



Meeting: **POLICY REVIEW COMMITTEE**  
Date: **15 JANUARY 2013**  
Time: **5.00PM**  
Venue: **COMMITTEE ROOM**  
To: **Councillors Mrs M Davis, K Ellis, M Jordan (Chair),  
Mrs E Metcalfe, R Musgrave (Vice Chair), I Nutt, R Packham,  
I Reynolds and Mrs A Spetch.**

## Agenda

### 1. Apologies for absence

### 2. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://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.

### 3. Minutes

3.1 To confirm as a correct record the minutes of the proceedings of the meeting of the Policy Review Committee held on 16 October 2012, pages 3 to 6 attached

3.2 To confirm as a correct record the minutes of the proceedings of the Special meeting of the Policy Review Committee held on 10 December 2012, pages 7 to 9 attached.

3.3 To confirm as a correct record the minutes of the proceedings of the Provisional meeting of the Policy Review Committee held on 18 December 2012, pages 10 to 12 attached.

**4. Chair's Address to the Policy Review Committee**

**5. PR/12/14 – Outcomes from Policy Review meeting 16 October 2012**

To consider the report from the Democratic Services Officer, pages 13 to 15 attached

**6. PR/12/15 – Chargeable Green Waste Collections**

To consider the report from the Executive Director (s151), pages 16 to 18 attached

**7. PR/12/16 – Draft Budget and Medium Term Financial Plan**

To consider the report from the Executive Director (s151), pages 19 to 79 attached

**8. PR/12/17 – Tenancy Policy**

To consider the report from the Director of Business Services, pages 80 to 103 attached

**9. Work Programme 2013 – 2014**

To consider the draft Work Programme 2013/14, pages 104 to 105 attached and consider additional items

**10. Work Programme 2012 – 2013**

To consider the Work Programme 2012/13, pages 106 to 108 attached

**Jonathan Lund**  
**Deputy Chief Executive**

<b>Dates of next meetings</b>

16 April 2013

Enquiries relating to this agenda, please contact Richard Besley on:  
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## Minutes

### Policy Review Committee

Venue: Committee Room

Date: 16 October 2012

Present: Councillor M Jordan (Chair), Councillor Mrs M Davis, Councillor K Ellis, Councillor R Musgrave, Councillor R Packham, Councillor I Reynolds, and Councillor Mrs A Spetch

Apologies for Absence: Councillor Mrs E Metcalfe and Councillor I Nutt

Also Present: Councillor M Crane

Officers Present: Karen Iveson, Executive Director (S151); Eileen Scothern, Business Manager, Drew Fussey, Communities Selby and Richard Besley, Democratic Services

#### **16. Declarations of interest**

There were no declarations of interest at this time.

#### **17. Minutes 17 July 2012**

##### **RESOLVED:**

**To receive and approve the of the Policy Review Committee held on 17 July 2012 and they are signed by the Chair.**

#### **18. Chair's Address to the Policy Review Committee**

The Chair welcomed Councillors and Officers.

The Chair confirmed that two planned sessions to scope the Renewable Energy Strategy had been postponed and urged Councillors to respond to an on-line invitation, to ascertain availability in the coming weeks.

**19. PR/12/8 – Outcomes from last meeting**

There were no outcomes to report.

**20. PR/12/10 – Countryside Management and Green Space Strategy**

Presented by Drew Fussey, Communities Selby, the report allowed the Committee to scrutinise the Executive's decision to approve the final version of the Strategy, with annex for the latest round of consultation.

Public consultation on the final document was necessary in order for the strategy to be robust, as it forms part of the evidence base which would underpin future actions such as negotiation on planning obligations.

Mr Fussey confirmed that Officers were considering a six week period to receive further representation before the strategy would go to full Council.

Councillor Reynolds felt that some communities' facilities had not been recorded and additional information could have been included.

Mr Fussey confirmed that Parish Councils had been part of the earlier consultation and the document contained the information supplied but the consultation would provide an opportunity for further refinement.

Councillors felt that in some areas the information was incomplete and asked that those community bodies consulted be urged to respond fully.

The Business Manager hoped that the Strategy would go out for consultation before the Christmas break and would allow time to clear any inaccuracies and investigate missing information. It was noted that a caveat could be added to state that opinions from consultees were not necessarily the view of Selby D.C.

Officers agreed to allow two weeks for Councillors to comment on the contained information once they had received the electronic copy of the strategy as requested.

Councillors also requested that Officers, when completing detailed documents that referred to measurements of distance and land size, record imperial measurements as well as metric.

**RESOLVED:**

**To note the report and endorse the Countryside Management and Green Space Strategy in principal with further scrutiny and comment to follow from the Committee in two weeks**

**21. PR/12/9 – Financial Strategy**

The Executive Director (s151), Karen Iveson, presented an update on the Medium Term Financial Strategy (MTFS).

The report, which had also been received by the October Executive meeting, set out the key issues for the 2013/14 budget, these included the continuing economic recession and its impact on investment returns and income generation. The Executive Director (s151) outlined that there remained significant risk and uncertainty to public sector funding and that a cut of 10%, as assumed in the report, was a prudent mid-range forecast for 2013/14.

In response to the Committee's concerns regarding Access Selby's savings, the Executive Director (s151) confirmed that plans were in place and alternative efficiencies were being considered.

**RESOLVED:**

**To approve the draft update to the Medium Term Financial Strategy**

**22. PR/12/11 – Review of the Asset Management Strategy**

The Business Manager presented the report which allowed the Committee to scrutinise the Executive's decision to approve the Strategy.

The Committee moved into private session to consider a number of issues.

**23. Private Session**

**Resolved:**

**In accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, to exclude from the meeting the Press and Public during discussion of the following item as there is likely to be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.**

Leader of Council, Councillor Crane, provided an update on the usage of certain sites in Council ownership.

**24. Public Session**

To return to public session.

**25. PR/12/11 – Review of the Asset Management Strategy – continued**

The Business Manager confirmed that the asset list was up to date and that a survey of garages was underway to ascertain necessary repair work to maximise their worth.

**RESOLVED:**

**To approve the Asset Management Strategy.**

**25. PR/12/12 – Enforcement Policy**

The Business Manager presented the report to the Committee. She confirmed that the Enforcement Policy brought together all Enforcement Services under one delivery team.

The policy was reviewed by an Officers Working Group and would be reconsidered in January 2013.

The policy was located on the Council website with the Executive approved priorities appearing as an appendix.

**RESOLVED:**

**To note the Enforcement Policy**

**26. Work Programme 2012 - 2013**

The Committee agreed to defer the item on Renewable Energy to allow the Task & Finish group to report back to Committee.

The Committee asked to consider Affordable Housing Policy and the Section 106 policy.

The Business Manager agreed to look at those items and report when those reviews could be added to the Work Programme.

**RESOLVED:**

**To receive and note the Work Programme.**

The meeting closed at 6:40pm



# Minutes

## Policy Review Committee

Venue:	Committee Room
Date:	16 October 2012
Present:	Councillor M Jordan (Chair), Councillor K Ellis, Councillor R Packham, Councillor I Reynolds, and Councillor Mrs A Spetch
Apologies for Absence:	Councillor Mrs E Metcalfe and Councillor R Musgrave
Officers Present:	Karen Iveson, Executive Director (S151); Sarah Smith, Business Manager; Keith Cadman, Lead Officer - Contracts and Richard Besley, Democratic Services

### **27. Declarations of interest**

There were no declarations of interest at this time.

### **28. PR/12/13 – Chargeable Green Waste Collections**

The report was presented by the Executive Director (s151) who gave the Committee the background of the report that went to the Executive on 6 December 2012.

The Committee was informed two extra meetings of the Policy Review Committee had been arranged to consider the brief from the Executive, this meeting and the now activated Provisional meeting scheduled for Tuesday 18 December. This would allow the Committee to be in an informed position to consider the Budget Report scheduled for the January 2013 meeting.

The Director confirmed that this first session was to focus on the practicalities of the proposal and introduced Sarah Smith, Business Manager Access Selby and Keith Cadman, Lead Officer – Contracts; who would take the Committee through the detail.

Councillor Packham, referring to the report's recommendation, asked whether the Policy Review Committee would consider whether charging should be introduced.

The Director explained that this session and the next would allow the Committee to consider the background and issues to the proposal in order to fulfil the brief on green waste charging and that the committee would have the opportunity to comment on the proposal itself as part of the budget consultation, which was due to be considered at the scheduled meeting in January.

Keith Cadman took the committee through a presentation on the details of the issue.

The Officer confirmed that the Environmental Protection Act 1990 recognised Selby Council as a Waste Collection Authority (WCA), which has a duty to arrange for the collection of household waste and can specify the type of receptacle to be used.

As a WCA the Controlled Waste Regulations 1992 set out what type of waste a WCA can charge for.

The Budget proposal is to recover the cost of the green waste collection service.

Access Selby Officers surveyed 80 local authorities who had already introduced this charge and focused on a few that matched Selby by way of size, numbers and its rural structure.

The presentation highlighted costs were based on the current take-up of 71% of 30.5k properties currently provided with a green waste bin, a number are not suited to green waste collection. The percentage figures are an estimate of participation in a chargeable service, ie 71% being the maximum we could expect if every participating household subscribed.

The presentation also featured various Charging Options, Practicalities encountered with the introduction of a charge, how best to Communicate the strategy and an Implementation Timeframe.

The Officers confirmed that of the surveyed Councils, contact had been made with Rushcliffe Council (Nottinghamshire) whilst not directly comparable in terms of property numbers was a predominantly rural district that had recently introduced a charge. A visit to Rushcliffe was to be made by Officers.

The Chair thanked Officers for their presentation and invited questions from the Committee.

Responding to questions Officers confirmed that 1½ staff would be required to administer the service, with on-line registration and Direct Debit payment, after an initial mail shot and day to day management.



Set up costs were considered to be £130k (NYCC estimate).

Both Rushcliffe and Forest of Dean saw no increase in residual waste and no increase in fly-tipping. As it is a paid for service indications are that use of the service has gone up.

With regard to stopping the service, although the collection cost would be saved the recycling credit would be lost and a level of reduced take up would be agreed to ensure continued viability.

To allow the Committee to offer direction on the Charging Option the Chair asked the Officers if there were preferred options to follow.

Officers felt that the payment year would be best suited to a service start date, to fall in line when the service could be introduced and there would be no concessions or part year discounts and full charge for extra bins.

It was confirmed that no authority, surveyed, had introduced charging had had to withdraw the service.

The Committee felt no part year rate penalised new homes and asked Officers to bring to the next meeting costing assumptions based on further reduced take-up rates.

The Committee asked that Officers consult with Parish Councils, Community Partnership Boards, CEF's (time allowing) and whether an on-line poll on the website could be set up.

Officers were also able to confirm there was evidence to support seasonality with take up and payment year.

Based upon the information received to date the following draft recommendations to the Executive were formulated:

- i) A consultation on the proposals towards charging for green waste collection should be carried out;**
- ii) Service start date option at peak of growing time;**
- iii) No Concessions;**
- iv) To look at part year rate for new homes;**
- v) Full charge per bin;**
- vi) All practical points approved without prejudice to the future adoption of the Budget proposals to appear before Policy Review in January 2013.**

The meeting closed at 6:30pm



# Minutes

## Policy Review Committee

Venue:	Committee Room
Date:	18 December 2012
Present:	Councillor M Jordan (Chair), Councillor K Ellis, Councillor R Musgrave, Councillor R Packham, Councillor I Reynolds, and Councillor Mrs A Spetch
Apologies for Absence:	Councillor Mrs E Metcalfe
Officers Present:	Karen Iveson, Executive Director (S151); Sarah Smith, Business Manager; Keith Cadman, Lead Officer - Contracts and Richard Besley, Democratic Services

### **29. Declarations of interest**

There were no declarations of interest at this time.

### **30. Chair's Address**

The Chair welcomed everyone to the reconvened meeting from 10 December.

### **31. PR/12/13 – Chargeable Green Waste Collections**

The Executive Director (s151) outlined the background of the report that received by the Executive on 6 December 2012 and reviewed the discussion of the Committee at its last meeting.

The Chair invited the Officers to highlight the key issues from the report and the decisions on options taken last time.

Business Manager, Sarah Smith, confirmed that direction had been given on payment year to be a twelve month period when service starts, that there would be no concessions and there would be full charge for second and subsequent bins.

A suggestion that no part year charge be implemented, similar to the model introduced by Rushcliffe Council, had been discussed however, the Committee had originally felt that a part year discount may be considered for new properties only. On review the Committee agreed to rescind that proposal and recommend no part year charge.

The Business Manager outlined that no decisions as yet had been made on the practicalities on unused bins and identifying them.

The Officers had discussed with Rushcliffe Council its handling of unused bins. They had taken the decision to leave unwanted bins in situ, unless otherwise instructed by the resident to remove them. As take up by residents of Rushcliffe had been good the numbers were small. A benefit of leaving green bins in place was that they acted as marketing tool, providing a reminder of the service and also meant that any latecomers to the scheme did not need to have a bin re-issued and there were no significant storage costs.

The Officers highlighted that the discussions with Rushcliffe Council confirmed that their decision was very similar to the proposals intended for Selby by way of timescale and preparation.

Rushcliffe Council had reached a decision by March and implemented in July allowing a three month period of registration, with all necessary paperwork prepared in advance.

They had no clear increase in tonnage at their Household Waste Recycling Centres (HWRCs) and no high increase in residual waste or fly tipping. There had been no instances of pockets of resistance as take-up has been standard across their whole district and no increases in demand for replacement bins with residents reflecting a sense of care through ownership.

The communication strategy adopted by Rushcliffe was to undertake a leaflet drop in each of the first three months. These were supplemented by online support, media campaign and targeted information at their contact centres, etc with posters, promotions.

Officers confirmed that, like Selby, Rushcliffe was a two tier Local Authority area and predominantly rural though neighbouring a large urban metropolitan authority (Nottingham City Council) and that prior to charging they offered a similar operation to our own current collections. The Committee again considered the funding structure and cost comparisons and felt opposed to a price based on cost recovery and a price should be offered on value.

The Executive Director (s151) outlined that comparative prices had been considered and that a price of £26 - £30 per annum compared favourably.

Officers confirmed that the Council could only recover the cost of collection.

The Committee were concerned that the cost assumptions where identified were based on percentage of take-up rates or total properties and asked for clarification and revised figure for the next meeting.

Officers were also asked whether figures were available to compare the take-up rate with Council Tax bandings of properties and the effect on the Enterprise contract if the service was cancelled. It was confirmed that discussions would be required with Enterprise.

The Officers agreed to look at the recasting of the assumption figures for total figures for the district, to study the County paper to look at those who had moved from free to a charge, to ascertain why Newark and Sherwood Council have no collection scheme and the impact of a penalty clause on the Enterprise contract.

The Chair reviewed the decision from the previous meeting to undertake consultation and the Executive Director (s151) confirmed that the Budget proposals would be subject to public consultation.

**In summary, the Committee agreed the following points:**

- i) Following discussion it was agreed to amend the proposal from the previous meeting and not to offer a part year discount;**
- ii) Agreed to leave unwanted bins in situ unless requested;**
- iii) Agree to opt for the most cost effective method of identifying the unwanted bins – sticker or tag;**
- iv) Agreed that any consultation include a reasonable sample of the public;**
- v) If a charging policy was introduced to recommend to the Executive a maximum charge of £26.00 be made in the first year irrespective of take-up rate.**

The meeting closed at 6:35pm

**To:** Policy Review Committee  
**Date:** 15 January 2013  
**Author:** Richard Besley, Democratic Services Officer  
**Lead Officer:** Karen Iveson, Executive Director (S151)

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**Title:** Outcomes from the Policy Review meeting 16 October 2012

**Summary:** This report looks at the summary of Policy Review Committee decisions and outcomes to date.

**Recommendation:**

**To note the outcomes of decisions from Policy Review Committee 16 October 2012**

**Reason for recommendation**

The Committee ensures the contribution of Scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.

**1. Introduction and background**

**1.1** At its meeting on 1 November 2011, Policy Review Committee asked that a record of decisions and outcomes be provided at future meetings as the Committee was interested in how its comments had affected the policy decisions taken by the Executive.

**2. The Report**

**2.1 PR/12/9 – Financial Strategy**

The Committee considered the paper presented by the Executive Director (s151).

**RESOLVED:**

**To approve the draft update to the Medium Term Financial Strategy**

No further action.

## **2.2 PR/12/10 – Countryside Management and Green Space Strategy**

The Committee scrutinised the Executive decision to approve the final version of the Communities Selby Strategy for the latest round of consultation.

### **RESOLVED:**

**To note the report and endorse the Countryside Management and Green Space Strategy in principal with further scrutiny and comment to follow from the Committee in two weeks**

Outcome: An update from Business Manager will be provided at the April meeting.

## **2.3 PR/12/11 – Review of the Asset Management Strategy**

The Committee scrutinised the Executive decision to approve the final version of the Communities Selby Strategy for the latest round of consultation.

### **RESOLVED:**

**To approve the Asset Management Strategy.**

No further action.

## **2.4 PR/12/12 – Enforcement Policy**

The Committee scrutinised the Executive decision to approve the final version of the Communities Selby Strategy for the latest round of consultation.

### **RESOLVED:**

**To note the Enforcement Policy**

No further action.

## **2.5 Work Programme for 2012/2013**

Renewable Energy was deferred to await Task & Finish Report.

The Chair and Business Manager to schedule into the Work Programme, Affordable Housing Policy and Section 106 Policy.

### **RESOLVED:**

**To receive and note the changes to Work Programme.**

Consider revised Work Programme.

**Contact Officer:** **Richard Besley**  
Democratic Services Officer  
Selby District Council  
rbesley@selby.gov.uk

**No Appendices**

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**To:** Policy Review Committee  
**Date:** 15<sup>th</sup> January 2013  
**Author:** Richard Besley, Democratic Services  
**Lead Officer:** Karen Iveson, Executive Director (s151)

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**Title:** Chargeable Green Waste Collections

**Summary:** As part of their draft budget proposals the Executive recommended the introduction of charges for green waste collections. The Policy Review Committee were asked to review the proposals and for recommendations to be brought forward as part of the Committee's response to the budget consultation.

**Recommendations:**

**Subject to Council approving the introduction of charging for green waste collection, to recommend the following proposals to the Executive:**

- i) A consultation on the proposals towards charging for green waste collection should be carried out and that any consultation includes a reasonable sample of the public;
- ii) Subscription year to be from chargeable service commencement date;
- iii) No Concessions;
- iv) No part year discount;
- v) Full charge per bin;
- vi) To leave unwanted bins in situ unless requested for removal;
- vii) To opt for the most cost efficient / effective method of identifying subscribing householders bins – sticker or tag;
- viii) If a charging policy is introduced to recommend to the Executive a maximum charge of £26.00 be made in the first year irrespective of take-up rate.

**Reason for recommendation**

The Committee ensures the contribution of Scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.



## **1. Introduction and background**

- 1.1 The Committee at special meetings convened in December reviewed the Executive report and the minutes of their decision and received and discussed papers provided by Officers to enable them to form recommendations.

## **2. The Report**

- 2.1 The full details of the proposals for charging for green waste have been considered by the Executive.
- 2.2 Policy Review Committee were asked to review the assumptions upon which the Executive's proposal is based and to bring forward recommendations on the practical issues that will need to be taken into account in implementing the change (for example billing arrangements and communications).
- 2.3 As part of those considerations, the committee were asked to identify the optimum timing of the introduction of the charge to maximise the income for 2013/14, in order to support the achievement of a balanced budget for the forthcoming year.
- 2.4 Recommendations are to be brought forward as part of the Committee's response to the budget consultation.

## **3. Legal/Financial Controls and other Policy matters**

### **3.1 Legal Issues**

- 3.1.1 None.

### **3.2 Financial Issues**

- 3.2.1 Since the Executive considered the proposals, officers have carried out further work to establish the level of take up that could be reasonably expected from the proposals. The original proposals assumed take-up of 22,500 households, however upon further investigation a more cautious estimate of 17,000 households would be reasonable.
- 3.2.2 Revised financial modelling has been carried out assuming a range of take-up levels and will be available at the meeting. Assuming take-up of 17,000 households (which is considered reasonable based on the experience of comparator councils) and a charge of £26 p.a. the full year deficit is estimated at £57k. A charge of £30 p.a. would achieve an estimated surplus of £11k.

#### **4. Conclusion**

The introduction of a £26 p.a. charge for green waste collection could achieve a full year saving of up to £442k based on the current cost of £536K and thus support the achievement of a balanced budget in the forthcoming year and future years.

#### **5. Background Documents**

None.

**Contact Officer: R. Besley**  
**Selby District Council**  
***rbesley@selby.gov.uk***

**To:** Policy Review Committee  
**Date:** 15 January 2013  
**Author:** Richard Besley, Democratic Services Officer  
**Lead Officer:** Karen Iveson, Executive Director (S151)

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**Title:** Draft Budget and Financial Plan

**Summary:** This report allows Policy Review Committee the opportunity to comment on Executive Report E/12/45 on the Draft Revenue Budget and Capital Programme 2013/14 and the Medium term Financial Plan

**Recommendation:**

**To offer comments on the Draft Budget and Financial Plan and consider the Executive's recommendation to Council to approve the draft budgets and bids.**

**Reasons for recommendation**

- i. To ensure the budget proposals are fully funded for 2013/14
- ii. The Committee ensures the contribution of Scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.

**1. Introduction and background**

- 1.1 At its meeting on 6 December 2012, the Executive discussed E/12/45 and submitted, subject to Policy Review Committee comments, recommendations to full Council.

**2. The Report**

- 2.1 The report asks the Policy Review Committee to review the Executive report and their decisions and forward any comments to Council.
- 2.2 To aid Policy Review Committee, the Executive report and supporting documents are attached as appendices.

### **3. Legal/Financial Controls and other Policy matters**

#### **3.1 Legal Issues**

As shown in the Executive report E/12/45 attached at Appendix 1.

#### **3.2 Financial Issues**

As shown in the Executive report E/12/45 attached at Appendix 1.

### **4. Conclusion**

That Policy Review contributes to the on going examination of the Budget and Policy Framework on behalf of the Council.

### **5. Background Documents**

None

**Contact Officer:** *Richard Besley*  
*Democratic Services Officer*  
*Selby District Council*  
*rbesley@selby.gov.uk*

#### **Appendices:**

Appendix 1 – Executive Report E/12/45

A – Revenue estimates

B – Capital programmes

C – Savings action plans

D – Alternative savings proposals and green waste charging brief

E – Growth bids

F – Reserves

G – Budget risk assessment

Appendix 2 – Minutes of Executive 6 December 2012

# Selby District Council

## REPORT

Reference: E/12/45

Item 4 - Public



**To:** The Executive  
**Date:** 6 December 2012  
**Status:** Key Decision  
**Report Published:** 28 November 2012  
**Author:** Karen Iveson, Executive Director (and s151)  
**Executive Member:** Councillor Cliff Lunn  
**Lead Director:** Karen Iveson

**Title:** Draft Revenue Budget and Capital Programme 2013/14 and Medium Term Financial Plan

**Summary:** This report presents the draft revenue budget and capital programme for 2013/14 to 2015/16. Subject to confirmation of the Formula Grant settlement, the 2013/14 budgets show a forecasted surplus of £2k (after savings) on the General Fund and a surplus of £776k on the HRA. The report identifies a number of budget pressures and presents savings proposals for dealing with these pressures, including introducing charging for green waste collection.

### Recommendations:

#### It is recommended that:

- i. Subject to comments from the Policy Review Committee, the draft budgets, bids and savings be submitted to Council for approval;
- ii. Council Tax is increased by 2% for 2013/14
- iii. The Executive request the Policy Review Committee to bring forward their recommendations for the implementation of charges for green waste collection, in accordance with the brief at Appendix D(ii).

**Reasons for recommendation:** To ensure the Executive's budget proposals are fully funded for 2013/14.

## 1. Introduction and background

- 1.1 The Executive considered its proposed Medium Term Financial Strategy (MTFS) on 4 October and is due to submit this to full Council for approval on 11 December 2012. The MTFS covers General Fund activities and provides the strategic financial framework for medium term financial planning and annual budget setting.
- 1.2 The Housing Revenue Account (HRA) and Housing Investment Programme (HIP) are covered by the Housing Business Plan (HBP), which has been subject to a full review following the introduction of HRA self financing.
- 1.3 The MTFS assumes continuing cuts to Central Government grant funding as resources are top sliced to fund the New Homes Bonus scheme. It identifies the uncertainty surrounding the localisation of Non-Domestic Rates (NDR) 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 a 1% pay award in 2013/14 – 2015/16. The General Fund revenue budget includes contingencies totalling £326k - £256k in the Core and £70k in Access Selby (this includes a potential revenue commitment for NNDR on the Civic Centre, which is subject to an appeal).

## 2. The Report

- 2.1 Details of the draft revenue budgets are presented at **Appendix A** and the proposed capital programmes are shown at **Appendix B**. The detailed revenue budgets are presented for the Core and Communities Selby. Access Selby is working within agreed 'cost envelopes' and their budgets are presented in summary only.

### General Fund Revenue Budget

- 2.2 Taking the 3 elements of the Council's service delivery model together and after appropriations to and from reserves, the estimated position for 2013/14 is as follows:

	<b>2013/14 Budget £000's</b>
Core	4,433
Access Selby	6,049
Communities Selby	199
<b>Total Net Budget</b>	<b>10,681</b>
Council Tax	4,536
Central Grant/RSG/NDR (subject to LG Finance Settlement)	4,836
New Homes Bonus	1,251
Collection Fund Surplus	60
<b>Total Funding</b>	<b>10,683</b>
<b>Surplus transferred to balances</b>	<b>(2)</b>

- 2.3 The draft budget includes some degree of committed and discretionary growth and **Appendix E** identifies the proposals for consideration with the draft budget (both revenue and capital).
- 2.4 The estimated surplus of £2k for 2013/14 is subject to additional Core savings of £173k, which is higher than those forecasted in the MTF5. This is largely due to the proposed transfer of £250k savings from Access Selby back to the Core relating to the localisation of planning fees that has been withdrawn by the Government.

#### Council Tax

- 2.5 The MTF5 assumed a Council Tax increase of 3% for 2013/14 in line with inflation (the equivalent of an increase in income of £135k p.a.). However since the strategy was written the Government have announced a further one-off award of Council Tax Freeze Grant for those Councils who do not increase charges next year. They have also indicated the level at which a referendum would be required – i.e. 2% for 2013/14.
- 2.6 The Executive recommend Council not to take up the offer of Council Tax Freeze Grant for 2013/14 due to the increasing risk to the Council's financial position. The draft budget therefore assumes a Council Tax increase of 2% to avoid the additional cost of a referendum, which is not considered to be in the interest of Council Tax payers. This 1% change will cost the Council around £45k p.a. in reduced Council Tax income.
- 2.7 Councillors should note the reduced Council Tax income resulting from the localisation of Council Tax Support (changing from a benefit to a discount). The new discount scheme reduces the 'Tax Base' on which the Council's precept is calculated. The Council and other major preceptors are compensated for this change through an additional fixed grant (formerly a subsidy) but consequently now carry the risk of increased demand and lower collection rates. The localised scheme aims to equalise the reduction in Council Tax income with the grant received (which has been cut by 10% as part of the change). Details of the proposed scheme are the subject of a separate report on the agenda.

#### Savings

- 2.8 A number of savings have already been identified as part of the budget process and the current savings action plans are attached at **Appendix C**.
- 2.9 Taking the proposals for Council Tax, growth, savings and the draft budgets it is estimated that, subject to the Formula Grant settlement and finalisation of the Tax Base, £173k savings will be needed from the Council's Core budget. Access Selby's budget assumes savings of around £620k will be achieved in 2013/14. Together these savings total nearly £800k.
- 2.10 Beyond 2013/14 further grant cuts are expected and there is much uncertainty surrounding the impact of localised NDR. The current savings plans anticipate some level of funding cut but a balanced and sustainable budget relies heavily upon all parts of the Council achieving their challenging savings target.

- 2.11 The Council has made good progress against its savings target to date, but it is becoming increasingly difficult to achieve further savings from a reducing cost base. Given the importance of savings in achieving the Council's financial (and wider) objectives, a number of alternative proposals are presented (see **Appendix D(i)**).
- 2.12 These savings include proposals for charging for some discretionary services, the most significant of which is green waste collection. In order to protect statutory services from cuts, it is necessary to critically reconsider the subsidy given to discretionary services, like green waste collection, through service reductions and/or charging.
- 2.13 The Executive are mindful to minimise the impact this will have on residents that use the service, but the financial pressures being placed upon the Council mean that it is difficult to justify maintaining a 'free' green waste service which costs circa £600k per year. Rather than remove this valued service altogether, the Executive propose to offer, for a modest fee, a service for those who choose to pay for it. It should be stressed that should take-up not be sufficient to sustain a viable service, then the future of the service would have to be reconsidered.
- 2.14 In order to implement the most cost effective solution for green waste charging, the Executive request that Policy Review Committee consider the practical issues in more detail and bring forward recommendations as part of their response to the draft budget. A brief covering this request is attached at **Appendix D(ii)**.

#### Housing Revenue Account

- 2.15 The HRA budgets have been prepared using assumptions on rent rises based on the Government's formula.
- 2.16 Again, taking the 3 elements of the Council's service delivery model together, the estimated position for 2013/14 is shown below. Progress against the HRA savings action plan is ahead of target and therefore no further savings are expected for 2013/14, although opportunities for efficiencies will continue to be sought wherever possible.

	<b>2013/14 Budget £000's</b>
Core	6,645
Access Selby	4,321
<b>Total Net Budget</b>	<b>10,966</b>
Less Dwelling Rents	11,741
<b>Surplus transferred to Balances/MRR</b>	<b>(776)</b>

- 2.17 £50k will be needed to 'top-up' HRA balances in 2013/14. The remaining surplus will be transferred to the Major Repairs Reserve to either repay debt or spend on the future HRA capital programme.



### General Fund Capital Programme

- 2.18 The General Fund capital programme includes previously approved projects as well as new growth – a summary of the growth proposals are shown at **Appendix E(i)** and the updated capital programme is attached at **Appendix B(i)**.
- 2.19 There is no room for additional revenue contributions to support the capital programme and therefore it is restricted to available capital receipts, external grants and earmarked reserves. The following table presents a summary of the programme:

<b>Programme</b>	<b>2013/14 £000's</b>	<b>2014/15 £000's</b>	<b>2015/16 £000's</b>
Mobile working	51	98	0
Grants & loans	380	350	350
ICT Replacement	357	75	75
<b>Total Programme</b>	<b>788</b>	<b>523</b>	<b>425</b>
<b>Funding</b>			
Capital Receipts	240	210	205
Grants	140	140	145
Reserves	408	173	75
<b>Total Funding</b>	<b>788</b>	<b>523</b>	<b>425</b>

- 2.20 Projects include Disabled Facilities Grants and ICT projects. The latter cover a range of replacement and new systems, hardware and infrastructure in – funding for ICT replacement projects is covered by the ICT Replacement Reserve.

### Housing Investment Programme

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

<b>Programme</b>	<b>2013/14 £000's</b>	<b>2014/15 £000's</b>	<b>2015/16 £000's</b>
Central heating	1,397	1,297	733
Electrical works	260	260	260
Roof replacements	560	0	560
Doors and windows	211	161	247
Kitchens	237	237	237
Bathrooms	0	0	180
Airey properties	410	1,722	0
Damp works	300	300	300
Other	52	54	53
<b>Total Programme</b>	<b>3,427</b>	<b>4,031</b>	<b>2,570</b>
<b>Funding</b>			
<b>Major repairs reserve</b>	<b>3,427</b>	<b>4,031</b>	<b>2,570</b>

### Programme for Growth

- 2.22 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 'build a stronger Selby district' by investing in housing and infrastructure; jobs; retail; and the leisure economy.
- 2.23 The programme will be funded largely by New Homes Bonus (up to £880k p.a.) and unallocated capital receipts.
- 2.24 The programme was approved by the Executive on 1<sup>st</sup> November 2012 and ratified by Council on 6<sup>th</sup> November. For completeness, a summary of the programme shows:

	2012/13 £000	2013/14 £000	2014/15 £000
Balance brought forward	0	1,116	562
Special projects reserve - revenue	1,729	880	880
Special projects reserve - capital	493	0	1,000
Project spend	(1,106)	(1,434)	(2,102)
<b>Balance carried forward</b>	<b>1,116</b>	<b>562</b>	<b>340</b>

- 2.25 It should be noted that the programme funds include estimated capital receipts in 2014/15 which may not be realised. This risk has been identified as part of the programme's outline business brief and the potential for prudential borrowing has been recognised by the Council in its approval of the rebuild of Abbey Leisure Centre.

### Reserves

- 2.26 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, is set out at Appendix F. Budgeted appropriations to and from General Fund reserves for 2013/14 (including capital/programme for growth financing) are:

<b>General Fund Reserves</b>	<b>£000's</b>
<b>Transfers to:</b>	
Building Repairs	130
ICT Replacement - GF	150
- HRA	50
PFI	363
Pension Equalisation	200
District Election	30
Spend to Save	119
Special Projects - Revenue	880
<b>Transfers from:</b>	
PFI	(378)
ICT Replacement	(357)
Special Projects - Revenue	(1,434)
Spend to Save	(201)
<b>Net Appropriations from Reserves</b>	<b>(448)</b>

- 2.27 Overall the Council's General Fund reserves are expected to reduce by £448k in 2013/14.
- 2.28 The HRA reserves are General Balances and the Major Repairs Reserve (MRR). The overall estimated surplus of £776k on the HRA for 2013/14 will be distributed - £50k to Balances to increase them to the approved minimum level of £1.5m, and the rest to the MRR. The HRA capital programme will require £3.427m from the MRR in 2013/14.
- 2.29 As part of its budget proposals the Executive recognise the challenge faced by Access Selby in achieving its savings targets and generating additional income. To provide dedicated resources to support Access Selby achieve its goals on behalf of the Council, the Executive propose to allocate £150k from the Spend to Save Reserve to Access Selby for initiatives that will bring on-going returns for the organisation.

#### Budget Risk Assessment

- 2.30 **Appendix G** provides a risk assessment of the Council's major budgets covering the Core, Access Selby and Communities Selby. The continuing turmoil in the wider economy, cuts to public sector funding and changes to 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 savings.
- 2.31 The Council's contingency budgets and general balances provide a buffer for these risks.

### **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

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#### **Appendices:**

- 1.A – Revenue estimates
- 1.B – Capital programmes
- 1.C – Savings action plans
- 1.D – Alternative savings proposals and green waste charging brief
- 1.E – Growth bids
- 1.F – Reserves
- 1.G – Budget risk assessment

## GENERAL FUND SUMMARY 2013/14 - 2015/16

	Total Budget			Access Selby Budget			Core Budget			Communities Selby Budget		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original
	£	£	£	£	£	£	£	£	£	£	£	£
Access Selby	8,949,790	9,187,220	9,006,500	8,949,790	9,187,220	9,006,500						
Core	3,218,040	3,296,030	3,377,900				3,218,040	3,296,030	3,377,900			
Communities Selby	199,190	200,360	195,310							199,190	200,360	195,310
<b>Sub-total Gross Budgets</b>	<b>12,367,020</b>	<b>12,683,610</b>	<b>12,579,710</b>	<b>8,949,790</b>	<b>9,187,220</b>	<b>9,006,500</b>	<b>3,218,040</b>	<b>3,296,030</b>	<b>3,377,900</b>	<b>199,190</b>	<b>200,360</b>	<b>195,310</b>
CEC Charged to HRA	(2,904,790)	(2,930,240)	(2,959,820)	(2,586,150)	(2,608,950)	(2,635,360)	(318,640)	(321,290)	(324,460)			
<b>Net Budget after CEC Adjustments</b>	<b>9,462,230</b>	<b>9,753,370</b>	<b>9,619,890</b>	<b>6,363,640</b>	<b>6,578,270</b>	<b>6,371,140</b>	<b>2,899,400</b>	<b>2,974,740</b>	<b>3,053,440</b>	<b>199,190</b>	<b>200,360</b>	<b>195,310</b>
Procurement Savings to be Identified	(31,360)	(56,310)	(57,440)	(31,360)	(56,310)	(57,440)						
Further savings required to break even	(471,410)	(645,680)	(658,480)	(298,580)	(342,210)	(354,120)	(172,830)	(303,470)	(304,360)			
<b>Net Service Budget</b>	<b>8,959,460</b>	<b>9,051,380</b>	<b>8,903,970</b>	<b>6,033,700</b>	<b>6,179,750</b>	<b>5,959,580</b>	<b>2,726,570</b>	<b>2,671,270</b>	<b>2,749,080</b>	<b>199,190</b>	<b>200,360</b>	<b>195,310</b>
Investment Income	(200,000)	(250,000)	(280,000)				(200,000)	(250,000)	(280,000)			
External Interest	113,000	113,500	114,000				113,000	113,500	114,000			
Capital A/c Adjustment MRP Charge	193,430	190,310	187,310				193,430	190,310	187,310			
Capital A/c Adjustment DFG & Conservation Grants	(205,000)	(205,000)	0	(205,000)	(205,000)	0						
Spend to Save Projects	150,000	0	0	150,000	0	0						
Contingencies	326,000	332,000	338,000	70,000	70,000	70,000	256,000	262,000	268,000			
<b>Net Budget before contribution to/(from) Reserves*</b>	<b>9,336,890</b>	<b>9,232,190</b>	<b>9,263,280</b>	<b>6,048,700</b>	<b>6,044,750</b>	<b>6,029,580</b>	<b>3,089,000</b>	<b>2,987,080</b>	<b>3,038,390</b>	<b>199,190</b>	<b>200,360</b>	<b>195,310</b>
<b>Contribution To Reserves</b>												
Building Repairs	130,000	130,000	130,000				130,000	130,000	130,000			
Comp Development Cont	150,000	150,000	150,000				150,000	150,000	150,000			
PFI	363,480	382,730	396,030				363,480	382,730	396,030			
Pension Equalisation Reserve	200,000	200,000	200,000				200,000	200,000	200,000			
District Election	30,000	30,000	30,000				30,000	30,000	30,000			
Spend To Save	119,070	119,070	119,070				119,070	119,070	119,070			
Special Projects	880,000	880,000	880,000				880,000	880,000	880,000			
<b>Contribution From Reserves</b>												
PFI	(378,060)	(389,400)	(401,080)				(378,060)	(389,400)	(401,080)			
Spend To Save	(150,000)	0	0				(150,000)					
<b>NET REVENUE BUDGET</b>	<b>10,681,380</b>	<b>10,734,590</b>	<b>10,767,300</b>	<b>6,048,700</b>	<b>6,044,750</b>	<b>6,029,580</b>	<b>4,433,490</b>	<b>4,489,480</b>	<b>4,542,410</b>	<b>199,190</b>	<b>200,360</b>	<b>195,310</b>
Grant NDR/RSG	(4,209,000)	(3,788,000)	(3,410,000)	*Net budget before contributions to and from reserves equates to Access Selby's 'Net Cost Envelope'								
New Homes Bonus	(1,251,000)	(1,629,000)	(2,014,000)									
Council Tax Freeze 11/12	(119,070)	(119,070)	(119,070)									
Ctax Support Grant	(448,220)	(450,450)	(468,600)									
Local Service Support Grant	(60,000)	(60,000)	(60,000)									
<b>Amount to be met from Ctax</b>	<b>4,594,090</b>	<b>4,688,070</b>	<b>4,695,630</b>									
<b>Ctax Requirement</b>												
Ctax to be levied	(4,536,220)	(4,719,200)	(4,909,210)									
Collection Fund Deficit/(Surplus)	(60,000)											
<b>Shortfall / (surplus)</b>	<b>(2,130)</b>	<b>(31,130)</b>	<b>(213,580)</b>									

**S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER  
OBJECTIVE ANALYSIS**

<b>2011/12 ACTUAL</b>	<b>NARRATIVE</b>		<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/16 BUDGET</b>
£			£	£	£	£
	<b>ACCESS SELBY - OBJECTIVE SUMMARY</b>					
241,896	ABBEY LEISURE CENTRE (DISCRETIONARY)	AS1	251,150	254,400	260,930	267,680
1,895	TADCASTER LEISURE CENTRE (DISCRETIONARY)	AS2	4,430	1,780	1,610	1,430
60,283	BUILDING CONTROL (STATUTORY)	AS3	41,780	42,960	42,970	42,980
3,763	BUS STATION (DISCRETIONARY)	AS4	8,210	6,720	6,820	6,930
20,182	CAR PARKS (DISCRETIONARY)	AS5	27,260	29,130	29,130	29,130
-180,234	CAR PARKS PAY & DISPLAY (DISCRETIONARY)	AS6	-229,550	-263,920	-263,440	-262,880
139,740	CIVIC AMENITIES (STATUTORY/DISCRETIONARY)	AS7	84,550	109,360	109,280	109,190
16,958	CLOSED BURIAL GROUNDS (STATUTORY)	AS8	17,440	17,830	17,850	17,880
228,157	COMMERCIAL HEALTH (STATUTORY)	AS9	217,466	210,120	211,880	213,900
15,330	CONCESSIONARY FARES (STATUTORY)	AS10	14,920	12,080	12,200	12,320
67,989	COUNTRYSIDE RECREATION & MGMNT (DISCRETIONARY)	AS11	17,790	17,840	17,860	17,880
589,133	DEVELOPMENT MANAGEMENT (STATUTORY)	AS12	165,350	466,220	458,610	426,720
69,375	DOG WARDEN (STATUTORY)	AS13	58,748	57,400	57,810	58,250
-278	ENVIRONMENTAL - OTHER (STATUTORY/DISCRETIONARY)	AS14	113,995	98,150	98,990	99,940
480,691	GF HOUSING (STATUTORY)	AS15	592,520	561,850	571,300	378,720
1,266,746	HOUSE & TRADE REFUSE COLLECTION (STATUTORY)	AS16	1,371,280	1,383,640	1,414,610	1,446,690
159,010	HOUSING BENEFITS (STATUTORY)	AS17	402,590	316,940	324,400	332,690
-43,378	INDUSTRIAL UNITS (DISCRETIONARY)	AS18	-57,390	-60,820	-60,400	-60,190
553,174	LOCAL TAXATION COLLECTION (STATUTORY)	AS19	625,920	598,251	604,858	612,433
5,362	NAMING/NUMBERING OF STREETS (STATUTORY)	AS20	4,580	4,660	4,660	4,660
-135,131	COMMUNITY SUPPORT TEAMS	AS21	-61,820	-3,980	-3,980	-3,980
-4,344	DEPOTS - PROSPECT WAY	AS22	-6,090	0	0	0
31,784	EMERGENCY PLANNING (STATUTORY)	AS23	30,950	30,650	30,740	30,840
14,027	LAND CHARGES (STATUTORY)	AS24	-25,550	-26,060	-25,420	-24,700
-38,745	LICENSING (STATUTORY)	AS25	-49,779	-48,896	-48,290	-47,590
-17,907	PROPERTY MANAGEMENT (DISCRETIONARY)	AS26	-16,200	-25,890	-25,680	-19,200
-13,535	FINANCE	AS27	-26,160	-3,470	2,560	8,770
-33,780	BENEFITS & TAXATION	AS28	-310	0	0	0
-28,338	BUSINESS SUPPORT	AS29	-13,230	-5,000	-5,000	-5,000
-9,382	DATA & SYSTEM	AS30	-1,680	0	0	0
-5,335	LEGAL	AS31	3,430	0	0	0

**S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER  
OBJECTIVE ANALYSIS**

<b>2011/12 ACTUAL</b>	<b>NARRATIVE</b>		<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/16 BUDGET</b>
<b>£</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>ACCESS SELBY - OBJECTIVE SUMMARY</b>					
-7,147	DEBT CONTROL	AS32	-7,190	0	0	0
103,139	VIDEO CAMERAS (DISCRETIONARY)	AS33	82,300	78,430	78,510	78,590
-37,932	CIVIC CENTRE	AS34	-35,060	0	0	0
9,221	ACCESS SELBY MANAGEMENT TEAM	AS35	27,580	0	0	0
-66,902	CONTRACTS	AS36	-34,760	17,500	21,640	25,900
-2,194	MARKETING & COMMUNICATIONS	AS37	9,330	0	0	0
-3,877	HUMAN RESOURCES	AS38	7,630	0	0	0
308,148	POLICY STRATEGY	AS39	558,580	127,580	202,870	68,900
115,310	PARKS & OPEN SPACES (DISCRETIONARY)	AS40	123,700	126,400	126,980	127,600
-12,721	ENVIRONMENTAL HEALTH & HOUSING	AS41	-370	0	0	0
22,582	PEST CONTROL (STATUTORY)	AS42	25,696	23,860	23,960	24,080
93,138	POLLUTION MONITORING & CONTAMINATED LAND (STATUTORY)	AS43	91,864	84,886	85,560	86,310
67,891	PUBLIC CONVENIENCES (DISCRETIONARY)	AS44	73,250	71,570	73,430	75,340
11,080	RECREATION GROUNDS - SPORTS (DISCRETIONARY)	AS45	12,470	12,670	12,860	13,050
601,557	RECYCLING (STATUTORY)	AS46	760,420	792,930	836,320	881,060
19	SHERBURN COMMUNITY OFFICE	AS47	3,980	3,980	3,980	3,980
69,178	SPORT DEVELOPMENT & GROUNDWORK (DISCRETIONARY)	AS48	65,750	68,920	72,090	75,340
532,916	STREET CLEANSING (STATUTORY)	AS49	535,280	541,030	556,460	572,350
-2,840	TRANSFORMATION	AS50	-20,000	0	0	0
19,915	UNUSED BUILDINGS	AS51	6,270	10,750	10,850	12,130
-10,040	ASSETS	AS52	480	0	0	0
-5,790	ENFORCEMENT	AS53	-7,500	0	0	0
	Insurance Premium Increase			24830	24830	24830
<b>5,259,762</b>	<b>Total Net Expenditure</b>		<b>5,846,300</b>	<b>5,767,281</b>	<b>5,977,198</b>	<b>5,764,953</b>
	Net CEC Income included above			-3,182,509	-3,210,022	-3,241,547
	Gross Budget as per GF Summary			<u>8,949,790</u>	<u>9,187,220</u>	<u>9,006,500</u>

<b>S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER SUBJECTIVE ANALYSIS</b>					
<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>	<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>ACCESS SELBY - SUBJECTIVE SUMMARY</b>					
<b>Income</b>					
-22,371,354	Government Grants	-22,737,170	-18,088,790	-18,575,020	-18,930,350
-200,861	Industrial Units	-195,590	-195,500	-195,500	-195,500
-143,104	Court Fees/Cost/Summons Income	-120,320	-120,320	-120,320	-120,320
-8,231,408	CEC Income	-9,490,040	-9,277,440	-9,353,350	-9,440,390
-255,069	Internal Recharges	-301,850	-284,350	-284,350	-284,350
-143,661	Licences	-129,750	-129,100	-129,100	-129,100
-35,349	Property Management Rent	-39,000	-48,000	-48,000	-41,750
-2,005	Water Sampling Fees	-5,360	-5,360	-5,360	-5,360
-22,517	Local Air Pollution	-18,000	-18,000	-18,000	-18,000
-112,227	Land Charges	-122,460	-122,460	-122,460	-122,460
-840,870	Recycling	-772,800	-772,800	-772,800	-772,800
-9,092	Refuse Collection General	-16,450	-16,450	-16,450	-16,450
-1,906	Clinical Waste	-10,450	-10,750	-11,060	-11,380
-514,529	Commercial Waste	-481,790	-511,200	-526,020	-541,270
-489,912	Planning Fees	-890,020	-573,230	-588,900	-605,020
-170,258	Groundwork Income	-109,710	-109,710	-109,710	-109,710
-313,259	Car Parks	-357,530	-395,030	-395,030	-395,030
-14,108	Legal Services	-17,660	-17,660	-17,660	-17,660
-163,348	Sundry Income	-71,950	-163,570	-163,900	-164,240
<b>-34,034,838</b>	<b>Total Income</b>	<b>-35,887,900</b>	<b>-30,859,720</b>	<b>-31,452,990</b>	<b>-31,921,140</b>
<b>Expenditure</b>					
5,230,628	Staff Costs	5,641,370	5,634,550	5,691,490	5,756,620
20,772,005	Housing & Ctax Benefit	21,513,240	16,891,140	17,379,880	17,882,780
476,469	Premises Running Costs	430,870	498,950	498,640	499,280
279,482	Consultants Fees	522,900	91,160	91,160	66,160
360,829	Supporting People	371,560	371,560	371,560	371,560

<b>S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER SUBJECTIVE ANALYSIS</b>					
<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>	<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
£		£	£	£	£
<b>ACCESS SELBY - SUBJECTIVE SUMMARY</b>					
337,301	Improvement Grants	360,000	360,000	360,000	10,000
7,877	Legal Fees	6,550	4,800	4,800	4,800
131,261	Transport Costs	113,800	112,820	112,840	112,860
274,480	ICT	350,570	359,440	359,440	359,440
351,588	PFI Scheme	362,490	373,000	383,820	394,950
70,803	Homeless Strategy	98,920	60,000	60,000	60,000
256,814	General Insurances	281,630	278,960	287,000	295,330
302,199	Office Running Costs	355,820	328,010	327,760	327,810
360,567	Other Sundry Costs	463,870	414,600	487,320	353,050
3,691,454	Street Scene Contract	3,853,700	3,986,550	4,091,470	4,199,400
274,684	Leisure Trust	288,740	297,110	305,730	314,590
193,611	Other Contracts	176,390	176,390	176,840	177,310
5,652,368	CEC Charges	6,279,260	6,094,931	6,143,328	6,198,843
270,174	Partnership Arrangements	262,520	268,200	272,280	276,480
	Insurance Premium Increase		24,830	24,830	24,830
<b>39,294,592</b>	<b>Total Expenditure</b>	<b>41,734,200</b>	<b>36,627,001</b>	<b>37,430,188</b>	<b>37,686,093</b>
<b>5,259,754</b>	<b>Net Expenditure</b>	<b>5,846,300</b>	<b>5,767,281</b>	<b>5,977,198</b>	<b>5,764,953</b>
	Net CEC Income included above		-3,182,509	-3,210,022	-3,241,547
	Gross Budget as per GF Summary		8,949,790	9,187,220	9,006,500



**S.D.C.- CORE ESTIMATE WORKING PAPER**

**OBJECTIVE ANALYSIS OF EXPENDITURE**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>		<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
396,530	CORE MISCELLANEOUS	CORE 1	971,330	889,530	918,000	948,070
59,138	COST OF AUDIT	CORE 2	70,770	71,780	71,790	71,800
812,583	DEMOCRATIC SERVICES	CORE 3	918,150	848,630	855,312	862,666
226,261	ELECTIONS	CORE 4	163,160	156,310	157,390	158,670
-9,354	SMT & CORE SUPPORT	CORE 5	11,670	4,980	5,000	5,000
12,638	UNUSED BUILDINGS COSTS	CORE 6	0	0	0	0
1,440,869	EXTERNAL PRECEPTS	CORE 7	1,460,910	1,503,280	1,546,880	1,591,740
	Insurance Premium Increase			250	250	250
<b>2,938,664</b>			<b>3,595,990</b>	<b>3,474,760</b>	<b>3,554,622</b>	<b>3,638,196</b>
	Net CEC Charges Included Above			256,720	258,590	260,300
	Gross Budget as per GF Summary			<b>3,218,040</b>	<b>3,296,032</b>	<b>3,377,896</b>

**S.D.C.- CORE ESTIMATE WORKING PAPER**

**SUBJECTIVE ANALYSIS OF EXPENDITURE**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>	<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
-6,327	Sundry Income	-6,650	-3,340	-3,340	-3,340
-966,934	CEC Income	-1,017,150	-978,340	-985,800	-994,820
-34,141	Internal Recharge Inc	-38,850	-38,190	-38,190	-38,190
<b>-1,007,403</b>	<b>Total Income</b>	<b>-1,062,650</b>	<b>-1,019,870</b>	<b>-1,027,330</b>	<b>-1,036,350</b>
97,925	Audit Partnership	100,820	100,820	100,820	100,820
195	Consultants Fees	13,960	0	0	0
1,440,869	Drainage Board Levy	1,460,910	1,503,280	1,546,880	1,591,740
18,578	Election Costs	0	0	0	0
77,455	External Audit Fees	91,050	91,070	91,070	91,070
1,786	General Insurances	2,070	1,590	1,630	1,670
10,300	ICT	0	0	0	0
8,157	Legal Fees	8,000	8,000	8,000	8,000
231,817	Members Allowances	228,370	230,570	232,792	235,036
3,658	Members Seminars & Training	16,540	3,000	3,000	3,000
18,072	Other Sundry Costs	131,410	93,100	93,120	93,120
-237,724	Pension Costs	469,120	524,560	549,210	575,020
7,960	Premises Running Costs	2,320	2,340	2,340	2,340
770,686	Staff Costs	681,930	686,120	693,580	702,490
1,482,258	CEC Charges	1,433,770	1,235,060	1,244,390	1,255,120
14,076	Transport Costs	18,370	14,870	14,870	14,870
	Insurance Premium Increase		250	250	250
<b>3,946,067</b>	<b>Total Expenditure</b>	<b>4,658,640</b>	<b>4,494,630</b>	<b>4,581,952</b>	<b>4,674,546</b>
<b>2,938,664</b>	<b>Net Expenditure</b>	<b>3,595,990</b>	<b>3,474,760</b>	<b>3,554,622</b>	<b>3,638,196</b>
	Net CEC Charges Included Above		256,720	258,590	260,300
	Gross Budget as per GF Summary		<u>3,218,040</u>	<u>3,296,032</u>	<u>3,377,896</u>

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
<b>CORE MISCELLANEOUS</b>						
<b>Income</b>						
-14,775	Internal Recharge Inc (1)	-16,060	-15,400	-15,400	-15,400	(1) This is the charge to the HRA for bank charges and Superannuation.
-3,936	Sundry Income					
<b>-18,710</b>	<b>Total Income</b>	<b>-16,060</b>	<b>-15,400</b>	<b>-15,400</b>	<b>-15,400</b>	(2) These are pension charges as a result of early retirement and redundancies. Costs in 11/12 were high due to restructure redundancies.
<b>Expenditure</b>						
264,872	Staff Costs (2)	48,650	47,330	48,700	50,110	(3) This is the backfunding element of pensions payable to the NYCC pension fund. 2011/12 includes accounting adjustments as part of the pension final accounts.
-237,724	Pension Costs (3)	469,120	524,560	549,210	575,020	
	Consultants Fees (4)	13,960				
474,572	CEC Charges	408,830	308,640	311,090	313,940	
-86,479	Other Sundry Costs (6)	46,830	24,400	24,400	24,400	
<b>415,240</b>	<b>Total Expenditure</b>	<b>987,390</b>	<b>904,930</b>	<b>933,400</b>	<b>963,470</b>	(4) These are consultancy bids for Shared Procurement and Tadcaster Regeneration.
<b>396,530</b>	<b>Net Expenditure</b>	<b>971,330</b>	<b>889,530</b>	<b>918,000</b>	<b>948,070</b>	

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
	<b>COST OF AUDIT</b>					This page covers the cost of Internal and External Audit.
	<b>Income</b>					
-19,367	Internal Recharge Inc (1)	-22,790	-22,790	-22,790	-22,790	(1) This is the recharge to the HRA for their proportion of External Audit Fees.
-117,863	CEC Income	-119,520	-118,690	-118,820	-118,970	
<b>-137,230</b>	<b>Total Income</b>	<b>-142,310</b>	<b>-141,480</b>	<b>-141,610</b>	<b>-141,760</b>	
	<b>Expenditure</b>					
97,925	Audit Partnership	100,820	100,820	100,820	100,820	
77,455	External Audit Fees (2)	91,050	91,070	91,070	91,070	(2) Reduced costs in 2011/12 reflect the revised Audit Commission fee structure. On-going savings are to be confirmed.
19,758	CEC Charges	20,710	20,870	21,010	21,170	
1,231	Other Sundry Costs	500	500	500	500	
<b>196,368</b>	<b>Total Expenditure</b>	<b>213,080</b>	<b>213,260</b>	<b>213,400</b>	<b>213,560</b>	
<b>59,138</b>	<b>Net Expenditure</b>	<b>70,770</b>	<b>71,780</b>	<b>71,790</b>	<b>71,800</b>	

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
	<b>DEMOCRATIC SERVICES</b>					This page covers the cost of the Democratic Services function.
	<b>Income</b>					
-207,280	CEC Income	-257,550	-222,780	-224,780	-227,040	
	Sundry Income	-4,150	-840	-840	-840	
<b>-207,280</b>	<b>Total Income</b>	<b>-261,700</b>	<b>-223,620</b>	<b>-225,620</b>	<b>-227,880</b>	
	<b>Expenditure</b>					
109,362	Staff Costs	152,680	153,340	154,880	156,650	
231,817	Members Allowances	228,370	230,570	232,792	235,036	
3,658	Members Seminars & T (1)	16,540	3,000	3,000	3,000 (1)	11/12 included additional cost for one-ff Councillor training. 2012/13 includes an approved carry forward request as part of the Councillor Development Strategy.
195	Consultants Fees					
8,157	Legal Fees	8,000	8,000	8,000	8,000	
9,695	Transport Costs	15,180	11,680	11,680	11,680	
902	General Insurances	1,030	810	830	850	
636,192	CEC Charges	737,630	644,240	649,140	654,720	
19,884	Other Sundry Costs	20,420	20,610	20,610	20,610	
<b>1,019,862</b>	<b>Total Expenditure</b>	<b>1,179,850</b>	<b>1,072,250</b>	<b>1,080,932</b>	<b>1,090,546</b>	
<b>812,583</b>	<b>Net Expenditure</b>	<b>918,150</b>	<b>848,630</b>	<b>855,312</b>	<b>862,666</b>	

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
	<b>ELECTIONS</b>					This page covers the cost of the Election Service.
	<b>Income</b>					
-20,341	CEC Income					
-2,392	Sundry Income	-2,500	-2,500	-2,500	-2,500	
<b>-22,732</b>	<b>Total Income</b>	<b>-2,500</b>	<b>-2,500</b>	<b>-2,500</b>	<b>-2,500</b>	
	<b>Expenditure</b>					
11,767	Staff Costs (1)	5,950	5,950	5,950	5,950	(1) From June 11, only the canvassing costs are included in Elections. All permanent staff are included in Democratic Services.
7,960	Premises Running Cost (2)	2,320	2,340	2,340	2,340	(2) These are the costs of the 2011 election.
337	Transport Costs					
10,300	ICT (3)					(3) Computer system costs have been transferred to Data and Systems.
18,578	Election Costs (2)					
126,898	CEC Charges	132,610	125,740	126,820	128,100	
73,151	Other Sundry Costs (2)	24,780	24,780	24,780	24,780	
<b>248,993</b>	<b>Total Expenditure</b>	<b>165,660</b>	<b>158,810</b>	<b>159,890</b>	<b>161,170</b>	
<b>226,261</b>	<b>Net Expenditure</b>	<b>163,160</b>	<b>156,310</b>	<b>157,390</b>	<b>158,670</b>	

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
<b>SMT &amp; CORE SUPPORT</b>						
<b>Income</b>						
-621,450	CEC Income	-640,080	-636,870	-642,200	-648,810	This page covers the cost of the Chief Executive, Deputy Chief Executive, Executive Director (S151) and support staff.
<b>-621,450</b>	<b>Total Income</b>	<b>-640,080</b>	<b>-636,870</b>	<b>-642,200</b>	<b>-648,810</b>	
<b>Expenditure</b>						
384,684	Staff Costs (1)	474,650	479,500	484,050	489,780	(1) 2011/12 only includes 9/12ths of the new structure costs and excludes the salary costs for the Executive Director who was seconded to Communities Selby.
4,043	Transport Costs	3,190	3,190	3,190	3,190	
883	General Insurances	1,040	780	800	820	(2) 11/12 actuals to 13/14 budget estimate appears to fluctuate due to a number of reasons. In 11/12, there were savings in office expenses, which now appear to be ongoing and so 13/14 budget has been reduced by £3K. In 12/13 a budget of £10k was transferred from Access Selby to cover LGA subscriptions, and also includes a carryforward budget of £12.5K.
212,200	CEC Charges	133,990	135,570	136,330	137,190	
10,285	Other Sundry Costs (2)	38,880	22,810	22,830	22,830	
<b>612,096</b>	<b>Total Expenditure</b>	<b>651,750</b>	<b>641,850</b>	<b>647,200</b>	<b>653,810</b>	
<b>-9,354</b>	<b>Net Expenditure</b>	<b>11,670</b>	<b>4,980</b>	<b>5,000</b>	<b>5,000</b>	

S.D.C.- CORE ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	<u>Comments</u>
£		£	£	£	£	
	<b>UNUSED BUILDINGS COSTS</b>					
	Income					
	Total Income					
	Expenditure					
12,638	CEC Charges					
<b>12,638</b>	<b>Total Expenditure</b>					
<b>12,638</b>	<b>Net Expenditure</b>					



**S.D.C.- CORE ESTIMATE WORKING PAPER**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>	<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>	<b><u>Comments</u></b>
£		£	£	£	£	
	<b>EXTERNAL PRECEPTS</b>					This is the cost of paying Drainage Board Precepts.
	<b>Income</b>					
	<b>Total Income</b>					
	<b>Expenditure</b>					
1,440,869	Drainage Board Levy (1)	1,460,910	1,503,280	1,546,880	1,591,740 (1)	Inflation has been included based around current costs.
<b>1,440,869</b>	<b>Total Expenditure</b>	<b>1,460,910</b>	<b>1,503,280</b>	<b>1,546,880</b>	<b>1,591,740</b>	
<b>1,440,869</b>	<b>Net Expenditure</b>	<b>1,460,910</b>	<b>1,503,280</b>	<b>1,546,880</b>	<b>1,591,740</b>	

**S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER**

**OBJECTIVE ANALYSIS OF EXPENDITURE**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>		<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
-4,123	COMMUNITIES SELBY	CS1	3,440	6,510	6,520	280
147,875	COMMUNITY ENGAGEMENT FORUMS	CS2	307,690	160,100	161,440	162,860
136,346	COMMUNITY SAFETY	CS3	0	0	0	0
25,598	LOCAL STRATEGIC PARTNERSHIP	CS4	34,020	10,880	10,880	10,880
44,520	GRANTS	CS5	55,870	41,795	41,795	41,795
<b>350,215</b>	<b>Total Net Expenditure</b>		<b>401,020</b>	<b>219,285</b>	<b>220,635</b>	<b>215,815</b>
	Net CEC Charges included above			20,100	20,280	20,510
	Gross Budget as per GF Summary			<u>199,185</u>	<u>200,355</u>	<u>195,305</u>

**S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER**

**SUBJECTIVE ANALYSIS OF EXPENDITURE**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>	<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Income</b>				
-153,131	CEC Income	-133,700	-27,430	-27,630	-27,830
<b>-153,131</b>	<b>Total Income</b>	<b>-133,700</b>	<b>-27,430</b>	<b>-27,630</b>	<b>-27,830</b>
	<b>Expenditure</b>				
	CEF Contributions				
62,952	CEF Costs	243,540	140,000	141,160	142,350
101,622	Community Safety				
294	General Insurances	340	260	270	280
19,623	Local Strategic Partnership	34,020	10,880	10,880	10,880
44,520	Miscellaneous Grants	55,870	41,795	41,795	41,795
1,761	Office Running Costs	3,440			
146,394	Staff Costs	94,330			
122,088	CEC Charges	96,930	47,530	47,910	48,340
4,377	Transport Costs	6,250	6,250	6,250	
<b>503,631</b>	<b>Total Expenditure</b>	<b>534,720</b>	<b>246,715</b>	<b>248,265</b>	<b>243,645</b>
<b>350,500</b>	<b>Net Expenditure</b>	<b>401,020</b>	<b>219,285</b>	<b>220,635</b>	<b>215,815</b>
	Net CEC Charges included above		20,100	20,280	20,510
	Gross Budget as per GF Summary		199,185	200,355	195,305

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	Comments
£		£	£	£	£	
<b>COMMUNITIES SELBY</b>						
<b>Income</b>						
-153,131	CEC Income	-133,700	-27,430	-27,630	-27,830	
<b>-153,131</b>	<b>Total Income</b>	<b>-133,700</b>	<b>-27,430</b>	<b>-27,630</b>	<b>-27,830</b>	
<b>Expenditure</b>						
116,354	Staff Costs	(1) 94,330				(1) 2012/13 does not include the budget for an Executive Director who is seconded to Communities Selby, which was included in 2011/12. From October 2012 the administration of the CEFs is to be carried out by external contractors, salary savings for the year are to be used towards the costs.
4,377	Transport Costs	6,250	6,250	6,250		
1,761	Office Running Costs	3,440				
294	General Insurances	340	260	270	280	
26,220	CEC Charges	32,780	27,430	27,630	27,830	
<b>149,008</b>	<b>Total Expenditure</b>	<b>137,140</b>	<b>33,940</b>	<b>34,150</b>	<b>28,110</b>	
<b>-4,123</b>	<b>Net Expenditure</b>	<b>3,440</b>	<b>6,510</b>	<b>6,520</b>	<b>280</b>	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE		2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	
£			£	£	£	£	<u>Comments</u>
	<b>COMMUNITY ENGAGEMENT FORUMS</b>						This page covers the costs of projects from the 5 CEFs covering the District.
	<b>Income</b>						
	<b>Total Income</b>						
	<b>Expenditure</b>						
62,952	CEF Costs	(1)	243,540	140,000	141,160	142,350	(1) 2012/13 includes approved carry forward budget for the unspent element of schemes from 2011/12.
84,923	CEC Charges		64,150	20,100	20,280	20,510	
<b>147,875</b>	<b>Total Expenditure</b>		<b>307,690</b>	<b>160,100</b>	<b>161,440</b>	<b>162,860</b>	
<b>147,875</b>	<b>Net Expenditure</b>		<b>307,690</b>	<b>160,100</b>	<b>161,440</b>	<b>162,860</b>	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	<u>Comments</u>
£		£	£	£	£	
	<b>COMMUNITY SAFETY</b>					This page covers the costs of Community Safety.
	<b>Income</b>					
	<b>Total Income</b>					
	<b>Expenditure</b>					
30,039	Staff Costs					Responsibility for the running of schemes was transferred to City of York Council from July 2011.
101,622	Community Safety					
4,685	CEC Charges					
<b>136,346</b>	<b>Total Expenditure</b>					
<b>136,346</b>	<b>Net Expenditure</b>					

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE		2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	
£			£	£	£	£	<u>Comments</u>
	<b>LOCAL STRATEGIC PARTNERSHIP</b>						This page covers the costs of the Local Strategic Partnership which brings together key groups and organisations together that deliver services across the District.
	<b>Income</b>						
	LSP Contributions (inc)						
	<b>Total Income</b>						
	<b>Expenditure</b>						
19,623	Local Strategic Partnership	(1)	34,020	10,880	10,880	10,880	(1) 2012/13 includes an approved carry forward budget request for ongoing projects.
5,975	CEC Charges						
<b>25,598</b>	<b>Total Expenditure</b>		<b>34,020</b>	<b>10,880</b>	<b>10,880</b>	<b>10,880</b>	
<b>25,598</b>	<b>Net Expenditure</b>		<b>34,020</b>	<b>10,880</b>	<b>10,880</b>	<b>10,880</b>	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2011/2012 ACTUAL	NARRATIVE		2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET	
£			£	£	£	£	<u>Comments</u>
	<b>GRANTS</b>						These are miscellaneous grants payable by application to community organisations.
	<b>Income</b>						
	<b>Total Income</b>						
	<b>Expenditure</b>						
44,520	Miscellaneous Grants	(1)	55,870	41,795	41,795	41,795	(1) 2012/13 includes an additional grant
<b>44,520</b>	<b>Total Expenditure</b>		<b>55,870</b>	<b>41,795</b>	<b>41,795</b>	<b>41,795</b>	
<b>44,520</b>	<b>Net Expenditure</b>		<b>55,870</b>	<b>41,795</b>	<b>41,795</b>	<b>41,795</b>	



**HOUSING REVENUE ACCOUNT SUMMARY 2013/14 to 2015/16**

	Total Budget			Access Selby Budget			Core Budget		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
	Original	Original	Original	Original	Original	Original	Original	Original	Original
	£	£	£	£	£	£	£	£	£
Net Service Costs	1,844,640	1,802,120	1,809,020	1,834,640	1,792,120	1,799,020	10,000	10,000	10,000
Non-Dwelling Rents (Garages)	(122,900)	(126,460)	(130,130)	(122,900)	(126,460)	(130,130)			
Capital Charges	1,358,740	1,379,570	1,411,820				1,358,740	1,379,570	1,411,820
<b>Sub-total Gross Budgets</b>	<b>3,080,480</b>	<b>3,055,230</b>	<b>3,090,710</b>	<b>1,711,740</b>	<b>1,665,660</b>	<b>1,668,890</b>	<b>1,368,740</b>	<b>1,389,570</b>	<b>1,421,820</b>
CEC Recharges from GF	2,927,782	2,953,263	2,982,860	2,609,139	2,631,972	2,658,397	318,643	321,291	324,463
<b>Net Budget after CEC Adjustments</b>	<b>6,008,262</b>	<b>6,008,493</b>	<b>6,073,570</b>	<b>4,320,879</b>	<b>4,297,632</b>	<b>4,327,287</b>	<b>1,687,383</b>	<b>1,710,861</b>	<b>1,746,283</b>
Procurement Savings to be Identified	-	-	-	-	-	-	-	-	-
<b>Net Service Budget</b>	<b>6,008,262</b>	<b>6,008,493</b>	<b>6,073,570</b>	<b>4,320,879</b>	<b>4,297,632</b>	<b>4,327,287</b>	<b>1,687,383</b>	<b>1,710,861</b>	<b>1,746,283</b>
Investment Income	(45,000)	(70,000)	(118,000)				(45,000)	(70,000)	(118,000)
HRA Debt - Payment of Interest	2,412,930	2,412,930	2,412,930				2,412,930	2,412,930	2,412,930
Reversal of Capital Charges	-	-	-				-	-	-
Pension - Past Service Costs	191,430	197,170	203,090				191,430	197,170	203,090
<b>Net Budget before contribution to/(from) Reserves</b>	<b>8,567,622</b>	<b>8,548,593</b>	<b>8,571,590</b>	<b>4,320,879</b>	<b>4,297,632</b>	<b>4,327,287</b>	<b>4,246,743</b>	<b>4,250,961</b>	<b>4,244,303</b>
<b>Contribution To Reserves</b>									
Comp Development Cont	50,000	50,000	50,000				50,000	50,000	50,000
Major Repairs Reserve re dwellings Depreciation	1,173,300	1,195,420	1,224,620				1,173,300	1,195,420	1,224,620
HRA Debt - MRR Principal	1,175,000	1,175,000	1,175,000				1,175,000	1,175,000	1,175,000
Additional Contribution to MRR	-	-	-						
<b>NET REVENUE BUDGET</b>	<b>10,965,922</b>	<b>10,969,013</b>	<b>11,021,210</b>	<b>4,320,879</b>	<b>4,297,632</b>	<b>4,327,287</b>	<b>6,645,043</b>	<b>6,671,381</b>	<b>6,693,923</b>
Dwelling Rents	(11,741,660)	(12,365,520)	(13,008,880)				(11,741,660)	(12,365,520)	(13,008,880)
Payable to / (from) Core	-	-	-	(4,320,879)	(4,297,632)	(4,327,287)	4,320,879	4,297,632	4,327,287
<b>Shortfall / (surplus)</b>	<b>(775,738)</b>	<b>(1,396,507)</b>	<b>(1,987,670)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(775,738)</b>	<b>(1,396,507)</b>	<b>(1,987,670)</b>

**S.D.C.- HOUSING REVENUE ACCOUNT ESTIMATE WORKING PAPER**

**OBJECTIVE ANALYSIS OF EXPENDITURE**

<b>2011/2012 ACTUAL</b>	<b>NARRATIVE</b>		<b>2012/2013 REVISED ESTIMATE</b>	<b>2013/2014 BUDGET</b>	<b>2014/2015 BUDGET</b>	<b>2015/2016 BUDGET</b>
<b>£</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
268,897	WARDEN SCHEMES	HRA1	292,580	362,285	373,620	386,292
2,566,569	HOUSING REPAIRS	HRA2	2,557,900	2,453,300	2,451,430	2,448,970
16,866	SALE OF COUNCIL HOUSES	HRA3	15,410	15,090	15,200	15,330
1,233,363	HOUSING GENERAL MANAGEMENT	HRA4	1,404,830	1,437,803	1,400,535	1,414,976
50,369	HOSTELS	HRA5	37,190	38,090	41,870	46,020
105,174	HOUSING SPECIAL MANAGEMENT	HRA6	156,090	150,800	155,370	160,170
-111,045	Garage Rents		-124,610	-122,900	-126,460	-130,130
	Insurance Premium Increase			24,220	24,220	24,220
<b>4,130,194</b>	<b>NET Expenditure</b>		<b>4,339,390</b>	<b>4,358,688</b>	<b>4,335,785</b>	<b>4,365,848</b>
	Net CEC Charges included above			2,647,448	2,670,625	2,697,458
	Gross Budget as per HRA Summary			<u>1,711,240</u>	<u>1,665,160</u>	<u>1,668,390</u>

S.D.C.- HOUSING REVENUE ACCOUNT ESTIMATE WORKING PAPER

SUBJECTIVE ANALYSIS OF EXPENDITURE

2011/2012 ACTUAL	NARRATIVE	2012/2013 REVISED ESTIMATE	2013/2014 BUDGET	2014/2015 BUDGET	2015/2016 BUDGET
£		£	£	£	£
	<b>Income</b>				
-2,494	Asset Sales				
-360,829	Internal Recharges	-371,560	-371,560	-371,560	-371,560
-115,716	Other Income	-65,130	-61,150	-61,160	-61,170
-64,295	Other Rent Income	-77,250	-77,250	-77,250	-77,250
-519,145	CEC Income				
-111,045	Garage Rents	-124,610	-122,900	-126,460	-130,130
<b>-1,173,524</b>	<b>Total Income</b>	<b>-638,550</b>	<b>-632,860</b>	<b>-636,430</b>	<b>-640,110</b>
	<b>Expenditure</b>				
84,237	Contract Payments	104,980	94,500	94,500	94,500
105,385	Dwellings Adaptation Works	154,610	130,000	130,000	130,000
1,027,983	Dwellings Repairs & Maintenance	1,015,830	1,004,400	1,004,230	1,003,250
263,615	Equipment & Materials	269,310	269,310	269,310	269,310
132,800	Equipment Leases	140,690	142,570	144,500	146,490
106,987	General Insurances	119,650	115,070	118,420	121,860
283,751	Other Sundry Costs	331,720	365,290	315,620	315,960
532,669	Staffing Costs	68,540	67,180	67,820	68,470
2,630,824	CEC Charges	2,643,410	2,647,448	2,670,625	2,697,458
135,466	Transport Costs	129,200	131,560	132,970	134,440
	Insurance Premium Increase		24,220	24,220	24,220
<b>5,303,718</b>	<b>Total Expenditure</b>	<b>4,977,940</b>	<b>4,991,548</b>	<b>4,972,215</b>	<b>5,005,958</b>
<b>4,130,194</b>	<b>Net Expenditure</b>	<b>4,339,390</b>	<b>4,358,688</b>	<b>4,335,785</b>	<b>4,365,848</b>
	Net CEC Charges included above		2,647,448	2,670,625	2,697,458
	Gross Budget as per HRA Summary		<u>1,711,240</u>	<u>1,665,160</u>	<u>1,668,390</u>

**CAPITAL PROGRAMME****2012/13 – 2015/16 GENERAL FUND CAPITAL PROGRAMME**

	Approved Programme 2012/13 £	Estimated Programme 2013/14 £	Estimated Programme 2014/15 £	Estimated Programme 2015/16 £
<b>PROJECTS</b>				
Telecoms Mast Relocation	147,190			
Tadcaster Central Area Repairs	258,440			
All Weather Pitch	250,000			
Abbey Leisure - Walkers Bingo Hall	600,000			
Asset Management Plan Leisure Centres & Park	136,725			
Industrial Units Access Road Upgrade	25,000			
<b>Grants</b>				
Conservation / Heritage Grants	10,000			
Disabled Facilities Grants	350,000	350,000	350,000	350,000
Repair Assistance Loans	42,500	30,000		
Energy Efficiency Grants	13,640			
<b>ICT</b>				
ICT Strategy	365,180	356,876	75,000	75,000
Mobile Working Solution		50,960	98,000	
<b>TOTAL</b>	<b>2,198,675</b>	<b>787,836</b>	<b>523,000</b>	<b>425,000</b>
<b>GF SUMMARY OF FUNDING</b>				
Capital Receipts	240,000	240,000	210,000	205,000
Grants & Contributions	166,140	140,000	140,000	145,000
Revenue (GF in year)	10,000			
Revenue (Reserves)	1,332,535	407,836	173,000	75,000
Revenue (Insurance)	450,000			
<b>TOTAL</b>	<b>2,198,675</b>	<b>787,836</b>	<b>523,000</b>	<b>425,000</b>

**CAPITAL PROGRAMME****2012/13 – 2015/16 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME**

	2012/13 Approved Programme £	2013/14 Estimated Programme £	2014/15 Estimated Programme £	2015/16 Estimated Programme £
<b><u>PROJECTS</u></b>				
<u>Current Projects</u>				
Electrical Rewires	396,810	260,000	260,000	260,000
Central Heating - Gas	635,970	575,480	575,480	575,480
Central Heating - Solid Fuel to Gas	99,000	99,000		
Central Heating - Solid Fuel	350,530	150,000	150,000	157,500
Roof Replacements	1,016,710	560,000		560,000
Damp Surveys & Works	190,000	300,000	300,000	300,000
Door Replacements	42,000	48,000	48,000	134,000
Kitchen Replacements	293,090	237,000	237,000	237,000
Pre Paint & Cyclical Repairs	113,000	113,000	113,000	113,000
<u>New Projects</u>				
Window Replacements	140,000			
Void Property Repairs	50,000	51,750	53,500	53,500
Additional External Door Replacements	15,500	15,500		
Additional Pre Paint & Cyclical Repairs	29,000	34,000		
Central Heating - Economy 7 to Gas	353,400	573,000	572,000	
Additional Kitchen Replacements	105,000			
Airey Properties	1,301,520	410,000	1,722,000	
Bathroom Replacements				180,000
<b>TOTAL</b>	<b>5,131,530</b>	<b>3,426,730</b>	<b>4,030,980</b>	<b>2,570,480</b>

**HRA SUMMARY OF FUNDING**

Revenue Contributions	1,038,520			
Major Repairs Reserve	3,830,010	3,426,730	4,030,980	2,570,480
Borrowing	263,000			
<b>TOTAL</b>	<b>5,131,530</b>	<b>3,426,730</b>	<b>4,030,980</b>	<b>2,570,480</b>

**ACCESS SELBY**  
**GENERAL FUND BASE BUDGET**  
**SAVINGS/EFFICIENCIES ACTION PLAN 2012/13 -**  
**2014/15 (V82)**  
**Updated November 2012**

## Key:

Green
Amber
Red

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

Proposed Savings	Status	2013/14 £	2014/15 £	2015/16 £	Progress
<b>Inflation factor</b>		0.020	0.020	0.020	
<b>Procurement Workstream</b>					
Change provider for telephone calls and rationalisation of telephone accounts	Green	20,480	20,530	20,530	Completed
Partnering Back Office Support	Green	93,000	93,000	93,000	Completed
Pest Control Contract	Green	1,200	1,200	1,200	Completed
CCTV	Amber	32,950	32,950	32,950	EU Procurement exercise has commenced with ITT due to be issued in September 2012 - conclusion of the procurement is expected by the end of the year. Actual savings forecast yet to be determined following the outcome of procurement. Full year saving for 2012/13 will not be achieved, so the forecast is for a saving in Q4
Recycling	Green	159,000	159,000	159,000	Completed
Green Waste - Gate fees and reduced mileage costs negotiated with Enterprise	Green	20,000	20,000	20,000	Negotiations are completed. New contracts will be awarded at the end of October 2012. The estimated full year saving of £29k is now revised to £20k. The part year saving for 2012/13 is revised from £15k to £5k
Collaborative corporate contracts through shared procurement service Note: The balance of this target will reduce as individual procurement projects are identified	Red	40,410	65,360	65,360	Spend Analysis carried out and a detailed action plan is being put together for targeted procurement. Options limited on non-HRA spend but looking at opportunities for collaborative procurement. This will include a savings target for this project where possible. Ongoing savings have been identified on individual /discrete procurement projects. Still potential for 2012/13 target to be achieved however it is still a risk area.
Contact Centre Electricity	Green	10,000	10,000	10,000	Completed
ICT - Server Virtualisation	Green	10,000	10,000	10,000	Completed
Gas Utilities Contract	Green	6,160	6,160	6,160	Completed
Negotiate savings within Street Scene and Leisure contracts	Amber	40,000	40,000	40,000	Access Selby and Enterprise have undertaken a review of the contract and identified potential opportunities for efficiency savings. A cost/benefit analysis is being carried out to be presented to the Partnering Board for agreement with the aim of implementing any low risk quick wins by Q4 in 2012/13. This could provide some in year savings.

Proposed Savings	Status	2013/14 £	2014/15 £	2015/16 £	Progress
Citizen Link Printing	Green	800	800	800	Completed
Coshh Management	Green	3,000	3,000	3,000	Completed
		<b>437,000</b>	<b>462,000</b>	<b>462,000</b>	
WTT - Review of remaining cash collection	Amber	2,600	2,600	2,600	Arrangements for cash collection will not go ahead as planned due to fire at Abbey Leisure Centre - alternative options are currently being explored which will produce a saving through reduced bank charges and reduced security collection costs.
WTT - Transformation (SDV)	Green	1,380,890	1,380,890	1,380,890	Completed
WTT - Transformation HRA Impact / Reviewing Apportionment to HRA	Green	91,970	89,440	90,000	Future estimates have been reflected in the 13/14 budget process, current year actual to be confirmed.
Spend to save initiatives	Red	0	25,000	25,000	
Service delivery options	Red	25,000	50,000	50,000	Commercial & marketing strategy approved and a range of business development activities are planned for Q3 & Q4. The outcome of which will inform delivery options.
BPI	Red	-	25,000	25,000	
<b>Total Transformation</b>		<b>1,500,460</b>	<b>1,572,930</b>	<b>1,573,490</b>	
<b>Asset Management Workstream</b>					
Vacation of Portholme Road Depot	Green	13,497	13,497	13,497	Completed. In addition, there is a saving to the HRA of £26,833
Running costs of new Civic Centre	Amber	40,000	40,000	40,000	A NNDR appeal has been submitted, if this is not successful then savings target will not be able to be achieved. We have now agreed with the PCT the formula for calculating the electricity split, still awaiting the invoice from PCT.
Closure of Tadcaster office	Green	30,000	30,000	30,000	Completed
Barby Depot	Amber	35,000	35,000	35,000	Depot being considered by an interested party. It is expected that it will be let in late October / early November, with a rental income of £15k per annum in addition to the cost savings identified of £20k.
<b>Total Asset Management</b>		<b>118,497</b>	<b>118,497</b>	<b>118,497</b>	
<b>Value for Money Workstream</b>					

Proposed Savings	Status	2013/14 £	2014/15 £	2015/16 £	Progress
Telecommunications Mast	Red	13,000	13,000	13,000	This project is being reviewed in light of the sale of the old civic centre car park site not going ahead. Options are currently being reviewed and a decision on the future of the project is expected shortly. Target for 2012/13 will not be achieved.
Decentralisation of Planning Fees	Red	-	-	-	Devolved Planning fees – £250k Saving removed for 12/13 - 14/15 as the national plan has been cancelled. Indication fees to be increased by up to 15% in the Autumn. Impact to be assessed when details are confirmed. Impact on future years will be kept under review.
Negotiation for share of out performance on Council Tax collection	Red	25,000	25,000	25,000	Currently underachieving on the collection of Council Tax by 0.8%, this target will not be met in 2012/13
Increase in legal fee charges - Legal	Amber	-	7,000	7,000	Demand is market driven. Projection based upon 12/13 demand (increases range from 2.6 - 300%)
Car Park Income	Amber	97,500	97,500	97,500	An increase of 20% for both long and short stay park was implemented from 1 December 2011. As saving was not fully achieved in 11/12, income will continue to be monitored in 12/13. At the end of June, income is £6k below target, but will be clawed back through opening the new car park at the old Civic Centre Site. Increase in 13/14 identified as a result of new car park opening
<b>Total Value for Money</b>		<b>135,500</b>	<b>142,500</b>	<b>142,500</b>	
<b>Base Budget Review Workstream</b>					
Car Allowances	Amber	41,150	41,150	41,150	Expected saving was not achieved in 11/12 as changes to car allowances etc were not implemented until Q2 onwards. Further review of current position is taking place to determine forecast for savings in 2012/13.
Pay award - Estimate reduced from 2.5% to 1%.	Green	81,730	166,280	255,040	Completed
Rationalisation IT Support Costs	Green	50,000	50,000	50,000	Completed
Rationalisation of cost base	Green	100,000	100,000	100,000	£140k identified £40k added to Contingency to mitigate increased budget risk
Redundant ICT systems	Red	25,000	25,000	25,000	Work ongoing to establish savings in year following system improvements and rationalisation. £25k to be achieved through decommissioning of 4 systems.
Frozen posts/vacancies	Green	19,320	19,320	19,320	Frozen posts continue to remain vacant. Customer Service Advisor post removed permanently from 13/14
Frozen posts/vacancies	Amber	4,110	-	-	Balance of saving yet to be identified.
Benefits & Taxation - reduce structure by vacant hours	Red	21,000	21,000	21,000	
Community Support - Salary band reduction	Red	5,570	11,250	11,250	
Compensation for legacy costs/income pressures	Green	136,000	136,000	136,000	
2011/12 Profits	Green	-	-	-	Carry Forward 11/12 profits to offset future losses.
Finance Budget Savings	Green	1,900	1,900	1,900	Completed



Proposed Savings	Status	2013/14 £	2014/15 £	2015/16 £	Progress
Additional Licensing Income	Green	5,660	5,660	5,660	Completed
O/S Survey Mapping Fees	Green	15,000	15,000	15,000	Completed
Housing Benefit Admin Miscellaneous Savings	Green	3,800	3,800	3,800	Completed
Housing Benefit Overpayments Recovery	Amber	90,000	90,000	90,000	An income budget has never been set for the recovery of Housing Benefit Overpayments. The nature of the income means that forecasting is difficult, but an estimate has been included based on current information and history.
Statutory Planning Notices	Green	3,500	3,500	3,500	Completed
Primary Care Trust	Green	10,000	10,000	10,000	Completed
Printing Supplies	Green	5,000	5,000	5,000	Completed
Pollution Monitoring Consultants	Green	5,000	5,000	5,000	Completed
Public Conveniences Contract - Inflation	Green	3,000	3,000	3,000	Completed
Licensing Income	Green	2,700	2,700	2,700	Completed
Domestic Waste - Sale of Goods	Green	5,000	5,000	5,000	Completed
Bus Station Repairs & Maintenance	Green	2,000	2,000	2,000	Completed
Health & Housing Call Out	Green	720	720	720	Completed
HR Budget Savings	Green	1,640	1,640	1,640	Completed
General Office Expenses	Green	8,480	8,480	8,480	Completed
Car Park Warden Van Lease	Green	2,890	2,890	2,890	Completed
Street Cleansing - General Advertising	Green	16,000	16,000	16,000	Completed
Further Base Budget Review Savings - details on supplementary list	Green	40,505	40,505	40,505	Completed
Further Base Budget Review Savings - details on supplementary list	Amber	12,620	12,620	12,620	Final figures to be confirmed
<b>Total Base Budget Review</b>		<b>719,295</b>	<b>805,415</b>	<b>894,175</b>	
<b>Discretionary Service Review Workstream</b>					
HR - Budget review	Green	5,000	5,000	5,000	Completed
New charge for planning advice	Red	30,000	30,000	30,000	Income running behind expectations currently £18k under target 12/13 reduced to reflect this.
Reduce opening hours at Access Selby	Green	35,000	35,000	35,000	Completed

Proposed Savings	Status	2013/14 £	2014/15 £	2015/16 £	Progress
Maximise current income streams	Red	50,000	100,000	100,000	Pilot Projects' for Marketing Strategy now in development - each will have a potential income target which are yet to be agreed. Can update progress monthly
Redeploy resources to pursue grant funding opportunities	Red	50,000	50,000	50,000	Lead officers considering grant opportunities as part of their budget monitoring.
Policy changes to introduce new income streams	Red	-	150,000	150,000	Potential for green waste/parking charges in Tadcaster etc. New charges introduced for hiring of committee rooms, water sampling. Parking Charges can't be considered at Tadcaster until the legal challenge has been heard and we have carried out the improvements. In 2012/13 additional 90 car spaces from September, plus any commuted sums from residential schemes of 1 - 9 houses (5% to be for administration)
Barlow Nature Reserve	Green	53,000	53,000	53,000	Completed
<b>Total Discretionary Service Review</b>		<b>223,000</b>	<b>423,000</b>	<b>423,000</b>	
<b>Inflation adjustment</b>		<b>126,604</b>	<b>215,718</b>	<b>297,882</b>	
<b>Total General Fund Savings</b>		<b>3,260,356</b>	<b>3,740,060</b>	<b>3,911,544</b>	
<b>Savings Target</b>		<b>3,173,668</b>	<b>3,340,335</b>	<b>3,457,103</b>	
<b>New Target</b>		<b>3,173,668</b>	<b>3,340,335</b>	<b>3,457,103</b>	
<b>Headroom/Deficit (+/-)</b>	**	<b>86,688</b>	<b>399,725</b>	<b>454,441</b>	
<b>Green Savings</b>		2,551,937	2,690,069	2,840,553	
<b>Amber Savings</b>		411,926	423,231	431,696	
<b>Red Savings**</b>		296,493	626,760	639,295	
<b>Total</b>		<b>3,260,356</b>	<b>3,740,060</b>	<b>3,911,544</b>	

**GENERAL FUND BASE BUDGET**  
**SAVINGS/EFFICIENCIES ACTION PLAN**  
**2012/13 - 2014/15 (V64)**  
**Updated October 2012**

**Key:**

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

<b>Proposed Savings</b>	<b>Status</b>	<b>2013/14</b> £	<b>2014/15</b> £	<b>2015/16</b> £	<b>Progress</b>
<b>Inflation factor</b>		0.020	0.020	0.020	
<b>Procurement Workstream</b>					
Election software	Green	4,700	4,700	4,700	Completed
Audit Partnership	Green	15,000	15,000	15,000	Completed. Planned reduction in Audit days and merger with Veritau.
		<b>19,700</b>	<b>19,700</b>	<b>19,700</b>	
<b>WTT - Transformation (Core)</b>	Green	50,000	50,000	50,000	Completed
<b>Total Transformation</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>Asset Management Workstream</b>					
<b>Total Asset Management</b>		-	-	-	
<b>Value for Money Workstream</b>					
Internal Drainage Boards	Green	146,000	146,000	146,000	Completed - The savings increased from £40k to £146k to reflect lower precepts as a consequence of 3 Drainage Boards freezing their precept and the remainder adding an average 1.39% inflation. This was set against a budgeted increase of 3.5% and an additional £75k to counter any large increases.
Community Safety	Green	15,000	15,000	15,000	Completed
<b>Total Value for Money</b>		<b>161,000</b>	<b>161,000</b>	<b>161,000</b>	
<b>Base Budget Review Workstream</b>					
External Audit Fee	Green	31,840	31,840	31,840	Completed

<b>Proposed Savings</b>	<b>Status</b>	<b>2013/14</b> £	<b>2014/15</b> £	<b>2015/16</b> £	<b>Progress</b>
Early Retirements - Strain on Pension Fund	Green	75,000	75,000	75,000	Completed
Corporate and Democratic Core	Green	7,000	7,000	7,000	Completed
Pay Award from 2.5% est to 1% revised	Green	22,230	33,150	48,118	Completed
Car Allowances	Green	2,850	2,850	2,850	Completed
<b>Total Base Budget Review</b>		<b>138,920</b>	<b>149,840</b>	<b>164,808</b>	
<b>Discretionary Service Review Workstream</b>					
External Grants	Green	12,000	12,000	12,000	Completed
<b>Total Discretionary Service Review</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	
<b>Inflation adjustment</b>		<b>15,417</b>	<b>24,027</b>	<b>33,592</b>	
<b>Total General Fund Savings</b>		<b>397,037</b>	<b>416,567</b>	<b>441,100</b>	
<b>Target</b>		<b>569,867</b>	<b>720,037</b>	<b>745,460</b>	
<b>Headroom/Deficit (+/-)</b>		<b>- 172,830</b>	<b>- 303,470</b>	<b>- 304,360</b>	
<b>Green Savings</b>		397,037	416,567	441,100	
<b>Amber Savings</b>		-	-	-	
<b>Red Savings**</b>		-	-	-	
<b>Total</b>		<b>397,037</b>	<b>416,567</b>	<b>441,100</b>	

## Opportunities for different approaches to service delivery

No	Suggestion	Notes	Estimated Saving £
1	<b>Planning</b>	Range of income generation initiatives - subject to risk assessment	77,000
2	<b>Enforcement</b>	Review current activity on a risk basis and divert to planning related issues	-
3	<b>Green waste</b>	Introduce charging for green waste collection	560,000
4	<b>Employee Benefits</b>	Review casual mileage rate paid to officers and councillors	3,400
5	<b>Licensing</b>	Service enhancements for additional fee	2,000
6	<b>Assets</b>	Rationalisation of assets and use for advertising	80,000
7	<b>Car Parking</b>	Introduce charging for bank holidays	5,000
8	<b>Policy</b>	S106 and neighbourhood planning	25,000
9	<b>Channel Shift</b>	Transactional website - savings expected after year 2	-
10	<b>Customer Services</b>	Shared service	25,000
11	<b>Core Support</b>	Core review	50,000
12	<b>Creation of a trading arm</b>	Housing lettings and business support services - savings from year 2 onwards - business case to be developed as a priority	-
			<b>827,400</b>

**Brief to Policy Review Committee**

**Charging for Green Waste Collection**

The Council's revenue budget forecasts show a savings requirement of around £800k for the coming financial year and beyond.

The Council has to date, achieved savings of £2.9m p.a. but it is becoming increasingly difficult to achieve savings on a reducing cost base. Therefore, alternative savings proposals are being put forward by the Executive.

As part of their draft budget proposals the Executive recommend the introduction of charges for green waste collection.

Assuming take up of 75%, it is estimated that the net cost of the collection service (after deduction of recycling credits) is £559k based on 2012/13 prices.

Estimating 22,500 households will take up the service, a charge of £26 per household per annum, would be needed in order to achieve 'break even'.

Policy Review Committee are asked to review the assumptions upon which the Executive's proposal is based and to bring forward recommendations on the practical issues that will need to be taken into account in implementing the change (for example billing arrangements and communications).

As part of these considerations, the committee is asked to identify the optimum timing of the introduction of the charge to maximise the income for 2013/14, in order to support the achievement of a balanced budget for the forthcoming year.

Recommendations are to be brought forward as part of the Committee's response to the budget consultation.

## General Fund Bids 2013/14 - 2015/16

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			13/14	14/15	15/16	13/14	14/15	15/16				
1	To provide revenue budget to support for the on-going provision of a procurement service to the Core and Access Selby. SDC have been a partner in the North Yorkshire Procurement Partnership since 1st August 2009 and the current Partnership agreement is coming to an end on 31st March 2013. The costs are shared with the HRA.	This bid will ensure legal compliance with public procurement regulations, minimise the risk of legal challenges being upheld thereby mitigating financial risk	17,500	17,500	17,500				Maintain shared best practice and learning from other districts procurement activity	Access	Fixed-Term	B
	<b>Net Cost of Bid</b>		<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	<b>0</b>	<b>0</b>				
2	Procurement of a mobile working solution to mobilise the community officers team and have scope to mobilise other areas such as enforcement, environmental health, support officers and planning	Set-up Costs Capital Project Team New Maintenance Charges  Savings : System Maintenance / Other  Savings: Staff Efficiency	22,296 3,890	12,450	12,450	50,960	98,000		The mobile working solution procured should be adaptable so further development work can be undertaken where other business areas are mobilised - in particular an area such as planning would benefit greatly from a mobile solution as it would remove the need for paper case files as everything could be distributed electronically.	Access	Fixed-Term Permanent	C
	<b>Net Cost of Bid</b>		<b>-67,820</b>	<b>-165,324</b>	<b>-176,210</b>	<b>50,960</b>	<b>98,000</b>	<b>0</b>	Funding Proposal - Spend to Save			
3	Funding to undertake discretionary remedial repair work (where hazards have been identified under the Housing Act 2004 ) within private sector rented accommodation.	The undertaking of such remedial works will lead to measurable improvements to the property & the health of the occupants. These objectives & outcomes link with the corporate aims of 'changing places' & 'living well'.	5,000	5,000	5,000				The requested funding would be used to remedy any hazards/defects that remain within the dwelling in spite of a successful prosecution. The remedial works would be undertaken under Schedule 3, para 3(4) of the Housing Act 2004 which permits Access Selby to undertake works in default where an individual has failed to comply with an improvement notice.  This bid is from the enforcement policy annex 2. Potential to have an uncosted bid & deal with each case on merit as costs are usually put as a charge against the property & this budget may not be adequate.	Access	Fixed-Term	C
	<b>Net Cost of Bid</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>				
4	To support future year costs of mandatory Disabled Facilities Grant service to ensure all those identified as in need receive the necessary support in a timely manner.	The bid aims to ensure full delivery of a mandatory housing function whilst significantly supporting the Council's commitment to vulnerable people. DFG provides the necessary funds to provide disabled adaptations to residents to help maintain their						350,000	Funding for 2013/14 and 2014/15 approved as part of 2012/13 budget setting. Indicative programme resource needs for 2015/16	Core	Permanent	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205,000</b>	Government Funding Funding required from capita programme resources			
5	ICT Strategy Bids					356,876	75,000	75,000	ICT strategy programme.	Access		B/E
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>356,876</b>	<b>75,000</b>	<b>75,000</b>				
6	To provide Funding to undertake the Local Development Framework	Changing places, Living Well and Tackling the Tough Stuff themes		134,000	Unknown				The bid will enable the Council to carry out the additional requests from the Inspector, for example the Green Belt review and the assessment of all settlements "development limits"			
	<b>Net Cost of Bid</b>		<b>0</b>	<b>134,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			13/14	14/15	15/16	13/14	14/15	15/16				
7	Access Selby Spend to Save Initiatives		150,000						Bid to support the cost of implementing Access Selby's improvement / savings	Access		
	<b>Net Cost of Bid</b>		<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
	<b>Net Cost of GF Bids</b>		<b>104,680</b>	<b>-8,824</b>	<b>-153,710</b>	<b>407,836</b>	<b>173,000</b>	<b>280,000</b>				

**Key to Bid Categories**  
A - Statutory  
B - Essential to maintain the existing level of service.  
C - Corporate Plan Improvement  
D - State of the Area Address Initiative  
E - Section Improvement Plan Initiative  
F - New Service



## Housing Revenue Account Bids 2013/14 - 2015/16

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			13/14	14/15	15/16	13/14	14/15	15/16				
1	To provide revenue budget to support for the on-going provision of a procurement service to the Core and Access Selby. SDC have been a partner in the North Yorkshire Procurement Partnership since 1st August 2009 and the current Partnership agreement is coming to an end on 31st March 2013. The costs are shared with the General Fund.	This bid will ensure legal compliance with public procurement regulations, minimise the risk of legal challenges being upheld thereby mitigating financial risk of non compliance.	17,500	17,500	17,500				Maintain shared best practice and learning from other districts procurement activity	Access	Fixed	C
	<b>Net Cost of Bid</b>		<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	<b>0</b>	<b>0</b>				
2	HRA stock condition survey  Accurate and up to date information is not available. Stock condition information will allow more accurate projections of future workload.	The undertaking of such remedial works will lead to measurable improvements to the property & the health of the occupants. These objectives & outcomes link with the corporate aims of 'living well'.	50,000						Report on Asset Management Strategy highlights the need for a stock condition survey to inform the HRA capital programme. This has also been highlighted as a need within the HRA Business Plan  Survey required as a result of refresh of asset management strategy currently being worked on. The previous survey was carried out as part of the Decent Homes Programme.	Access	One-Off	B
	<b>Net Cost of Bid</b>		<b>50,000</b>	<b>0</b>	<b>0</b>							
3	Electrical rewires of SDC housing stock - current capital programme includes permanent budget approval for rewires. This bid adjusts that figure to reflect the savings arising through bringing the peridical electrical testing in house and focused targeting of the work.	Effectively maintain the condition of the SDC housing stock				-50,500	-61,500	-61,500	Adjustment reduces the approved budget to £260k from 2013/14 onwards Savings will be fed back into the HRA to allow other works to proceed.		Permanent	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>-50,500</b>	<b>-61,500</b>	<b>-61,500</b>				
4	Central heating solid fuel to gas programme - adjustment to current programme to reflect changes in cost for 2013/14 and 2014/15	Effectively maintain the condition of the SDC housing stock				-7,500	-7,500	157,500	The adjustment reduces the approved programme to £150k in 2013/14 & 2014/15		Fixed	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>-7,500</b>	<b>-7,500</b>	<b>157,500</b>				
5	Funding to cover costs of replacement roofing to SDC housing stock from 2015/16. The current approved programme includes funding in 2013/14. No replacements are identified in the current stock codition data for 2014/15. The bid allows for apporoximately 117 roof replacements at an average cost of £4,800	Effectively maintain the condition of the SDC housing stock						560,000	The current capital programme has £560k approved for 2013/14		Fixed	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>560,000</b>				
6	Damp survey & consequential repair works additional costs - the current approved programme requires additional resources to fund the issues arising within the housing stock as a consequence of failing damp courses.	Effectively maintain the condition of the SDC housing stock				103,500	96,500	96,500	Additional resources required for 13/14 and 14/15 to increase budget to £300k		Permanent	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>103,500</b>	<b>96,500</b>	<b>96,500</b>				
7	Door replacement programme - current programme has £48k per annum additional funding required for 13/14 and 15/16						-15,500	86,000			Fixed	B
	<b>Net Cost of Bid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-15,500</b>	<b>86,000</b>				

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			13/14	14/15	15/16	13/14	14/15	15/16				
8	Additional kitchen replacements funding. The programme of replacement kitchens has progressed well and the base funding of £237k within the capital programme is adequate to fund new kitchens					-105,000	-105,000			Permanent	B	
	<b>Net Cost of Bid</b>		0	0	0	-105,000	-105,000	0				
9	Pre paint & cyclical repairs - adjustment to the current programme funding resources in 2014/15 of £152k to £113k.						-39,000		Programme includes £113k for rolling programme of work	Permanent	B	
	<b>Net Cost of Bid</b>		0	0	0	0	-39,000	0				
10	Void Property repairs - continuation of the programme							53,500	This will help maintain the void turnaround targets.	Fixed	B	
	<b>Net Cost of Bid</b>		0	0	0	0	0	53,500				
11	Airey Properties additional resources for the approved programme to cover additional costs for Phase 2 & 3 based on the tender for Phase1					90,000	346,000		Phase 2 £320k , Phase 3 £1,376k within programme	Fixed	B	
	<b>Net Cost of Bid</b>		0	0	0	90,000	346,000	0				
12	Bathroom replacements							180,000	This will help to prevent homes failing to meet the Decent homes standards	Permanent	B	
	<b>Net Cost of Bid</b>		0	0	0	0	0	180,000				
	<b>Net Cost of HRA Bids</b>		68,609	18,609	18,609	30,500	214,000	1,072,000				

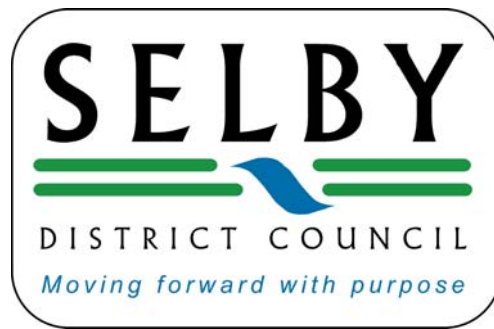
**Key to Bid Categories**

- A - Statutory
- B - Essential to maintain the existing level of service.
- C - Corporate Plan Improvement
- D - State of the Area Address Initiative
- E - Section Improvement Plan Initiative

3,396,230 3,816,980 1,498,480 Committed Bids

**3,426,730 4,030,980 2,570,480 Total Bids**

<b>Reserves</b>										
<b>Description</b>	<b>Estimated Balance 31 March 13</b>	<b>Use</b>	<b>Contribs</b>	<b>Estimated Balance 31 March 14</b>	<b>Use</b>	<b>Contribs</b>	<b>Estimated Balance 31 March 15</b>	<b>Use</b>	<b>Contribs</b>	<b>Estimated Balance 31 March 16</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Revenue Reserves</b>										
<b>General Fund</b>										
PFI Scheme	2,422,360	- 378,060	363,480	2,407,780	- 389,400	382,730	2,401,110	- 401,080	396,030	2,396,060
Building Repairs & Projects*	561,319		130,000	691,319	- 93,000	130,000	728,319		130,000	858,319
ICT	178,322	- 356,876	200,000	21,446	- 75,000	200,000	146,446	- 75,000	200,000	271,446
Access Selby	327,314			327,314			327,314			327,314
Contingency	553,135			553,135			553,135			553,135
Election	66,954		30,000	96,954		30,000	126,954	- 150,000	30,000	6,954
Industrial Units	50,617			50,617			50,617			50,617
Open Space Maintenance	11,158			11,158			11,158			11,158
Pensions Equalisation Reserve**	400,000		200,000	600,000		200,000	800,000		200,000	1,000,000
Planning Inquiries	100,000			100,000			100,000			100,000
Sherburn Amenity Land	9,992			9,992			9,992			9,992
Special Projects (Programme for Growth)	1,031,496	- 1,434,250	880,000	477,246	- 608,940	880,000	748,306			748,306
Spend To Save	369,070	- 200,960	119,070	287,180	- 98,000		189,180			189,180
Tadcsater Central Area	215,399			215,399			215,399			215,399
Transport Repairs & Renewals Reserve	-			-			-			-
Wheeled Bins	18,000			18,000			18,000			18,000
NDR Equalisation	-		344,034	344,034			344,034			344,034
General Fund	1,844,034	- 344,034		1,500,000		-	1,500,000			1,500,000
<b>Sub Total</b>	<b>8,159,170</b>	<b>- 2,714,180</b>	<b>2,266,584</b>	<b>7,711,574</b>	<b>- 1,264,340</b>	<b>1,822,730</b>	<b>8,269,964</b>	<b>- 626,080</b>	<b>956,030</b>	<b>8,599,914</b>
Commutation Surplus	4,329	- 899		3,430	- 899		2,531	- 899		1,632
Car Loan Bonds	5,014			5,014			5,014			5,014
C/fwd Budgets (GF)	-			-			-			-
<b>Sub Total</b>	<b>9,343</b>	<b>- 899</b>	<b>-</b>	<b>8,444</b>	<b>- 899</b>	<b>-</b>	<b>7,545</b>	<b>- 899</b>	<b>-</b>	<b>6,646</b>
<b>HRA</b>										
HRA Balance	1,500,000			1,500,000			1,500,000			1,500,000
Major Repairs Reserve - Capital Programme	871,000	- 3,426,730	3,151,270	595,540	- 4,030,980	3,995,020	559,580	- 2,574,980	4,647,650	2,632,250
Major Repairs Reserve - Debt Repayment	1,175,000		1,175,000	2,350,000		1,175,000	3,525,000		1,175,000	4,700,000
<b>Sub Total</b>	<b>3,546,000</b>	<b>- 3,426,730</b>	<b>4,326,270</b>	<b>4,445,540</b>	<b>- 4,030,980</b>	<b>5,170,020</b>	<b>5,584,580</b>	<b>- 2,574,980</b>	<b>5,822,650</b>	<b>8,832,250</b>
<b>Total Revenue Reserves</b>	<b>11,714,513</b>	<b>- 6,141,809</b>	<b>6,592,854</b>	<b>12,165,558</b>	<b>- 5,296,219</b>	<b>6,992,750</b>	<b>13,862,089</b>	<b>- 3,201,959</b>	<b>6,778,680</b>	<b>17,438,810</b>
<b>Capital Reserves</b>										
Capital Receipts	703,600	- 240,000	102,500	566,100	- 1,510,250	1,102,500	158,350	- 205,000	257,500	210,850
Planning Delivery Grant (Capital)	192,750			192,750	- 192,750		0			0
LPSA Grant - Balance from 07/08	32,499			32,499			32,499			32,499
Community Safety Grant - Balance from 08/09	2,387			2,387			2,387			2,387
	<b>931,236</b>	<b>- 240,000</b>	<b>102,500</b>	<b>793,736</b>	<b>- 1,703,000</b>	<b>1,102,500</b>	<b>193,236</b>	<b>- 205,000</b>	<b>257,500</b>	<b>245,736</b>
* Potential for £500k to be allocated to Abbey Leisure Centre rebuild - subject to scheme costs										
** Payment to Pension Fund and reserve contributions to be reconsidered following triennial valuation due 2013/14										



# **MAJOR BUDGETS RISK ASSESSMENT 2013/14**

**1.0 BACKGROUND:**

- 1.1 This paper provides a risk assessment for material items of revenue income and expenditure. It identifies those significant budgets where the risk of over or underachievement is greatest, including budgets which are particularly volatile or susceptible to fluctuation as a result of external factors, and attempts to quantify the financial risk to Access Selby, Communities Selby and the Core of the Council.
- 1.2 Inflation is an important factor for the Council's budgets, and can have a n impact when rates are high relative to income growth. The Council is also locked into some large contracts (e. g. Streetscene - £3.8m) which use t he RPI for the rate of uplift, and these alone can add considerable risk to the relevant expenditure budgets.

**ACCESS SELBY, CORE and COMMUNITIES SELBY**

**2.0 SALARIES AND WAGES**

- 2.1 Salaries and Wages form a major expenditure for Access Selby and the Core with total budgets for 2013/14 nearing £6.19m.
- 2.2 Variances to the budgets can come from the following pressures:
- Vacancies (downward pressure).
  - Service pressures – unexpected requirement for overtime eg, backlogs in work or cover for sickness absence (upward pressure).
  - Maternity leave (upward pressure – due mainly to Access Selby's reduced staffing resources).
  - Sickness absence – short term sickness generally has no financial implications. Long term sickness absence is likely to require posts to be covered to maintain service performance, for example by overtime or temporary staff (upward pressure).
- 2.3 Although the new delivery arrangements have seen a reduction in employee numbers, this is seen to increase the risk on the budget, as there are less staff available to meet any subsequent pressures. Also, the size of the budget means that a minor change can result in a significant variance.

**Sensitivity Analysis**

2013/14 Budget		0.5% Variance	1.0% Variance	2.0% Variance
Salaries	Access Selby	27,741	55,482	110,965
	Core	3,194	6,388	12,775

Sensitivity: Low

Impact: High

Risk: Medium

- 2.4 The Local Government Pension Scheme and its funding have been and continue to be the subject of change. The main cost pressure is the performance of the Fund, together with increases in pension liabilities and fund membership, and although the latter has not been significant in the past,

changes introduced in 2011/12 mean that employees who have previously opted out of the scheme will be automatically re-entered every 3 years, bringing a potential increase in cost if those employees do not choose to opt out again.

- 2.5 In 2013/14 the Employer’s contribution is based on a future service rate of 11.4% together with a lump sum of £723,400. The next actuarial valuation is due in April 2014, and early indications suggest that this will bring a net 2% increase in rates. The Council is setting aside £200k p.a. into a Pension Equalisation reserve to specifically mitigate this risk.

Sensitivity Analysis

2013/14 Budget	1% change in E'ers rates	2% change in E'ers rates	3% change in E'ers rates
E'ers Superannuation	63,460	126,910	190,370

Sensitivity: High

Impact: High

Risk: High

**ACCESS SELBY**

**3.0 HOUSING AND COUNCIL TAX BENEFITS:**

- 3.1 The Budget for Housing Benefit payments is estimated to be £16.85m in 2013/14. The calculation takes into account Rental Price Increases and the current economic climate. Housing Benefit roughly equates to the Government Grant, if we include money recovered from over payments (£85,000). The recovery level is at risk in difficult economic times creating a risk factor.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% Variance
Recovery Variance	850	4,250	8,500

Sensitivity: High

Impact: Low

Risk: Low

- 3.2 As of 1 April 2013 Council Tax Benefit becomes Council Tax Support. This is a fixed pot of money from Central Government of around £5.24m. SDC’s risk is that any overpayment will result in a 10.8% liability to the Council. The rest is covered by the NYCC, Fire and Police Authority. This is a major change and increases the risk to the Council and other Precepting bodies.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% Variance
Benefits Paid	52,400	262,000	524,000
SDC Exposure (10.8%)	5,660	28,300	56,600

Sensitivity: High

Impact: Low

Risk: Medium

**4.0 ENERGY COSTS (various budgets):**

- 4.1 Energy costs are difficult to predict with precision as they are affected by both volume of consumption and price. The Council procures energy through a framework contract although transfer of responsibilities for the leisure centres to

WLCT and the joint arrangements with the NHS for the new Civic Centre mean that our direct procurement of energy has reduced, albeit with some degree of loss of control.

Sensitivity Analysis

2013/14 Budget	10% Variance	20% Variance	30% variance
Gas 43,610	4,361	8,722	13,083
Electricity 135,390	13,539	27,078	40,617
Total 179,000	17,900	35,800	53,700

Sensitivity: High

Impact: Medium

Risk: Medium

**5.0 LEISURE SERVICES CONTRACT:**

- 5.1 At the beginning of September 2009, the responsibility for the management of the Council’s leisure facilities transferred to Wigan Leisure and Culture Trust. The contract is subject to a fixed sum which is increased in line with inflation each year.
- 5.2 As landlord, the Council retains responsibilities for maintaining the assets used by the trust. A 10 year maintenance programme is in place, supported by an earmarked revenue reserve which is reviewed on an annual basis.
- 5.3 In late February 2012, the contract was severely affected by a major fire at the Abbey Leisure Centre. A temporary gym service is being provided at a reduced contract price and the decision has now been taken to demolish and rebuild the leisure centre. The new centre is expected to open early in 2015. The fire will adversely impact on the Council’s insurance premiums going forward.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
297,110	2,971	14,856	29,711

Sensitivity: Low

Impact: Low

Risk: Low

**6.0 WASTE COLLECTION:**

- 6.1 With effect from October 2009, the Council introduced an alternate weekly bin collection system as part of a new Streetscene contract with Enterprise Managed Services Ltd. A sum of £1,710,420 is included in the 2013/14 budgets for contractor payments and waste disposal charges made by the County Council.
- 6.2 Contained within the contract is an annual price review, to be effective on the anniversary of the commencement of the agreement. To allow RPI to be used as an inflation factor, an additional 1% was added to the tender price at the start of the contract, with RPI as at September being used to inflate this adjusted base price each subsequent year. The contract also absorbs any additional cost pressure from increased properties, unless such additions require a fundamental change (i.e. an additional round / refuse vehicle). The forecast growth in property numbers over the next five years indicate that at least an extra 450 properties per year will be built in the district and is something that will need to be closely monitored in future years.

- 6.3 The County Council charges relate to Land Fill Tax (£64) and Trade Waste Disposal Charges (£23). Both items of expenditure are multiplied by the tonnage disposed of. With regard to tonnage the estimates are based upon the latest information and projections. However, to the extent that tonnage is not certain, there is the risk that there may be some variance to the original budget.
- 6.4 With regard to price, the land fill price per tonne for 2013/14 will increase by £8 (14.3% increase), and disposal charges will increase by £0.67 (2.9% increase).

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
Contractor Costs	15,365	76,826	153,652
County Council Charges	1,739	8,695	17,390

Sensitivity: Medium

Impact: Medium

Risk: Medium

- 6.5 Income from refuse collection charges is now in the region of £544k per annum (£511k of which relates to trade refuse income). This is an increase of £34,870 over the 2012/13 latest estimate. Like any other business, income from this source is subject to increasing competition from other providers, and from the tough economic conditions currently being encountered, although a marketing exercise and a review of prices, carried out for the 2012/13 financial year, aims to minimise this impact.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
Commercial Waste Income	5,112	25,560	51,120
Domestic Waste Income	164	822	1,645

Sensitivity: Low

Impact: Medium

Risk: Medium



**7.0 RECYCLING:**

7.1 A sum of £1,470,930 is included in the 2013/14 budgets for contractor charges. These relate to the fees that the Council pays to the various companies that take away commodities for recycling. The main items for recycling are green waste, paper, glass, plastic containers/bottles and cans. As with the waste collection costs the expenditure is subject to both price and tonnage which makes estimating difficult as the figures in Table 2 below demonstrate.

**Table 2**

Year	Original Estimate £	Outturn £	Variance	
			£	%
2008/09	1,445,250	1,300,154	-145,096	-10.04
2009/10	1,458,800	1,490,731	31,931	2.19
2010/11	1,505,280	1,448,922	-56,358	-3.76
2011/12	1,514,470	1,341,602	-172,868	-11.41
2012/13	1,424,630	*1,465,630	41,000	2.88
2013/14	1,470,930	* Forecast		

7.2 On average the estimates have been under by 3.4%. There is a risk that this could occur again – if so the cost would be £1,420,918. However, linked to the cost of recycling is the income received from the County Council as recycling credits. The pattern over recent years is shown in Table 3: As can be seen due to strong recycling activity in the current financial year, it is anticipated that both costs and recycling credit income will exceed the budget.

**Table 3**

Year	Original Estimate £	Outturn £	Variance	
			£	%
2008/09	-396,630	-352,891	-43,739	-11.03
2009/10	-412,500	-507,107	94,607	22.94
2010/11	-429,000	-491,333	62,333	14.53
2011/12	-491,000	-507,091	16,091	3.28
2012/13	-492,800	*-574,000	81,200	16.47
2013/14	-492,800	* Forecast		

7.3 As the cost per tonne charged and the recycling credit per tonne are not directly related, the correlation between expenditure and income is not direct. The County Council have decided that the 2013/14 recycling credit will be £44.44 per tonne. This rate is to be increased by 3% year on year until amended by government guidance.

7.4 Taking the External Fees and Recycling Credits together the risk is assessed as follows:

**Sensitivity Analysis**

2013/14 Budget	1% Variance	5% Variance	10% variance
Contractor Costs	14,709	73,547	147,093
Recycling Credits	-4,928	-24,640	-49,280

Sensitivity: Medium

Impact: Medium

Risk: Medium

**8.0 PLANNING APPLICATION FEES:**

8.1 Income from planning application fees is budgeted at £540,230 for 2013/14. The pattern over recent years is shown in Table 4:

**Table 4**

Year	Original Estimate	Outturn	Variance	
	£	£	£	%
2008/09	536,580	383,665	-152,915	-28.50
2009/10	461,580	572,075	110,495	23.94
2010/11	561,580	373,330	-188,250	-33.50
2011/12	561,580	460,475	-101,105	-18.00
2012/13	**857,020	*470,000	-387,020	-45.16
2013/14	540,230	* Forecast		

\*\* Includes a savings target

8.2 The housing market continues to be depressed due to the economic recession and this is impacting on planning applications for the current financial year. This unpredictability means that this area has a high degree of sensitivity and therefore should be monitored closely.

8.3 The budget for 2013/14 has been set at £540,230 following a 15% price increase expected to be introduced in the latter part of 2012. Planning fees are very dependant on economic levels of activity. Some charges could be reduced to Nil, by the Government, making Income generation challenging in the short term.

**Sensitivity Analysis**

2013/14 Budget	10% Variance	20% Variance	30% variance
540,230	54,023	108,046	162,069

Sensitivity: High

Impact: High

Risk: High

**9.0 COUNCIL TAX COURT COSTS (income)**

9.1 Owing to a more effective and embedded recovery procedure, accounts reaching the summons stage remain fairly consistent. This area is still fairly sensitive to the state of the economy.

**Sensitivity Analysis**

2013/14 Budget	10% Variance	20% Variance	30% variance
120,320	12,032	24,064	36,096

Sensitivity: High

Impact: Medium

Risk: Medium

**10.0 INDUSTRIAL UNIT RENTS**

10.1 The industrial units are managed by Selby DC on behalf of itself and partners. The ground rent was revised in 2010/11 as a result of an independent rent review. The maintenance rent has been adjusted in line with the anticipated change in maintenance costs. The next review of the rents is due November / December 2012 for 2013/14 implementation.

- 10.2 Industrial Unit rents are at risk as they vary depending on the occupancy rate of each unit, the rental is calculated at between 85% and 95% of full occupancy as all the units are rarely 100% occupied (Hurricane Industrial Units currently 100% occupied) although the rent review has made a positive impact. Due mainly to the economic downturn, the units are experiencing varying levels of occupancy and after a certain period of time being unoccupied will also become liable for NNDR.

Sensitivity Analysis

2013/14	5% Variance	10% Variance	15% Variance
195,500	9,775	19,550	29,325

Sensitivity: High

Impact: Medium

Risk: Medium

**11.0 CAR PARK PAY AND DISPLAY INCOME**

- 11.1 Car parking income has a separate policy for increasing fees which is reviewed bi-annually in accordance with the policy agreed in July 2006.
- 11.2 A review of car parking charges was agreed by the Executive in July 2011. An increase of 20% on long and short stay charges was agreed, with implementation in December 2011, after changes to the machines and signage. It is envisaged that the increases, together with the opening of a new site at the old Civic Centre will generate an additional £38k in 2013/14. Due to the ongoing economic climate and the price of fuel, there may be some pressure in maintaining these levels of income in the future.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
395,030	3,950	19,752	39,503

Sensitivity: Low

Impact: Medium

Risk: Medium

**12.0 INCOME FROM DOMESTIC AND TRADE WASTE COLLECTION**

- 12.1 Income is derived from two main sources, the collection and disposal of commercial waste from non-domestic properties, and the collection of bulky household waste from domestic premises. The commercial waste budgets for 2013/14 have been set to take into account the increased disposal costs from the County Council, and an inflationary increase in line with the Council's fees and charges policy.
- 12.2 There should be little risk to the commercial waste budgets as the contract prices are set to recover the expected charges, and although the SORTED scheme is popular, the current economic climate may threaten the maintenance of the current customer base.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
527,650	5,277	26,383	52,765

Sensitivity: Low

Impact: Medium

Risk: Medium

**13.0 SALE OF RECYCLABLES**

13.1 The Council’s contractors, Enterprise are now responsible for the management and sale of material sold for recycling. An income share mechanism has been agreed between the Council and Enterprise whereby the Council achieves a guaranteed income from the sale of recyclates and Enterprise can recoup some additional costs through the income generated. A profit share is then applied whereby Enterprise receives 30% of the remaining income generated and the Council receives 70%. Due to a major slump in the market price, and the effect of the recession in general, there could well be pressure on this budget for the foreseeable future.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
280,000	2,800	14,000	28,000

Sensitivity: High

Impact: Low

Risk: Low

**14.0 LAND CHARGES INCOME**

14.1 Land charges fees are set in line to recover the cost of the service. In addition Land Charges income is particularly susceptible to external factors such as the movement in the property market, and the option for house buyers to facilitate gathering of information in the most economical way by undertaking elements of the searches themselves.

14.2 The housing market continues to show little sign of recovery. The budget for 2013/14 has been set at a level to reflect this, although the unpredictability of this area means it has a high degree of sensitivity and therefore should be monitored closely.

Sensitivity Analysis

2013/14 Budget	10% Variance	20% Variance	30% variance
122,440	12,244	24,488	36,732

Sensitivity: High

Impact: Low

Risk: Medium

**15.0 HOUSING RENTS**

15.1 Housing rents form the main source of funding for the Housing Revenue Account. Rents are calculated based on complex rent restructuring formulae provided by DCLG. The aim of this is to get council rents to converge with those of Registered Social Landlords. Although the HRA is now self financing and free from the constraints of negative subsidy it is still anticipated that the model for rent increases is still followed until convergence date which is currently expected in 2015/16.

15.2 The following table includes dwelling and garage rents and shows a consistent over achievement of income, latterly as a result of focused improvement in the turn around times for void properties. Estimates are based on a reasonable level of void properties and assumed Right to Buy sales.

**Table 5**

Year	Original Estimate £	Actual / Projected Outturn £	Variance	
			£	%
2007/08	8,714,200	8,816,658	(102,458)	(1.18%)
2008/09	9,241,850	9,410,335	(168,485)	(1.82%)
2009/10	9,495,000	9,680,904	(185,904)	(1.96%)
2010/11	9,530,000	9,875,887	(345,887)	(3.63%)
2011/12	10,500,000	10,595,943	(95,943)	(0.91%)
2012/13	11,351,000	*11,450,000	(99,000)	(0.87%)
2013/14	11,864,560	* Forecast		

**Sensitivity Analysis**

2013/14 Budget	0.5% Variance	1% Variance	2% Variance
11,864,560	59,448	118,896	237,791

Sensitivity: Low

Impact: High

Risk: Medium

**16.0 MAINTENANCE OF HOUSING STOCK**

- 16.1 Selby has ageing HRA stock; as a result costs to maintain stock to an appropriate level of decency are likely to increase in the future as the dwelling condition deteriorates. There is a capital programme in place to meet specific programmed demands, but revenue repairs are responsive and can vary daily in the nature and requirements of the property. The HRA attained the decent homes standard by the December 2010 deadline, but on-going work is needed to maintain this standard.
- 16.2 Stock surveys are continually carried out. The feedback received helps to inform the programme of works, the most critical work prioritised accordingly. This work will need to run in parallel with the debt repayment profile to ensure that funds are allocated correctly and affordability in the HRA is maintained whilst delivering front line services.

**Table 6**

Year	Original Estimate £	Actual / Projected Outturn £	Variance	
			£	%
2007/08	383,590	487,093	103,503	26.98
2008/09	447,910	451,808	3,898	0.87
2009/10	474,230	480,185	5,955	1.25
2010/11	424,230	566,514	142,284	33.53
2011/12	475,000	484,667	9,667	2.04
2012/13	480,000	*480,000	0	0
2013/14	480,000	* Forecast		

- 16.3 In the past, the revenue budget has been more sensitive to risk from the impact of void properties. However in more recent years the Council has had capital works programmed and tendered to a fixed price, thereby limiting the need to draw on responsive maintenance budgets.

Sensitivity Analysis

2013/14 Budget	1% Variance	5% Variance	10% variance
480,000	4,800	24,000	48,000

Sensitivity: Medium

Impact: Low

Risk: Low

**17.0 SUPPORTING PEOPLE**

17.1 Services in respect of the homeless and services for older persons, delivered by Access Selby, are currently funded through the national supporting people funding framework administered by North Yorkshire County Council. Currently funding is committed until December 2013 pending a national review of the Supporting People framework and comprehensive spending review. Sub regional negotiations are ongoing to facilitate forward planning and assessment of risks and options for future delivery of these services.

Sensitivity Analysis

2013/14 Budget Grant Income	25% Variance
£272,000	68,000 (Qtr 4 2013/14)

Sensitivity: High

Impact: Medium

Risk: Medium

**18.0 SAVINGS**

18.1 The Council's financial stability and resilience, is heavily reliant on its ability to generate the on-going base budget savings it needs, to deliver a balanced and sustainable budget.

18.2 There is a well established savings strategy and a detailed action plan which is closely monitored by the Executive. The current risk rating of the savings plan shows:

	2013/14 £	2014/15 £	2015/16 £
Red Savings	296,493	626,760	639,295
Amber Savings	411,926	423,231	431,696
Green Savings	2,913,415	3,063,978	3,221,941

18.3 An assessment of the value of potential further savings still required if not all planned savings are achieved, shows:

	2013/14 £	2014/15 £	2015/16 £
Red 50% Not Achieved	148,246	313,380	319,647
Amber 25% Not Achieved	102,981	105,808	107,924
Total	251,227	419,188	427,571

Sensitivity: High

Impact: High

Risk: High

## **Item 6. – Appendix 2**

### **Relevant Agenda Minute from Executive Meeting 6 December 2012**

#### **72. Draft Budget and Medium Term Financial Plan – Key Decision**

Councillor Lunn presented the report on the draft revenue budget and capital programme for 2013/14 to 2015/16. The proposals presented a balanced budget for the coming year, subject to the achievement of savings.

Councillor Lunn outlined that the Executive had considered the Government's offer of a one-off grant for a further year's Council Tax freeze. However, the future uncertainty regarding the new business rates regime meant that the Executive would be recommending a Council Tax increase of just 2% to protect the Council's financial position.

Councillor Lunn stated that the Council had made significant progress in delivering the savings needed to sustain priority services, but must be prepared for further cuts to central government funding.

The Executive felt that, in order to protect statutory services, consideration needed to be given to reducing subsidies provided to discretionary services. The Executive then discussed the introduction of charging for green waste collection.

#### **Resolved:**

- i) Subject to comments from the Policy Review Committee, the draft budgets, bids and savings be submitted to Council for approval;**
- ii) To request the Policy Review Committee to bring forward their recommendations for the implementation of charges for green waste collection.**

#### **Recommended to Council:**

**To increase Council Tax by 2% for 2013/14.**

Reason for decision:

To ensure the Executive's budget proposals are fully funded for 2013/14.

**To:** Policy Review Committee  
**Date:** 15 January 2013  
**Author:** Julia Jennison  
**Lead Officer:** Janette Barlow

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**Title:** Selby District Council Tenancy Policy

**Summary:** The approach to the Selby Tenancy policy was set out to Executive 5<sup>th</sup> April 2012, and a steer has been provided through Executive input to the Tenancy Policy Group, to inform the approach to each issue. A draft Policy was taken to Executive on 6<sup>th</sup> December when it was approved for consultation between December and March.

**Recommendation:**

- i. To consider the approach to tenancy management set out in the Tenancy Policy
- ii. To feedback comments during the consultation period December to 17 March 2013

**Reason for recommendation**

To ensure that Policy Review is aware of how work on the Tenancy Policy is developing.

**1. Introduction and background**

- 1.1 The Localism Act places a new duty on local authorities to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide an overview of what the authority expects of partners in their own individual Tenancy Policies, and an overview was provided to Executive on 5<sup>th</sup> April 2012.
- 1.2 As a stock holding local authority, Selby District Council must also produce a Tenancy Policy relating to the management of its own stock, which must address specific questions in relation to management and allocations.



## **2. The Report**

- 2.1 There is a regulatory requirement for stockholding authorities and RSLs to develop their own detailed Tenancy Policies. The Selby District Council Tenancy Policy document will sit below the North Yorkshire Tenancy Strategy, tailored to reflect Selby housing needs and priorities, whilst upholding the general principles of the North Yorkshire Strategy.
- 2.2 A Tenancy Policy Officer working group has been set up to explore the issues around these potential changes to our housing policies, and in particular to look at how future tenants might be affected. There has been Executive input into this process through Councillor Ivey and Councillor Crane.
- 2.3 The minimum requirements for a Tenancy Policy were set out in the Executive report 5<sup>th</sup> April 2012, and the draft Policy attached at Appendix 1 has taken account of all these requirements. However, there are a number of areas where discussion is ongoing, and it is proposed that these be explored through the consultation process.
- 2.4 Proposed freedoms relating to allocations are under consideration by the North Yorkshire Choice Based Lettings Project Board, and consultation on the options was completed during August/September 2012 with a revised allocations policy planned to be agreed in 2013. This will sit alongside the Tenancy Policy, but will be developed as a separate document through the North Yorkshire Project Board.
- 2.5 Consultation on the Selby Tenancy Policy between December 2012 and 17 March 2013 will include a report to Policy Review, an article in the next Open Door and Citizenlink, a questionnaire on the website, market stalls at Community Engagement Forums, and direct consultation with the Tenant Scrutiny Panel on behalf of tenants. It will include local consultation with the Selby Homeless Steering Group, and contact with the over 50s Forum, Disability Forum and other local agencies.
- 2.6 A final draft is proposed to go to Executive on 4<sup>th</sup> April which will take into account the consultation responses and further work by the Officer Group.
- 2.7 Timescale

The time line for the Tenancy Policy is scheduled below.

<b>Date</b>	<b>Event</b>	<b>Action</b>
5 April 2012	Executive	Recommendation to develop a NY Tenancy Strategy and local Tenancy Policy
June 2012 – 4 November 2012	Tenancy Policies Steering Group	Selby District Council develops own detailed Landlord Tenancy Policy
4 <sup>th</sup> October 2012	Executive	Draft Tenancy Policy and consultation plan
6th December 2012	Executive	Revised Draft Tenancy Policy and consultation plan
December – 17 March 2013		Local consultation
15 <sup>th</sup> January 2013	Policy Review	As part of the local consultation
4 <sup>th</sup> April 2013	Executive	Policy Adopted.

### **3. Legal/Financial Controls and other Policy matters**

#### **3.1 Legal Issues**

There is a regulatory requirement to develop our Tenancy Policy setting out our approach to the new freedoms relating to the management of our stock. A revised Equalities Impact Assessment (EIA) has been prepared on the draft policy prior to consultation.

#### **3.2 Financial Issues**

There are no financial issues arising from the preparation of or consultation on the Tenancy Policy; these can be covered by existing resources. However, there may be resource implications relating to the options chosen for progressing the Policy, particularly in terms of additional staff resources for tenancy renewals, and these will be considered more fully by the Selby Officer Group.

### **4. Conclusion**

Consultation and further consideration of the impact of the various issues will inform a final draft of the Selby District Council Tenancy Policy which will be taken back to Executive in April.

## **5. Background Documents**

Housing Act 1985

Local decisions: a fairer future for social housing, 2010

Localism Act 2011

Allocation of accommodation: guidance for local housing authorities in England, June 2012

North Yorkshire Tenancy Strategy, 2012

HCA Regulatory Framework for Social Housing in England from April 2012

### ***Contact Officer:***

**Julia Jennison – Policy Officer**

**[jjennison@selby.gov.uk](mailto:jjennison@selby.gov.uk)**

### **Appendices:**

**Appendix 1** Draft Tenancy Policy 2013 V9 Consultation

**Appendix 2** Draft Tenancy Policy 2013 V8b Easy Read Consultation

## APPENDIX 1

### Selby District Council Tenancy Policy 2013, Draft V9

#### Summary Sheet

<b>Policy Title</b>	Selby District Council Tenancy Policy 2013
<b>Policy Number</b>	
<b>Date Introduced/Revised</b>	Planned 2013
<b>Replaced Policy</b>	No previous policy
<b>Responsible Directorate</b>	Access Selby
<b>Responsible Officer</b>	Business Manager – Access Selby
<b>Responsible Champion</b>	The Lead Member for Communities
<b>Review Date</b>	Annual
<b>Related Policies and Strategies</b>	North Yorkshire Tenancy Strategy 2012

# Selby District Council Tenancy Policy 2013. Draft V9

## 1. Introduction

- 1.1 The Localism Act 2011 introduced a number of new flexibilities for local authorities to consider when deciding how to make best use of existing social housing. These include the option to introduce for new tenants fixed term tenancies and/or higher rents, to consider changes to how we manage allocations and homelessness, and the promotion of increased mobility for social tenants.
- 1.2 The key objectives of social housing reform are:
  - 1.2.1 Localism, fairness and focusing social housing on those most in need in a way that enables them to use it as a springboard to opportunity
  - 1.2.2 Social housing is flexible and available to more people and to those that genuinely need it
  - 1.2.3 Make the best use of social rented homes
  - 1.2.4 Increase the freedoms available to all social landlords to determine the sort of tenancy they grant to new tenants
  - 1.2.5 Protect the rights of existing tenants
- 1.3 There is a new duty on local authorities to develop a Tenancy Strategy which all social landlords (Housing Associations, Registered Social Landlords, Registered Providers, and stock holding Local Authorities) will be expected to have regard to. This will provide an overview of what is expected in their individual Tenancy Policies.
- 1.4 Appendix A gives a definition of the various tenancy types referred to in this document.

## 2. Background

- 2.1 A sub regional approach to the development of a Tenancy Strategy was agreed by the North Yorkshire Housing Board in order that consistency is provided across the county, where there are already a number of joint strategies in place such as the Housing and Homelessness Strategy, and a joint housing allocations scheme, North Yorkshire HomeChoice.
- 2.2 There is significant flexibility built into the strategy to allow for individual landlords to respond to local circumstances. The strategic aim of the North Yorkshire Tenancy Strategy is:

*To enable Housing Providers in North Yorkshire to co-ordinate their policies and practices to produce tenancies for customers who meet local housing needs, provide support to those who need it, improve choice and contribute to sustainable communities and economic growth and recovery.*

2.3 Executive approved the overarching North Yorkshire Tenancy Strategy on 4<sup>th</sup> October 2012, and this guides our approach to our own Tenancy Policy.

2.4 The Selby District Council Tenancy Policy sets out how we intend to introduce fixed term tenancies for new Council tenants in the future.

<b>It will not apply to existing Selby District Council tenants.</b>
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2.5 The policy is intended to assist residents who most need our support, and recognises that the supply of housing at a low rent for life is a limited resource. We aim to balance the needs of all of our residents against this scarce resource; whilst people may at some stage of their life need social housing (because for example they have become homeless) this may only be a short term need. In the longer term, many new tenants may not need the assistance of a lifetime tenancy at a low rent, and at some point in the future may be able to consider other housing options such as shared ownership, shared equity or renting privately.

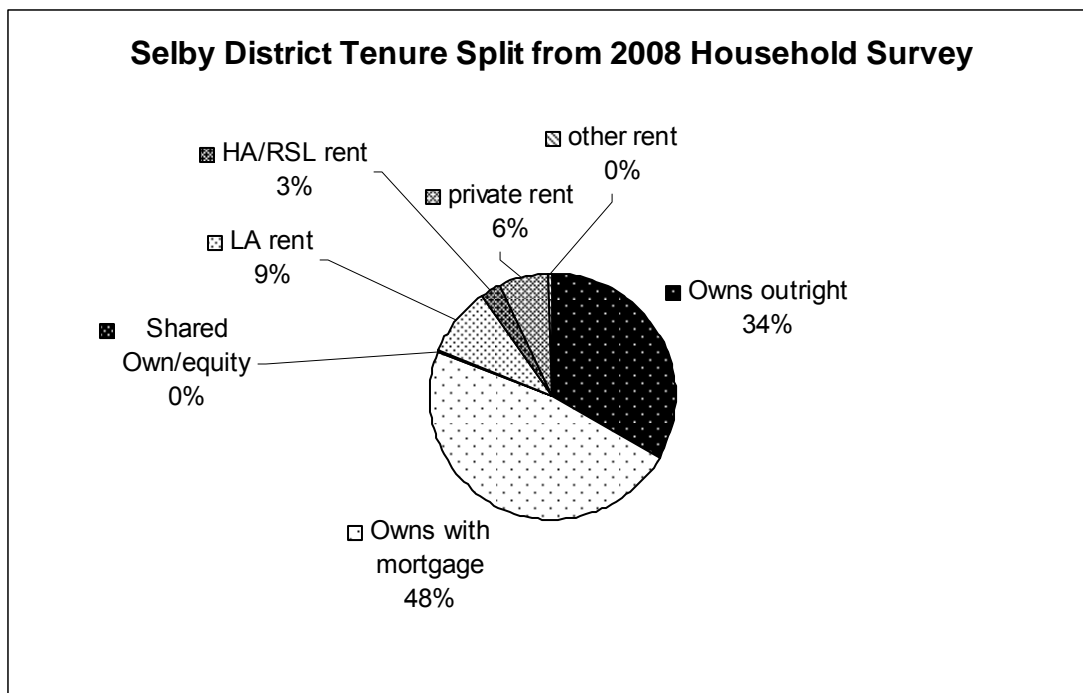
2.6 We are considering these new flexibilities through two interrelated pieces of work:

- a) the development of a new Selby District Council Tenancy Policy which will set out how we intend to manage our stock in Selby district in the future, and
- b) the current review of the North Yorkshire Choice Based lettings scheme, Home Choice, with other partner landlords, which will include consideration of what new opportunities there are to allocate our properties in a different way .

### **3. Context**

3.1 In Selby district, there are limited opportunities to rent property. The 2008 Household Survey which provided the evidence for the 2009 Selby Strategic Housing Market Assessment (SHMA) showed that owner occupation is the most common tenure in the district at 82% of the market.

3.2 Only 12% of the local market is social rented, of which 9% is local authority stock, and 3% is Housing Association (Registered Provider) stock. Just 6% of the market is private rented.



- 3.3 The conclusion of the 2009 SHMA, which is the most recent housing market assessment for the district, was that over the next 5 years (2009-2014) we had a need for 409 new affordable dwellings per annum to be developed. This reflects the national picture where the need identified for affordable housing is extremely unlikely to be met. Between 2009 and 2012, a total of 227 affordable homes were developed in the district.
- 3.4 At June 2012 there were 1760 applicants on the waiting list for homes in the Selby district. It is likely that recent Housing Benefit changes and the effects of recession will result in more people needing help with their housing. We need to ensure that our own stock is used to its full potential to provide homes for those who need them most. Whilst the introduction of new fixed term tenancies is not likely to produce significant numbers of additional homes for re-let, it will help us manage our stock more effectively and help with other initiatives such as those to encourage under-occupiers to downsize.
- 3.5 In 2011-12 there were 307 new tenancies in our own stock including mutual exchanges (a turnover of around 10%). If we could create additional turnover in our current stock through tenants whose home no longer suits their needs moving on, this would allow additional re-lets to come to the market.

### **Selby District Council Tenancy Policy**

The Policy is set out in two sections for ease of reference; Tenancies (Section 4) and Allocations (Section 10).

## 4. Tenancies

- 4.1 Every social landlord, including local authorities, needs to develop a Tenancy Policy. This will set out the types of tenancy they will grant, and should include detail of:
  - 4.1.1 How the needs of those who are vulnerable by reason of age, disability or illness, and households with children are taken into account including through tenancies which provide a reasonable degree of stability
  - 4.1.2 The advice and assistance to be given to tenants to find alternative accommodation if a fixed term tenancy is not renewed
  - 4.1.3 How a tenant or prospective tenant can appeal or complain about the length and/or type of fixed term tenancy offered and a decision not to renew the tenancy at the end of the fixed term
- 4.2 Fixed term tenancies are renewable tenancies of not less than 2 years which can be offered to new tenants instead of secure tenancies. The Selby District Council Tenancy Policy sets out how we will, in most cases, use flexible fixed term tenancies of 5 years for our own housing stock. It follows the principles set out in the North Yorkshire Tenancy Strategy, and government guidance.
- 4.3 Existing council tenants will not be affected by these changes unless they choose to move (see Section 8). They will continue to enjoy their existing security of tenure and other terms and conditions including the right to buy, succession rights and the right to exchange their tenancy with another secure tenant.

### Objectives

- 4.4 Whilst people at some stage of their lives may need social housing (because for example they have become homeless) this may only be short term need. The Government's intention is to encourage landlords to make better use of their stock and enable more existing affordable housing to become available to those who need it at that time. Landlord policies need to be flexible enough to reflect the fact that individual circumstances do change.
- 4.5 Executive agreed 5<sup>th</sup> April 2012 that the following broad aims of the policy should be –
  - 4.5.1 **Target resources at those in greatest need** – by ensuring as far as we can that we assist those who need our help
  - 4.5.2 **Meet more residents' long term housing aspirations by improving access to home ownership** – by assisting applicants and tenant to explore the opportunities for alternative housing options



- 4.5.3 **Make better use of our stock** – by addressing over and underoccupation
  - 4.5.4 **Continue to support more tenants into work through signposting** – ensuring that tenants are aware of the help that is available locally
  - 4.5.5 **Maintain sustainable communities by considering the impact of policy decisions** – assessing the possible impact of changes to the way we let properties
- 4.6 Currently all the tenancies Selby District Council grants are secure, lifetime tenancies, starting with a 12 month introductory period. In essence, as long as tenancy conditions are met, these tenancies provide the security of a home for life.

### **Who should be given which type of tenancy**

- 4.7 In order to ensure that our scarce housing stock is used in the best way to help those most in need, Selby District Council now intends to use 12 month introductory tenancies followed by fixed term tenancies for the majority of new tenants.
- 4.8 We have considered the best way to do this whilst protecting those households who need our support most, and households whose circumstances are highly unlikely to change in the future, and not to penalise existing secure tenants who may need to move.
- 4.9 We will offer life-time tenancies to the following:
- 4.9.1 Applicants moving into sheltered housing, whatever age they are
  - 4.9.2 Applicants of state pensionable age or over
  - 4.9.3 Applicants who are ‘vulnerable’, and are unable to take care of themselves; protect themselves from harm; or prevent themselves from being exploited.  
They may be vulnerable because they:
    - have severe learning difficulties
    - have severe and enduring mental health problems
    - are old, frail or chronically ill
- A lifetime tenancy will be granted where in the judgement of the Housing Officer such vulnerability creates a requirement for a greater security of tenure through the granting of a tenancy longer than 5 years. Independent verification may be required from a relevant professional or registered medical practitioner.
- 4.10 In all other circumstances a fixed term tenancy will be granted with automatic renewal in certain circumstances. The circumstances for automatic renewal are set out in Section 6 – Tenancy Reviews.
- 4.11 The reason for this approach is that there may be situations where the household’s make up has changed and they no longer need that

particular property. For example where we let a non sheltered adapted property, the granting of a lifetime tenancy in every case would prevent us making best use of the property if the household no longer needed the adaptation. Automatic renewal where the household continues to have the same needs will provide the necessary certainty to households to be able to plan ahead.

### **Minimum length of Tenancy**

- 4.12 As suggested by the North Yorkshire Tenancy Strategy, we will offer a 12 month introductory tenancy followed by a 5 year tenancy in most circumstances where a fixed term tenancy is being granted (6 years in total). We consider that a 5 year tenancy offers reasonable security to most households and is considerably more secure than the average initial tenancy granted in the private sector.
- 4.13 In addition, we expect the majority of fixed term tenancies will be renewed because people's circumstances have not changed materially and the household size still matches the size of property. However, reviewing the tenancy periodically will enable tenants to consider with us what other housing options there are or might be in the future.

**We consider that all fixed term tenancies should be renewed unless the household's circumstances have changed to such an extent that the property would not be considered suitable for their needs (if it was considered as a new letting).**

- 4.14 The Localism Act allows the granting of shorter tenancies of no less than two years in exceptional circumstances. We may grant a shorter tenancy period in exceptional circumstances such as those specified below.
- 4.14.1 If when considering any of the circumstances under Section 6 for renewal of a tenancy, the tenant could move to another property but it would be unreasonable in the view of a Senior Manager to enforce a move at this time
- 4.14.2 To enable a temporary move where a property or area is to be redeveloped, and a shorter tenancy period is appropriate in the view of a Senior Manager.

### **5. Succession**

- 5.1 The government has reduced existing rights of succession for all new secure tenancies from 1<sup>st</sup> April 2012; there is now only a statutory right of succession to a spouse or civil partner.
- 5.2 However, local authorities do have the power to grant additional succession rights through their Tenancy Agreement if they choose to. In view of the limited amount of social housing available in Selby district, and our aim to make best use of stock, we consider that

allowing succession further than this does not allow for the best use of our stock.

- 5.3 Therefore Selby District Council has decided that new tenants will only have this statutory right of succession to the spouse or civil partner; this will not extend to family members. This will apply to both lifetime tenancies and fixed term tenancies.

**NB These changes do not affect secure tenancies that began before 1<sup>st</sup> April 2012.**

## **6. Tenancy review and advice and assistance at end of fixed term**

- 6.1 The tenancy review is an opportunity for us to consider with the tenant whether the current home still best meets the household's needs. In addition we can offer advice regarding future housing aspirations through our Housing Options Team, for example looking at home ownership and low cost home ownership options available in the district, and signposting non working households to agencies who can help with identifying local employment and training initiatives.

**We expect the majority of fixed term tenancies to be renewed.**

- 6.2 We will carry out the review at least 6 months before the tenancy is due to come to an end. This is considered sufficient time for a tenant to find alternative housing if the tenancy is not renewed, and alternative accommodation is not to be provided.
- 6.3 All new fixed term tenancies will be automatically renewed if the following household circumstances are unchanged since they were originally housed:
- 6.3.1 The property still matches the current housing needs of the tenant and their household (assessed against our allocations scheme, HomeChoice), or
  - 6.3.2 A member of the household is disabled validated by means testing for disability benefits, and the property meets their specific needs, or
  - 6.3.3 The tenant was a Care Leaver (see Appendix 1 for definition) and is still receiving support from the County Council
- 6.4 Examples where the property is no longer suitable could be where the property is under-occupied, or where the property has been extensively adapted but for someone with a disability who no longer lives in the household. Under these circumstances we consider that the property would be better relet to someone who needs it. As part of the advice and assistance we offer we may choose to offer an alternative suitably sized property as a direct let (an option available to us through our HomeChoice allocations policy).

- 6.5 However, even where the existing property is no longer suitable, there may be other considerations to be taken into account with regard to the suitability of alternative accommodation which might include specific individual circumstances and access to family support networks. We will consider allowing a tenancy to continue if:
- 6.5.1 The household is overcrowded but there is no suitable accommodation available
  - 6.5.2 There are children attending a local school at key stages of education, specifically in year 10/11 or year 12/13 and no suitable alternative housing is available within a reasonable travelling distance (taking into account local transport services)
  - 6.5.3 A member of the household is suffering from a terminal illness
  - 6.5.4 The tenant is a foster carer and the tenancy is needed to continue to enable them to fulfil this role
- 6.6 In any of the above circumstances it may be appropriate to offer a shorter tenancy renewal of two years, or a further five year tenancy depending on individual circumstances. Written evidence to support these cases will be required.
- 6.7 The Tenancy Review will be carried out by trained Community Officers. Where a tenancy is not to be renewed, they will offer appropriate proactive advice and assistance to find alternative accommodation through HomeChoice.
- 6.8 Where a Tenancy Review is being carried out with a vulnerable household, Care Leaver or other vulnerable adult, appropriate support arrangements will be made such as use of an advocate or advocacy service. We will also ensure that advice and assistance at tenancy reviews is properly linked to Adult Social Care processes, to ensure wherever possible that the outcome for an individual household is appropriate.

## 7. Tenancy sustainment and the avoidance of unnecessary eviction

**In most cases, the fixed term tenancy will be renewed.**

- 7.1 Where the household's circumstances have changed to such an extent that the property is no longer suitable for their needs, we will not offer a further tenancy on that property. See Appendix B for guidance.
- 7.2 We will work closely with tenants during the review and throughout the notice period to ensure that all other housing options are seriously considered. Where tenants need help to access the HomeChoice scheme and bid for properties, we will ensure that assistance is available, and we will signpost other opportunities such as housing association or private lets, or low cost purchase initiatives.

- 7.3 If limited options are available, and tenants do not meet the exceptional criteria for a new tenancy to be granted set out in Clause 6.5, we may consider making a direct let of a suitable property through HomeChoice.
- 7.4 If a tenant who does not meet the criteria for tenancy renewal has not moved out of the property by the due date, the case will be referred for enforcement action. Community Officers, Housing Options and the Enforcement Team will work closely to endeavour to produce the best outcome for the tenant; it may be that during this process a suitable property comes available. However, the purpose of offering a fixed term tenancy in the first instance is to ensure that stock is appropriately let, and enforcement action must be part of this process.
- 7.5 At the end of a flexible tenancy the landlord has an unqualified right of possession in domestic law. The Localism Act states that the court can only refuse possession if the correct procedure has not been followed, or if the court is satisfied that the decision not to renew the tenancy was otherwise wrong in law.

## **8. Mutual exchanges and Fixed term tenancies**

- 8.1 In summary, an existing lifetime (secure) tenant will retain their security of tenure when they move if their tenancy commenced before 1 April 2012 and the property they are moving to is being let at a social rent.
- 8.2 In the case of a mutual exchange where one tenancy is not secure, both tenants will surrender their current tenancies and be granted new ones, so that the existing lifetime tenant can be given another secure, lifetime tenancy.
- 8.3 However, this protection only applies to tenure, not the level of rent paid. So if an existing tenant paying social rent chooses to exchange with a tenant who pays a higher affordable rent, they will take on the new higher level of rent.

NB Individual circumstances will differ and each case must be considered with the benefit of advice from Selby District Council's legal team.

## **9 Reviews and Complaints**

There are two stages at which an applicant can seek a review of any decision relating to the flexible tenancy.

### **A. Review of offer of a flexible tenancy**

- 9.1 At the end of the introductory tenancy a notice will be served on the tenant stating that when it ends it will become a flexible tenancy for a period of 5 years (or 2 years where appropriate). The tenant can request a review of the Council's decision about the length of the

period of the flexible tenancy. A review can only be requested on the basis that the term (length) of the flexible tenancy does not accord with the Council's policy.

- 9.2 These reviews are likely to be very small in number as we will mostly be granting 5 year flexible tenancies.
- 9.3 A request for a review has to be made within 21 days of receipt of the notice, although the Council can extend the time period for seeking such a review. The review will be conducted by a Senior Manager who has had no previous involvement in the case.
- 9.4 The applicant will be notified of the outcome of the review including the reasons for the decision within 56 days.

## **B. Review of decision not to renew the flexible tenancy**

### **9.5 Process**

Where the Council is not going to renew a tenancy following the Tenancy review, after discussion with the tenant the Council will serve notice 6 months before the tenancy is due to end. The notice will state that we will not be renewing the tenancy on the expiry of the flexible tenancy, the reasons why the tenancy is not being renewed and explain the review process ("the First Notice).

The Council will also serve a notice 3 months before the tenancy is due to end giving the tenant not less than two months notice that the Council requires possession of the property and the date after which court proceedings may be begun ("the Second Notice"). If the tenant refuses to move when the notice period set out in the Second notice expires a court order will be applied for and the usual eviction process followed.

### **9.6 Review**

If a tenant is unhappy with the Council's decision not to renew their tenancy they may use the following review process.

#### **Step 1.**

They should in the first instance contact the Housing Officer to explain why they think the decision is unreasonable. This can be done face-to-face, over the telephone, by email or letter. They have a right to request general information about the tenancy review, including the facts that have been taken into account and the reason for not renewing the tenancy.

A request for a review has to be made within 21 days of service of the First Notice (although the Council can extend the time period for

seeking such a review). It must be carried out, and the tenant notified of the decision, before the date specified in the Second Notice expires.

They will be notified in writing whether the decision still stands and the reasons for this, usually within 5 working days

## Step 2

If they wish to pursue the matter further, they can make a request for a formal review of the decision and must do so within 21 days of service of the First Notice (although the Council can extend the time period for seeking such a review). The Council will consider a review out of time if there has been a delay during the informal review.

The request for a formal review may be made orally or in writing. Where the request is made orally, the Council may hold an oral hearing at which the applicant can be accompanied by an advocate or representative. The applicant will be asked to make submissions stating the reasons for the review request. The Council will seek any further information it considers necessary, including advice from other specialist advisers. This formal review will be conducted by a Senior Manager who has had no previous involvement in the case.

The applicant will be notified of the outcome of the review including the reasons for the decision within 56 days and by no later than the date specified in the Second Notice as the date after which proceedings for the possession of the property may be begun.

## Step 3

The applicant also has the right to complain to the Housing Ombudsman and/or seek judicial review of the Council's decision not to renew the tenancy.

If the formal review upholds the decision but the tenant refuses to leave, a possession order will be applied for and the usual eviction process followed.

The Court has the discretion to refuse to grant an order for possession if the Court is satisfied that the Council has either failed to carry out the review or that the decision on the review is otherwise wrong in law.

## **10. Allocations**

- 10.1 Earlier in 2012, revised guidance was published by the government on how we let our homes. It encourages use to be made of new flexibilities to ensure that social homes go to the people who 'need and deserve them most.'

- 10.2 Selby District Council is a member of the North Yorkshire Choice Based Lettings (NYCBL) Partnership, HomeChoice, which launched a joint allocations scheme in 2011. A review of the policy was already planned for summer 2012 once the scheme had been up and running for 12 months, and this is timely given the new requirements contained within the Localism Act 2011, and Welfare Reform Act 2012. The revised policy is planned for 2013.
- 10.3 For detail of our Allocations scheme please refer to the North Yorkshire HomeChoice Policy.  
<http://www.northyorkshirehomechoice.org.uk/NovaWeb/Infrastructure/ViewLibraryDocument.aspx?ObjectID=266>

## **11 Tenancy Fraud**

- 11.1 We will not tolerate fraud which allows applicants to prioritise themselves unfairly over other applicants. Our Tenancy Agreement, Clause A9 states that

‘You will be breaking your Tenancy Agreement if you, or someone acting on your behalf, knowingly makes a false statement or give us incorrect information which leads to us granting you this tenancy.’

- 11.2 This will include but is not restricted to incorrect or false information being provided on an application for housing, or where a succession has been requested. Action may include loss of the home, in which case an application as homeless may be turned down following assessment as the loss may be deemed to be intentional.

## **12 Our approach to Affordable Rent (80% market rent)**

- 12.1 The Affordable Rent model enables eligible housing providers (those with a delivery agreement with the Homes and Communities Agency) to set rent at up to 80% market rents, both on a proportion of their existing relets, and on new build units. This would fund new development.
- 12.2 Selby District Council now has the opportunity to consider developing new housing stock itself and entering the affordable rent market.
- 12.3 If it did so, individual properties could be advertised at Affordable Rent for applicants to bid for in the usual way; however, an applicant who felt the rent was not affordable for them would be under no obligation to apply. Direct lets would be limited to properties where the rent is considered to be affordable for the particular household.
- 12.4 A separate Affordable Rent Policy will be developed outlining our approach to the provision of Affordable Rent properties in the district both by Selby District Council and by Housing Associations.



### **13 Equalities**

- 13.1 A draft Equalities Impact Assessment has been completed in respect of this policy, which will be updated following any amendments coming out of the consultation.

### **14 Reviewing the Tenancy Policy**

- 14.1 This policy will be monitored and reviewed annually to assess the impact of flexible tenancies on new tenants, and the wider management of our stock.

### **Secure Tenancy/Lifetime Tenancy**

Secure Tenancies were introduced by the Housing Act 1985. Section 79 of the Act provides that, where the landlord is a local authority and the tenant is occupying the property as their only or principal home, and subject to the exclusions in Schedule 1 of the Act, any tenancy traditionally granted by a local authority will be a Secure Tenancy.

### **Introductory Tenancy**

An Introductory Tenancy is a form of Probationary Tenancy introduced by the Housing Act 1996 and granted by some local authorities. It is a one year trial council tenancy. It provides most of the same rights as a secure council tenancy but the tenant can be evicted much more easily. Provided there is no breach of the tenancy terms giving rise to a claim for possession, an Introductory Tenancy automatically becomes a Secure Tenancy, usually after 12 months. However, the probationary period can be extended by a further six months if the landlord serves a notice to that effect within the twelve month period.

### **Fixed Term Tenancy**

This is a term used to apply to all tenancies that are offered for a specified period of time, as opposed to a traditional 'lifetime' tenancy.

### **Flexible tenancy**

A flexible tenancy is a new type of tenancy available to Local Authorities following the commencement of the Localism Act 2011. These will be for a fixed term with similar rights to secure tenancies during the fixed term.

### **Definition of a Care Leaver**

There are the 3 means through which a young person can acquire care leaver status:

- 1) On reaching 18 years of age a young person who was looked after immediately before being made subject to a Special Guardianship Order qualifies for assistance under section 24 of the Children Act 1989 and its subsequent amendments.
- 2) A young person who is looked after beyond 16 years of age qualifies for assistance under section 24 of the Children Act 1989 and its subsequent amendments.
- 3) A young person who is looked after for an aggregated period of 13 weeks after their 14<sup>th</sup> birthday on reaching 16 years of age is eligible for the full provisions of the Children (Leaving Care) Act 2000 as amended by CYPA 2008.

1 and 2 place a duty to provide advice and stay in touch and a power upon the responsible local authority to provide assistance. 3 requires the responsible local authority to appoint a personal adviser and prepare a pathway plan with a view to providing support until at least the care leavers 21<sup>st</sup> birthday and if in education or training up to 25 years of age.

**Guidance for renewal of tenancy**

Situation	Action
Property is occupied by a household of the appropriate size	Offer a <b>further fixed term</b> tenancy
Property is under occupied and there is 1 or more bedroom spare	Discuss the option of moving to a smaller home, but offer a <b>further fixed term</b> tenancy if the household wishes to stay (in line with the HomeChoice allocations policy which allows bids for 1 bedroom more than required) <b>NB this may need to be amended dependent on the outcome of the CBL review</b>
Property is under occupied and there are 2 or more bedrooms spare	Discuss the option of moving to a smaller home, outline the assistance we can give to find alternative property. <b>No renewal.</b> 6 months notice to be served to make best use of stock and free the property up for a larger household We may consider the use of a direct let in accordance with our allocations scheme, HomeChoice.
Property is over occupied ie there are insufficient bedrooms to meet the household's need as assessed through our allocations scheme, Homechoice	Discuss the option of moving to a larger home, outline the assistance we can give to find alternative property. Ensure that suitable preference is included on their HomeChoice application. We may consider offering a further 5 or 2 year tenancy while they seek alternative accommodation, or we may consider using a direct let.
Property no longer matches household's needs	It would better suit another household eg where the adaptation in a property was no longer required. The review provides an opportunity to discuss with the family a possible move to free up the adapted home for someone who needs it. We will be sensitive to the household in considering the timing of such action – see Clause 4.14.1
The tenant, their partner or a member of their household now meets the criteria set out in Clause 4.9	At review of the fixed term, if appropriate, a secure, lifetime tenancy could be offered either on the existing property (provided the property remains a suitable size etc) or another more suitable property
Disposal or refurbishment of property	To enable a temporary move where a property or area is to be redeveloped, and a shorter tenancy period of 2 or 5 years is appropriate in the view of a Senior Manager

## Selby District Council Tenancy Policy 2013

### Easy Read with questions for consultation

The government has given local authorities the chance to look again at how fair their lettings policies are, and how tenancies are managed. The idea behind the changes is that local authority properties should be lived in by people who need them. In particular, making sure that larger homes are made available for families who are overcrowded or homeless, rather than being used by a couple or single person.

At the moment, all our tenancies are lifetime tenancies, but lots of people only need help with a low rent for short period of time; once they earn more they may want to move house, or be able to buy a property. If we can help them do this, we will free up the home for someone on our waiting list.

Selby District Council has drawn up a draft Tenancy Policy setting out the possible changes we could make in this district, and we want to know what you think.

**These changes will only affect new tenants;** if you already have a lifetime tenancy with us this will continue as it would have done.

Our ideas are set out in this easy read paper with questions on the way through, but if you want more detail please look at the full Selby District Council Draft Tenancy Policy on our website.

Some of the possible changes to how we let our homes are being looked at by a county Project Group, because we have a joint policy for lettings across North Yorkshire, called HomeChoice. Consultation finished on 2<sup>nd</sup> November, and included the chance for people to comment through a link on our website. The results will feed into the lettings policy review with work continuing into next year.

Coming back to possible changes to Selby tenancies, we plan to get feedback on our ideas between December and February, look at them again, and rewrite the draft policy which we hope to start using in 2013.

### Length of Tenancy

At the moment, most of our lettings are lifetime (secure) tenancies. Under the new scheme, most applicants will be offered a 5 year fixed tenancy.

Each 5 year tenancy would have a 12 month introductory period as now, and then the 5 years would start (so 6 years in total).

In most cases when we review a tenancy at the end of the 5 years, the household will not have changed; the same people will be living in the property so we would offer another 5 year tenancy. But if it has changed, for example if children have left home and there are only a few people living in a larger property, we will be able to help them move somewhere smaller and let the property to a larger family who needs it.

It is likely that tenants of all new fixed term tenancies will be able to stay living where they are after 5 years, unless their circumstances have changed and the property is no longer suitable for their needs.

Where we are ending a tenancy, we will work with the existing tenant to find them somewhere else to live, and may offer them a property ourselves as a direct let (where we offer them a suitable home rather than them having to bid for a property on HomeChoice).

For people who need an adapted property, we plan to offer a 5 year tenancy rather than a lifetime tenancy, so that we can try to make sure that these properties are always used by someone who needs them.

As we are looking at people's long term needs, a lifetime tenancy will be offered to

- People moving into one of our sheltered properties whatever age they are
- People of state pensionable age or over
- People who are vulnerable and unable to take care of themselves eg with severe learning difficulties, severe and enduring mental health problems, old, frail or chronically ill (information will need to be provided about this)

**1. Do you think that anyone else should have a lifetime tenancy (please tick)**

**Families with children**  
**People with a physical disability**  
**Others – please say who**

Everyone else will be offered a fixed term tenancy with automatic renewal in most cases. Usually 5 years is the shortest time we would offer.

**2. Do you think that the 5 year fixed term tenancy should be longer?**

**Yes**

**No**

**If yes, please let us know how long you think it should be and why**

Sometimes we might offer a shorter, 2 year tenancy. For example where a family is overcrowded at the end of a fixed term tenancy, but there are no suitable larger properties for them to move to. This will give them longer to find somewhere else to live.

**3. Do you think we should offer a 2 year tenancy?**

**Yes**

**No**

**4. Are there any other circumstances where you think a 2 year tenancy should be offered?**

**Yes**

**No**

**If yes, what are they?**

We will try to make best use of our housing, and the next 3 questions look at how we might do this.

**5. Under-occupation.**

**If a couple were living in a 4 bed property and we decided not to renew the tenancy after 5 years, in order to free up the house for a family, do you think we should**

**\*tick as many as you like**

**End the tenancy and help them to find somewhere else**

**Offer them one suitable property as a direct let if they did not find anywhere themselves**

**Offer them one 2 year tenancy while they find somewhere else**

**Is there anything else you think we should do to help?**

**6. Overcrowding.**

**If a couple with a child rented a 2 bed flat for 5 years, and we found that at review they had more children and were overcrowded, do you think we should**

**\*tick as many as you like**

**End the tenancy and help them to find somewhere else**

**Offer them one suitable property as a direct let if they did not find anywhere themselves**

**Offer them one 2 year tenancy while they find somewhere else**

**Is there anything else you think we should do to help?**

**7. Adapted properties.**

**We want to let adapted properties to people who need them. If at review, the person needing the adaptation no longer lived there, we could let the home to someone on our waiting list who needs it. What do you think we should do?**

**\*tick as many as you like**

**End the tenancy and help them to find somewhere else**

**Offer them one suitable property as a direct let if they did not find anywhere themselves**

**Offer them one 2 year tenancy while they find somewhere else?**

**Is there anything else you think we should do?**

**8. We will carry on looking at how these ideas might affect people who want housing. Is there anything else you would like to tell us?**

**9. It would help us if you would tick one of the following boxes. Are you**

**An applicant on our waiting list**

**A Selby District Council tenant**

**A Selby district resident**

**A local partner agency**

**A Selby District Council Officer**

**A Selby District Council Member**

**Other**

Thank you very much for taking part.

We will put a copy of the feedback on our website once consultation has ended.

Agenda Item 9



**Policy Review Committee Work Programme 2013/14**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
4 June 2013	Time of Meetings	To agree a start time for meetings for 2012/13
	Work Programme	To agree the Committee's Work Programme for 2012/13
	<b><u>Budget and Policy Framework</u></b>  The State of Area Address and the draft Corporate Plan  Council 25 June	To consider the Leader's State of the Area Address.
16 July 2013	<b><u>Committee Requested items</u></b>  Affordable Housing Policy	To consider the Council's existing policy and offer amendments to the Executive
	<b><u>Committee Requested items</u></b>  Section 106 Policy	To consider the Council's existing policy and offer amendments to the Executive



15 October 2013	<u>Budget and Policy Framework</u> Financial Strategy	To consider the Executive's proposals for the Council's long term (10 year), resource and spending framework in which the budget strategy and three year financial plan will be developed.
14 January 2014	<u>Budget and Policy Framework</u> Draft Budget and Medium Term Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2014/2015.
15 April 2014	<u>Constitutional Requirement</u> Policy Review Annual Report 2013/14 and Work Programme 2014/15	To review the Policy Review Annual Report and approve the Draft Work Programme for 2014/15

Agenda Item 10



**Policy Review Committee Work Programme 2012/13**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
12 June 2012	Time of Meetings	To agree a start time for meetings for 2012/13
	Work Programme	To agree the Committee's Work Programme for 2012/13
	<b><u>Budget and Policy Framework</u></b> HRA Business Plan Exec 31 May	To consider the Executive's proposals for the HRA Business Plan (Key Decision)
	<b><u>Executive Requested Item</u></b> Olympia Park Exec 31 May	To consider the report being sent to Executive 31 May 2012 on proposals for Olympia Park
	<b><u>Committee Requested Item</u></b> Enforcement Policy	To consider the verbal update from Eileen Scothern, Business Manager.
	<b><u>Committee Requested Item</u></b> Renewable Energy Strategy	To request authority from the Executive and Council to commit the Council's resources to a Renewable Energy Task and Finish Group.

17 July 2012	<b><u>Executive Requested Item</u></b> Localisation of Council Tax Support from April 2013	To consider the report to the Executive and their decisions.
	<b><u>Committee Requested Item</u></b> Community Engagement Forums	To consider the CEF Design Team's proposals for CEF arrangements
	<b><u>Committee Requested Item</u></b> Renewable Energy Strategy	For Officers to meet with the Chair scope and draft terms of reference for a Renewable Energy Task and Finish Group.

16 October 2012	<b><u>Budget and Policy Framework</u></b> Financial Strategy	To consider the Executive's proposals for the Council's long term (10 year), resource and spending framework in which the budget strategy and three year financial plan will be developed.
	<b><u>Executive Requested Item</u></b> Countryside Management and Green Space Strategy	To review the latest Strategy from Communities Selby on behalf of the Executive
	<b><u>Budget and Policy Framework</u></b> Review of the Asset Management Strategy	To consider the Executive's proposals regarding the Asset Management Strategy.
	<b><u>Executive Requested Item</u></b> Enforcement Policy	To consider the Policy Paper on behalf of the Executive on the role and responsibility of Enforcement.

15 January 2013	<b><u>Budget and Policy Framework</u></b> Draft Budget and Medium Term Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2013/2014.
	<b><u>Executive Requested Item</u></b> Tenancy Policy	To review the latest Draft Tenancy Policy on behalf of the Executive
16 April 2013	<b><u>Executive Requested Item</u></b> Renewable Energy Strategy	To receive feedback from discussion on the Council's Renewable Energy Strategy
	<b><u>Executive Requested Item</u></b> Countryside Management and Green Space Strategy	To review the latest update on behalf of the Executive
	<b><u>Constitutional Requirement</u></b> Policy Review Annual Report 2012/13 and Work Programme 2013/14	To review the Policy Review Annual Report and approve the Draft Work Programme for 2013/14