations:

- To approve the draft Corporate Enforcement Policy for public consultation.
- To provide a decision on who will have the authority to set the Enforcement priorities/campaigns.

Reasons for recommendations

To ensure the policy reflects changes to the regulatory framework and best practice.

To ensure that appropriate priorities/campaigns are chosen to allow effective allocation of resources.

1. Introduction and background

- 1.1 The current Corporate Enforcement Policy was approved in September 2012 and is now due for review. The policy looked to offer a broad approach, then shift to precise enforcement for a number of specific types of non-compliance across several annexes.
- 1.2 The intention of the current policy was to give guidance to officers, residents and business owners on the powers available to the Council to react to relevant breaches of legislation. These pieces of legislation covered such areas as: Planning, Licensing, Housing, Benefit Fraud, Anti-Social Behaviour and Environmental Protection.
- 1.3 The current policy includes a list of enforcement priorities/awareness campaigns. These were namely: fly tipping (2012) and unlicensed riding stables (2013). These priorities and campaigns are considered an effective way to tackle problem areas and to educate to prevent breaches in those problem areas within the district.

2. The Report

- 2.1 A scheduled review of the Corporate Enforcement Policy has been undertaken to ensure the policy reflects any significant changes in the legislative and regulatory framework.
- 2.2 The policy covers all relevant regulatory compliance and enforcement services, with the exception of debt control and Regulation of Investigatory Powers. These enforcement areas present complex and in-depth issues. Therefore, specific policies developed separately will be more appropriate.
- 2.3 **Enforcement Concordat**

In 2002 the government introduced the Enforcement Concordat ('the Concordat') which was a voluntary scheme to promote good enforcement. The Council signed up to the Concordat and agreed to adhere to its principles which define good enforcement; these are:

- setting priorities;
- setting clear standards;
- clear and open provision of information;
- helping businesses and residents by advising on and assisting with compliance;
- having a clear complaints procedure;
- ensuring that enforcement action is proportionate to the incident; and
- ensuring consistent enforcement practice.

2.4 The Regulator's Code

Whilst still relevant, the Concordat has largely been replaced by the Regulator's Code ('the Code'). The Code is mandatory and came into statutory effect on 6 April 2014 in accordance with section 23 of the Legislative and Regulatory Reform Act 2006. This Act also set out an updated list of principles for good regulation. A key action required to ensure compliance with the Code is to have an Enforcement Policy explaining how the authority responds to non-compliance.

2.5 The Code is based on 6 broad principles which are set out below. The Code contains a section on each of these which sets out what is expected of the regulator in each case:

1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
2. Regulators should provide straightforward ways to engage with those they regulate and hear their views;
3. Regulators should base their regulatory activities on risk;
4. Regulators should share information about compliance and risk;
5. Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply; and
6. Regulators should ensure that their approach to their regulatory activities is transparent.

2.6 The new policy is intended to further develop the broad approach that the Council takes to enforcement. This means moving away from the more specific elements of current policy, which restrict officers as they border on procedure. This approach will allow officers: discretion to act appropriately; to make best use of resources; and to take account of the Code. It will therefore, commit the Council to being compliant with the Legislative & Regulatory Reform Act 2006 by being:

- Proportionate – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence;
- Accountable – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures;
- Consistent – our advice to those we regulate will be robust and reliable and we will respect advice provided by others;
- Transparent – we will ensure that those we regulate are able to understand what is expected of them and what they can anticipate in return; and
- Targeted – we will focus our resources on higher risk enterprises and activities.

2.7 Enforcement Priorities and Awareness Campaigns

The approach to the setting of future enforcement priorities and awareness campaigns has also been considered as part of the review.

- 2.8 Officers intend for an approach similar to the enforcement priorities and awareness campaigns found in the existing policy to be included in the new policy.
- 2.9 The purpose of the priorities and campaigns is to establish a focused approach to a certain area of enforcement. This focused approach may include educating a target audience on a certain issue, heightened enforcement action (through: an increase to the deemed significance of any breach; and attraction of additional resources) and the publishing of enforcement success stories.
- 2.10 In the current policy, campaigns were chosen by CMT. Following advice from the Solicitor to the Council, Officers have proposed and received endorsement from Policy Review Committee and CMT for an approach which allows for Members to contribute to the decision of setting future priorities and campaigns.
- 2.11 Officers propose that Policy Review Committee provide a steer on which priority/campaign area(s) they would like to be considered. This would then be taken into account by either the Executive or an officer acting under delegated authority (depending on how Executive decide) who will have the final say in what the priority/campaign will be.
- 2.12 Officers consider this approach will allow members to capitalise on their unique role linking the public to the Council. This will allow them to consider the issues that are “making the phone ring” and balance them against any corporate priorities coming forward that may be considered to impact on enforcement within the district.

2.13 Implementation and Performance

Officers propose that this policy will be implemented through a work programme/action plan for the enforcement service. Following the approach set out by the policy, the service will prioritise those cases where there is evidence of significant or irreparable harm to the public caused by a failure to comply.

2.14 Within each of the key areas (planning, housing, licensing and environmental health) complaints will be given a priority ranking. For example:

Enforcement area	Matters to be awarded the highest priority
Planning	Cases such as the felling of protected trees or demolition of listed buildings, where the failure to take swift action would result in irreparable damage
Housing	Cases involving hate crime, serious threats of violence or where the victims are considered vulnerable; dangerous premises in terms of safety
Licensing	Taxi drivers (dangerous behaviour) suspension; Vehicles (dangerous); Premises (imminent risk-safety, violence)
Environmental Health	Cases involving an imminent risk of injury to health or an immediate risk of environmental damage or serious nuisance

2.15 Each area will have service standards and success measures which can be monitored and reported against. Cases which are ranked as the highest priority will be responded to as quickly as possible, in order to resolve the complaint, or progress to formal enforcement action such as a notice or prosecution. A resolution may also include the complainant being kept informed and a record taken of their views in terms of action taken.

2.16 The service's annual action plan will review the priority levels and will seek to ensure that resources are properly directed to the high priority areas. Campaigns will also focus on these priorities. The Policy Review Committee will be asked for feedback on priorities before the annual action plan is agreed.

2.17 Consultation

If approved, the draft policy will be subject to an eight week public consultation period between 4 December 2015 and 1 February 2016.

During this period the draft policy will be published on the Council's website and hard copies will be available on request.

- 2.18 There are no statutory consultees for the policy; however, the Concordat sets a framework for consultation on the policy. This involves: businesses and 'other stakeholders'. There is no definition of 'other stakeholders', however, it should be taken to be as broad as possible. For this reason, officers intend the 'other stakeholders' to be the public (through Community Engagement Forums, online and by hardcopy at Access Selby), Elected Members and other regulators e.g. the Police and the Department for Work and Pensions.
- 2.19 A report including the draft policy will be taken to Policy Review Committee on 19 January 2016 for comment as part of the consultation.
- 2.20 A report informing Members of the outcome of the consultation and seeking approval of the draft policy will be brought back to the Executive on 3 March 2016.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 The Council must adhere to the Code. Failure to incorporate the new statutory and regulatory framework will leave enforcement decisions open to legal challenge.

Financial Issues

- 3.2 None as a result of this report

Impact Assessment

- 3.3 The policy aims to protect the public, the environment, consumers and workers through:
- Risk based enforcement – not just enforcing for the sake of enforcement, therefore, allowing the best use of resources;
 - Enforcing the law in a consistent and fair manner; and
 - Providing advice as an effective tool to help people meet their legal obligations.

An Equality, Diversity and Community Impact Screening has been completed and no adverse impact has been identified.

4. Conclusion

The current Corporate Enforcement Policy has been reviewed in order to ensure compliance with changes in legislation. The draft revised overarching policy covers all relevant regulatory compliance and enforcement services, with the exception of debt control and Regulation of Investigatory Powers.

The policy is designed to empower officers with the discretion to deal with enforcement based on risk without being prescriptive to the procedure that should be followed. Consistency is guided through: relevant legislation and guidance; the officers' professional judgement; and the Enforcement services' action plan.

Future enforcement priorities and awareness campaigns will be set by the Executive or an officer with delegated authority (depending on the recommendation of this Executive) following a steer from Policy Review Committee.

5. Background Documents

The Regulators Code

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf

Enforcement Concordat

<http://webarchive.nationalarchives.gov.uk/+http://www.berr.gov.uk/files/file10150.pdf>

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Appendices:

Appendix A: Draft Corporate Enforcement Policy

Access Selby

A new approach to public service

SELBY

DISTRICT COUNCIL

Moving forward with purpose

Corporate Enforcement Policy

A new approach to public service



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1. Introduction

- 1.1 At Selby District Council we have a number of duties to protect our district from harm. Therefore, we take a very serious approach to protecting individuals, animals, the environment and businesses from those who do not comply with the relevant laws or regulations. We regulate a number of functions within the district including: licensing (including alcohol and taxi), planning, fraud, housing and environmental health.
- 1.2 The purpose of this policy is to set out the main ways in which we can protect our residents, visitors, businesses, animals and the environment, whilst following the principles of good enforcement. It is not the purpose of this policy to provide an exhaustive list of all those laws we regulate or the powers of regulation available to us.
- 1.3 This policy is overarching for enforcement and sets out our general approach to enforcement (including civil and criminal enforcement action); it outlines what you can expect from us and what approach we will be taking to enforcement.
- 1.4 Through this policy we are looking to promote trust between us and those we regulate. We want you to have confidence in the advice we give and feel able to seek advice without fear of triggering unnecessary enforcement action.
- 1.5 We are always trying to improve the district and believe that effective enforcement through this policy will help us achieve our Corporate Plan 2015-2020 (available to view at www.selby.gov.uk) by making Selby a great place to:
 - a. **do business** – by building confidence that effective and fair enforcement will see businesses treated with respect. We will also provide those businesses that operate lawfully the opportunity to thrive. We will achieve this by adopting a consistent approach to enforcement
 - b. **enjoy life** – confidence that resources are utilised effectively to tackle higher risk cases; ensuring the district remains a safe and pleasant place to live
 - c. **make a difference** – this policy will empower confidence in businesses, residents and visitors alike to report any breach(es). We will achieve this through ease of reporting and keeping those who report breaches informed of progress throughout the case
- 1.6 Success of this policy is measured by the Enforcement Team's performance. The performance of the team is measured against the team's action plan, specifically, against any relevant service standard(s) and/or success measure(s).
- 1.7 This policy replaces our previous Corporate Enforcement Policy adopted in September 2012.
- 1.8 We take a proactive and risk based approach to enforcement. As part of this approach we will, from time to time, introduce specific campaigns where we will

target an area deemed to be a priority. Any breaches from the area deemed as a priority will be assigned more resources. This will give the priority area a higher profile providing more public education on how to remain compliant and make an example of those who flout the rules by adopting a zero tolerance approach to its enforcement. The priority area will be chosen by the Executive/an officer authorised under delegated powers (delete as appropriate) following a steer provided by elected members at Policy Review Committee.

- 1.9 In certain circumstances we will seek to raise awareness and increase compliance levels by publicising unlawful practices or criminal activity. Where appropriate the results of specific court cases may also be published. These publications will always be in accordance with the Data Protection Act 1998.

2. Principles of good enforcement

- 2.1 As previously mentioned we aim to protect our district whilst maintaining the principles of good enforcement. These principles are set out in law in the Legislative and Regulatory Reform Act 2006. We will exercise our regulatory activity in a way which is:
- 2.2 **Proportionate** – This means we will use risk based regulation and will not undertake enforcement for enforcement's sake. Priorities will include those corporately chosen from time to time as mentioned in Para 1.8 and those breaches which are a high risk to individuals, animals, businesses and the environment. As part of measuring risk we will look at the likely consequence of action on the accused in comparison with the seriousness of the offence and only proceed with action where the potential punishment fits the offence. Repeated similar offences will be regarded as higher risk than if only a single incident of that offence had occurred. This can mean that where continued/persistent low risk offences become higher risk offences they may attract a more serious punishment.
- 2.3 **Consistent** – We recognise that enforcement is not and cannot be solved with a 'one size fits all' approach, each case is individual and we will assess them as such. Consistency comes through the application of these principles, this policy (and any other more specific ones), any relevant procedure(s) and the officers making the most of their professional experience, training and judgement. This will allow the officer to provide reliable, relevant and robust information and allow discretion to choose the most suitable route of enforcement in each case.
- 2.4 **Transparent** – It is our aim to be as honest with everyone involved with a case as we can be. We will let you know, clearly, what we expect of you and what you can expect from us in return. As part of our aims to be transparent we target all our publications to be appropriate to their audience, this will also include differentiating between legal guidance and best practice where necessary.

- 2.5 **Accountable** – To remain accountable, we aim to make it as easy as possible for you to give us feedback. We do this by following our Comments, Compliments and Complaints Policy, more details of which can be found at paragraph 10.
- 2.6 **Targeted** – we will target our enforcement resources towards those higher risk cases and those deemed to be a local or national priority. This does not mean we will ignore any reported cases; it is simply a matter of best using the resources we have available to tackle those cases which have the potential to harm our district the most.
- 2.7 To help target resources and activities we also use the information we collect wisely, following the ‘collect once, use many times’ principle. Where the law allows we will agree secure mechanisms to share information with other regulators and businesses.

3. General (Officer) Principles

- 3.1 When looking into a case we recognise that each and every one is unique and this is why we follow principles of good enforcement rather than a strict procedure. These principles are those defined above, those defined in the Regulator’s Code and those defined in the Cabinet Office’s Enforcement Concordat.
- 3.2 Only those officers duly authorised to do so by our scheme of delegation will undertake enforcement activities.
- 3.3 Our officers will give due regard to their training, legislation and supporting guidance, allowing them to make reliable, accurate and robust decisions and to give appropriate and accurate information, when necessary.
- 3.4 Our officers will be independent, fair and objective when dealing with a case, they will not allow any political view and prejudice or personal belief regarding any protected characteristic of any of those involved in the case cloud their judgement. The protected characteristics are found in the Equality Act 2010. We do not permit our officers to be affected by improper or undue pressure from any source.
- 3.5 All our relevant officers have been made aware of this policy and its requirements. Any departure from this policy will have to be justified and endorsed by the Lead Officer for Enforcement or other duly authorised officer.
- 3.6 Officers will always give regard to the policy when conducting any work; this ensures that we take action that is appropriate to the risk and to the seriousness of any breach of legislation. In most circumstances the officers have a range of actions available to them. However, in certain circumstances legislation is prescriptive and this will limit the discretion of the officer. In some circumstances persistent breaches will result in formal action being taken for what would normally be regarded as less serious breaches.

- 3.7 We understand that our customers have varied and busy schedules and for example that some hours of operation will not coincide with normal office hours. For this reason, where possible, we will try to find a mutually acceptable time or visit businesses during their normal trading hours.
- 3.8 Our officers will comply with the requirements of the particular legislation from which they are acting along with any associated guidance or codes of practice.

4. Regulator's Code

- 4.1 When developing policies and operational procedures relating to the regulatory functions and activities within the scope of the Regulator's Code ('the Code') we will duly regard the requirements of the Code. The Code only applies to those enforcement activities that we carry out under the relevant laws and regulations which are listed under Part 3 of the Legislative Reform (Regulatory Functions) Order 2007 as amended.
- 4.2 However, in certain circumstances we may need to depart from the Code. This may be for example because we conclude that a certain provision from the Code is not relevant or is outweighed by another relevant consideration. In any event, any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

5. Reporting the issue(s)

- 5.1 Investigations can occur either as a result of issues being reported to us, or we can discover the issues ourselves as part of our proactive approach to enforcement. When an issue is reported to us, this can be by, a member of the public, another business or a regulated person, another regulator or other third party. We may also provide information to another regulator if they are best placed to deal with any breaches of legislation we discover.
- 5.2 We have several ways in which you can report issues to us. You can:
- Complete an online form on the relevant page (for example fly-tipping or anti-social behaviour) on our website www.selby.gov.uk
 - Call us on 01757 705101
 - Email us at enforcementteam@selby.gov.uk
 - Tell us at Access Selby, Market Cross Shopping Centre, Selby, YO8 4JS
 - Write to us at: Enforcement Team, Selby District Council, Civic Centre, Doncaster Road, Selby, YO8 9FT
 - Tell your local Community Officer
 - Tell your local Councillor – Councillor details can be found on our website
- 5.3 When an issue is reported to us, we will assess the information received and may make further enquiries to determine if the issue requires a full investigation – this

may include us sending an officer out to do a preliminary investigation. This may be one of our Community Officers, Environmental Health Officers, Asset Coordinators or other relevant officer. This officer will then report back with the details to establish if there has been a breach.

6. Investigating the issue(s)

6.1 General conduct

- 6.1.1 Enforcement action may result in us bringing either civil or criminal proceedings against an offender. How our investigations are conducted depends on whether the breach falls under legislation covering civil or criminal law.
- 6.1.2 We will carry out any formal interview(s) in line with this Policy and the Police and Criminal Evidence Act 1984.
- 6.1.3 We will carry out investigations in compliance with the relevant legislation and in accordance with any associated guidance or codes of practice, in so far as they relate to us.
- 6.1.4 By using this legislation (and associated guides) we control how evidence is collected and used, they also offer a range of protections to citizens and potential defendants.
- 6.1.5 In line with our principles we will keep all those involved in the investigations as well informed as possible about the progress of an investigation insofar as their involvement in the process is concerned. There may be times when it would jeopardise the investigation to keep certain people informed. On such occasions we will not provide any information and/or updates until such a time where the risk to the investigation has been deemed to be mitigated to an appropriate level.

6.2 Primary Authority

- 6.2.1 We must consult with any primary authority before we take enforcement action against a business.

All cases will be decided on their own merit.

6.3 Partnership Working

- 6.3.1 In certain types of enforcement partnership working is crucial to effective enforcement. A good example of this is the 'Safer Selby Hub'. Officers work closely with the Police and Social Services to ensure any issues are flagged and shared at an early stage. This allows for a coordinated approach to resolving issues to be achieved.
- 6.3.2 When tackling enforcement with partners we can have a shared or complimentary role. On occasion it will be more appropriate for other enforcement agencies or local authorities to deal with breaches of legislation, in these cases officers may pass details of the offence(s) to such other parties. In carrying out these duties we will

still comply with our Enforcement Policy, but the other agencies will maintain the right to take any enforcement action that they consider to be necessary.

- 6.3.3 If an offender commits offences in a number of Local Authority areas, it may be more appropriate for one Local Authority to take a prosecution for all the offences, including ones that took place outside of its area. In such cases, we will enter into legal agreements with other councils for one authority to take the lead role, making provisions under section 19 of the Local Government Act 2000, section 22 of the Local Government Act 1972 or any other enabling power(s).
- 6.3.4 As our officers do not have power of arrest there may be times when as part of partnership working with the Police or other agencies instances may arise where the Police or other agencies consider that an arrest should be made in connection with our investigation.
- 6.3.5 When working with partners there may be situations where it is necessary to exchange information regarding enforcement activities with a partner organisation. In such circumstances, we will exchange the information, only in accordance with any established methods of information sharing and legal requirements. These include the requirements established by the Data Protection Act 1998, the Crime and Disorder Act 1998 and any information sharing protocols, codes of practice or memoranda of understanding that exist.

7. Deciding which action to take

- 7.1 There is a range of actions available to us to take against those who breach enforcement regulations. These actions are set out across the different pieces of legislation that we regulate. A decision on what enforcement action we will take is based on the merits of each case and after a full consideration of the consequences and the implications of the action.
- 7.2 There are a number of considerations we will take account of when determining which action to take, these include:
- a) The previous history of the breach/accused – whether any similar situation has been found before
 - b) The seriousness of the alleged offence(s), including:
 - i. Risk to the public or the environment
 - ii. Any intent or recklessness of the person(s) committing the alleged offence(s)
 - iii. Any obstruction of our officer(s)
 - iv. Whether the alleged offence(s) are considered to be a special priority locally (as determined by Executive/an officer under delegated authority (delete as appropriate)) or nationally as determined by Central Government
 - c) If considering prosecution or the breach may lead to prosecution whether there is enough evidence to provide a realistic prospect of prosecution
 - d) Whether any further action be in the public interest

- e) Whether the action is likely to be deemed an adequate deterrent to further breaches
- f) Whether the action is proportionate to the nature of the breach and the harm caused
- g) When appropriate whether the action will aim to restore the harm caused by regulatory non-compliance
- h) Whether the action will eliminate any financial gain or benefit from the non-compliance.

7.3 Where appropriate decisions about what enforcement action we will take may involve consultation between two or more of the following:

- a) Investigating Officer(s)
- b) Senior Manager(s)
- c) Lead Officer(s)
- d) Senior Officer(s)
- e) Our Legal department
- f) Primary Authorities
- g) Other regulators

7.4 The decision to prosecute a case will be taken by those with authority to do so in accordance with our scheme of delegation.

7.5 The following lists some of the more common enforcement actions available to us. This list is not exhaustive and other actions may be used where appropriate in cases:

7.6 Compliance Advice, Education and Support

We are aware that the majority of our residents and businesses want to comply with the legal requirements. Therefore, where possible and appropriate, we will offer compliance advice education or support to the accused as the first form of enforcement action. This can be in several forms including eg verbal & written warnings. We take this approach as it offers a good use of resources and promotes a culture of trust and confidence. If a warning letter is issued and a similar breach is identified again, this letter will be considered when determining the most appropriate enforcement action.

7.7 Voluntary undertakings

We may accept a voluntary undertaking from the accused where they accept responsibility and will correct any breaches accordingly and to the appropriate standard. Failure to adequately complete this undertaking will result in further enforcement action.

7.8 Statutory/Formal Notices

7.8.1 Sometimes we are required to send a notice to stop an offender from doing an action that is a contravention of any relevant legislation. These notices include (but are not limited to):

Planning Notices:

Breach of conditions
 Enforcement Notice
 Temporary Stop Notice
 Stop Notice

Health and Safety:

Improvement Notice
 Prohibition Notice

Licencing:

Notice to suspend Premises Licence
 Notice to suspend driver/operator
 Notice to suspend vehicle licence
 Closure order (imminent risk)

Environmental Protection:

Abatement Notice
 Variation Notice for an Environmental
 Protection Permit

General:

Detention Notice
 Closure Notice

PSH & LA Housing :

Improvement Notices
 Prohibition Notice
 Emergency Remedial Notice
 Hazard Awareness
 Demolition Order
 ASB/civil Injunction
 Notice Seeking Possession
 Introductory Tenancy Notice
 Introductory Extension Notice

Food Hygiene:

Detention of Food Notice
 Food Condemnation Notice
 Hygiene Emergency Prohibition notice
 Hygiene Improvement Notice
 Withdrawal of Detention of Food Notice
 Remedial Action Notice
 Notice of Determination that the Health Risk
 Condition Remains in Existence
 Notice of Intention to Apply for a Hygiene
 Emergency Prohibition Order

7.8.2 If you are issued a notice, it will clearly set out any actions that we need you to undertake. Common actions include stopping an activity immediately or steps which must be taken to rectify the breach. If we have included steps which must be taken to rectify the breach we will always include a reasonable timeframe in which to carry out these actions.

7.8.3. Failure to comply with a notice can be a civil or criminal offence and therefore may result in prosecution or in certain circumstances where appropriate we will carry out the work 'in default' and then we may recover our costs for doing so.

7.9 Financial penalties – Fixed penalty notice (FPN)

7.9.1 FPNs can be issued by different authorities, as a district council we can issue FPNs for:

- a. Littering
- b. Graffiti
- c. Fly-posting
- d. Nuisance parking (people selling or repairing cars on the road)
- e. Dog control offences
- f. Alarm noise (no nominated key holder)
- g. Noise Act offences
- h. Unauthorised distribution of free literature on designated land
- i. Abandoning a vehicle
- j. Waste receptacle offences

When we will issue an FPN We will only issue when all of the following apply	When we won't issue an FPN We won't issue if any of the following apply
✓ an offence has been committed	✗ there is no criminal liability
✓ an FPN is a proportionate response	✗ enforcement action is inappropriate or would be disproportionate for the offence
✓ there's evidence to support prosecution if the offender doesn't pay the fixed penalty	✗ prosecution is more suitable
✓ the offender understands why the FPN is being issued	✗ littering is done accidentally
✓ we believe that the name and address offered by the offender is correct	

7.9.2 When we issue an FPN we must state: the alleged offence, details about the offence, when and where the offence took place, how the FPN has been issued (in person or by post), the fine imposed (and if there is a prompt payment discount), when the fine must be paid by (we must give you at least 14 days) and how the fine can be paid.

7.9.3 Failure to pay your fixed notice is a criminal offence. Therefore, if you do not pay your fixed penalty within the time given, we will initiate prosecution proceedings – unless there are exceptional circumstances for failure to pay. These legal proceedings must be commenced within 6 months of the failure to pay.

7.9.4 We cannot issue an FPN to any person younger than the age of 10 years old, we will, however, contact the parent or guardian of the child to make them aware of the child's behaviour. For those offenders aged less than 18 years old we will use special procedures and work with both the youth offending team and children's services.

7.10 Injunctive Actions, Enforcement Orders etc

7.10.1 Where appropriate we may seek an injunction or an order from the court. If granted this will mean that the court is giving direction to the offender that the breach is rectified and/or is prevented from re-occurring. Courts may also order that specified activities must be suspended until the breach has been rectified and/or safeguards have been put in place to prevent future breaches.

7.10.2 We seek enforcement orders following the issue of enforcement notices to allow the court the opportunity to confirm the restrictions imposed by the notice. Otherwise, we will usually only seek a court order if we have serious concerns about compliance with voluntary undertakings or a notice.

7.10.3 Failure to comply with a court order by an offender is considered to be contempt of court. This is a serious offence which may result in imprisonment.

7.10.4 In certain cases (eg Housing Benefit Fraud) administrative penalties can be used as an alternative to prosecution.

7.11 Simple Caution (previously known as a formal caution)

We will use a simple caution to offer a proportionate response to low-level offending where the offender has admitted the offence. Simple cautions offer the delivery of swift, simple and effective justice which reduces the need for prosecutions, but still allows us to record an individual's criminal conduct for possible reference in future criminal proceedings or in a criminal record (or other similar checks). These are all contributory factors to the simple caution being an effective tool which reduces the likelihood of re-offending occurring. A simple caution can only be issued to an adult.

7.12 Prosecution

7.12.1 Deciding to prosecute an offender is not a decision we take lightly. Before we decide to prosecute we will look at such things as:

- a. the seriousness of the offence
- b. whether the likely punishment of prosecution is proportionate to the seriousness of the offence
- c. if there has been any other enforcement action taken
- d. if the offender is purposefully and/or persistently breaking their legal obligations and this is likely to cause harm or loss to others
- e. if the breach is endangering to a serious degree the health and safety or wellbeing of people, animals or the environment
- f. if the offender has failed to comply with an enforcement notice, including non-payment of a fixed penalty notice

7.12.2 Any decision to prosecute must have regard to the Code for Crown Prosecutors (see para 8). We will prosecute should our officers be assaulted or obstructed in the course of their duty.

7.12.3 A successful prosecution may result in the offender receiving a criminal record. In addition the court will have power to add additional punishment as dictated by relevant legislation; this may include fines, prison sentences, the forfeiture and disposal of non-complaint goods and in some circumstances the disqualification of individuals from acting as company directors.

7.13 Refusal/Suspension/Revocation of licences

7.13.1 As previously mentioned certain types of people and businesses/premises require a licence, registration or authorisation to legally operate. We therefore take the granting and continued use of these licences, registrations and authorisations very seriously.

7.13.2 Should we see the need to refuse, suspend or revoke one of these licences, registrations or authorisations we will usually require one or more of the following statements to apply:

- a. The individual is not/is no longer a fit and proper person
- b. Legal obligations which were likely to cause material loss or harm to others have been deliberately and/or persistently breached by an individual/the organisation
- c. An officer has been obstructed from doing their duty by an individual/the organisation

- d. The individual/organisation has deliberately and/or persistently ignored written warnings or formal notices
- e. There has been deliberate and/or persistent breach(es) of licence conditions or byelaws by the individual/organisation
- f. The individual/organisation have endangered, to a serious degree, the health, safety or wellbeing of people, animals or the environment.

7.14 Seizure and Detention

7.14.1 Certain legislation enables authorised officers to seize goods, vehicles or equipment. For example food that is unsafe or sound equipment that is being used to cause a statutory noise nuisance. When the council seizes goods an appropriate receipt will be given. Where the law requires, the council will produce seized goods before the Magistrates' Court.

7.14.2 In certain circumstances officers will make an application to the Magistrates' Court for forfeiture of the goods, vehicles or equipment. Forfeiture may be used in conjunction with seizure and/or prosecution where there is a need to dispose of the goods, vehicle or equipment to prevent them being used to cause a further problem or to prevent them re-entering the market place.

7.15 Proceeds of Crime

7.15.1 We are aware of the impact that the powers given to us under the Proceeds of Crime Act 2002 can have when we enforce against offences where the perpetrator has derived a material gain from the crime. We will therefore commence enforcement action using these powers when they are deemed both applicable and appropriate.

7.15.2 It is also possible for the Courts to instruct us to carry out a Proceeds of Crime Investigation when they consider it to be appropriate.

8. Code for Crown Prosecutors ('the CCP')

8.1 The CCP is a code which is issued by the Director of Public Prosecutions and is widely available to view online. The CCP gives guidance on the general principles that as prosecutors we must apply when making decisions about prosecutions.

8.2 **Full code test** - Before we can prosecute, we must apply the two stages of the full code test. These stages are known as: (1) the evidential stage; and (2) the public interest stage.

8.3 **Evidential stage** - To pass the evidential stage and proceed to the public interest stage we must be satisfied that:

- a. There is enough evidence to justify prosecution of the defendant.
- b. The evidence will provide a "realistic prospect of conviction"
- c. The evidence will be admissible in court, reliable and credible – we are mindful that evidence must meet these criteria throughout our investigations

If we are not satisfied that all these criteria are met, we will not proceed with the prosecution.

8.4 Public Interest Stage - Once we are satisfied we have passed the evidential stage we then move on to the public interest stage in order to establish if prosecution is in the public's interest. When determining if the case is in the public interest we must consider:

- a. How serious is the offence committed?
- b. What is the level of culpability of the suspect?
- c. What are the circumstances of and harm caused to the victim?
- d. Was the suspect under the age of 18 at the time of the offence?
- e. Is prosecution the proportionate response (or would another enforcement option be more appropriate)?
- f. Do sources of information require protecting?

The above list is not exhaustive or listed in order of significance.

9. Appeals

Generally speaking, appeals in relation to enforcement action are limited to those routes available to the appellant through the processes outlined in the relevant legislation to their case. However, to make this process as transparent as possible, we will inform you of any rights to representation or appeal and give information on the process involved in writing as soon as possible after the decision has been made.

10. Comments, Compliments and Complaints

It is our aim to be accountable for our actions. This is why we offer everyone the chance to have their say about how their experience with the Council has been. We offer this through our Comments Compliments and Complaints Policy which is available to view on www.selby.gov.uk.

11. Review

As a regulatory body, we are always monitoring changes to legislation. When changes take place, we review the policy and update it as necessary. We will also regularly carry out a review to monitor its effectiveness and keep it in line with best practice.

Selby District Council

REPORT

Reference: E/15/45

Item 7 - Public



To: The Executive
Date: 3 December 2015
Status: Non key decision
Report Published: 25 November 2015
Author: Caroline Sampson Paver – Commissioning and Performance Officer
Executive Member: Councillor Mark Crane – Leader of the Council
Lead Officer: Mary Weastell – Chief Executive

Title: Selby District Corporate Plan Delivery Report – Quarter 2 - 2015/16

Summary:

This report provides details of Corporate Plan delivery following Quarter 2 of the financial year 2015/16, setting out the progress made to date in Corporate Plan and Programme for Growth projects that are contributing towards the delivery of Corporate Plan priorities, as defined in the Selby District Corporate Plan 2015-2020.

Recommendations:

It is recommended that the Executive approves the report

Reasons for recommendation

The on-going management of performance enables the Council to monitor success in achieving its strategic priorities.

1. Introduction and background

- 1.1** The performance update of Corporate Plan delivery is reported to the Executive for the first time this quarter, providing an up to date picture of project progress.
- 1.2** 27 Corporate Plan and Programme for Growth projects are contributing towards the delivery of Corporate Plan priorities. The attached report, at appendix 1, provides a first update of the progress of the projects and narrative that provides the latest position.
- 1.3** Milestones are identified and are being met in 23 of the projects, and all projects are within their overall planned timescale.

2. The Report

2.1 Projects at Amber (some milestone slippage)

2.2 The Selby District USP project (PFG 003) has an amber status – indicating that a number of milestone have slipped, however the update indicates that scoping has taken place and that options for delivery support are being investigated with partners, which will help deliver planned outcomes.

2.3 The Empty Homes Plan (CPP 010) is at amber status, having experienced some slippage. The Council is now working in partnership with City of York Council, and indications are that the target of bringing 12 empty properties back into occupation will be exceeded in 2015/16.

2.4 The Commissioning Partnership project (CPP 012) reports an amber status due to slippage in the early stages of delivering the Revs and Bens project, which is likely to have a subsequent impact on reaching future milestones, therefore the timetable is due to be revised.

2.5 The Savings Strategy and Action Plan (CPP 013) is also at amber status, due to savings forecast shortfalls in the Core's and Access Selby's general Fund in Quarter 2. This is being mitigated through additional income generation and work is on-going to identify options to bring forecasted savings back on track by the end of the year.

2.6 Other project 'key-issues'

2.7 The Green Energy Investment project (PFG 010) is reporting on the feasibility study stage of the project – and conclusions are that it will not be possible to deliver a scheme by the end of 2015/16, but that an alternative is due to be scoped over the next 3-6 months, taking into account potential timescales and savings.

2.8 The Skills and Capacity project (PFG 005) is currently progressing opportunities and partnerships to deliver basic skills locally, but it is likely that the future delivery of the programme will be co-ordinated through the delivery of the Economic Delivery Strategy.

2.9 Developer engagement to increase housing supply (CPP 008) reports that a forum is due to be held with developers in December – milestones on the project are to be revised to reflect housing supply aims, following the proposed endorsement of the 5-year supply figures by the Executive in December.

2.10 How we will know if we've succeeded in meeting our goals

2.11 The Corporate Plan identifies outcomes for each Priority that demonstrates the success delivered through Corporate Plan and Programme for Growth projects – as below

Priority 1 - to do business

- A rise in the amount of business rates collected
- Growth in investment in the district
- An improved vitality and viability of town centres
- Skills and capacity training accessed by people in the town
- Increased employment rates

Priority 2 – to enjoy life

- More housing need met
- Empty homes brought back into use
- More affordable properties developed
- More people taking part in physical activity
- Healthy behaviours developed

Priority 3 – to make a difference

- More local volunteers are delivering services that are important to their communities
- More services are accessed through self-serve channels e.g. online
- People are involved in designing services for their local areas

Supported by Selby District Council delivering great value

- Services are commissioned from or delivered with partners
- High customer satisfaction is achieved
- Increased staff productivity
- Increased income, including improved debt collection rates

- Delivery of savings

2.12 A significant number of these outcomes are already monitored as KPIs through the draft Partnership Agreement, and in some cases, baselines are being developed through the projects themselves. Statistical data will also play a part in areas such as employment rates as will be updated through the evidence gathering to inform the next Needs Assessment. It is proposed to report on the success of outcomes at the end of the Quarter 4 and more frequently in the following year, once all baselines have been established.

3. Legal/Financial Controls and other Policy matters

Legal Issues

3.1 There are no specific legal issues to consider

Financial Issues

3.2 Financial – Delivery of Corporate Plan priorities is reflected in the emerging Budget.

Impact Assessment

3.3 An Equality, Diversity and Community Impact Assessment screening report has been undertaken on the Corporate Plan and its priorities – and due regard has been given.

4. Conclusion

4.1 This reports the Executive on progress made to date in the delivery of key projects

5. Background Documents

Selby District Corporate Plan 2015-2020

Contact Officer:






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Selby District Council
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Appendices:

Appendix 1 – Selby District Corporate Plan delivery report – November 2015

Selby District Corporate Plan Delivery Report – November 2015









Action Status	
	Cancelled
	Overdue – Passed completion date
	Check Progress – Milestone missed
	In Progress – On track
	Completed


Delivering Priority 1 - To Do Business

Report Author: Chris Smith
Generated on: 18 November 2015


Securing new investment in the district

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Proj_009	Supporting Improvements to Infrastructure	Keith Dawson	31-Mar-2017		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	Olympia Park Project: Project due to start when Phase 1 commences on site
PFG_Proj_003	Selby District USP Project	Rose Norris	31-Mar-2016		<div style="width: 23%;"><div style="width: 23%;"></div></div> 23%	Project scoping has taken place over recent weeks, and links made to key partners such as the LEPS to investigate options for them to support the delivery of the project and to ensure that the project outcomes and timelines


Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
						complement their work programmes too. However, this project should be considered as part of the much wider review of economic development support delivered by the Council and discussions will now take place to see how this fits into the wider proposed 'offer' of support and marketing which is currently being worked up.
PFG_Prog_004	Growing Enterprise Programme	Rose Norris	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 35%; position: absolute; left: 0;"></div>35%</div>	The monthly programme of Enterprise Cafes continues. The SME Growth Advisor commenced in November 2015 and is now delivering a programme of tailored growth support to businesses.
PFG_Prog_006	Green Infrastructure - Commissioning Phase	Keith Dawson	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 50%; position: absolute; left: 0;"></div>50%</div>	Consultants commissioned to do a Green Infrastructure study with the work used to inform site assessments.
PFG_Proj_007	Economic Development	Keith Dawson	31-Mar-2016		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 33%; position: absolute; left: 0;"></div>33%</div>	ERYC commissioned in June 2015, options paper to be considered by Executive in November 2015.
PFG_Proj_009	Development Fund Project	Keith Dawson	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 40%; position: absolute; left: 0;"></div>40%</div>	Executive briefing was briefed on a managed framework for the Church Fenton airfield in October 2015. A consultant has been commissioned to begin this work which is being funded from the strategic sites development fund allocation in the Programme for Growth. It is proposed that the commission is carried out in three stages: Stage 1: Initial engagement Stage 2: Scoping Study Stage 3: Preparation of appropriate and agreed development management tool(s)

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
PFG_Proj_010	Green Energy Investment Project - Feasibility Study	Karen Iveson	31-Mar-2016		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; position: relative;"> 75% </div>	Exploration of a ground mounted solar farm has concluded that it will not be possible to deliver a scheme by the end of 2015/16 in order to take advantage of the current subsidy regime and therefore it is proposed that these plans are deferred until 'grid parity' is reached (anticipated within the next 2-3 years. Further work on the feasibility of a roof mounted scheme on the Council's housing stock will be undertaken over the next 3-6 months and revised timescales and savings will be assessed.

Improving employment opportunities

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
PFG_Proj_005	Skills & Capacity Building Project	Rose Norris	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; position: relative;"> 22% </div>	Following discussion of an initial options paper, it has been agreed that this programme will be co-ordinated with the delivery of the Economic Development Strategy. In the meantime, a number of partnership/funding opportunities have been identified in relation to basic skills; these are currently being explored with partners.

Working with education providers to support people in accessing training

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
PFG_Proj_008	Construction Skills Hub Project	Janette Barlow	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; position: relative;"> 50% </div>	A working group of key partners including developers, local college and schools, NYCC, Construction Training Board (CITB), Groundwork, Selby and District Housing Trust have been working on proposals to develop a construction skills, training and employment offer for Selby district that will maximise




Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
						employment opportunities, provide skills and training and raise awareness of the opportunities within the construction industry. The group have produced a Selby Construction Skills Prospectus to help engage potential investors and developers. This has been shared with the developer for the Olympia Park site who has confirmed their initial support. The next step will be to meet with the developer to seek firm commitment for the proposals and to work up an implementation plan.



Working with people and businesses to help Selby, Tadcaster and Sherburn reach their potential

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
PFG_Prog_002	Masterplanning for Towns Programme - Phase 1 Options	Keith Dawson	29-Mar-2018			Consultant brief tendered - Consultant appointed. Report to special executive on 15 October 2015.


Delivering Priority 2 - To Enjoy Life

Improving the supply of housing

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Prog_011	The Sites and Policies Local Plan (PLAN Selby)	Keith Dawson	31-Jul-2017		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4a7ebb; color: white; display: flex; align-items: center; justify-content: center;">17%</div>	Analysis of initial consultation responses and evidence gathering in order to produce a further consultation paper (preferred options) for public consultation. NB This must include completion of work on the SHMA, Gypsy and Traveller Sites, Green Belt and Visioning for the 3 Towns in order to prepare a draft that will meet the legal and soundness tests at EIP.
CORP_Proj_005	HRA Affordable Homes Programme	Karen Iveson	27-Mar-2020		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4a7ebb; color: white; display: flex; align-items: center; justify-content: center;">18%</div>	Phase 1 Planning applications are being prepared Re-phasing of sites to ensure overall delivery of the programme agreed at Executive in September. Outline business cases for Phase 2 sites are in preparation for October Executive
CORP_Proj_010	Empty Homes Plan	Rose Norris	31-Mar-2016		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #ccc; color: black; display: flex; align-items: center; justify-content: center;">0%</div>	A review of the empty homes service is underway, looking at performance to date, management arrangements and delivery for the future, including revised targets. The Council is now working in partnership with City of York Council to bring empty properties back into use and indications are that the target of 12 will be exceeded in 2015/16.

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
PFJ_Proj_011	Selby & District Housing Trust Project	Karen Iveson	27-Mar-2020		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 9% </div>	Phase 1 Planning applications are being prepared Re-phasing of sites to ensure overall delivery of the programme agreed at Executive in September. Outline business cases for Phase 2 sites are in preparation for October Executive The programme is on track to deliver 2 complete units which will house two families in 2015/16
CORP_Proj_008	Developer Engagement to increase housing supply	Keith Dawson	31-Mar-2016		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 50% </div>	2nd Engagement forum due in December 2015 with Developers.

Improving healthy life choices


Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Prog_006	Healthy Lifestyles & Weight Management	Jonathan Lund	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 40% </div>	CPP – Healthy lifestyles and weight management The lifestyle weight management programme (Move it Lose it) supports overweight and obese adults to lose weight and sustain their weight loss at a level that is below a BMI of 25. The targets this year are for 532 people to complete the scheme over a 12 week period, with 319 of the completers losing 3% body weight and 96 losing 5% body weight within 6 months. The scheme was launched in May and during Q1 262 people commenced the scheme, with the combination of slimming world classes at the Leisure Centre and exercise classes available the same night proving popular. Move it Lose it has been, and continues to be comprehensively advertised using a variety of communications methods.

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Proj_007	Influencing Fast Food Outlets Project	Jonathan Lund	29-Mar-2018		0%	Project scope to be established 29 January 2016.
PFG_Prog_016	Selby Leisure Village Programme	Jonathan Lund	29-May-2016	▶	37%	Construction works on schedule. Proposals received for name, now under consideration. Internal designs being developed.
PFG_Proj_012	Healthy Living - Concept Fund	Jonathan Lund	29-Mar-2019	▶	20%	Year 1 funding allocated. P4G – Healthy Living Concept Fund The extended Active Healthy Schools programme is addressing the years of Primary School with the highest levels of overweight and obesity. The programme delivers a whole school healthy lifestyle service, that has targets in this year to engage with 500 children, offering the project to all schools in the district, delivering to Yr1 and Yr4 children – building capacity within schools and including families in the activities. During Q1 7 schools have been engaged with 435 children in total. After school activities were also delivered to 5 schools, with 99 children participating in total.
PFG_Proj_013	Selby Skate Park	Jonathan Lund	01-Jun-2016	▶	25%	Consultation with Skatepark Users completed, designs completed, planning preparations now underway.





Delivering Priority 3 - To Make a Difference

Empowering and involving people in decisions about their area and their services

Enabling people to get involved, volunteer and contribute to delivering services locally

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
BETT_3.1	Strong communities (Community Navigators)	Rose Norris	29-Mar-2018			Two hundred volunteers recruited already – re-engagement started • Engaging with libraries to deliver this project based on assisting delivery of Universal credit. Branding discussions taking place Discussion with NYCC Stronger Communities board, to join funding and develop a scheme collectively based on model in Scarborough.

Facilitating people to access and use alternative service delivery channels

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
BETT_3.2	Community Hubs/Networks	Rose Norris	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">0%</div>	Three areas identified - Selby, Sherburn and Tadcaster. Initial scoping work and dialogue with local groups is underway.
BETT_3.3	Targeting 'intelligent' services to customers	Rose Norris	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">14%</div>	Recruitment is underway for a shared Business Intelligence post to manage both organisations' data functions. Work will commence in Nov 2015 on scoping governance arrangements for data gathering and analysis between the two councils.
BETT_3.4	Digital empowerment	Rose Norris	29-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">25%</div>	A draft programme has been produced. As it is dependent upon a number of strategic decisions which sit outside this programme, the programme will be updated once these decisions have been made. In the meantime project briefs have been produced for Electronic appointments, web chat and contracts. This is in addition to the Electronix payments project that is already underway.
SS_1516CUSNEW07	Customer Strategy Delivery	Rose Norris	31-Mar-2016		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">50%</div>	The Customer Strategy has now been adopted by the council. Customer data across both organisations is being analysed in order to identify opportunities to redesign services.


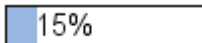
Delivering Priority 4 - Delivering Great Value


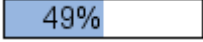
Working with others and co-developing the way in which services are delivered

Commissioning those best placed to deliver services on our behalf

Making sure we communicate well with customers to help us understand what matters, to listen and learn and to enable us to offer the right support

Helping people to access services digitally

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Proj_012	Commissioning Partnerships	Jonathan Lund	31-Mar-2017			<p>Revs & Bens update</p> <ul style="list-style-type: none"> - Project documentation completed - Brief, Business case, PID, Action list, Issues list, Risk register PIM, PQQ and OEJU notice drafted - await sign off - Pre procurement market test calls made and paperwork amended from feedback with Capita, Civica, Meritec, Northgate - R&B Team informed of project commencement <p>Met with service areas and impacts across areas discussed</p>

Project Code	Project Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
CORP_Proj_013	Savings Strategy & Action Plan	Karen Iveson	29-Mar-2018			<p>To date a current savings forecast is £469k against a target of £957k. At Quarter 2 shortfalls are forecast on the Core's and Access Selby's General Fund savings plans - £119k and £59k respectively. Additional income generation is mitigating this and officers are working to identify options to bring this back on track by the end of the year. The HRA savings plan has exceeded target by £79k.</p>