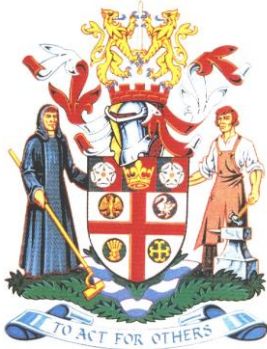


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 7 November 2019**
Time: **2.00 pm**
Venue: **Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT**
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, C Pearson and D Buckle**

1. **Apologies for Absence**

2. **Minutes** (Pages 1 - 4)

The Executive is asked to approve the minutes of the meeting held on 3 October 2019.

3. **Disclosures of Interest**

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

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

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

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

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

4. An update on the Community Infrastructure Levy (CIL), S106 Obligations and recent changes to relevant legislation (Pages 5 - 12)

Report E/19/20 provides information on the current S106 and CIL receipts held by the Council and provides an updated on the new CIL Regulations came into force on 1st September 2019.

5. Draft Statement of Community Involvement (2019) (Pages 13 - 64)

Report E/19/21 asks the Executive to consider the content of the draft Statement of Community Involvement (2019) and accompanying Equalities Impact Screening Assessment and recommend these draft documents be released for consultation.

6. Admittance of Scarborough Borough Council to Veritau North Yorkshire (Pages 65 - 70)

Report E/19/22 recommends the admittance of Scarborough Borough Council to Veritau North Yorkshire, subject to obtaining the necessary shareholder approvals and the satisfactory conclusion of due diligence checks.

7. Proposal to suspend Section 6 of the Taxi Licensing Policy (Pages 71 - 78)

Report E/19/23 asks the Executive to consider suspending Section 6 of the Taxi Licensing Policy, pending implementation of the new 2019 Taxi Licensing Policy.

8. Financial Results and Budget Exceptions Report to 30th September 2019 (Pages 79 - 106)

Report E/19/24 asks the Executive to endorse the actions of Officers and note the contents of the report.

9. Treasury Management Quarterly Update Q2 2019/20 (Pages 107 - 116)

Report E/19/25 asks the Executive to endorse the actions of officers on the Council's treasury activities for Q2 2019/20 and approve the report.

10. Change of Appointment to the Ouse and Derwent Internal Drainage Board (Pages 117 - 118)

Report E/19/26 proposes a change to the Members appointed to the Ouse and Derwent Internal Drainage Board following consultation with the Leader of the Council.

11. Private Session

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

12. Transforming Cities Fund - Selby Proposals (Pages 119 - 222)

Report E/19/27 asks the Executive to consider the recommendations as set out in the report.

Janet Waggott

**Janet Waggott
Chief Executive**

Date of next meeting
Thursday, 5 December 2019 at 4.00 pm

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

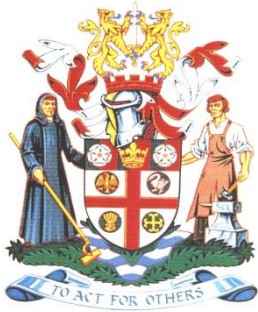
Recording at Council Meetings

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

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Agenda Item 2

Selby District Council



Minutes

Executive

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 3 October 2019
Time:	4.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, C Pearson and D Buckle
Officers Present:	Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Karen Iveson (Chief Finance Officer (s151)), Alison Hartley (Solicitor to the Council and Monitoring Officer), Stuart Robinson (Head of Business Development and Improvement) (for minute items 43 and 44), Mike James (Communications and Marketing Manager) and Palbinder Mann (Democratic Services Manager)
Public:	0
Press:	0

NOTE: Only minute numbers 43 and 44 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 16 October 2019. Decisions not called in may be implemented from Thursday 17 October 2019.

40 APOLOGIES FOR ABSENCE

There were no apologies for absence.

41 MINUTES

The Executive considered the minutes of the meeting held on 5th September 2019.

RESOLVED:

To approve the minutes of the meetings held on 5th September 2019 for signing by the Chair.

42 DISCLOSURES OF INTEREST

There were no declarations of interest.

43 SELBY DISTRICT COUNCIL EQUALITY OBJECTIVES 2017-2020 - PROGRESS REPORT

The Lead Executive Member for Communities and Economic Development presented the report which outlined the progress against the Selby District Council equality objectives 2017-2020.

A query was raised regarding the figures around the gender pay gap. The Head of Business Development and Improvement explained that gender pay gap was different to equal pay as it related to the average wage for one gender compared to another. An additional query was raised regarding whether an action plan was required on this issue. The Chief Executive explained that the action plan would look to address the balance.

A query was raised regarding the 16.5% figure relating to residents with a long term health problem and/or disability and whether this figure included people of working age. It was agreed that this would be clarified along with how the Council compared in this area to other authorities in North Yorkshire.

RESOLVED:

To note the achievements against the Equality Objectives.

REASON FOR DECISION:

To ensure compliance with the Equality Act 2010 Public Sector Equality Duty. To update the Executive on progress made against the Equality Objectives.

44 DRAFT COUNCIL PLAN 2030

The Leader of the Council presented the report which outlined an

update on the development of the next Council Plan, specifically the draft council priorities, objectives and headline priority actions for 2020-30, and sought Executive permission to consult stakeholders on the draft proposals.

Concern was raised at the apparent declining performance of the current Monday street market in Selby compared to how it used to contribute to the local economy in the past. It was acknowledged that this was an issue affecting all towns, particularly as indoor markets in other towns now seemed to be more popular.

The Chief Executive confirmed that one of the key drivers behind the Council Plan was investing to grow with the recent award of the Heritage Action Zone grant an example of this.

In response to a query regarding how footfall was measured, the Head of Business Development and Improvement explained that there were a number of mechanisms to measure this.

The Executive were supportive of the plan and for it to go out to consultation.

RESOLVED:

To agree the following proposals to from a consultation draft Council Plan:

- **retain the Council 2030 vision of Selby district as “a great place”;**
- **retain four priorities but amend the focus of those priorities as set out in paragraph 2.2;**
- **objectives as outlined in paragraph 2.3;**
- **headline priority actions as highlighted in appendix A;**
- **delivery principles as set out in paragraph 2.6;**

and agree the outline proposals for consultation as set out in paragraphs 2.7 and 2.8.

REASON FOR DECISION:

The Council Plan sets the overarching policy direction for the Council including the long term vision, priorities and the high level actions to deliver on those priorities. The current Plan runs to 2020 so it is timely to review, revisit and refresh the plan now so as to ensure current budget discussions are aligned with the revised

priorities.

The meeting closed at 4.28 pm.



Report Reference Number: E/19/20

To: Executive
Date: 7 November 2019
Status: Key Decision
Ward(s) Affected: All Wards
Author: Caroline Skelly, Planning Policy Manager
Lead Executive Member: Cllr Richard Musgrave, Lead Councillor for Place Shaping
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: An update on the Community Infrastructure Levy (CIL), S106 Obligations and recent changes to relevant legislation

Summary:

The Council has had CIL in place since January 2016 and is now starting to build up a significant pot of money which will be used to fund new infrastructure which is necessary to support new development in the District. This report provides information on the CIL receipts currently being held and how S106 obligations are utilised. The report also provides information on changes to CIL which came into force on the 1st September.

Recommendations:

That Members note the updates on CIL income, S106 obligations and the changes to CIL.

Reasons for recommendation

The Report provides information on the current S106 and CIL receipts held by the Council and provides an updated on the new CIL Regulations came into force on 1st September 2019.

1. Introduction and background

1.1 CIL was formally adopted by Selby District Council on 1st January 2016, following public examination. The CIL has established 3 housing development charging zones of £10/£35/£50sqm with £110sqm for supermarkets and £60sqm for retail warehouses. The rates are based on a detailed analysis of up to date viability evidence.

- 1.2 Funds raised via the Levy can only be spent on ‘strategic infrastructure’ which includes transport, flood defences, schools, health and social care facilities, cultural and sport facilities as well as the maintenance and improvement of facilities affected by development.
- 1.3 Section 106 obligations are private agreements made between the local authority and developers to make development acceptable. Unlike CIL, S106 planning obligations must be directly relevant to the proposed development. Until recently there were restrictions, which meant that S106 obligations could not be “pooled” from more than 5 developments for one piece of infrastructure. This pooling restriction was lifted when the CIL Regulations come into force on the 1st September 2019.

2. CIL Income

- 2.1 Although a slow process to begin with CIL receipts are building up year on year with the total CIL receipts received as of 31st August 2019 as £1.9m – these funds are split as set out in the table below.

Table 1 CIL Receipts

CIL received to date	80% Share (Strategic Infrastructure to be utilised by District Council)	15% Meaningful Portion (for our Parish/Town Councils)	5% Administration Fee (covers cost of CIL/S106 Officer and software)
£1,945,843.13	£1,556,674.50	£291,876.47	£97,292.16

- 2.2 Under the current Regulations CIL receipts are reported annually every December and published on the Councils website. The CIL receipts are also fed into the Councils Authority Monitoring Report (AMR).
- 2.3 The Council monitors CIL using the ‘Exacom Monitoring System’ which was purchased for this purpose and has been live since July 2016. The Exacom system provides administration/monitoring workflow systems which calculate charges, surcharges, penalties and indexation as required by the CIL Regulations. It also produces the legal notices for applicants and is used widely by many CIL Local Authorities. The system can also be updated in accordance with any changes to the CIL Regulations which ensures that the Authority is applying the CIL charge accurately.
- 2.4 Along with a good working knowledge of the Exacom system and the CIL Regulations, the Monitoring Officer has developed useful working networks with other CIL Officers in other authorities as well as attending a Planning

Officer Society group which provides assistance, guidance and clarity of CIL issues on a national basis.

3. CIL Spending Priorities

- 3.1 Until the new Regulations came into force spending of CIL receipts had to be in accordance with the published CIL 123 list. As it takes some time to build up the infrastructure funding pot Officers have yet to seek approval from Members on which infrastructure projects should be prioritised. A revised Infrastructure Delivery Plan was being drafted to inform the Site Allocations Local Plan, this included provisions to fund new schools and health facilities in Selby Town, Sherburn and Tadcaster.
- 3.2 CIL funding has also been sought through the NHS for the provision of a new health facility in Sherburn as a result of the large scale of housing development which has been approved in the area in recent years. However progress on this has stalled as we await further clarification from the CCG/NHS/GP practices on the financial business case for requiring CIL receipts.
- 3.3 At the Council's Executive meeting on the 3 August 2017 it was resolved to allocate those CIL receipts generated by the development of the LIDL store at Staynor Hall to support the proposed roundabout solution on Bawtry Road. The liability for this development totals £233,750. The County Council also confirmed that they would contribute the £51,960 paid for the construction of the roundabout as required by the original S106 legal agreement to the revised highway scheme. A Section 278 Agreement has been agreed between all parties in relation the construction of the roundabout.

4.0 Changes to CIL Regulations

- 4.1 In late December 2018 MHCLG issued a consultation 'Reforming Developer Contributions', which followed from a previous consultation which took place in March 2018. New CIL Regulations were approved by the House of Commons on the 27 June and came into force on the 1st September 2019. There are no transitional arrangements for the new CIL Regulations.
- 4.2 The new Regulations remove the S106 pooling restrictions and allow local authorities to use both the Levy and S106 planning obligations to fund the same item of infrastructure. In addition the new Regulations remove the provisions relating to the 123 list and introduce a requirement for all local authorities (not just CIL charging ones) to publish an annual Infrastructure Statement. The first Annual Infrastructure Funding Statement will need to be published on the Council's website by 31st December 2020.

5. Impact of the new Regulations on Selby District Council

5.1 NYCC Officers have previously raised concerns about the impact CIL has placed in its ability to secure funding for highways and education infrastructure. The removal of the Regulation 123 list means that CIL and S106 could be used to fund the same infrastructure, which will help to ensure that sufficient funds are being collected to support the provision of new infrastructure. However where S106 obligations are sought they must be the requirements set out in the CIL Regulations in that they are necessary to make the development acceptable in planning terms. They must be:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

5.2 MHCLG have confirmed to Officers that any formula based infrastructure requirements such as those used to calculate education or open space provision must be sought through the CIL mechanism.

5.3 On 17 September, Council approved the preparation of a new Local Plan for the District. A new Infrastructure Delivery Plan will be developed alongside the new Local Plan which will determine the infrastructure provision which is required to support new development. The Local Plan will also need to consider the total impact of planning obligations on its deliverability. The CIL tariff will also be reviewed alongside the preparation of a new Local Plan. This will enable the Council to prioritise future infrastructure spending requirements.

5.4 In advance of the preparation of the Infrastructure Delivery Plan it is envisioned that CIL funds will continue to be sought for infrastructure requirements as set out below:

- Improvement/upgrade of Flood Defences
- Primary and Secondary School Education
- Capacity increases in GP surgeries and dentist's offices
- Strategic Road Network improvements.

5.5 In all cases the use of CIL funds will only be supported where a genuine funding gap can be demonstrated and will be prioritised to the areas directly impacted by development. The exact nature of infrastructure improvements will emerge as work progresses on the new Local Plan.

6. Update on S106 Obligations

6.1 Since the adoption of CIL, the level of S106 agreements has reduced significantly. All S106 agreements are monitored by the CIL/S106 Monitoring Officer and S106 receipts received as and when trigger points are met. S106

obligations are sought for a variety of uses including the provision of affordable housing contributions, highways improvements, recreational open space and waste/recycling.

- 6.2 We currently have 137 'live' agreements. Funds due to be spent by Selby District Council are currently held in a suspense account and will be either passed on to Parish Councils or the relevant infrastructure provider e.g. the NHS and NYCC. At present all payments received for Education, Health or Highways have been passed on to the relevant authority. One outstanding contribution towards provision of car parking at Selby Station to the value of £97,000 is still being held by the Council.
- 6.3 We have received £837,791.69 of which £551,227.67 has been paid to the Parish Councils for them to spend on appropriate projects. The remaining balance of £322,564.02 is held in S106 holding accounts for Parish Councils – as the S106 agreements state that sums for ROS are used within the parish in which the developments are in.
- 6.4 In addition we have received a total of £7,288,741 for off-site affordable housing contributions of which £1,828,116 has already been committed. Schemes delivered to date include those in Tadcaster, Eggborough, Riccal and Byram Park Road, which have delivered a total of 50 new dwellings. A full breakdown of the monies received, spent and committed will be reported on annual basis as part of the Infrastructure Funding Statement.
- 6.5 The Monitoring Officer also works closely with Parish and Town Councils to ensure they receive any appropriate funds and liaises with both Groundworks and the Communities team to assist them in using S106 funds collected for recreations open space and community uses to their full potential. However use of S106 funds can only be used to fund the items identified in the legal agreement as they were specifically required as a result of the new development.
- 6.6 S106 payments are usually paid in instalments and once the final payment is received we have 5 years in which to spend the funds or they will need to be returned to the developer. At present we have no funds which will be required to be paid back to the developers.

7. Infrastructure Funding Statement

- 7.1 Like CIL the Exacom system has a S106 monitoring facility which, whilst currently we do not use, will be actioned this year so that we can fulfil new requirements in the new CIL Regulations which require Local Planning Authorities to provide public facing data on S106 receipts.
- 7.2 We will be introducing a Public Facing Module for the Exacom system, similar to the Public Access site for Planning Applications as this is required by

changes to the Regulations. This will be for both CIL and S106 applications and will be a user friendly interface showing the monitoring details. The CIL element will be easy to implement as the system provider will provide assistance in getting the software integrated into our current system.

- 7.3 The Exacom system will be used to inform the Infrastructure Funding Statement which must be published no earlier than 2nd December and no later than 31st December each year, with the first statement to be published in 2020. In addition to the requirement for the Charging Authority to published information, Parish Councils and the County Council will also be required to report details on CIL income and spend. These requirements will help to provide transparency in how CIL and S106 obligations are being used to support the provision of new infrastructure.

6. Alternative Options Considered

There are no alternatives as the new CIL Regulations came into force on 1st September and there are no transitional arrangements in place.

7. Implications

7.1 Legal Implications

CIL must be operated in line with the new CIL Regulations which came into force on 1st September 2019.

7.2 Financial Implications

The ability to seek both CIL and S106 contributions should increase the income generated to provide infrastructure across the District.

7.3 Policy and Risk Implications

7.4 Corporate Plan Implications

CIL and S106 contributions help the Council to deliver its Corporate Plan objectives to make Selby a great place to do business and to enjoy life.

7.5 Resource Implications

The application of CIL and monitoring of CIL/S106 income will continue to be managed by the CIL/S106 monitoring Officer, which is funded through the 5% element of CIL income.

7.6 Other Implications

None

7.7 Equalities Impact Assessment

None

8. Conclusion

- 8.1** The Removal of the Regulation 123 list means that the Council can seek both CIL and S106 contributions for the same piece of infrastructure, however formula based requirements such as education provision must still be sought through CIL. From December 2020 the Council will be required to set out how it intends to spend CIL income through the publication of an Infrastructure Funding Statement. A further report will be presented to Executive to seek approval for the Infrastructure Funding Statement next year.

9. Background Documents

None

10. Appendices

None

Contact Officer:

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Report Reference Number: E/19/21

To: Executive
Date: 7 November 2019
Status: Key Decision
Ward(s) Affected: All Wards
Author: Paula Craddock, Senior Planning Policy Officer
Lead Executive Member: Cllr Richard Musgrave, Lead Councillor for Place Shaping
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: Consultation on Draft Statement of Community Involvement (2019)

Summary:

The Statement of Community Involvement is the Council's statutory planning document setting out how the Council will meet statutory requirements for engagement and consultation in the Planning System. The existing Statement of Community Involvement was adopted in December 2007. Since 2007 there have been numerous changes to legislation and guidance. More recently, the Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2017, brought into force on 6 April 2018, formally requires the Statement of Community Involvement to be reviewed at least every five years. An updated Statement of Community Involvement will ensure that this statutory document remains up to date and relevant, and does not leave the Council open to potential financial risks, costs and legal challenges.

Recommendations:

That the Executive consider the content of the draft Statement of Community Involvement (2019) and accompanying Equalities Impact Screening Assessment and recommend these draft documents are released for consultation.

Reasons for Recommendation:

The Council, as the Local Planning Authority, has a statutory duty to have in place a Statement of Community Involvement and for this to be reviewed at least every five years. The 2007 Statement of Community Involvement is out of date and not based on current legislation and best practice in terms of engagement and consultation with the planning system. A revised and updated Statement of Community Involvement is needed to ensure that the Council fulfils the requirements of the relevant planning legislation.

1. Introduction and Background

- 1.1 The Statement of Community Involvement is the Council's statutory planning document that sets out how the Council will meet the statutory requirements for engagement and consultation in the Planning System.
- 1.2 Since the existing Selby District Council Statement of Community Involvement was adopted in December 2007 there have been numerous changes to legislation and guidance. Most importantly the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 set out a requirement for Statements of Community Involvement to be reviewed every 5 years starting from the date of adoption. An updated Statement of Community Involvement is needed to ensure that:
- a) This statutory document remains up to date, appropriate and relevant, and
 - b) The Council is not open to potential financial risks, costs and legal challenges with respect to engagement and consultation in the planning system.

2. Draft Statement of Community Involvement (2019)

Main Changes to the Statement of Community Involvement

- 2.1 The draft Statement of Community Involvement (2019) does not commit the Council into carrying out any additional consultation and engagement beyond the current legal requirements of planning legislation and regulations.
- 2.2 The draft Statement of Community Involvement (2019) takes into account the changes to legislation including:
- the encouragement of front-loading engagement and co-operation with the community so that Local Plans reflect a collective vision and agreed set of priorities, as well as setting out the importance of early community engagement before planning applications are submitted, eg through the pre-application process and consultation statements for major development (*The National Planning Policy Framework (NPPF)(2019)*)
 - policies for giving advice or assistance on making and modifying Neighbourhood Development Plans and on making Neighbourhood Development Orders. (*The Neighbourhood Planning Act 2017*)
 - the duty on Local Planning Authorities to review their Statement of Community Involvement every five years (*The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017*).
 - setting out the steps for the production of Local Plans and supplementary planning documents and who is to be included at each consultation and which documents are available at each stage of the process (*The Town and Country Planning (Local Planning) (England) Regulations 2012*)
 - setting out the procedures to be followed when processing planning applications: from receipt of the application to the decision being issued

and recorded (*The Town and Country Planning (Development Management Procedure) (England) Order 2015*)

- having due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, and by encouraging participation in public life or in other activities where the participation by people from protected groups is disproportionately low (*The Public Sector Equalities Duty (section 149 of the Equalities Act 2010)*).
- 2.3 The draft Statement of Community Involvement (2019) includes a section which states that if legislation alters the participation and engagement requirements for the planning service, any consultation and engagement will be in line with new legislation until the Statement of Community Involvement is revised.
- 2.4 It sets out how those people and organisations with an interest in development in the area can be involved in planning matters in the District of Selby including:
- how and when there are opportunities to influence new planning policy documents such as the Local Plan and Neighbourhood Plans;
 - how and when to comment on planning applications, as well as other forms of application for development such as Listed Buildings and prior notifications submitted to Selby District Council;
 - the role of elected Councillors, Parish and Town Councils and voluntary and community groups in planning matters;
 - who to contact for assistance in planning matters, and
 - what will be expected of the public / organisations.
- 2.5 The draft document encourages an increased use of electronic consultation and engagement with the use of the Planning Service's consultation portals and recognition is made of emerging technologies eg social media for announcements. All relevant planning documents and information will be available on the Council's website and at Access Selby. The use of electronic formatting facilities available in software packages to meet specific visual requirements to aid accessibility is also encouraged.
- 2.6 The draft Statement of Community Involvement (2019) sets out the various processes to be employed by the planning service from the advertising of opportunities to be involved, to the procedures to be followed when making comments. It will enable communities to see what will be expected of them and what to expect of the Council when engaging with this service.

Monitoring and Review

- 2.8 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, says that the Statement of Community Involvement has to be kept under review. The draft Statement of Community Involvement (2019) sets out measures for the monitoring and review of the document as well as for the engagement processes themselves for the planning service. Results

of the monitoring of the Statement of Community Involvement and engagements with the Planning Service will be set out in the annual Authority Monitoring Report (AMR).

Proposed Consultation on the draft Statement of Community Involvement (2019)

- 2.9 The draft Statement of Community Involvement (2019) needs to be subject to a round of consultation. Any comments received will need to be considered prior to adoption.
- 2.10 There are no mandatory guidelines in legislation for the format of consultation on a Statement of Community Involvement, but it would be prudent to engage with people in line with consultations for planning policy documents. A six week consultation period is proposed.

3. Alternative Options Considered

- 3.1 The 2017 amendments to the planning regulations introduced a statutory requirement for Statements of Community Involvement to be reviewed every five years. Therefore a review is essential.

4. Implications

4.1 Legal Implications

- 4.1.1 The publication of the Statement of Community Involvement is a requirement of s18 of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017). The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 require Statements of Community Involvement to be reviewed every five years. The Statement of Community Involvement sets out how the Council will meet the statutory requirements for consultation and engagement in the planning system.
- 4.1.2 To continue using the 2007 Statement of Community Involvement the Council risks being subject to legal challenges for not being in line with current legislation. Conversely, undertaking consultation and engagement in line with the current legislation, the Council also risks being subject to legal challenge for not meeting the adopted Statement of Community Involvement (2007).

4.2 Financial Implications

- 4.2.1 The preparation of the draft Statement of Community Involvement (2019) and the consultation arrangements are covered through the Planning Policy Team budget.
- 4.2.2 To put in place an up to date adopted Statement of Community Involvement will mean that the current financial costs for the planning service are greatly reduced. It is no longer mandatory to notify neighbours of a proposed

planning application if a site notice is in place. This small change can mean significant paper, printing and postal savings once a new Statement of Community Involvement is adopted.

- 4.2.3 Similarly, for emerging planning policy documents, the Council will not be bound to unnecessary expenses for consultation and engagement in line with the current Statement of Community Involvement (2007).

4.3 Policy and Risk Implications

- 4.3.1 As set out in the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, the Council will have to publish in its annual Authority Monitoring Report the reasons for continuing to use the Statement of Community Involvement (2007) or the reasons for considering a review.

4.4 Corporate Plan Implications

- 4.4.1 In line with the Corporate Plan (as updated 2018) and the Selby Customer Strategy, the draft Statement of Community Involvement (2019) demonstrates the planning service is an open, transparent and accessible service available to everyone.

4.5 Resource Implications

- 4.5.1 The preparation of the draft Statement of Community Involvement (2019) and the consultation arrangements are covered through the resources of the Planning Policy Team.

4.6 Other Implications

Data Protection

- 4.6.1 The consultation arrangements for the draft Statement of Community Involvement (2019) will meet the requirements under the General Data Protection Regulations (GDPR). The Planning Policy Privacy Notice together with the Corporate Privacy Notice will be drawn to the attention of those submitting comments on the draft document.

4.7 Equalities Impact Assessment

- 4.7.1 An Equalities Impact Screening Assessment has been completed for the draft Statement of Community Involvement (2019). It is attached in Appendix 2 to this report. It will be available for comments alongside the draft Statement of Community Involvement (2019).

5. Conclusion

- 5.1 The draft Statement of Community Involvement (2019) and the monitoring and review procedures to be put in place meet the current legal and procedural requirements set out for community consultation and engagement

for the planning service. The legal, financial and policy implications and risks of not considering a review and replacement to the 2007 Statement of Community Involvement are identified. The Executive are advised to consider this report and release the draft Statement of Community Involvement (2019) and accompanying Equalities Impact Screening Assessment for consultation.

6. Background Documents

Selby District Council - Statement of Community Involvement (2007)

7. Appendices

Appendix A: Draft Statement of Community Involvement (2019)

Appendix B: Equalities Impact Screening Assessment

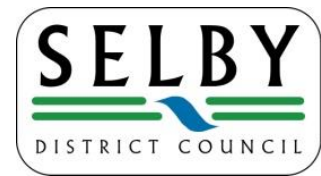
Contact Officer:

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Senior Planning Policy Officer

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01757-292096



Statement of Community Involvement

Consultation Draft

November 2019

Statement of Community Involvement

Statement of Community Involvement

Contents

1 Getting Involved In Planning	5
What is the Statement of Community Involvement?	5
Legal Requirements	5
What do you mean by “Community”?	7
The Council’s Approach to Community Involvement.....	7
Why involve me in Planning?.....	7
How will you involve me?.....	8
Equalities Impact Assessment.....	8
Equalities Monitoring	8
Resource Implications	9
Availability of Documents and information	9
How Do I Make My Comments?	9
What will be expected of me?	9
What is the Role of the Elected Councillors in the Planning Process?	10
Selby District Ward Councillors	10
North Yorkshire County Councillors	11
Parish and Town Councillors.....	11
What is the Role of the Community Engagement Boards and Forums?.....	11
What is the Role of Voluntary and Community Groups?	12
“Hard to Reach” Groups	12
Can Planning Officers Help Me?.....	12
Contact the Planning Officers via:	13
Where else can I go for Help?	13
Planning Aid England.....	13
Other Organisations	13
Monitoring and Review of the Statement of Community Involvement	13
2 Influencing the Local Plan and Planning Policy	15
When Will You Involve Me In Preparing Planning Policy Documents?.....	16
How will I know when I can be Involved?.....	16
How Will You Contact Me?	17
Availability of Documents and Information	17
How do I make my Comments?.....	17
How will you respond to me?	18
What are the Local Plan and Planning Policy Documents?.....	18

Statement of Community Involvement

How will I know when there are Opportunities to be Involved?	18
How Can I get Involved in the Preparation of a Local Plan?	18
Pre-publication Preparation.....	19
Publication of a Local Plan.....	19
Submission of a Local Plan.....	21
Examination.....	21
Adoption	21
How Can I get Involved in the Preparation of Other Planning Policy Documents?	21
Supplementary Planning Documents.....	22
Neighbourhood Plans	22
Planning Policy Documents not Prepared by Selby District Council.....	23
3 Influencing Planning Applications.....	24
What Planning Applications does Selby District Council determine?	24
What Planning Applications does North Yorkshire County Council determine?	24
What are the Different types of Planning Application?	24
Material Considerations.....	26
Planning Performance Agreements.....	27
What is a Nationally Significant Infrastructure Project (NSIP)?	27
Making and Submitting a Planning Application	27
Pre-Application Advice	27
Pre-Application Community Involvement	28
Encouraging early involvement with neighbours for small scale proposals.....	28
Developer Pre-Application Discussions.....	28
How do I Submit a Planning Application?	30
How do I find out about Planning Applications in my area?.....	31
Site Notices and Neighbour Notification	32
Weekly List	32
Press Advertisement.....	32
Further Information	32
How do I view Planning Applications?	32
Customer Contact Centre	33
What if I can't get access to view a Planning Application?	33
How long do I have to comment?	33
How and where do I Comment on a Planning Application?.....	33
Does it matter what I think?.....	34

Statement of Community Involvement

Who else does the Council consult with?.....	34
What if the Application is Amended, Can I still Comment?.....	35
Why do some Planning Applications go to Planning Committee and others do not?.....	35
Can I address the Planning Committee?	35
What If there is a Site Visit?.....	36
How do I find out the Decision?	36
What if there is an Appeal?.....	36
Discharge of Conditions	37
Section 73 Applications	37
Non-Material Changes.....	37
What if I think something has been built or someone is carrying out an activity without planning permission?.....	38
What we can investigate:	38
What we cannot investigate:	39
Making a complaint about a Breach of Planning Control.....	39
Can I Appeal against an Enforcement Notice?	39

List of Tables

Table 1	Legal and Procedural Requirements and the Tests of Soundness	18
Table 2	Planning Application Types	23
Table 3	Statutory publicity requirements for planning and heritage applications	29

List of Figures

Figure 1	Key Stages of Local Plan Preparation	17
Figure 2	Key Stages of Supplementary Planning Document Production	20
Figure 3	Key Stages of Neighbourhood Plan Preparation	21

1 Getting Involved In Planning

What is the Statement of Community Involvement?

- 1.1 The Statement of Community Involvement sets out:
- how the Council will involve the community and other stakeholders in Planning matters including:
 - how and when you can influence new planning policy documents;
 - how and when you can comment on planning applications, as well as other forms of application for development such as Listed Buildings and prior notifications submitted to Selby District Council;
 - the role of elected Councillors, Parish and Town Councils and voluntary and community groups in planning matters;
 - Who you can contact for assistance in planning matters, and
 - What will be expected of you when you make comments.
- 1.2 The Statement of Community Involvement is a statutory planning document and applies to the whole of the Selby District Council area. Selby District Council is the Local Planning Authority for the whole of the District of Selby. North Yorkshire County Council is the Planning Authority for Minerals and Waste. The Ministry for Housing, Communities and Local Government (MHCLG) is the Government department with responsibility for creating great places to live and work, and for giving more power to local people to help shape what happens in their area.
- 1.3 This is the second Statement of Community Involvement that Selby District Council has published.

Legal Requirements

- 1.4 The legal requirements are set out by the Government in legislation. The [Planning and Compulsory Purchase Act 2004 \(section 18\)](#) (as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017) requires Local Authorities to prepare a statement setting out how it will involve those with an interest in development in the area. The [Town and Country Planning \(Local Planning\) \(England\) \(Amendment\) Regulations 2017](#) amends the Act further by including a duty on Local

Statement of Community Involvement

Planning Authorities (LPAs) to review their Statement of Community Involvement every five years. Whilst the [Neighbourhood Planning Act 2017](#) has specifically introduced a requirement on Local Planning Authorities to include within the Statement of Community Involvement the policies for giving advice or assistance on making and modifying Neighbourhood Development Plans and on making Neighbourhood Development Orders.

- 1.5 There is a clear emphasis throughout national policy on encouraging early and consistent community involvement. The [National Planning Policy Framework \(NPPF\)\(2019\)](#) encourages front-loading engagement and co-operation with the community so that Local Plans reflect a collective vision and agreed set of priorities, as well as the importance of early community engagement before planning applications are submitted.
- 1.6 Specifically for plan-making, The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the steps for the production of Local Plans and supplementary planning documents. It includes who is to be included at each consultation and which documents are available at each stage of the process.
- 1.7 Similarly for planning applications, The [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) sets out the procedure to be followed by local planning authorities when processing planning applications: from receipt of the application to the decision being issued and recorded.
- 1.8 The Public Sector Equalities Duty (section 149 of the [Equalities Act 2010](#)) requires local authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010. The Act also encourages participation in public life or in other activities where the participation by people from protected groups is disproportionately low.
- 1.9 If legal requirements alter the participation and engagement requirements for the planning service, any consultation and engagement will be in line with the new legislation until the Statement of Community Involvement is revised.

Statement of Community Involvement

What do you mean by “Community”?

- 1.10 By “community” we mean the individuals, groups, organisations, businesses, Parish and Town Councils, Statutory and non-statutory agencies, landowners, developers and agents that live, work, visit, operate or have an interest in Selby District. Being involved in planning allows the “community” to potentially influence the way the District will change over time.

The Council’s Approach to Community Involvement

- 1.11 The Statement of Community Involvement is a key part of the Council’s overall approach to community engagement and has been updated to reflect the Council priorities of the Council’s [Corporate Plan](#) 2015-20, Making Selby a Great Place....
- to do business
 - to enjoy life
 - to make a difference.
- 1.12 Key to achieving this is set out in the 2018 Annual update to the [Corporate Plan](#) as:
- the empowering and involving people in decisions about their area and their service
 - communicating well with customers to help us (the Council) understand what matters
 - to listen and learn
 - to help people to access services digitally. This point is further underpinned by the [Selby Customer Strategy](#) which encourages the increased use of electronic communications for people to access information and services.

Why involve me in Planning?

- 1.13 We believe that everyone should have the opportunity to have their say in shaping their environment at the earliest opportunity. Consultation and engagement with the relevant consultees and any interested parties is an essential part of the planning process for the production of new Planning Policy documents and in the consideration and determination of planning applications submitted to the Council. Planning is an inclusive process. The

Statement of Community Involvement

Statement of Community Involvement sets out when and how everyone will have the opportunity to express their views and comments at the relevant and appropriate times.

How will you involve me?

1.14 Advertising and notification of forthcoming opportunities to be involved is essential. The different methods to be employed for consultation and engagement opportunities are set out in the relevant parts of this document. The Council recognizes that consultees have differing interests, needs, experiences and varying skills for involvement, which could cause conflict and present barriers to effective engagement and consultation. Therefore the approaches used must be tailored to different audiences. In line with the [guidelines](#) produced by the Royal Town Planning Institute (RTPI), the Council will work to identify, acknowledge and overcome barriers to consultation as part of our engagement processes. Barriers may include:

- specific issues or topics;
- a particular method of engagement employed, or
- a particular document and how it relates to a particular group of the community.

Equalities Impact Assessment

1.15 An assessment under the Equalities Regulations may be appropriate and a requirement for some planning policy documents. Equality Impact Assessments (EQIA) have been developed as a tool for ensuring that equality, social inclusion and community cohesion issues are considered when drawing up policies. For further information on Equalities Impact Assessments and how you can be involved in these please see:

<https://www.selby.gov.uk/equality-impact-assessments-eia>

1.16 An Equalities Impact Assessment accompanies this Statement of Community Involvement.

Equalities Monitoring

1.17 The Council does not currently request equalities monitoring information when you:

Statement of Community Involvement

- submit a planning application
- make comments on Planning Applications or
- are involved in the production of Planning Policy documents.

Resource Implications

1.18 The obligation to engage and consult with stakeholders and members of the public is greater than ever before, but the Council has a limited level of resources. Every effort will be made to ensure that the best use is made of available staff time and resources. Methods of consultation and engagement will be tailored to the situation. In order to improve efficiency, the Council will make use of electronic communication tools and build upon existing communication channels wherever possible. Subject to resources, the Council will engage, involve and consult on planning matters in line with the latest regulations and guidance as appropriate and relevant.

Availability of Documents and information

1.19 All relevant documents and information will be made available on the [Council's website](#) in line with the latest regulations and guidance. We encourage you to make use of any electronic formatting facilities available in your software that could assist you in accessing the relevant documents on the Council's website to meet your specific visual requirements. However, the Council will respond to requests for documents and information to be made available in alternative formats upon request.

How Do I Make My Comments?

1.20 All comments must be made in writing on the Council's consultation portals or by email or by post if they are to be considered. This will generally be by invite if you or your organisation has previously expressed an interest in the matters being discussed or if the Council considers that your input would assist in the consideration of the planning issue or policy formulation.

What will be expected of me?

1.21 In order to ensure that your involvement is effective you will be expected to:

- comment within the specified time period;

Statement of Community Involvement

- provide comments in a clear and succinct format, ensuring that representations relate to the issues and documents being consulted upon;
- be aware that comments will be made publicly available with personal and sensitive information redacted in line with the General Data Protection Regulations 2018 (GDPR);
- be understanding and respectful of alternative views; and
- if you are replying on behalf of a group or organisation, consider how members of the group have been involved in formulating the representation. Ensure that the full range of member views is represented and specify where agreement and disagreement exists.

What is the Role of the Elected Councillors in the Planning Process?

Selby District Ward Councillors

- 1.22 The District Ward Councillors represent their respective Wards in Selby and they listen to residents' concerns and views on planning issues. Ward Councillors can voice their support or make objections to planning applications in writing and speak at Committee on behalf of their constituents. Ward Councillors can provide access to the public information that they receive and answer queries of the community in their ward. They can also request in writing (email) that a planning application is considered by the Planning Committee rather than being considered under delegated powers, provided that valid planning reasons are given for this choice.
- 1.23 District Councillors can be accessed through a number of methods which include;
- email
 - ward surgeries
 - public meetings
 - consultations
- 1.24 The role of locally elected Ward Councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in

Statement of Community Involvement

writing to the Council within the specified time for a particular Consultation.

You can check the contact details of your local Ward Councillor [here](#).

North Yorkshire County Councillors

1.25 There are 9 County Divisions in Selby District. For further information on the role of County Councillors see [here](#).

Parish and Town Councillors

1.26 Parish and Town Councils play a vital role in community involvement. Parish and Town Councillors can comment on particular planning applications or developing policy documents which may affect their area. They may request to speak at Planning Committee with respect to planning applications being considered in their Parish or Town. Parish and Town Councils have an important role when identifying priorities in their areas and also provide a valuable means of sharing information about the planning process to their local community. For more information on your Parish or Town Council including the Code of Conduct of Parish and Town Councillors see the [website](#).

What is the Role of the Community Engagement Boards and Forums?

1.27 There are five Community Engagement Forums in the Selby District. Each covers different towns and villages. The [Community Engagement Forums](#) are split into two parts:

- an open community forum
 - these are public meetings which provide you with the opportunity to get more involved in what happens in your area and the services provided
 - you can raise any concern or make a comment about what's happening in your area
 - all residents of the Community Engagement Forum area can attend and participate
- a Partnership Board meeting
 - these are open to the public but contributions can only be made at the chair's discretion

Statement of Community Involvement

- these meetings are where funding applications are discussed and the direction of the CEF is discussed
- the Partnership Board is made up of district councillors, parish councillors and co-opted members of the community.

What is the Role of Voluntary and Community Groups?

1.28 We believe that everyone should have the opportunity to be actively involved in decisions which affect them and their community. Voluntary and Community groups are encouraged to be involved in planning matters and can represent their members.

“Hard to Reach” Groups

1.29 We are aware that some people may be considered ‘hard to reach’. We also understand that particular groups may have specific areas of interest or a limited capacity for involvement. Every opportunity will be taken to add to our knowledge of hard to reach groups, identify issues and policies that are likely to be of particular concern. Documents and information will be made available in alternative formats upon request (see paragraph 1.19).

Can Planning Officers Help Me?

1.30 Selby District Council employs Planning Officers who are based at the Civic Centre, Doncaster Road, Selby YO8 9FT. They provide specialist professional planning advice to the Council and the community as necessary. They are responsible for:

- producing the Development Plan documents (Local Plan and other planning policy documents)
- providing advice on planning policy
- leading the consultations regarding draft planning documents and the consideration of comments made
- implementing and enforcing requirements under the Community Infrastructure Levy regulations
- providing pre-application advice
- assessing planning applications in accordance with the:
 - adopted Development Plan

Statement of Community Involvement

- National Planning Policy
- any other material considerations including consultation responses and representations.
- considering reports of breaches of planning permission
- providing planning enforcement

Contact the Planning Officers via:

Access Selby Contact Centre: <https://www.selby.gov.uk/contact-us>

By post: Selby District Council, Civic Centre, Doncaster Road, Selby, YO8 9FT

By telephone: 01757-705101

For specific queries, you can contact the Planning Officers for:

Pre-application advice: [See Guidance and complete a form](#)
Development Plan and Planning Policy: Email: localplan@selby.gov.uk
Planning enforcement: [Complete the Planning Enforcement Complaint form](#)
or email: planningenforcement@selby.gov.uk

Where else can I go for Help?

Planning Aid England

1.31 Planning Aid England is a voluntary organisation linked to the Royal Town Planning Institute (RTPI). Through its network of volunteers who are Chartered Town Planners it can provide independent and impartial advice. For further information please contact [Planning Aid England](#).

Other Organisations

1.32 You may want to appoint a planning consultant to act on your behalf when dealing with the Council on planning matters. The planning consultant will act as your agent to submit your planning application or provide comments on a Planning Policy document. The Royal Town Planning Institute (RTPI) maintains a list of [Planning Consultants](#).

Monitoring and Review of the Statement of Community Involvement

1.33 In line with current Government legislation (The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017), once adopted, the Statement of Community Involvement is intended to be in use for 5 years before a review may be necessary. The need to review the Statement of

Statement of Community Involvement

Community Involvement will be considered on an annual basis and will be reported in the annual Authority Monitoring Report.

- 1.34 The need to review will be assessed if there have been any changes to legislation or government advice affecting the Statement of Community Involvement as well as if there has been a particularly low level of community involvement. In this instance, the Statement of Community Involvement will be assessed against the following indicators:
- the number of individuals / groups participating in consultations (including those identified as “hard to reach”)
 - which consultation techniques generate the most effective responses
 - whether any participants suggest any improvements to consultation
- 1.35 Any necessary changes will be incorporated into a future version of the Statement of Community Involvement. This will ensure that the Statement of Community Involvement remains appropriate and effective in involving the community in the various planning processes.

2 Influencing the Local Plan and Planning Policy

- 2.1 This section explains how and when you can be involved in influencing and informing the production of the Development Plan and other planning policy documents in Selby District. Planning applications are determined in accordance with the Development Plan and national planning policies. Legislation sets out which development plan documents need to be in place, the processes for the production of those documents, the opportunities for involvement in their production and the processes for that engagement.
- 2.2 Selby District Council is responsible for producing the following Development Plan Documents:
- Local Plan documents including the Policies Map
 - Supplementary Planning Documents
 - Development Briefs
 - Guidance Notes
- 2.3 Selby District Council supports the production and development of:
- Neighbourhood Plans (led by Parish and Town Councils)
- 2.4 In line with the legislation as the Development Plan is prepared, various supporting and evidence documents may need to be produced by the District Council to inform the policy direction. These can include:
- Sustainability Appraisal / Habitats Regulations Assessment
 - Duty to Co-operate Statement
 - Infrastructure Delivery Plan
 - Equalities Monitoring Assessment
 - Technical studies to provide detail for the policy direction
 - Consultation Statement
- 2.5 The Development Plan also has to be produced in line with the following procedural documents:
- Local Development Scheme (the timetable for document production)
 - Statement of Community Involvement (the engagement and involvement procedures to be undertaken)
- 2.6 The Council is also responsible for the implementation of the Community Infrastructure Levy (CIL).

When Will You Involve Me In Preparing Planning Policy Documents?

2.7 The key stages for involvement in the production of planning policy documents are set out by the Government in planning legislation and guidance. This is to ensure that the planning process is inclusive, open and transparent. The opportunities to be involved and provide comments are dependent on the type of planning policy document being produced. However, the stages for involvement are designed to ensure that you can be involved from the earliest opportunity of planning policy preparation. These stages can provide you with various opportunities to be involved and potentially influence the content and direction of a planning policy document.

How will I know when I can be Involved?

2.8 In line with the latest legislation and guidance, and depending on the stage of production of the policy document, the Council will use various methods of advertising the opportunities to provide comments and the opportunities to be involved:

- announcements on the council website
- notifications for those registered on the [Planning Policy Consultation Portal](#). This is the most reliable method of ensuring that you are made aware of opportunities to provide comments and be involved in the production of planning policy documents.

2.9 In addition to the statutory requirements set out in legislation, the Council may use the following methods of advertisement:

- announcements in the local press - public notices section
- announcements on social media
- features in the local press
- posters on Notice Boards and at community meeting places
- leaflets

2.10 You can also check the reports presented to the [Council's Executive](#) for progress on the production of the various Local Plan and planning policy documents.

Statement of Community Involvement

How Will You Contact Me?

2.11 The Council will notify those registered on the [Planning Policy Consultation Portal](#). Once you are registered on the Planning Policy Consultation Portal you can choose how you want to be contacted by the Council on planning policy matters. You will be notified by your chosen method of contact at the relevant times. The quickest and easiest method is by email, but you may prefer a letter in the post or to be informed through emerging digital technologies (e.g. social media). To be registered for notifications of opportunities to be involved please click [here](#). Or alternatively you can contact the Council via:

- email at: localplan@selby.gov.uk
- post at: Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT
- phone: 01757 705101

Availability of Documents and Information

2.12 All relevant documents and information will be made available on the [Council's website](#) in line with the latest regulations and guidance. Once registered, you are encouraged to access and view the available documentation via the Planning Policy Consultation Portal. The Council is aware that some people may prefer a paper copy, this service is available but it may incur a charge. For more details you can contact the Council at: localplan@selby.gov.uk

How do I make my Comments?

2.13 Accessing the documentation via the Planning Policy Consultation Portal will permit you to respond directly to specific questions or provide comments on text in the relevant document(s). You can still make your comments by downloading, completing and submitting a comment form attached to an email or letter. You can email or post them to the address above, but we would prefer you to use the Planning Policy Consultation Portal as this helps us to respond quicker.

Statement of Community Involvement

How will you respond to me?

- 2.14 Receipt of your comments on planning policy documents will be acknowledged via the planning policy consultation portal. The Council will not respond individually and directly to any points you make, unless it is to clarify or seek further information. A report of consultation will be produced and will be available on the Council's website in line with the guidance available. The consultation statement will set out the Council's consideration and responses to the various comments made. It will also set out how the document has been amended to take on board relevant comments.
- 2.15 All correspondence on the Local Plan will be in line with our corporate service standards and any regulations that guide the Local Plan and planning policy document process.

What are the Local Plan and Planning Policy Documents?

- 2.16 For the most up to date Development Plan Documents please see the [Council's planning policy webpages](#).

How will I know when there are Opportunities to be Involved?

- 2.17 The [Authority Monitoring Report](#) will set out any emerging trends and highlight if consideration needs to be made to revising a planning policy document to meet changing circumstances or new legislation, or if it is considered appropriate to produce a new planning policy document. The Local Development Scheme, which is set out within the Authority Monitoring Report, will then set out the timetable for their production.

How Can I get Involved in the Preparation of a Local Plan?

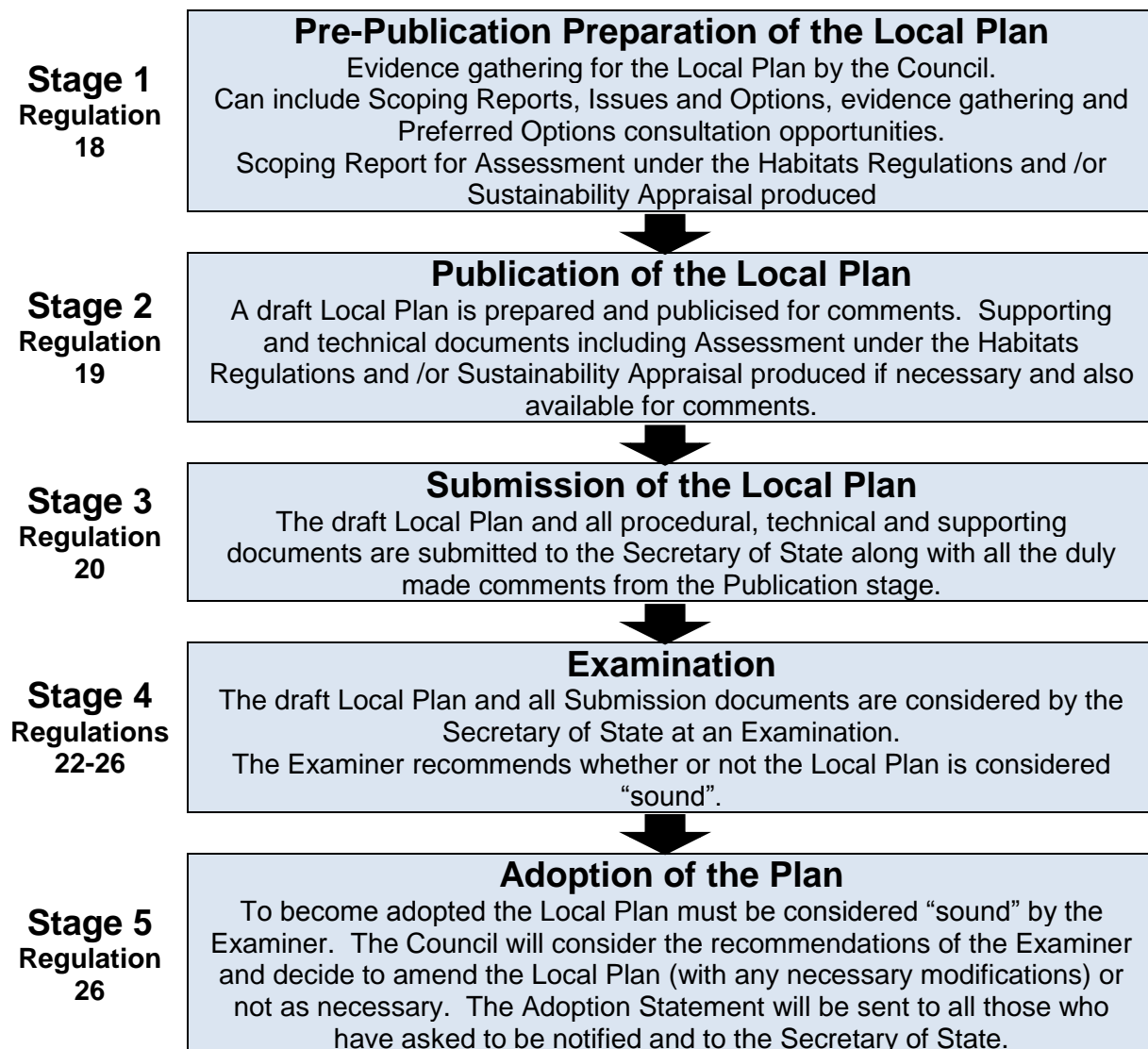
- 2.18 There are prescribed stages for when a Local Plan is available for comments to be made. For more detail please see Figure 1 and the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). The timetable for a new emerging Local Plan or an amendment / revision to a Local Plan will be set out in the Local Development Scheme within the [Authority Monitoring Report](#). You can become involved in the preparation of a Local Plan at any stage, but you have more opportunities to influence its policy direction at the pre-publication preparation stage.

Statement of Community Involvement

Pre-publication Preparation

2.19 At this stage, the Council will undertake a period of research that will form the evidence base. Pre-preparation can include scoping reports, issues & emerging options, further evidence, and preferred options. All of these may not be necessary to be undertaken in the preparation of all Local Plan documents. The Council will consider all relevant comments and prepare a draft document.

Figure 1 - Key Stages of Local Plan Preparation



Publication of a Local Plan

2.20 This is the first formal stage and is when a draft of the emerging Local Plan is first available for comments. The Council will notify and invite all stakeholders to comment at this stage by the published deadline in line with the Regulations. Local Plans and spatial development strategies are examined to

Statement of Community Involvement

assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound. Comments, or Representations as they are known at this stage, must be made in relation to these legal and procedural requirements and the Government’s “Tests of Soundness” as set out in Table 1 to ensure that the Local Plan on adoption is considered to be “Sound”.

Table 1 – Legal and Procedural Requirements and the Tests of Soundness

Legal and Procedural Requirements	
The Local Plan is prepared in compliance with:	Duty to Co-operate (under section 33A of the Planning and Compulsory Purchase Act)
	the Town and County Planning (Local Planning) (England) Regulations 2012
	the Statement of Community Involvement
	the Local Development Scheme
The Local Plan is published accompanied by a Sustainability Appraisal Report	
Tests of Soundness	
Positively prepared	The Local Plan provides a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development
Justified	The Local Plan is an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence
Effective	The Local Plan Policies are deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground
Consistent with national policy	The Local Plan enables the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework
Sources: National Planning Policy Framework (2019) paragraph 35 and The Planning Inspectorate (2019) Procedure Guide for Local Plan Examinations	

2.21 All relevant and duly made comments received within the published timescale will be considered by the Council. Late comments may not be considered. The Council may propose amendments to the draft Local Plan in response to comments made.

Statement of Community Involvement

Submission of a Local Plan

2.22 The Council must then submit the Publication draft of the Local Plan, a statement of how the draft Publication Local Plan is to be amended by the Council to take on board (or not) the comments received, the supporting information and all the comments received at the Publication stage to the Secretary of State. No further comments can be made at this stage.

Examination

2.23 All comments / representations made at the formal Publication draft stage will be considered at the Examination by a Planning Inspector appointed by the Secretary of State. If you, your organisation or your representative has made a formal representation you are given the opportunity to be present at the formal hearing sessions.

2.24 Following the close of the Examination hearings, the Planning Inspector will prepare a report and recommendations which may suggest changes to make the draft Local Plan “sound” for adoption. Plans are only considered ‘sound’ if the Inspector considers it meets all the legal and procedural requirements and the Tests of Soundness in Table 1.

Adoption

2.25 The Council will consider the recommendations of the Planning Inspector and decide to amend the Local Plan (with any necessary modifications) or not as necessary. The Adoption Statement will be sent to all those who have asked to be notified and to the Secretary of State. Further guidance and information regarding the Examination process is available on the Planning Inspectorate [website](#).

How Can I get Involved in the Preparation of Other Planning Policy Documents?

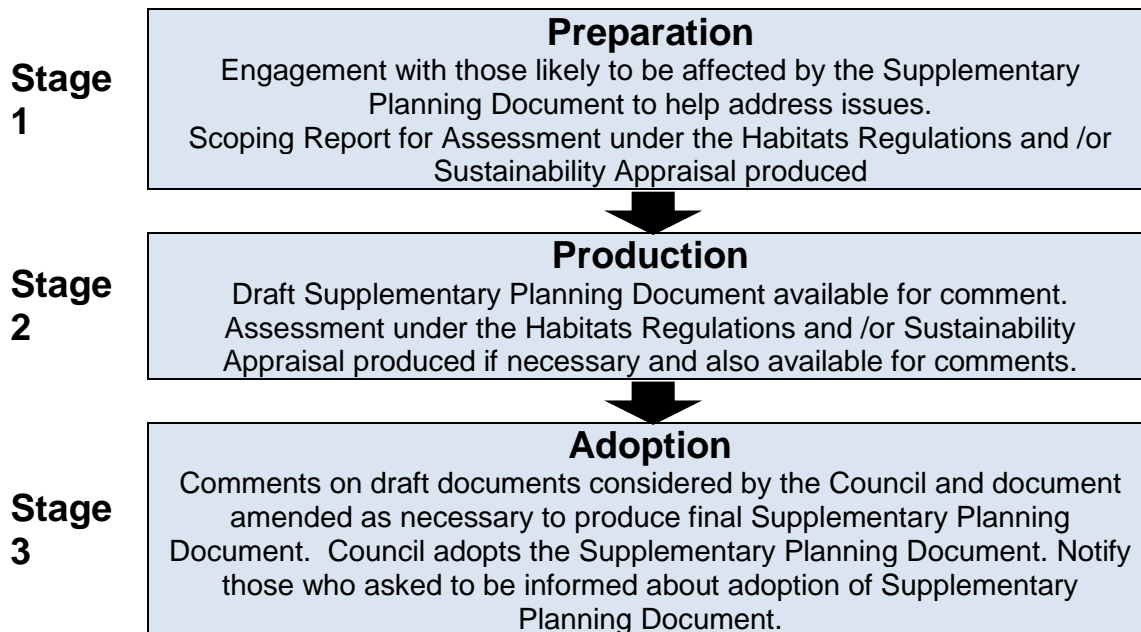
2.26 The Council produces other Planning Policy documents. You can be notified and involved in their preparation if you have indicated on the Planning Policy Consultation Portal that you wish to be notified of opportunities to be involved. Other Planning Policy Documents include Supplementary Planning Documents.

Statement of Community Involvement

Supplementary Planning Documents

2.27 The key stages of the production of Supplementary Planning Documents are set out in Figure 2. Opportunities to be involved are at the preparation stage of policy formulation, are usually for those potentially affected by the implementation of the Supplementary Planning Document, or for those with a specialist interest in the subject of the Supplementary Planning Document.

Figure 2 - Key Stages of Supplementary Planning Document Production



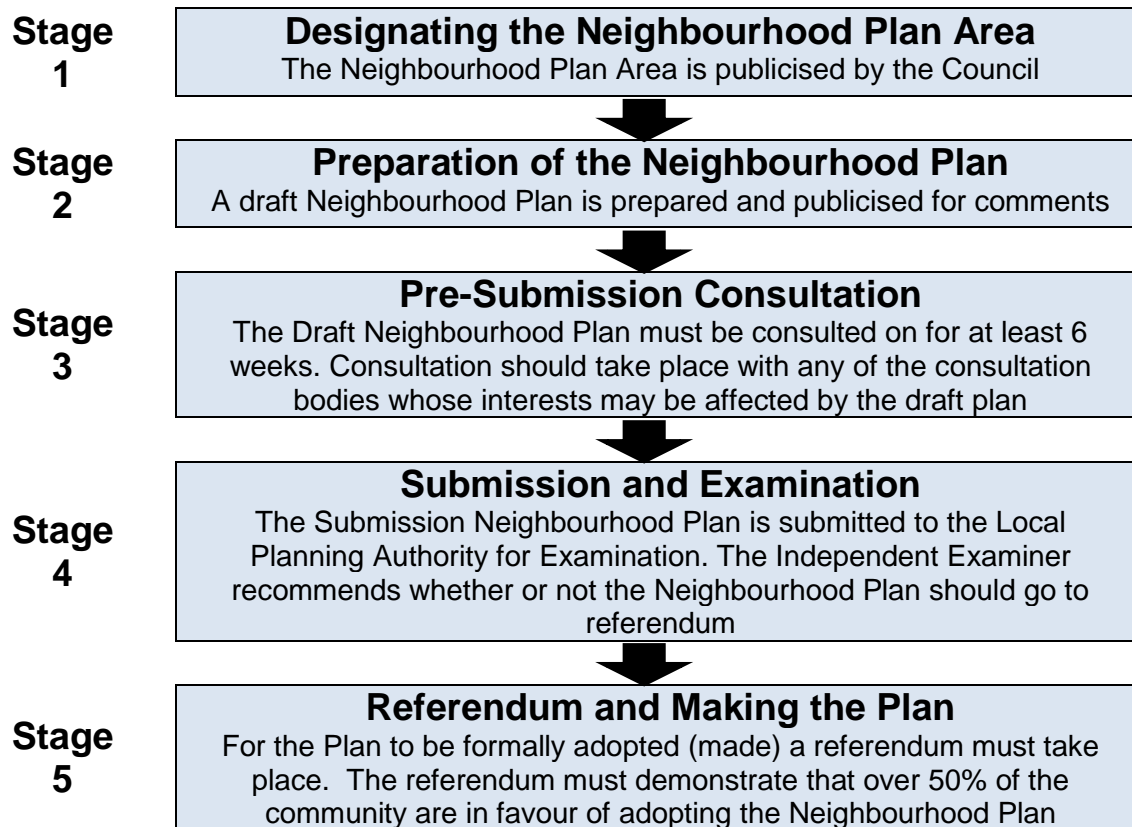
Neighbourhood Plans

2.28 A Neighbourhood Plan gives local communities direct power to shape the development and growth of their local area by building upon the policies in the Local Plan. Communities can choose where the new homes, shops, offices and other facilities are to be built in their neighbourhood, what the new buildings should look like and what infrastructure should be provided.

2.29 Introduced under the Localism Act (2011), the Parish or Town Council will lead the production of the Neighbourhood Plan in your area with support and guidance from Selby District Council. More information about Neighbourhood Planning can be viewed [here](#). The key stages in the production of a Neighbourhood Plan are set out in Figure 3.

Statement of Community Involvement

Figure 3 - Key Stages of Neighbourhood Plan Preparation



Planning Policy Documents not Prepared by Selby District Council

A number of statutory planning policy documents are produced by other Planning Authorities and organisations. These will be reviewed as necessary and opportunities for involvement in their production will be advertised on the lead authority or organisation website. These include:

- Minerals and Waste Local Plans
- Marine Plans
- National Strategic Infrastructure Projects

3 Influencing Planning Applications

- 3.1 This section explains how you can get involved with planning applications that have been submitted to the Council. It sets out the ways in which you can comment on planning applications, as well as other forms of consent such as for listed buildings. This section also details what to do if you suspect breaches of planning permission.

What Planning Applications does Selby District Council determine?

- 3.2 The Council is responsible for assessing and making decisions on land use planning applications submitted to Selby District Council. The Council's Planning Officers advise the Council's Planning Committee on "Major" and certain other types of applications. They also provide advice on development proposals and deal with any unauthorised development in the District.
- 3.3 The Planning Officers determine around 1500 applications each year. The process of determining a planning application involves important stages of consultation and community involvement, which are described in the following paragraphs. Some planning applications are "delegated"¹ which means that the Planning Officer decides the outcome, whilst "Major" and certain other applications are determined by the Planning Committee.

What Planning Applications does North Yorkshire County Council determine?

- 3.4 As part of a two-tier system of Local Government, North Yorkshire County Council is responsible for dealing with planning applications concerning mineral extraction, the disposal of waste, and for applications relating to its own land and buildings. More detail on those is available on the County Council's [website](#).

What are the Different types of Planning Application?

- 3.5 Planning applications are split into three basic types defined by the Ministry for Housing, Communities and Local Government (MHCLG) as set out in

¹ Decisions delegated to officers are set out in Part 3 section 3.9.9 of the Council's Constitution <https://www.selby.gov.uk/sites/default/files/Documents/Committees/Other/Part%203%20Responsibility%20for%20functions%20v5%20July%202018.pdf>

Statement of Community Involvement

Table 2. Major and Minor applications can be submitted as either an Outline followed by Reserved Matters Applications, or as a Full Application from the start. For more details including guidance and the relevant forms to be used for the many different types of applications determined by Selby District Council, please see [here](#).

Table 2 – Planning Application Types

Application Type	Description	
Major	Residential developments of 10 or more dwellings, or a site area of 0.5 hectares or more. For other proposals, where the floor space being constructed is 1,000 square metres or more, or for a site area of 1 hectare or more.	Applications can be submitted as: <ul style="list-style-type: none"> • Outline • Reserved Matters • Full • Section 73
Minor	Smaller applications, which do not fall into the category of ‘Other Applications’ for example residential developments of 1-9 dwellings or a site less than 0.5 hectares.	
Other	There are many different other applications which include: <ul style="list-style-type: none"> • householder applications • change of use • work to Listed Buildings • works to trees that are the subject of protection order or in a Conservation Area • advertisements • certificates of Lawfulness • minor amendments • discharge of conditions • Prior Notifications. See here for the full range of applications.	Prior notification applications follow a different procedure to that of other planning applications, as the case officer is required to give comments on the proposal, rather than to make a formal decision.

Statement of Community Involvement

3.6 Planning applications are decided in line with National Planning Policy, the Development Plan for Selby District and relevant material considerations.

Material Considerations

3.7 A material consideration is a matter that should be taken into account in deciding a planning application. Material considerations can include (but are not limited to):

- Government Policy (such as the National Planning Policy Framework)
- A 5-year supply of housing figure
- overlooking/loss of privacy
- loss of light or overshadowing
- impact on the environment
- effect on listed building or conservation area
- nature conservation
- non-designated heritage assets
- parking
- highway safety
- traffic
- noise
- layout and density of building
- the appearance of a proposal
- disabled persons' access
- other proposals
- other Council priorities
- previous planning decisions (including appeal decisions)

3.8 Some matters cannot be taken into account as they are not planning issues such as:

- the loss of property value
- private disputes between neighbours
- the loss of a private view
- the impact of construction work or business competition.

3.9 These lists are not exhaustive and there may be matters that have not been mentioned.

Statement of Community Involvement

Planning Performance Agreements

- 3.10 A Planning Performance Agreement (PPA) is an agreement between a local planning authority and an applicant to provide a project management framework for handling a major planning application.
- 3.11 The key aims of entering into a Planning Performance Agreement are as follows:
- facilitate development
 - solve problems
 - achieve a high quality development

What is a Nationally Significant Infrastructure Project (NSIP)?

- 3.12 Nationally Significant Infrastructure Projects are projects that meet certain national thresholds and will be determined by the Planning Inspectorate, not the council. The key stages in the process for determining such applications are explained on the National Infrastructure Planning [website](#)
- 3.13 This process requires the developer to carry out extensive consultation on their proposals before submitting an application, including asking the council to comment on the adequacy of the developer's intended consultation arrangements as set out in their 'Statement of Community Consultation'.

Making and Submitting a Planning Application

- 3.14 The process of making a planning application is set out in detail on the [Planning Portal](#). The Council's [website](#) sets out advice, guidance and the relevant forms to use when making and submitting a planning application or an application for other types of development.

Pre-Application Advice

- 3.15 You can also obtain Pre-Application advice from Planning Officers. The benefits of this are:
- a clearer understanding of how national, regional and local policies may influence proposals.
 - an opportunity to improve schemes at an early stage
 - identifying need for specialist input at an early stage

Statement of Community Involvement

- a shared understanding of constraints and opportunities
 - agreeing information requirements
 - establishing timescales and explaining administrative processes
 - reducing delays
 - ascertaining if your proposed development is permitted development
- 3.16 Advice on this service and the relevant fees are available [here](#).
- Householders and residents can book appointments to meet Planning Officers at the Access Selby Contact Centre, opening times are located [here](#).
 - Developers of larger schemes need to complete a pre-application advice request form and pay the appropriate fee available [here](#).

Pre-Application Community Involvement

- 3.17 All applicants are encouraged to do some form of consultation with the public such as neighbouring and nearby properties before they submit a planning application.

Encouraging early involvement with neighbours for small scale proposals

- 3.18 For smaller applications, for example house extensions, applicants are encouraged to speak with their neighbours and show them the proposed plans. In their planning application they should include any comments from their neighbours and any changes made to the proposal as a result. There are benefits to early engagement as it can reduce conflict later on in the planning process. These discussions will not affect consultations that the Council may be required to undertake but it could potentially reduce the time taken to gain planning permission.

Developer Pre-Application Discussions

- 3.19 Dependent upon the nature and potential impact of a development proposal on the local community, applicants making major proposals, or those likely to have any significant impacts, will need to carry out their own pre-application public consultation.
- 3.20 Planning applications for these proposals will need to be accompanied by a Consultation Statement. Examples of such proposals include:

Statement of Community Involvement

- major developments, applications for large scale wind turbines or “windfarms”
 - developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement
 - proposals which depart from the Development Plan
 - any development proposals, which the Council thinks, will have significant implications for planning policy.
- 3.21 The form of consultation needs to be tailored to suit the circumstances of the site, proposal and locality. Developers should discuss and agree with the Council the exact nature of consultation in advance, allowing sufficient time for Planning Officers to comment on the proposed events and appropriate changes that are needed to be made. It is important to note that all pre-application discussions with the Council will be kept strictly **confidential**.
- 3.22 Developers need to be clear and up front with the community about the progress of the application as well as the constraints the proposal will occur.
- 3.23 It is expected that consultations are carried out at an early stage in the design process to allow sufficient time for public consultation comments before the submission of the application.
- 3.24 The type of methods to be employed by potential developers could include the following:
- press adverts
 - community meetings
 - exhibitions (opening hours to include out of office hours)
 - information on village and parish notice boards
 - delivery of explanatory leaflets
- 3.25 The Council expects communities to be offered genuine choice and a real opportunity to influence proposals in these consultation exercises. The Council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, the onus will be on them to resolve any public objections within

Statement of Community Involvement

the timescale that the Council has to determine the application. Failure to consult may reduce the weight the Council gives to the Consultation Statement and be material to the determination of the application.

- 3.26 For probity reasons (ensuring that decisions are taken in a fair and open manner), the Council's Planning Officers would not normally participate in these public meetings or exhibitions other than to provide background information.
- 3.27 As a minimum, the Consultation Statement submitted with the application should include:
- the residents businesses and local community groups consulted
 - methods and timing of consultation
 - a copy of the consultation details
 - evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites
 - a summary of all responses received
 - explanation of how public comments have influenced the design of the proposals
 - evidence of how developers have provided feedback to the Town and Parish Councils, community groups and ward members following their responses
 - explanation of what changes have been made as a result of all community comments
 - where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change and information on how this was addressed in the development proposal.

How do I Submit a Planning Application?

- 3.28 Applicants can submit plans and application forms electronically by:
- using the Council's website link to the [Planning Portal](#)
 - email to ppu@selby.gov.uk
 - or by using iApply at <https://iapply.co.uk/>

Statement of Community Involvement

or by post to: Selby District Council, Civic Centre, Doncaster Road, Selby, YO8 9FT.

- 3.29 The Council will check the information and documents submitted. If all is correct, including the relevant fee, the application will be valid and the applicant or their representative notified. This will then trigger the start of the various consultations to be carried out before the application is considered and the Decision Notice issued. If the planning application is not valid, the Council will inform the applicant, or their representative, of the additional information or correct fee to be provided as necessary to make the application valid.

How do I find out about Planning Applications in my area?

- 3.30 The Council must follow the statutory publicity requirements for advertising the availability of valid planning applications. Table 3 sets out the type of development and what type of publicity the Council must undertake.

Table 3 – Statutory publicity requirements for planning and heritage applications

Type of development	Site notice	Newspaper advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	X	X	X
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	X	X	X
Applications which do not accord with the development plan in force in the area	X	X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	X	X	X
Applications for planning permission not covered in the entries above e.g. non-major development	X	-	X
Applications for listed building consent where works to the exterior of the building are proposed	X	X	X
Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building.	X	X	X

Statement of Community Involvement

Type of development	Site notice	Newspaper advertisement	Website
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.	X	X	X

Source: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

Site Notices and Neighbour Notification

3.31 Planning Applications are advertised at the site using a luminous yellow A4 sized notice positioned in a visible location, adjacent or close to the site to which it applies.

Weekly List

3.32 You can view on Public Access a weekly list of planning applications as well as a monthly list of planning decisions [here](#)

Press Advertisement

3.33 An advert will be placed in a local newspaper appropriate to the location of the planning application.

Further Information

3.34 For further information see:

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015.](#)
- the Government [website](#):

How do I view Planning Applications?

3.35 You can use the [Public Access](#) to view a planning application and to comment on a planning application. It is a dynamic system constantly being updated with incoming information including plans, technical reports, and responses from consultees, comments from the general public, full details of the Council's ultimate decision and details of any appeal to the Secretary of State.

- You can also see all other comments made on an application on [Public Access](#)
- You can view the details of all current planning applications with supporting documents

Statement of Community Involvement

- You can view the details of historic planning applications from 1984, but supporting documentation is only available for those from 2006
- You can also visit our [Customer Contact Centre](#) to look at applications.

Customer Contact Centre

3.36 Planning Officers offer a Planning Surgery for householder and permitted development queries only at the [Customer Contact Centre](#). The Planning Officer will aim to answer your query verbally and will provide you with written confirmation of the advice given. More information can be found on how to book appointments [here](#).

What if I can't get access to view a Planning Application?

3.37 We are aware that some people may have difficulty accessing and seeing the planning applications. We encourage you to visit the Customer Contact Centre to view the documents online. Planning application information can also be viewed online at the following libraries:

- Selby Library
- Tadcaster Community Library
- Sherburn and Villages Community Library
- Barlby Library and Community Hub

For further information see [here](#)

How long do I have to comment?

3.38 All comments on a planning application must be made in writing to us within 21 days from the date of a press notice or site notice appearing. Please be aware that any comments submitted after the 21 day publicity period may not be considered because a decision may have already been made on the planning application.

How and where do I Comment on a Planning Application?

3.39 You can make comments on planning applications in the following ways:

- Whilst viewing the details of an application through [Public Access](#).
- You will need to register and login before you are able to leave comments and/or receive updates. Your session may "time out" without warning, so for longer messages you may need to compose your comments outside

Statement of Community Involvement

the webpage and then copy and paste when you are ready to submit.

Please include the submission date at the end of your comment.

- By e mail to planningcomments@selby.gov.uk
- By post to Development Management, Selby District Council, Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT

3.40 Submitting your comments via Public Access will ensure that certain key pieces of information are automatically provided. However, if you submit your comments by e mail or post please include the following:

- your name
- your contact address
- the reference number of the application and/or address of the property to which your comments relate

3.41 Please note that we are unable to send an acknowledgement for comments submitted by email or post.

Does it matter what I think?

3.42 **Yes.** The Council represents all of the community. In knowing your opinions, whether you support or object to the application or whether you just want to make comments, your views can influence the decision of the application. However, planning applications tend to attract a variety of comments. The planning officers can only take account of things that are relevant to planning and the application itself.

3.43 All comments made can be viewed on [Public Access](#)

Who else does the Council consult with?

3.44 The Council is required to consult with a range of stakeholders as part of the planning application process. These include the general public as well as statutory and non-statutory consultees. These are set out in the following tables:

- **Statutory Consultees on applications for Planning Permission**
Table 2 of <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>
- **Non-statutory consultees**

Statement of Community Involvement

Table 3 of <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

What if the Application is Amended, Can I still Comment?

3.45 Depending on the scale of the amendments the Planning Officer will decide whether it is necessary to re-advertise and re-consult on the amended plans. Any amended plans will be available to view and comments made on [Public Access](#).

Why do some Planning Applications go to Planning Committee and others do not?

3.46 Officers make many of the decisions on planning applications. This is known as a **delegated decision**. However if there are particular sensitivities the application will then be decided at the Planning Committee. You can view the Council's Scheme of Delegation [here](#). All views will be included in the report for the Planning Committee to consider in deciding the application. An officer report will be provided for each planning application whether it is to be determined by Planning Committee or the decision is delegated to the Planning Officer.

3.47 The agenda for the Planning Committee is published five working days before the Committee meeting. The schedule of meetings, agendas and reports are available [here](#). These meetings are held in public every four weeks at the Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT

Can I address the Planning Committee?

3.48 If an application is to be determined at the Planning Committee, the Council allows those (or their representative) who have made a written representation who have also indicated that they wish to speak at the Committee, to speak at the meeting. However, this is usually ONE speaker representing all the objectors. They will be allowed no more than 5 minutes to speak. The Town or Parish Council as well as the ward member and the applicant also have the right to address the Planning Committee.

Statement of Community Involvement

- 3.49 The applicant or their representative will also be given no more than 5 minutes to present their views verbally to the Planning Committee. They may use this time to respond verbally to any objection made at the Committee. For further information regarding the format for speaking at planning Committee, please see the [Code of Practice for Dealing with Planning Matters](#).
- 3.50 As part of the Council's commitment to keep the planning process transparent and open, the [Code of Conduct](#) for Members and Officers dealing with Planning Matters ensures that decisions are sound on a planning basis.

What If there is a Site Visit?

- 3.51 In determining some applications, a site visit by the Planning Committee may take place. This is usually held if the Planning Development Manager or Head of Planning in consultation with the Chair of the Planning Committee considers it would assist Councillors in reaching a decision. The procedures for attending and participating at the site visit are set out in the [Code of Practice for Members and Officers](#). Members of the Planning Committee can not engage in open discussions with the applicant or their representative or with any other people present.

How do I find out the Decision?

- 3.52 We publish decisions about applications when they are made. You can find out if an application has been accepted or refused. We also publish the reasons why. All of this information is included on [Public Access](#)
- 3.53 If the planning application was considered at Committee, you may also see the decision in the [published minutes](#) for Planning Committee.

What if there is an Appeal?

- 3.54 Appeals can be made by the applicant against a refusal of planning permission or other consent, the conditions attached to the application, for non-determination of the application by the Council or for costs. <https://www.gov.uk/topic/planning-development/planning-permission-appeals>
- The applicant has the right to appeal to the Secretary of State. There is no third party right of appeal against refusals of planning permission or other

Statement of Community Involvement

consents. The Council will notify any individual or organisation originally consulted, or who has made any comments or objections by email (if provided) or by post when an appeal is lodged. All comments and objections are passed on to the appointed Inspector for their consideration. This is a separate process. More information relating to the appeals process and how to be involved can be found on the [Government website](#) and the [Planning Inspectorate website](#).

Discharge of Conditions

3.55 Conditions may be attached to a Notice of Planning Permission. An application for approval of the details reserved by such a condition will be necessary for a specified aspect of the development which was not fully described in the original application. These details need to be submitted for approval as set out in the Notice of Planning Permission. As such, an application for approval of details reserved by a condition is not an application for planning permission or listed building consent so there is no opportunity for further comment. Applications for approval of details reserved by a condition in a planning permission should be made in writing. Further details can be found [here](#).

Section 73 Applications

3.56 Section 73 of the Town and Country planning Act 1990 allows for applications to be made for permission to develop without complying with a condition(s) imposed. Section 73 also provides for retrospective planning applications to be made with respect to development that has already taken place without planning permission and for applications to authorise development which has been carried out without complying with a condition(s). There will be opportunity to comment on Section 73 Applications. Further details can be found [here](#).

Non-Material Changes

3.57 Sometimes following the granting of planning permission it may be necessary to make some changes. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may

Statement of Community Involvement

be non-material in one case could be material in another. There is no statutory definition of non-material, but the Local Planning Authority must be satisfied that the amendment sought is non-material in order to grant an application. If you are uncertain, as a developer, you may wish to seek [pre-application advice](#). There are no opportunities for commenting on non-material amendments applications.

What if I think something has been built or someone is carrying out an activity without planning permission?

- 3.58 When a person or developer carries out development without planning permission the Council has a duty to consider what action is needed.
- 3.59 As a local planning authority, we have the power to take action against breaches of planning control if development has occurred without the necessary planning permissions. We also have the power to take action against unauthorised works to a protected tree or a tree in a conservation area.
- 3.60 We will investigate whether there is a breach, establish what harm is caused as a result of it and then how the situation can be remedied. Immediate enforcement action is sometimes necessary, however in most cases planning authorities allow a person reasonable time to remedy the situation. This may mean submitting a retrospective planning application, removing an unauthorised structure or stopping any unauthorised use. For further information on the Planning Enforcement service please see the [Planning Enforcement Management Plan 2018](#).
- 3.61 A breach may also occur if planning permission has been granted, but the conditions attached to the permission are not being complied with. This is a breach of condition.

What we can investigate:

- unauthorised building
- unauthorised changes of use
- unauthorised works to a listed building
- display of unauthorised advertisements/signage

Statement of Community Involvement

- untidy land
- unauthorised works to protected trees
- unauthorised works to trees in a conservation area
- breach of conditions
- high hedge issues

What we cannot investigate:

3.62 Selby will investigate most disputes however the following cannot be investigated by enforcement:

- breaches occurring on or within a public highway. Please contact [North Yorkshire Highways](#) on 01609 780780
- boundary disputes
- internal alterations to houses (unless it is a Listed Building). Please contact the [North Yorkshire Building Control Partnership](#) on 01347 822703

Making a complaint about a Breach of Planning Control

3.63 If you would like to make a complaint regarding a possible breach of planning control, fill in our [enforcement complaint form](#) or download a [complaint form](#), returning it to either:

- email: planningenforcement@selby.gov.uk
- or by mail to:
Selby District Council, Planning Enforcement, Civic Centre, Doncaster Road, Selby, YO8 9FT

ALL COMPLAINANT DETAILS ARE KEPT STRICTLY **CONFIDENTIAL**

Can I Appeal against an Enforcement Notice?

3.64 You can appeal to the Secretary of State against an Enforcement Notice served on you or your business. All details regarding the Enforcement Notice are passed on to the appointed Inspector for their consideration. This is a separate process. More information relating to the appeals process can be found on the planning Inspectorate [website](#).

Equality, Diversity, and Community Impact Screening

As a public authority we should ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

This form should be read in conjunction with the Equality Diversity and Community Impact Assessment Toolkit

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment

Project Name/Service Area: <i>Statement of Community Involvement</i>	
Lead person: <i>Paula Craddock</i>	Contact number: <i>x42096</i>

1. Title: Draft Statement of Community Involvement (November 2019)	
Is this	
	A Strategy or Policy
	A change to a service or function
x	Other (specify) Updated version of Statement of Community Involvement

2. Please provide a brief description of what you are screening
<p>The existing Statement of Community Involvement was adopted in 2007. A review and revision was needed to ensure that this document remains relevant and up to date to meet the requirements of changes to Planning Legislation and guidance.</p> <p>Selby District Council is the Local Planning Authority for the whole of the District of Selby. Local Planning Authorities are required to prepare a statement setting out how it will involve those with an interest in development in the area under the following legislation:</p> <ul style="list-style-type: none"> • the Planning and Compulsory Purchase Act 2004 (section 18) (as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017) • The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 includes a duty on Local Planning Authorities (LPAs) to review their Statement of Community Involvement every five years

- The Neighbourhood Planning Act 2017 has specifically introduced a requirement on Local Planning Authorities to include within the Statement of Community Involvement the policies for giving advice or assistance on making and modifying Neighbourhood Development Plans and on making Neighbourhood Development Orders.

This screening assessment applies to the draft Statement of Community Involvement (November 2019). The Statement of Community Involvement is a statutory planning document and applies to the whole of the Selby District Council area.

The draft Statement of Community Involvement (November 2019) sets out:

- how the Council will involve the community and other stakeholders in Planning matters including:
 - how and when the community can influence new planning policy documents
 - how and when the community can comment on planning applications, as well as other forms of application for development such as Listed Buildings and prior notifications submitted to Selby District Council
- the role of elected Councillors, Parish and Town Councils and voluntary and community groups in planning matters
- Who the community can contact for assistance in planning matters and
- What will be expected of the community when making comments

3. Relevance to equality, diversity, and community impact

All the council's strategies/policies, services/functions affect service users and the wider community – district wide or more local.

The effects may have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant EDCI is to your proposals.

When considering these questions think about the protected characteristics : age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation, and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background, caring responsibilities and education or skills levels).

Questions	Yes	No
Does the proposal have (or could it have) a different impact for people with protected equality characteristics?	x	
Have there been or is there likely to be any public concern about the policy or proposal?	x	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	x	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and 	x	

harassment <ul style="list-style-type: none"> • Advancing equality of opportunity • Fostering good relations 		
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If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity and community impact within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity and community impact within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity and community impact

If you can demonstrate you have considered how your proposals impact on equality, diversity and community impact you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity and community impact?**

(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The Planning Service believes that everyone, the “community”, should have the opportunity to be involved in decisions that could affect them and their wider community. This includes the individuals, groups, organisations, businesses, Parish and Town Councils, Statutory and non-statutory agencies, landowners, developers and agents that live, work, visit, operate or have an interest in Selby District. Recognition is also made of hard to reach groups and the identification of potential barriers to consultation. To remove these, the Planning Service will tailor different approaches to different audiences in line with the Royal Town Planning Institute (RTPI) guidelines.

Availability of documents and information

All documentation will be available on the Council’s website in line with the latest legislation and guidance. The use of any electronic formatting facilities available in software is encouraged to assist in accessing the documents to meet any visual or language requirements. Similarly the documents will be available upon request in alternative formats.

Consultation and Engagement on the draft Statement of Community Involvement (November 2019)

The Planning Service will advertise the availability of the draft Statement of Community Involvement (November 2019) on its website and by notifying those registered on the extensive Planning Policy Consultation portal / database. This includes local residents, businesses, agents, Parish and Town Councils and equality groups. The Community Engagement Forums will also be notified.

The Planning Service is trying to be as accessible as possible in line with the Corporate Plan, the Selby Customer Strategy and the Statement of Community Involvement itself.

To ensure that as many people as possible have the opportunity to be involved in the planning service and this consultation :

- Details of the consultation as well as the document, this Equality Scoping report and comment form will be available on the Council's website.
- All documentation will be checked for plain English
- Copies of the documentation will be available at Access Selby and all libraries in the District (all of which have disabled access)
- Parish Councils will be asked to publicise the availability of the document
- Presentations will be made to the Community Engagement Forums.

- **Key findings**

(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The purpose of the draft Statement of Community Involvement (November 2019) is to ensure that the Statement of Community Involvement is up to date and in line with current legislation and guidance. An up to date Statement of Community Involvement will ensure that consultation and engagement with the planning service meets legislation requirements for equality, diversity and inclusivity.

Being involved in planning allows the "community" to potentially influence the way the District will change over time. The Planning Service encourages early engagement with the Council's Planning Officers for both draft policy documents and pre-application advice for submitting applications for planning permission. The draft Statement of Community Involvement (November 2019) also encourages attending the Community Engagement Forums, contacting the Ward Councillors, Parish and Town Councillors and the use of independent Planning Consultants and Planning Aid as necessary and relevant to the planning issue.

The draft Statement of Community Involvement (November 2019) sets out that in line with legislation requirements the Planning Service will use a range of methods of advertising the opportunities to be involved in the planning service for the preparation of planning policy documents to submitting applications for planning permission, commenting upon applications for planning permission and for informing the planning service of potential breaches of planning control.

This consultation document is likely to foster discussions and contact with communities that can be built upon for future engagements.

- **Actions**

(**think about** how you will promote positive impact and remove/ reduce negative impact)

The draft Statement of Community Involvement (November 2019) sets out the various processes for being involved with the planning service. It shows that planning is an open, transparent and accessible service available to everyone. Planning Officers are accessible through email, telephone, letter and appointments at Access Selby, as well as

by attending the Community Engagement Forums.

Hard to reach groups and equality groups will be contacted and encouraged to be involved in planning. Through this consultation exercise it is hoped to continue to build upon their involvement and responses.

The draft Statement of Community Involvement (November 2019) sets out measures for monitoring and review of the document and engagement processes in planning. Therefore, the draft Statement of Community Involvement (November 2019) consultation and engagement itself will be monitored. If it is considered that hard to reach groups have not been reached, that this consultation generates a low response, or if improvements to consultation are suggested, the planning service will consider potentially reviewing of the Statement of Community Involvement itself before adoption.

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.		<i>n/a</i>
Date to scope and plan your impact assessment:		<i>n/a</i>
Date to complete your impact assessment		<i>n/a</i>
Lead person for your impact assessment (Include name and job title)		<i>n/a</i>

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Caroline Skelly	Planning Policy Manager	July 2019

7. Publishing

This Equality, Diversity, and community impact screening will act as evidence that due regard to equality and diversity has been given.

If this impact assessment relates to a **Key Delegated Decision or Executive or full Council** or a **Decision** a copy should be emailed to Democratic Services and will be published along with the relevant report.

A copy of **all other** Equality and Diversity and community impact assessments should be kept on the project file (but need not be published).

Date screening completed July 2019

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Report Reference Number: E/19/22

To: Audit and Governance Committee
Date: 7 November 2019
Status: Non-Key Decision
Ward(s) Affected: All
Author: Karen Iveson, Chief Finance Officer
Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance and Resources
Lead Officer: Karen Iveson; Chief Finance Officer

Title: Admittance of Scarborough Borough Council to Veritau North Yorkshire

Summary:

This report recommends that Scarborough Council (SBC) be re-admitted to Veritau North Yorkshire Limited (VNY). SBC was formerly a shareholder when the company was originally established. In 2014 SBC decided to establish its own internal service and withdrew from the joint arrangements. 5 years later the Council is experiencing challenges with the sustainability of its service and has requested to be readmitted to the VNY. There are a number of advantages to extending the company, principally resilience and efficiency, and the Board are recommending to shareholders that this be approved subject to the necessary due diligence. SBC will be required to pay a £10k joining fee and the district council shares will be redistributed in accordance with the arrangements that were originally in place. Accordingly there are no direct financial implications as a result of this recommendation. Selby's Audit and Governance Committee has been consulted on the proposal and was supportive of the recommendation.

Recommendations:

It is recommended that Scarborough Borough Council be re-admitted to Veritau North Yorkshire, subject to obtaining the necessary shareholder approvals and the satisfactory conclusion of due diligence checks.

Reasons for recommendation

To improve the company's resilience and efficiency.

1. Introduction and background

- 1.1 This report seeks shareholder approval for the re-admittance of Scarborough Borough Council into Veritau North Yorkshire Ltd.

- 1.2 Veritau North Yorkshire (VNY) was established in 2012, as a subsidiary of Veritau Ltd. Veritau is wholly owned by North Yorkshire County Council and City of York Council. Veritau North Yorkshire was established with Veritau holding 50% shareholding and five North Yorkshire district councils equally sharing the remaining 50%.
- 1.3 In 2014, one of those councils, Scarborough Borough Council opted to leave the shared service and to instead establish its own in-house team for internal audit and fraud services. The council therefore ceased to be a member of VNY, with the remaining four districts again equally sharing 50% of the company shares.
- 1.4 As a result of subsequent budget cuts this in-house team has now reduced in size and consists of 4 FTE posts including the Head of Internal Audit. The programme of work is approximately 500 days per annum. The Head of Internal Audit post is also now vacant. The council has recognised that the current arrangements are no longer sustainable and has therefore asked to be re-admitted to Veritau North Yorkshire.
- 1.5 Given the original company structure, it is therefore proposed that Scarborough Borough Council is re-admitted as a member to Veritau North Yorkshire Limited.
- 1.6 Selby's Audit and Governance Committee has been consulted on the proposal and was supportive of the recommendation.

2. The Report

- 2.1 There are a number of advantages for Veritau and its shareholders in accepting additional council members, including:
 - greater efficiencies and cost savings through economies of scale;
 - the ability to retain skilled and experienced staff by creating greater critical mass and providing more opportunities for career development and specialism;
 - an improved Teckal position (which in turn increases the company's ability to sell services to other external clients);
 - an increased profile – being seen as the supplier of choice for assurance services in the region;
 - the ability for our partners to sell other traded services to the new councils;
 - the reduced risk that these councils and others might collaborate and create a potential rival service or join up with another existing partnership resulting in increased competition.
- 2.2 The re-admittance of Scarborough Borough Council will impact on the current company share holdings. Subject to the agreement of the existing shareholders a share reorganisation would be undertaken to facilitate this. The new shareholding would be:
 - Hambleton District Council – 10%

- Richmondshire District Council – 10%
- Ryedale District Council – 10%
- Scarborough Borough Council – 10%
- Selby District Council – 10%
- Veritau Limited – 50%

This is the same shareholding that existed when VNY was first established.

- 2.3 Scarborough Borough Council will be asked to make a capital contribution to the company of approximately £10k.
- 2.4 As a shareholder in the company, Scarborough Borough Council will be able to appoint a director to the board. In addition the existing company articles and shareholders' agreement will be reviewed and updated, if necessary, as part of the integration process.
- 2.5 Subject to approval, Scarborough Borough Council will transfer responsibility for internal audit and counter fraud services to VNY on 1 April 2020. Interim management support will be provided to the council during the transition period.
- 2.6 Those members of staff currently undertaking these services will transfer to the company on 1 April 2020. The transfer will be completed in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) and the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2013. VNY will complete a consultation exercise with those members of staff identified as being in scope and the relevant unions.
- 2.7 Scarborough Borough Council will be expected to enter into a long-term service contract with VNY. It is also expected that any existing contracts held by Scarborough Borough Council for the supply of audit or fraud services to third parties will be novated to VNY.
- 2.8 Due diligence will also be undertaken although the information received to date does not indicate any potential problems.

3. Alternative Options Considered

- 3.1 An alternative approach would be for Veritau to offer to supply services to Scarborough Borough Council on a contractual basis. However, any service is likely to be more limited in nature (for example the provision of management support or the completion of discrete packages of work). Any contract might also be relatively short providing less certainty to all parties. The 'Teckal' implications would also not be favourable and therefore this approach is not recommended.

4. Implications

4.1 Legal Implications

4.1.1 The proposal complies with the relevant legal framework concerning Local Authority companies and trading.

4.1.2 The Teckal exemption allows participating authorities to award contracts to jointly owned companies without the need for a procurement exercise subject to a number of conditions being satisfied. One of these conditions is that the value of external work should not exceed 20% of total activities.

4.2 Financial Implications

4.2.1 There are no direct financial implications for the Council in approving the recommendations. Whilst the Council's shareholding in VNY will reduce, the company largely breaks-even and company dividends are not anticipated.

4.3 Policy and Risk Implications

4.3.1 There are no direct policy implications as a result of this report – the arrangements aim to achieve the Council's statutory requirements to have an internal audit function through the most economically advantageous arrangements

4.4 Corporate Plan Implications

4.4.1 The proposals ensure that the Internal Audit service continues to deliver great value to the Council.

4.5 Resource Implications

4.5.1 There are no resource implications as a result of this report.

4.6 Other Implications

4.6.1 There are no other implication not covered above.

4.7 Equalities Impact Assessment

4.7.1 There are no equalities impacts as a result of this report.

5. Conclusion

5.1 Re-admitting Scarborough Borough Council into VNY would add resilience and further efficiency to our internal audit service.

6. Background Documents

None

7. Appendices

None

Contact Officer:

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Chief Finance Officer

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Report Reference Number: E/19/23

To: Executive Committee
Date: 7 November 2019
Status: Non Key Decision
Ward(s) Affected: All
Author: Sharon Cousins, Licensing Manager
Lead Executive Member: Councillor Chris Pearson, Lead Executive Member for Housing, Health and Culture
Lead Officer: Alison Hartley, Solicitor to the Council

Title: Proposal to suspend Section 6 of the Taxi Licensing Policy

Summary:

Section 6 of Selby's Taxi Licensing Policy ("the Policy") sets out how the Council manages its Hackney Carriage Fleet, by upholding a ratio of 70% wheelchair accessible vehicles and 30% non-wheelchair accessible vehicles.

Some concerns have been raised regarding section 6 of the Policy, in particular:

- The safety standard wheelchair accessible vehicles ("WAV") in the current Policy (which has led to officers proposing that the new Policy includes a new definition of a "wheelchair accessible vehicle" to comply with Equalities Act legislation); and
- The requirement to join a waiting list to change from a hackney carriage WAV to a non-WAV , and its administration, including the time frame and assessment (Appendix 1&2)

Therefore an Executive decision is required in respect of suspending Section 6 of the Policy pending implementation of the new 2019 Taxi Licensing Policy.

1. Recommendations:

The Executive to make a decision on whether to suspend the application of section 6 of the Policy pending adoption of the revised 2019 Taxi Licensing Policy.

2. Introduction and background

- 2.1. The present Policy has been reviewed. The draft 2019 Taxi Licensing Policy version has been consulted upon and is proposed to be put before Licensing Committee and then Executive in December 2019.
- 2.2. The 2019 Taxi Licensing Policy, if approved, would update wheelchair accessibility standards to comply with the Equalities Act legislation. The effect of this would be that those wheelchair accessible vehicles currently licensed as Hackney Carriage vehicles (HC) would no longer meet the requirements to be officially recognised as “Wheelchair Accessible” in the 2019 Taxi Licensing Policy, and would instead become and be treated as non-wheelchair accessible HC Vehicles.
- 2.3. The current Policy at section 6, seeks to maintain a 70/30 split between standard HC vehicles and vehicles that have been adapted in some way to be more wheelchair accessible. It does this by requiring that new HC vehicle licences must be for wheelchair accessible vehicles, and in respect of existing HC vehicles, a waiting list is maintained so that changes from wheelchair accessible HC vehicles to HC non-wheelchair accessible vehicles are only permitted where the 70/30 split will be maintained.
- 2.4. The 70/30 split is monitored by the Licensing Manager. The position on the waiting list is determined by the Licensing Manager in accordance with Appendix D of the Policy (Appendix 2 to this Report) by having regard to a number of factors including length of service, and good conduct. Custom and practice has been that when capacity arises within the 70/30 split to allow for a change from an accessible to a non-wheelchair accessible vehicle, the Licensing Manager would write to all HC vehicle licence holders with wheelchair accessible HC vehicles and ask if they wished to be considered for a change to a HC non-wheelchair accessible vehicle. The Licensing Manager would then assess those who wished to be considered and allocate positions on the waiting list. The administrative work involved in applying the waiting list criteria at this time would be a disproportionate use of resource.
- 2.5. There are presently 7 spaces available for HC vehicles to change to non-wheelchair accessible vehicle. If the 2019 Taxi Licensing Policy is adopted, the distinction between the current Policy “Wheelchair Accessible” vehicles and “non-wheelchair accessible” becomes academic. The only HC vehicles that would be recognised as “Wheelchair Accessible” would be those that meet the new standards for the purposes of the Equalities Act legislation.

- 2.6 If Section 6 is not suspended, carrying out the administration of the Waiting List (Section 6.2) would take months to determine the allocation of the available 7 “non-wheelchair accessible” type vehicles and the new Taxi Licensing Policy is likely to be in place at the time of this decision. Furthermore, once the 7 spaces have been allocated, the Policy allows individuals who were not allocated one of these spaces to appeal the Councils decision, which would have to be heard by the Licensing Committee. As mentioned at paragraph 2.2 above, the majority, if not all, of the HC wheelchair accessible vehicles will become non-wheelchair accessible vehicles in any event when the new wheelchair accessible standards are implemented by the 2019 Taxi Licensing Policy. Therefore this would render the waiting list in 6.2 obsolete and consequently the administrative work involved in applying the waiting list criteria at that time would be a disproportionate use of resource.
- 2.7 If the Executive approve the suspension of Section 6 as a whole, it is anticipated that a significant number of applications will be submitted to request to change existing wheelchair accessible vehicles to non-wheelchair accessible vehicles. This would have the added benefit of removing the concerns raised over the existing wheelchair accessible vehicles that may not meet the Equalities Act standards. After the implementation of the 2019 Taxi Licensing Policy, the number of wheelchair accessible vehicles would gradually be built up over time and in accordance with the new standards of wheelchair accessible, which would comply with the Equalities Act legislation.
- 2.8 In light of the issues highlighted above in respect of Section 6 and the imminent adoption of the 2019 Taxi Licensing Policy, this report seeks an Executive decision in respect of the suspension of Section 6 of the Policy until the new policy is implemented.
- 2.9 If the decision is to suspend, this will be highlighted on the Council’s website, and a letter will be sent to vehicle licence holders explaining the position.

3. Implications

3.1 Legal Implications

A decision is required from the Executive if section 6 of the Policy is to be suspended.

3.2 Financial Implication

N/A

3.3 Policy and Risk Implications

N/A

3.4 Resource Implications

If section 6 is not suspended, resources will be required to administer the waiting list under section 6.2, and applications for new Hackney Carriage vehicle licences would have to be WAV in accord with the current policy standards.

3.5 Other Implications

N/A

3.6 Equalities Impact Assessment

N/A in respect of an interim decision to suspend Section 6 of the Policy. The proposed Policy has been the subject of wide consultation, including disability groups. Disability groups have confirmed to the Council that they have no comments on the proposed changes to the new Policy.

4. Conclusion

- 4.1** The Executive to make a decision on the application of section 6 of the Policy.

5. Appendices

Appendix 1 – Section 6 of the Taxi Licensing Policy

Appendix 2 – Appendix D to the Taxi Licensing Policy

Contact Officer:

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Selby District Council: Taxi Licensing Policy

6. Accessibility and taxi vehicle requirements

In regulating the taxi and private hire trade we aim to meet the diverse needs of all accessibility requirements in our district. This includes wheelchair users, the visually impaired, the elderly and other groups that may be disabled or otherwise have accessibility requirements. We do not place any restrictions on private hire vehicle types, but we do check that they are safe. For taxis, we uphold a ratio of 70% wheelchair accessible vehicles and 30% non-wheelchair accessible vehicles. The process by which this is maintained is outlined below.

6.1 New vehicles with new applicants

Where a new application for a hackney carriage vehicle licence is made, the licence will only be granted if the vehicle is wheelchair accessible.

6.2 Replacement vehicles

An existing vehicle may be replaced by a vehicle of similar type. All wheelchair accessible vehicles may only be replaced by another wheelchair accessible vehicle. There are a number of saloon-type vehicles in the fleet; these may be replaced by either a wheelchair accessible vehicle or another saloon

Current hackney carriage drivers licenced to drive a wheelchair accessible vehicle can make a request to be added to the waiting list to change their vehicle to a licence for non-wheelchair accessible vehicle (Appendix D).

In the event that a licence for a non-wheelchair accessible vehicle becomes available i.e. when an existing licence holder of a non-wheelchair accessible vehicle surrenders their licence, or where monitoring identifies a need for more non-wheelchair accessible vehicles, those on the waiting list will be considered for the available licence(s).

6.3 Assistance dogs

Taxis must carry guide/assistance dogs at no extra charge. Refusing to carry a disabled person on the basis of their disability is discrimination, and is a serious criminal offence.

6.4 Definition of wheelchair accessible vehicles

Wheelchair access and egress may be made via the side doors or rear doors. All vehicles that are wheelchair accessible must be so constructed as to facilitate the carriage of people with disabilities. It must be capable of accommodating a wheelchair user in a wheelchair in the passenger compartment, provided that the wheelchair fits either facing forwards or rearwards as recommended by the Disabled Persons' Transport Advisory Committee and the Medical Devices Agency. Under no

circumstances must the wheelchair be placed sideways in the passenger compartment.

Approved anchorages must be provided for the wheelchair and the wheelchair user. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorage must also be provided for the safe stowage of a wheelchair when not in use, folded or otherwise, if carried within the passenger compartment. They must be designed so as not to cause injury to other passengers.

A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for existing wheelchair accessible vehicles. The entry must be either via the nearside passenger door or via the rear. An adequate locking device must be fitted to ensure that the ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

Selby District Council: Taxi Licensing Policy

Appendix D – Transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle

As previously mentioned in Section 6, the Council currently upholds a ratio of 70% wheelchair accessible vehicles and 30% non-wheelchair accessible vehicles. Should an existing driver wish to transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle, the below procedure must be followed.

How to apply

All current licensed drivers who wish to be considered for a transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle i.e. a saloon should contact the Council in writing to register their interest.

What happens next?

Your name will be added to the waiting list. When a vacancy arises all current licensed drivers will be notified in writing. Notice of the vacancy will also be placed on the council's website.

Once an opportunity arises (e.g. when a licence for a non-wheelchair accessible vehicle is surrendered, or where monitoring of the make-up of the fleet identifies a need) those on the waiting list will be considered for the available licence(s).

Who makes the decision?

Under powers delegated by the Licensing Committee, a panel of officers, which includes representatives from both the Legal and Enforcement sections, will decide who from the waiting list will be awarded a licence in respect of a non-wheelchair accessible vehicle.

How is the decision made?

In order to reach a decision, the panel will consider the following:

- The driver's record of behaviour
- The driver's length of service

Only those drivers who the panel consider have demonstrated a 'good record' of behaviour will qualify to be considered for a non-WAV licence.

Definition of 'good record' of behaviour

In general a 'good record' of behaviour is where the driver has demonstrated a maintained standard of public safety, professional service and compliance with all of the legislation and the Council's taxi licensing conditions and administrative processes.

A good record can cover the whole range of expectations of a licensed driver but there are particular cases where it will be inappropriate to grant a transfer/ issue a licence;

- Where the driver has previously failed to report a matter which is a condition of their licence or required by a relevant Act of Parliament
- Where a driver is found to be or has been in possession of more than one DVLA licence in contravention of DVLA controls
- Where there is conflict with Council's Taxi Licensing Policy, relating to convictions and driver conduct
- Where a licence is revoked for any reason, or suspended, as part of a Court finding or Council sanction (or where a period of suspension was imposed instead of revocation)
- Where at the point of the decision the driver licence is suspended as either part of an investigation or prosecution by this or any other Authority
- Where there has been a distinct neglect or failure to appropriately follow the administrative process in licensing functions.

It should be noted that the above list is not exhaustive.

Length of service

The driver with the longest period of continuous service, and who meets the 'good record of behaviour' principle, will be awarded the available non-WAV licence. Continuous service means service as either a private hire driver or Hackney carriage driver, or a combination of both, but only with Selby District Council.

Appeals

Any appeal must be lodged within twenty-one days of the decision. All appeals will be heard by the Licensing Committee.



Report Reference Number: E/19/24

To: Executive
Date: 7 November 2019
Status: Key Decision
Ward(s) Affected: All
Author: Peter Williams, Head of Finance
Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance & Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 30th September 2019

Summary:

At the end of quarter 2, the General Fund is indicating an outturn deficit of £298k. This continues to be driven by a shortfall on planned savings. The cost of services is showing a breakeven outturn position at the half year, although this is made up of a number of variances detailed in the report. The HRA is indicating an outturn surplus marginally higher than at Q1 of (£118k). This is due to lower external borrowing requirements partially offset by lower savings expected in the current financial year from the implementation of the new housing system.

General Fund savings are showing a forecast shortfall of £363k which is an increased position from Q1 which was £311k. The HRA is forecasting savings to be £195k lower. Details of the planned savings and their status can be found in Appendix B.

The capital programme is currently forecasting an underspend of (£13.870k); (£11.975k) GF and (£1.895k) HRA. In the general fund, the majority relates to the removal of any future New Build Projects (Loans to SDHT) in the current year, Disabled Facilities Grants and a delay in the procurement of new Microsoft licences plus there have been some additional savings made on IT programmes. The HRA is principally Roof Replacements, the Kitchen Bathroom & Rewire programme and the phasing of the Empty Homes Programme which is expected to deliver over three years, with £750k of spend anticipated in this financial year. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth is progressing well with projects delivering over multiple years. Progress on these projects is shown in Appendix D with an update in the report below.

Recommendations:

That the Executive endorse the actions of officers and note the contents of the report.

Reasons for recommendation

To ensure that budget exceptions are brought to the attention of the Executive in order to approve remedial action where necessary.

1. Introduction and background

1.1 The revenue budget was approved by Council on 21 February 2019, this report and associated appendices present the financial performance as at 30 September 2019 against the budget.

2. Main Report

General Fund Revenue

2.1 Details of forecast variances against budget are set out at Appendix A.

General Fund Account – Q2 2019/20	Budget	Forecast	Variance
	£000's	£000's	£000's
Corporate SVS & Commissioning	6,738	6,844	106
Economic Regeneration & Place	4,235	4,305	70
Corporate	(1,335)	(1,470)	(135)
Legal & Democratic Services	1,022	1,003	(19)
Net Service Expenditure	10,660	10,681	21
Contribution to / from reserves	(1,415)	(1,502)	(87)
Council Tax	(5,595)	(5,595)	0
Business Rates	(2,532)	(2,532)	0
Collection Fund Deficit Share	23	23	0
Shortfall/(Surplus)	1,141	1,075	(66)
Savings Target	(1,141)	(777)	363
Net Revenue Budget	0	298	298

2.1.2 The main forecasted variances against the General Fund deficit are:

- A £363k shortfall on planned savings as outlined in the planned savings section of this report and in more detail in Appendix B.
- As reported at quarter 1, planning income was low and this trend has continued into this quarter. As a result, the outturn for this income stream

is projected to fall short of budget by £150k. This will be closely reviewed throughout the year.

- A 5% vacancy factor was introduced this year to accommodate for natural staff turnover. This is currently expected to be achieved and is ahead at the end of quarter 2. This additional Q2 saving has been included in the forecast at (£171k).
- There is expected to be a £51k shortfall in industrial unit rental income due to a number of vacant units. These are currently being marketed and are due for a number of improvements from capital budgets.
- The waste service is forecasting a shortfall overall of £63k, mainly due to the continuing low rate received per tonne for recyclable materials which is driving a £102k adverse variance. The reduction in the price received per tonne means that this income is no longer covering the cost of bulking. This is mostly partly offset by savings on rounding and income from new bins.
- The lifeline service is forecasting an adverse variance of £34k due to lower customer numbers than anticipated at this stage. This is marginally higher than was expected at quarter 1. Marketing is underway and numbers are gradually increasing.
- New burdens grants of (£42k) which were not confirmed at the time the budget was set are to be received in 19/20.
- Drainage board levies were budgeted based on an estimate but actual charges once confirmed are lower by (£17k).
- Savings on business support costs, land charges investment interest and external audit fees have helped to further mitigate the shortfall.

2.2 Housing Revenue Account (HRA)

Housing Revenue Account – Q2 2019/20	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	8,835	8,531	(304)
Dwelling Rents	(11,840)	(11,849)	(9)
Shortfall / (Surplus)	(3,005)	(3,318)	(313)
Savings Target	(214)	(19)	195
Net Surplus / (Deficit) transferred to Major Repairs Reserve	3,219	3,219	0
Net Revenue Budget	0	(118)	(118)

2.2.1 The main forecasted variances against the HRA surplus are :-

- External borrowing is expected to be lower due to work programmes being funded from grants and internal borrowing in the short term. It is anticipated that external borrowing will be needed in the future, but a saving of approximately (£300k) is expected this year.
- There was an original savings target in the HRA this year of (£214k), to date savings on the new housing system and procurement partnership

(£19k) have been achieved bring the revised savings target down to (£195k)

- Housing Rents are anticipated to be £9k higher than target for the year due to improved empty home performance and lower right to buy sales at the half year, with 7 so far against an annual estimate of 20.

2.3 Planned savings

2.3.1 The General Fund savings target for the year is £1,141k. The Council has a strong track record for delivering the savings and efficiencies needed but it is increasingly challenging to identify and deliver savings against a reducing cost base. The savings within the current plan are therefore in large part considered higher risk, with some dependent on a number of external factors. Council recognised the risk within the plan when the Medium Term Financial Strategy was approved in September 2018 and resolved to hold back a level of reserves to mitigate the risk of delayed/non delivery over the medium term. Forecasts at quarter 2 for 2019/20 indicate an increased shortfall against the in-year target with £777k of savings expected to be made against a target of £1,141k. This is an increase from quarter 1 of £52k and is recognising some of the additional risk that was highlighted. The key areas to note are as follows:

- Planning savings of (£100k) were set. A review of the service is currently underway but early expectations are that this will show approximately a (£67k) saving. As this is not expected to be implemented until later in the year, a (£15k) saving has been recognised for the current year.
- Asset rationalisation target of (£76.5k) is dependent on the move of the contact centre from Market Cross. Negotiations are ongoing, with the move of the contact centre set to go ahead later in the year. We expect to achieve additional (£20k) of income from other sources but currently do not expect to achieve the Market Cross saving in the current year. The Council is considering alternative options for the premises
- There was a saving in the budget from the acquisition of commercial property of (£50k) in relation to the £3.5m pot for commercial acquisitions which forms part of the P4G programme. This pot was expected to make a return, however, the commercial properties acquired so far will not generate an ongoing income stream this year. There are no additional purchases anticipated in the immediate future which would generate income in this financial year.
- The digital programme continues to progress and was targeted with generating (£200k) of savings in the current year. (£137k) of savings have been delivered, but further savings will be in 20/21 as programmes such as flexible working and the housing system progress.
- The environmental saving target of (£40k) is now unlikely to be delivered in year. However it will be tied in with the investment in a standard rear

loading collection fleet and area based working and a range of opportunities to increase the efficiency of contract delivery which are being explored currently. There is potential to exceed the target in future years through maximising operational efficiencies which will be captured as part of the formal contract variation to deliver cashable savings in 2020/21 and beyond.

- The work that we were delivering for another District Council has been discontinued. There are no further projects currently to deliver services to other organisations.
- Property funds are expected to generate (£193k) of income in the year compared to a target of £200k.
- Loans to the Housing Trust agreed at the end of 2018/19 are generating an additional (£80k) of income for the year. The target of (£100k) is based on additional loans being made in year, but at the present time whilst potential house building opportunities are being scoped, it is not anticipated that further loans will be made in the current year.
- Details of all planned savings can be found in Appendix B.

2.3.2 The original HRA savings target for 2019/20 was £214k, to date £19k has been identified with the target being revised down to £195k. The majority of this saving is driven by the new Housing and Asset Management System. There have been delays in the development of the new software modules by the supplier which has resulted in phase 2 (where most savings are expected to be implemented) slipping into early 2020/21.

2.4 Capital Programme

2.4.1 The capital programme shows a forecast underspend of (£12m) in the General Fund, the variance is made up of :-

- The budget for New Build Projects (Loans to SDHT) has been reduced to reflect that no further projects are anticipated in this financial year meaning a carry forward of £11.6m to fund future loans.
- A budget of £630k available to spend on Disabled Facilities Grants this year which includes £228k carried forward from previous years. Spend has increased this year however delays in referrals for Occupational Therapists mean that it is expected that it will not be possible to deliver up to this value in a single year, spend of £500k is expected.
- A delay in the procurement of Microsoft Licences means that the carry forward of £85k from last year will no longer be required. The licences will commence from this year at a cost of £85k per annum.
- Underspends in year of (£126k) on IT projects including Channel Shift phase 3 Website and Intranet, End user devices, Disaster Recovery improvements and the implementation of a new cash receipting system. All of these projects will be continue into 2020/21.

2.4.2 The capital programme in the HRA is forecasting an underspend of (£1.9m). The variance is made up of :-

- The roof replacement programme has been delayed as data continues to be gained from the stock condition survey, the in year spend is expected to be (£1.0m) under budget
- The Empty Homes Programme which is expected to deliver over the next two years, so the programme value has been forecast to reflect this, with £750k of the £1.3m budget expected to be spent in this financial year.
- The kitchen, bathroom, electrical rewire & co-detection programme has been delayed while the specifications and contracts have been rolled together, the in-year spend is expected to be (£326k) under budget.

3.0 Programme for Growth (PfG)

- 3.1 The programme has a multi-year programme budget (£7.7m) to fund a number of projects over the next 2-3 years. The good progress reported to Executive in the 2018/19 budget outturn report (30th May 2019) continues into the second quarter of 2019/20 with £806k spent to date and other spend committed for delivery across a range of projects in 2019/20. The multi-year project budget is forecast to be fully spent in the remaining years of the programme.
- 3.2 A key issue in 2018/19 was to ensure that the PfG was properly aligned with the recently adopted Economic Development Framework and 2 year Action Plan for 2019 and 2020 including having the right resources in place in the Economic Development & Regeneration service to ensure this can be delivered. Executive (January 2019) approved the proposed re-allocation of PfG resources to help deliver the EDF Action Plan. We have made some progress in recruiting into this service despite a challenging market, with a number of new appointments started or due take up post in the coming months, although some posts are still vacant.
- 3.3 A project by project progress report can be found in Appendix D. Good progress overall continues to be made across a range of PfG projects. There has been some slippage on some projects (as outlined in Appendix D). Some key highlights demonstrating progress are outlined below:
- 3.4 Health Living Concepts Fund - The Selby Health Matters group have now finalised a 3 year action plan to support delivery of local initiatives for which this fund will support. The Fund has jointly funded work with North Yorkshire County Council on Local Cycling and Walking Infrastructure Plans. This is due to be completed by November 2019. Public Health and Inspiring Healthy Lifestyles colleagues are currently preparing a project outline to develop a 'health in all policies' approach to tackle childhood obesity through a 'Healthy School Zone' project which the fund would support.
- 3.5 Visitor Economy (Tourism and Culture) – the 2 key staff appointed to oversee the 3 year action plan agreed by Executive are playing a key role in delivery of a number of PfG projects such as Celebrating Selby 950 and the cycling

events. They helped secure significant match funding from the Arts Council England (£70k), Heritage Lottery Fund (£45k) and Drax (£20k) which has enabled an exciting and engaging programme of work to be delivered for Selby 950. Successful events such as Selby Sings (involving 250 school-children singing in the Abbey) and the St Germain parade (involving 450 in its preparation and many more watching in the town centre) have generated significant regional and local media coverage and positive local feedback. The Selby Treasures project in November will bring a series of pop-up museum events, where local people will be invited to bring an object that tells the story of their link with the town, leading to an exhibition in the Abbey 2020. The 3 day illumination project (Pilgrim) planned for the Abbey in November has gained international social media attention. The legacy is already being created e.g. the Arts Council are already wanting to invest in further projects in the district. Furthermore, Selby has now been included on a Visit Britain touring route called 'The Explorer's Road' for the east of England and a new route for Chinese visitor's will include Selby from November.

- 3.6 Growing Enterprise – this project helps to match-fund small business support with the Leeds City Region LEP and unlock support for small businesses through the Ad:Venture and Digital Enterprise. It jointly funds our SME Business Advisor post who has secured significant grant aid and expert support for local businesses in the district.
- 3.7 Marketing Selby's USPs – this award-winning 'place-branding' project has helped to tell a positive story of the district as a place to do business and to live. Through use of a range of case studies and media partnerships it continues to secure significant coverage for Selby District about the key things we are achieving and our key projects, from regional and local audiences e.g. recent media coverage around Create Yorkshire, Selby 950, award nominations.
- 3.8 Tour De Yorkshire - despite the challenging weather the Council, working with a range of partners, delivered a successful finish for Selby in front of the Abbey on its 950th anniversary. There was international coverage and significant media attention on the town which also created interest in the Selby 950 events and repeat visits by the media for the parade in July. Recently, Tadcaster has hosted a successful start for the Yorkshire Para-cycling International 2019, which saw 50+ para-cyclists set off from the town and involved support from Selby District Disability Forum. The District also welcomed to the womens' junior and mens' under 23 UCI cycling world championships.
- 3.9 Making our assets work – this budget is funding required investigations and actions to bring forward a number of Council owned sites for redevelopment eg ground conditions investigations for Bondgate

- 3.10 Town Masterplanning – the work is being led by People and Places (Chris Wade) to support town centre revitalisation by developing long term strategies and action plans. The work continues to progress well and has been well received. Progress includes: the completion of significant survey work and consultations in Selby town centre, involving both businesses and customers; help with our successful submission of a bid for the High Street Heritage Action Zone. Further engagement from October will finalise the delivery plan for Selby town centre and agree multi-partner governance arrangements for overseeing delivery of the plans. Work in the other towns will now start with initial consultation and survey work in Sherburn now started. Tadcaster will follow in early 2020.
- 3.11 This budget also supports development of the Transforming Cities Fund proposals to improve the Selby Station area, which are the subject of a major public consultation during October. The public response will be reported to Executive in November 2019 and the Council will discover in March 2020 whether it has been successful with its funding bid.

4. Alternative Options Considered

Not applicable

5. Implications

Not applicable

5.1 Legal Implications

There are no legal issues as a result of this report.

5.2 Financial Implications

The financial implications are highlighted in the body of the report and appendices.

5.3 Policy and Risk Implications

There are no specific policy or risk implications beyond those highlighted in the report.

5.4 Corporate Plan Implications

The financial position and performance against budget is fundamental to delivery of the Council's Corporate Plan, achieving value for money and ensuring financial stability.

5.5 Resource Implications

Not applicable.

5.6 Other Implications

Not applicable.

5.7 Equalities Impact Assessment

Not applicable.

6. Conclusion

6.1 At the end of quarter 2, the outturn is indicating an increasing deficit in the General Fund driven by lower planned savings and a surplus in the HRA as a result of lower external borrowing requirements.

6.2 At this stage, the capital programme is largely forecast to spend, with just a small number of projects resulting in lower spend than anticipated, the majority of which will deliver in future years.

7. Background Documents

Not applicable.

8. Appendices

Appendix A – General Fund and Housing Revenue Account Revenue budget exceptions

Appendix B – General Fund and Housing Revenue Account Savings

Appendix C – General Fund and Housing Revenue Account Capital Programme

Appendix D – Programme for Growth

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GF Management Accounts 2019-20
Results as at 30th September
 General Fund

	Previous Year	Latest	Year to Date		Annual Total	Variances		Comment
	Actuals	Approved				Year to date	Full Year	
	Actual	Budget	Actual	Budget	Forecast	Actual	Forecast	
	£k	£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-454	-300	-196	-196	-341		-41	Additional income achieved in investment interest due to buoyant cash balances and favourable investment returns.
Recharges	-3,024	-10,172			-10,180		-8	Additional allocation of Bank Charges to the HRA
Customer & Client Receipts	-6,523	-5,899	-3,041	-3,451	-5,505	410	394	There are a number of income shortfalls including Planning Income £152k due to large applications not coming forward as anticipated, Recycling income which is currently forecasting a £102k shortfall due to the low rate received per tonne for recyclable materials now not covering the costs of bulking. The Warden Lifeline Service is currently predicting a £34k shortfall in income, numbers of customers grow slowly but a marketing plan is being implemented to promote the service offer. Land charges income is anticipating a £16k shortfall, which is broadly in line with last years performance due to demand, there is an anticipated shortfall in industrial unit rents of £59k due to occupancy levels and lettable condition and Assets Team Trading activities £50k due to capacity issues in the team. Income from the sale of bins for new developments is predicted to exceed budget by (£10k) and Taxi Licence income should exceed budget by (£12k).
Government Grants	-14,442	-11,792	-5,750	-5,707	-11,848	-43	-56	In conjunction with benefit payments below, lower demand for benefits and the introduction of Universal Credit continues to see a reduction in subsidy received, this is offset by reduced benefit payments below and impacts at over £4.1m. DWP new burdens grants total (£34k) including Universal Credit Admin changes and (£8k) DWP grant contributions towards the impact of legislative changes to our benefit systems.
Other Government Grant	-1,811	-1,955	-977	-977	-1,955			
Other Grants/Contributions Etc	-112	-35	-35	-35	-35			
Budget Savings Required		-1,141			-777		363	Refer to App B planned savings for more information
Total Service Income	-26,365	-31,293	-9,999	-10,366	-30,640	367	653	
Expenditure								
Employees	8,138	8,558	4,060	4,196	8,398	-136	-161	A vacancy factor of £353k was set for the 2019/20 budget which is currently being exceeded.
Premises	743	764	327	321	771	6	7	A number of small variances make up this forecasted overspend, including the costs to purchase new litter bins which will be recovered from parishes.
Supplies And Services	8,687	10,127	3,819	4,068	10,038	-249	-89	Supplies & Services is made up of a number of variances, the main ones being (£29k) on the overall waste collection service, particularly from the recycling service but costs offsetting this include the costs for skips for street waste and flytipping and additional round and disposal costs, this will be closely monitored. Savings are anticipated for Development Management office & specialist costs (£15k), Business Support Office costs (£9k) and partner payment to NYCC for their share of income (£25k) due to the reduced income forecasts mentioned in customer & client receipts, Land Charges (£8k), Scrutiny & Standards Board Savings (£19k) and reduced External Audit Fees (£11k). These savings are offset by costs for increased hours from the NY Regional Strategy Officer £8k, and Bank Charges £17k.
Transport	164	145	64	70	136	-6	-9	Small saving currently anticipated on car allowances.
Benefit Payments	13,670	11,195	5,574	5,573	11,195	1		There continues to be a reduction in housing benefit claims caseload as Universal Credit rolls out reducing significantly the level of payments compared to last year.
Support Services		7,723			7,723			
Third Party Payments	149	-2	-9	-10	-1	1	1	Impact of actual inflation on the Leisure Services contract against budgeted estimate.
Drainage Board Levy	1,685	1,720	852	860	1,704	-8	-17	Inflation increases anticipated when setting the budget were higher than actual levies.
External Interest Payable	82	75	32	32	75			
Contingency		385			385			
Total Service Expenditure	33,318	40,691	14,719	15,110	40,424	-391	-267	
Total Accounting & Non Service Budgets	-6,952	-9,398	-4,636	-4,623	-9,485	-13	-88	Additional funds required from P4G Reserve to cover salaries.
Net Total			84	121	298	-37	298	

HRA Management Accounts 2019-20
Results as at 30th September

HRA

Appendix A

	Previous Year	Latest	Year to Date		Annual Total	Variances		Comment
	Actuals	Approved	Actual	Budget	Forecast	Year to date	Full Year	
	£k	Budget				Actual	Forecast	
		£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-163	-135			-153		-18	Additional income achieved in investment interest due to buoyant cash balances and the property investment returns.
Garage Rents	-102	-103			-105		-2	
Housing Rents	-11,891	-11,840	-2,997	-2,960	-11,849	-37	-9	Surplus currently anticipated improved performance in turning round void properties is having a positive impact on rent income. Work continues to address long term void properties to get them back in to rental including procuring contractors for specific works. Sales to date have some influence but are broadly in line with assumptions made for the year (7 sales to date against 20 estimated annually).
Customer & Client Receipts	-173	-147	-44	-31	-144	-12	4	Hostel and Temp Accommodation rent income anticipated to be below budget by (£7k), due to occupancy levels at Ousegate Hostel, partially offset by recharge income.
Recharges	-9	-18	-6	-9	-18	3		
Savings		-214			-19		195	£12k planned savings identified in supplies & services for the NY Procurement Partnership and £7k on maintenance savings from the new housing system. Remainder of savings anticipated in 2019/20.
Total Service Income	-12,338	-12,457	-3,051	-3,000	-12,288	-51	169	
Expenditure								
Employees	36	37	15	18	35	-4	-2	Small saving anticipated on cleaner salaries.
Premises	684	826	259	317	819	-58	-7	Savings anticipated on the running costs of the community centres offset property service depot at the Vivars.
Supplies And Services	1,031	1,058	481	454	1,079	27	21	Budget shortfall is likely due to the use of sub-contractors covering vacant posts due to difficulties in recruitment £37k, £20k costs to turn round void property offset partially by savings on responsive adaptation work (£30K) and Resource Accounting (£8) including annual purchase of the HRA Business Plan Model.
Support Services	2,814	2,840			2,840			
Transport	114	113	41	41	113	-1		
Debt Management Expenses	6	6			6			
External Interest Payable	2,413	2,713	64	64	2,413		-300	Until schemes are finalised for the housing development programme, no new borrowing will be taken. Interest rates rises may prompt action to increase borrowing to mitigate future interest costs.
Contingencies		75			75			
Provision for Bad Debts	107	260	1		260	1		
Total Service Expenditure	7,205	7,928	860	895	7,640	-35	-288	
Total Accounting & Non Service Budgets	5,133	4,529			4,529			
Net Total			-2,191	-2,105	-118	-86	-118	

Savings Plan

Strategic Category	General Fund - Potential Saving	Original Risk in Budget	2019/20 Target £000's	Forecast £000's	2019/20 Remaining Target £000's	Update/Comments
Growing resources	Income generation	High	12	0	12	At the current time, income streams have not been increased beyond inflation and no new income streams have been introduced. This will be kept under review, and options where additional income can be generated will be considered.
Growing resources	Asset rationalisation	Medium	76.5	20	56.5	Additional income has been generated from a number of sources. The remainder of this saving however is dependent upon the move from Market Cross. The move of the contact centre is anticipated to happen in the near future, but the negotiations on the lease at Market Cross are still ongoing and other alternatives such as sub-letting and alternate uses are being considered.
Growing resources	New SDHT Loans	High	100	80	20	In 19/20 loans include Riccall, Ulleskelf, and Ousegate, all of which contribute towards this target. The revised and expanded Housing Development Programme agreed by Executive in January 2018 identifies a significant role for the SDHT in delivery which will provide further loan opportunities for SDC, although the timing of these new opportunities will only become clearer as the programme progresses. At the present time, no additional loans are anticipated in the current year, meaning that £80k of new interest will be generated in the current year against the target of £100k.
Growing resources	Commercial property acquisition	High	50	0	50	The current programme for growth has £3.5m earmarked for commercial property acquisition which will generate a direct return on investment. To date this has been used to acquire two vacant former banks, but these are not expected to make an ongoing revenue stream in the current financial year. There have been no further acquisitions at this stage, this will be updated as and when new acquisitions occur.
Growing resources	Property Fund Investment		200	193	7	An investment was made in October 2018 into 2 property funds with an estimated net return of 4% per annum. At the end of Q2, this investment has made 4% but the invested sum has reduced meaning that overall returns are forecast to be £193k. This will be kept under review as returns for the full year are subject to fund performance.

Strategic Category	General Fund - Potential Saving	Original Risk in Budget	2019/20 Target £000's	Forecast £000's	2019/20 Remaining Target £000's	Update/Comments
Growing resources	Increase cap on investment income - NEW		50	50	0	£300k cap included in MTFS - potential to reassess and increase if outlook for interest rates remains high but reducing balances will counteract so this brings some risk. Balances and expected rates to date in 2019/20 suggest that this is low risk for that year. Thereafter this will be kept under review and confirmed as cashflow forecasts are updated and interest rates are known.
Total Growing Resources		0	488.5	343	145.5	
Transforming	Process improvements /on-line transactions	Medium	200	137	63	The Channel shift project is currently being delivered and savings from this are starting to be recognised. There have been savings made through natural turnover where the benefits of digitalisation have lead to increased efficiency plus additional savings generated from reduction in paper and postage as a result of increased usage of IT. Further benefits from this are expected to be achieved as the projects continue to roll out, but some of this will be in the next financial year.
Transforming	Planning service review	Low	100	15	85	A review is currently taking place. The current expectation is that £40k of annual efficiencies can be found in the service and this will be updated once the review is completed. The review is being undertaken with a view to maximising efficiency whilst ensuring no detriment to service delivery, and the final confirmed position achieved will reflect this aim. Any savings generated from the review will be introduced part way through 19/20, so a full year saving is not expected in the current year.
Total Transforming		0	300	152.032	147.968	
Commissioning	Environmental contract	Medium	40	0	40	The environmental saving target of (£40k) is now unlikely to be delivered in year. However it will be tied in with the investment in a standard rear loading collection fleet and area based working and a range of opportunities to increase the efficiency of contract delivery which are being explored currently. There is potential to exceed the target in future years. This provides the opportunity to maximise operational efficiencies which will be captured as part of the formal contract variation to deliver cashable savings in 2020/21 and beyond.
Commissioning	Procurement partnership	Low	12	12	0	Selby has exited from the North Yorkshire Procurement Partnership in April 2019, which will achieve £12k saving. Approved by the Executive 4/10/2018.
Collaboration	Work carried out for third parties	High	30	0	30	This work with another District Council has now ceased. There is currently no third party support being provided to others.
Commissioning	Contract renewals	Medium	10	10	0	A saving is still expected from this, and a clearer picture will be available as these contract renewals are completed.
Total Collaboration & Commissioning		0	92	22	70	

Strategic Category	General Fund - Potential Saving	Original Risk in Budget	2019/20 Target £000's	Forecast £000's	2019/20 Remaining Target £000's	Update/Comments
Technical/housekeeping	Remove contributions to pension reserve - NEW	Low	100	100	0	This mitigates above inflationary rises in future pension contributions - risk to be managed within base budget from 2019/20.
Technical/housekeeping	Reduce contingencies - NEW	Low	160	160	0	£260k is included in the revenue budget to cover unforeseen items - £110k for operational items and £150k for additional commissions from the Executive. This option would reduce the operational contingency to £100k (the minimum advisable for operational purposes) and draw down funding from the Contingency reserve for additional Executive Commissions as part of the annual budget process. The Contingency reserve would be topped up through windfalls/in-year surpluses.
Total Technical/Housekeeping		0	260	260	0	
To be delivered not budgeted		-	1,141	777	363	

Strategic Category	HRA - Potential Saving	Risk	2019/20 Target £000's	Forecast to Achieve Q1 £000's	2019/20 Remaining £000's	Update/Comments
Transforming	Process improvements /on-line transactions	Medium	194	7	187	The new housing/asset management system is in the process of being implemented. There have been delays in the development of the new software modules by the supplier which has resulted in phase 2 (where most savings are expected to be implemented) slipping into early 2020/21. The savings that will be recognised this year related to the saving on maintenance costs.
Commissioning	Commissioning & collaboration	High	8	0	8	Opportunities will continue to be considered for savings on contracts, but there is no current view on where this saving may be generated from.
Commissioning	NYCC Procurement Partnership	Low	12	12	0	Selby has exited from the North Yorkshire Procurement Partnership in April 2019, which will achieve £12k saving. Approved by the Executive 4/10/2018.
To be delivered not budgeted		-	214	19	195	

General Fund	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Transforming Customer Services	110,000	55,000	0	-55,000	110,000	0	Final designs from NHS still to be approved by HoS. The project is expected outturn on budget.
Selby Park Improvement Work	21,060	10,530	14,114	3,584	21,060	0	Work to upgrade to the lighting provision within the park is now complete. Final contractor invoices are being received and a final project spend is anticipated by the end of September.
Industrial Units - Road Adoption	325,000	325,000	0	-325,000	325,000	0	Further information being sought from NYCC Highways regarding detailed specification requirements and contribution to enable formulation of an estimate of costs. Budget costings received from contractor. This budget has been rolled forward for a number of years and a decision is now required as to whether to invest in upgrading the highway provision to adoptable standard.
GIS System	37,131	18,566	0	-18,566	37,000	-131	19/20 £37k budget to be used to cover the business case of an upgrade to the GIS system. The upgrade will allow for seamless data available in the field and enable mobile working around site planning visits. This will maximise the benefits of the digitalisation project.
Benefits & Taxation System upgrade	8,675	4,338	2,000	-2,338	8,200	-475	This budget is linked to software upgrade supporting Channel Shift Phase 1. An order to purchase Northgate CA-LL Landlord portal £4k has been placed, this will be used alongside the CAB/CAR channel shift modules that have already been purchased. Carry forward to be used for Software upgrades for legislative changes and E-billing implementation delayed from 18/19.
IDOX Planning System	13,728	6,864	6,130	-734	13,500	-228	To support the IDOX suite of software applications for upgrades and patches as part of the IDOX Roadmap. This will ensure that we remain PSN compliant throughout 2019/20. Also this will support the software recommendations that form part of the Planning Service Review currently ongoing throughout 2019/20. A Commitment has been made to procure £4k for the Uniform and £2k server upgrade and leaving the TLC and Public Access upgrades until 20/21.
ICT - Infrastructure Costs	4,597	2,298	0	-2,298	4,597	0	To be used for improvements to the ICT Infrastructure in respect of projects in the digital strategy.
ICT - Annual Software Licence	170,000	85,000	61,279	-23,721	85,000	-85,000	To be used to purchase Microsoft Licenses in 19/20. Procurement was delayed whilst soft market testing was undertaken and agreement found with NYCC. £62k has now been committed to Microsoft Enterprise Licence Agreement July 2019, this is expected to increase up to £85k for year end once all licence requirements have been identified. This will then be a recurring cost for 3 years. £85k to be carried forward due to the delay in starting the project.

2019/20 Selby District Council Capital Programme - To 30 September 2019

General Fund	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
ICT - Servers	25,000	12,500	0	-12,500	25,000	0	Servers are being upgraded to align to Microsoft licencing requirements before year end.
ICT - Software	85,194	42,597	0	-42,597	85,000	-194	Budget committed to the Digital Foundations Project. Our Microsoft partner, Phoenix has now been procured via the KCS framework committing the £85,000 budget to implement our Microsoft software. Phoenix will invoice us for payment at the end of each stage of the software project.
Committee Management System	3,000	1,500	0	-1,500	3,000	0	ModernGov software now live as of April 19, £3k carry forward requested to cover final costs that are still awaited.
Cash receipting System	36,100	18,050	0	-18,050	22,500	-13,600	Income Management Software replacement project. A commitment has been made to procure £22,500 for the software migration from Northgate PARIS to CIVICAPAY. The migration will not take place until Q4. The remaining capital will be used for training and consultancy on the new software.
Northgate Revs & Bens	40,075	20,038	13,697	-6,341	40,000	-75	Budget required for system upgrades following legislative changes in relation to e-billing. Currently awaiting costs for the Benefits/Information@Work integration before commitment. Scanstation to be delivered during Q2 19/20.
Asset Management Plan - Leisure & Parks	19,002	9,501	0	-9,501	19,002	0	Work will be commencing shortly on the landlord planned maintenance works. In addition, additional works have been identified and completed at Selby Park as a result of a recent asbestos survey.
Committee Room Microphone system	40,000	20,000	0	-20,000	40,000	0	Specification is written and tenders are being invited. Decision on Supplier will be made in Q3. Timescales and costs will be established once a preferred supplier has been identified.
Portholme Road Culvert	419,141	209,570	207,783	-1,787	419,141	0	The programme of works was scheduled for 9 weeks but was delayed a further 3 weeks due to issues with utilities which had been discovered during excavation of the road. The culvert work is complete and subject to final highway surfacing a final valuation is due in October. The Project is expected to remain on budget.

2019/20 Selby District Council Capital Programme - To 30 September 2019

Appendix C

General Fund	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Police Co-Location Project	49,334	20,667	40,868	20,201	49,334	0	The works to complete the Police Co-Location programme are complete (snagging to be concluded).
Industrial Units Maintenance	50,000	25,000	0	-25,000	50,000	0	A formal report to Executive is required before any funds from this budget can be committed. It is currently anticipated that such report will be presented to the Executive in Q3.
Car Park Improvement Programme	727,987	363,994	197,891	-166,103	727,987	0	Work to Audus street and South Parade car parks is now complete. A decision regarding the future direction of improvements for Back Micklegate and Micklegate car parks is still awaited
ICT - Channel Shift 2 Website & Intranet	57,500	28,750	0	-28,750	57,500	0	Channel shift Phase 2 (Customer portal) project which is due to be delivered in 19/20 as per the business case and project plan. The Citizens Access Portal for Revs & Bens. Project has commenced as is expected to be delivered Q3.
ICT - Channel Shift 3 Website & Intranet	18,000	9,000	0	-9,000	0	-18,000	Channel shift Phase 3 (Housing management CX integration) project which is due to be delivered in 19/20 as per the business case and project plan. this will follow the implementation of Channel shift phase 2 (Customer portal project) expected to be during 2020/21.
ICT - Disaster Recovery Improvements - Software / Hardware	47,688	23,844	21,974	-1,870	30,000	-17,688	Design changes have enabled lower costs for this project. The Microsoft project will drive further Disaster Recovery improvements and these will be identified by Q3. £17.6k to be carried forward for improvements aligned to Microsoft requirements in 2020/21.
ICT - End User Devices - Software / Hardware	126,995	63,498	17,400	-46,098	50,000	-76,995	Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy. Spend forecast in Q2 and Q3. End user devices are being procured on a lease model, £77k will be carried forward into 2020/21 to pay for the continuing lease agreement.

2019/20 Selby District Council Capital Programme - To 30 September 2019

Appendix C

General Fund	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
ICT - Digital Workforce - Telephones - Mobile Working	100,000	50,000	0	-50,000	100,000	0	Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy. Spend forecast in Q3 and Q4. Devices for mobile working are being purchased on a lease model. Year 1 will fully utilise this budget.
South Milford Retaining Wall	15,000	7,500	0	-7,500	15,000	0	We are currently trying to establish with the parish priest whether approval for the improvement works to the wall will need to go through a Faculty application (similar to Listed Building Approval). Once this position has been confirmed we will be better placed to advise on likely timescales for completion of the works.
New Build Projects (Loans to SDHT)	12,690,612	3,172,653	1,059,670	-2,112,983	1,059,670	-11,630,942	These are schemes delivered by SDHT through loans from SDC. Tadcaster scheme - Delivered 5 properties. Ulleskelf scheme - Handover has taken place in 18/19 on 12 properties. Riccall scheme - Handover has taken place in 18/19 on 5 properties. Ousegate, Selby scheme - Handover of all 12 properties has taken place in 19/20. Further work is to be done on costings on packaging up smaller sites for development to deliver value for money.
Private Sector - Home Improvement Loans	42,407	21,204	20,649	-555	42,000	-407	Expecting to fully spend the RAS budget this year. Additional applications relating to defective boilers are expected due to changes in funding available through the Better Homes energy efficiency service. The year to date spend has already surpassed last year's total spend. This is a repayable loan and any repayments received throughout the year are recycled and offsets some of the spend.
Disabled Facilities Grants (DFG)	630,445	315,222	19,903	-295,319	499,580	-130,865	Q2 approved / committed spend is £199k against a predicted outturn of £500k leaving £131k yet to be allocated. Referrals have dropped to an average of 1 per week (20 received YTD), NYCC are working with all the other Housing Authorities to test new pathways to reduce the NYCC backlog due to the lack of OT's at NYCC.
	15,913,671	4,942,684	1,683,358	-3,259,326	3,939,071	-11,974,600	

Housing Revenue Account	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Kitchen - Decent Homes	305,076	5,000	4,278	-722	280,000	-25,076	SDC performance specification for works now virtually complete. Kitchen programme will be packaged with bathroom, rewires and CO detection programmes to provide more attractive proposition to the market at tender. Currently awaiting information from Efficiency North to enable completion of documentation for tender process. Tender programme slightly delayed due to finalisation of new EN Framework for these type of works. Now anticipate works will commence on site in January 2020 and will continue into 2020/21.
Housing & Asset Management System	132,375	7,500	6,522	-978	130,000	-2,375	Forms part of the Housing software replacement project that will continue throughout 2019/204 Phase 1 of the Housing system will be LIVE in Q3.
Pointing Works	575,461	400,000	390,287	-9,713	575,461	0	Phase 3 of the pointing programme is progressing well. Works to the value of circa £295,000 have been commissioned with the remaining budget held back as in previous years for pointing works associated with the leaseholder roofing scheme at Hillside, Tadcaster.
Electrical Rewires	240,000	40,000	39,787	-213	100,000	-140,000	Rolled in to programme with Kitchens and bathrooms. Now anticipate works will commence on site in January 2020 and £140k expected to be carried forward into 2020/21.
Bathroom Replacements	134,400	7,500	6,689	-811	70,000	-64,400	Rolled in to programme with Kitchens and rewires. Now anticipate works will commence on site in January 2020 and £64k expected to be carried forward into 2020/21.
Asbestos Surveys	120,000	20,000	15,243	-4,757	120,000	0	Asbestos surveys continue to be commissioned for all properties identified for inclusion within the pointing, kitchen, bathroom and rewire programmes. Further work is required to identify properties for inclusion within window and door programmes which will then also be added to the asbestos survey programme. Updated asbestos survey information is also being requested for all void properties, as well as properties requiring heating installation and upgrade. As delivery of the capital investment programme begins in earnest, it is anticipated expenditure related to removal of asbestos containing material will increase.
External Cyclical Repairs (Painting & Windows)	418,966	120,000	120,057	57	418,966	0	90% of properties identified as part of our Phase 2 programme of improvements have now been surveyed and the contractor has been given the go ahead to commence production and installation. As the programme of works will address all properties previously identified on what was known as the 'mop up list' the team are now pro-actively seeking properties for inclusion in this and future programmes in line with our aspirations to move towards a cyclical programme of elemental replacement.

2019/20 Selby District Council Capital Programme - To 30 September 2019

Appendix C

Housing Revenue Account	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Central Heating System Replacements	601,773	150,000	138,019	-11,981	601,773	0	Work is currently underway to identify properties for inclusion within the central heating upgrade programme. The focus of the programme will be on 'just in time' replacement of systems which are approaching the end of their lifecycle; although we are also taking advice from our contract partner as to replacement of any models where parts are becoming difficult to obtain. As at the end of Q2, 105 system changes have been programmed, of which 27 are completed.
Roof Replacement	1,111,805	0	2,195	2,195	100,000	-1,011,805	Following completion of the Section 20 consultation process for the replacement of the roofs on the Hillside estate, SDC were notified by one of the leaseholders of a potential issue not covered within the scope of works. We have commissioned an independent survey of the property in question and surveys of one property of each design type. This will confirm changes in the scope of the work. The contract prices received will need to be updated once this work is complete Data gained from the stock condition surveys continues to build a programme of roof replacement works and we are now looking to engage our external QS resources to review and upgrade our detailed performance specification in this area. The continued process of identifying and finalising the works required at Hillside are however likely to mean there will be significant underspend in CY in this budget. We are currently discussing options for whether other programmes can be pulled forward to address this position and monies realigned (within existing budgets) in future years.
Damp Works	348,110	120,000	106,355	-13,645	348,110	0	Work to deliver damp related improvements continue to be addressed as they are identified.
External Door Replacements	354,263	177,134	187,434	10,300	354,263	0	90% of properties identified as part of our Phase 2 programme of improvements have now been surveyed and the contractor has been given the go ahead to commence production and installation. As the programme of works will address all properties previously identified on what was known as the 'mop up list' the team are now pro-actively seeking properties for inclusion in this and future programmes in line with our aspirations to move towards a cyclical programme of elemental replacement.
Window replacements	333,300	166,650	506	-166,144	333,300	0	As per Door replacements
Void Property Repairs	145,000	72,502	79,088	6,586	145,000	0	Although difficult to predict when void properties requiring major elemental replacement will come in, there are already a number of such properties within the team's void programme currently. We are continuing to work through the backlog of void properties which require major elemental replacement and are making good headway in getting the numbers down and properties back in to use.
Fencing Programme	60,830	30,417	44,182	13,765	60,830	0	We are continuing to pro-actively address legacy fencing issues, replacing dilapidated concrete post and wire fencing with timber fencing; whilst also picking up new requirements as they are reported to us by our customers.

2019/20 Selby District Council Capital Programme - To 30 September 2019

Appendix C

Housing Revenue Account	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
St Wilfrid's Court	113,000	56,500	0	-56,500	113,000	0	The programme scoping meeting identified requirement for significantly more investment than is available in the current budget, necessitating a separate bid for 2020/21. The current budget will therefore be utilised to address some of the higher priority issues identified during visit, as well as any essential health and safety related works. Work to scope the priority issues identified and develop a specification which can be used to secure tender submissions continues. It is anticipated this is likely to be ready to issue to the market in mid October, with works commencing early January 2020.
Laurie Backhouse Court	38,231	19,116	33,483	14,367	33,532	-4,699	Works to replace the lift carriage are now complete.
Environmental Improvement Plan	145,710	72,855	21,525	-51,330	145,710	0	Work to deliver environmental improvements at Prospect Place, Wistow are now almost complete. We continue to await further information of the project identified by colleagues in the Contracts team to enable accurate forecasting of the balance of spend.
Housing Development Project	3,479,400	1,739,700	0	-1,739,700	3,479,400	0	Programme for the development of up to 10 HRA properties on small sites, Starts on these sites is not anticipated until later in 2019. Work including asbestos surveys and garage clearance is being progressed.
Usegate Hostel	55,804	27,902	795	-27,107	55,804	0	Work to address the issues identified in the Fire Risk Assessment have been delayed due to contractor availability. Works are now scheduled to commence in September.
Footpath Repairs	184,062	92,031	0	-92,031	184,062	0	This budget / contractor is linked with Estates Enhancements Work to upgrade the first batch of priority footpath repairs is now underway, with the first 200m of path due to be completed in September.
Estate Enhancements	224,412	112,208	0	-112,208	224,412	0	Linked to the footpath repairs programme.
Community Centre Refurbishment	78,000	39,002	0	-39,002	78,000	0	Work to address the issues identified in the Fire Risk Assessment have been delayed due to contractor availability. Works are now scheduled to commence in September
Sheltered homes adaption	249,799	124,900	51,806	-73,094	249,799	0	This funding is used to support a programme of installation of wet rooms in appropriate void properties. Work to address the issues identified in the Fire Risk Assessment have been delayed due to contractor availability. Works are now scheduled to commence in September.

2019/20 Selby District Council Capital Programme - To 30 September 2019

Housing Revenue Account	Annual Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Empty Homes Programme - Improvements to Property	1,300,000	650,002	110,000	-540,002	750,000	-550,000	This supports the Empty Homes Programme and is available to purchase Empty properties that will be brought back in to use and let through the HRA and former council properties sold through the Right to Buy. This is part of a 3 year programme to fund the purchase of 20 properties and includes S106 and Homes England Grant funding. We aim to purchase 6 properties in 2019/2020. We are currently progressing with the Compulsory Purchase of a long term empty property and are considering a number of voluntary purchase options. In Q2 we completed our first acquisition and purchased a former council property that had been sold through the Right to Buy. This property will now be added to the HRA and let at an affordable rent. We aim to complete on a further 4 properties in Q3.
Aids and adaptations programme	0	0	5,853	5,853	0	0	As with Sheltered homes, this funding is used to support a programme of aids and adaptations in appropriate void properties.
Fire Risk Assessments	100,000	50,002	15,130	-34,872	100,000	0	A contract for provision of fire risk assessments for all our communal areas and industrial stock has now been let. A joint visit with the provider has taken place to a number of sites and our contract partner is now working up a programme for completion. Our Fire Risk Assessors have now completed a further 79 assessments in Q2 and continue to work through the assessment programme at pace. As the reports are received, we are beginning to get a picture of the type and scale of works required and are actively working to pull together a specification which can be used to secure pricing for completion from the market.
Co Detection Programme	226,600	113,302	0	-113,302	130,000	-96,600	SDC performance specification for works now virtually complete. CO detection programme will be packaged with kitchen, bathroom and rewires programmes to provide more attractive proposition to the market at tender. Currently awaiting information from Efficiency North to enable completion of documentation for tender process. Tender programme slightly delayed due to finalisation of new EN Framework for these type of works. Now anticipate works will commence on site late October 2019
Communal Area Refurbishment	230,000	115,001	0	-115,001	230,000	0	The delays and additional works encountered in bringing forward the kitchen, bathroom, rewire and CO detection programmes has impacted our QS/ME consultants ability to devote sufficient time to development of the communal area refurbishment programme. Consequently, it is now anticipated that this programme will commence in November 2019.
Energy Efficiency Programme	150,000	75,000	0	-75,000	150,000	0	We have now identified the first seven properties which will be included in the energy efficiency programme and installation of air source heat pumps and other thermal efficiency measures is now underway.
Sewage Pump replacement programme	120,000	60,000	0	-60,000	120,000	0	We are continuing to work with relevant experts to develop appropriate solutions for each site. We are currently anticipating works to commence on site at the beginning of October 2019.
	11,576,377	4,529,224	1,379,234	-2,886,815	8,951,422	-1,894,955	
Total Capital Programme	27,490,048	9,471,908	3,062,592	-6,146,141	12,890,493	-13,869,555	

Project	Lead Officer	Multi-Year Project Budget	Position @ 30 September 2019			Update
			In Year Spend 19/20	Forecast	Forecast Variance	
Healthy Living Concepts Fund	Angela Crossland	116,791	23,750	116,791	0	The Selby Health Matters group have now finalised a 3 year action plan to support delivery of local initiatives for which this fund will support. 2019/20 P4G allocation is the final year contribution to this fund. Current projects underway are the Local Cycling and Walking Infrastructure Plan which has a committed amount from the fund of £47.5k. The work commenced in Dec 2018 and is due to conclude by end 2019. Current work with Selby Health Matters and IHL to shape two projects. One on developing active travel information and supporting walking and cycling. Budget outline £10k for this. One on a 3 year healthy schools zone pilot nutrition and activity project to tackle childhood obesity. Budget outline £35k for this. Further meeting to shape the schools project outline due 23.10.19.
Visitor Economy (Tourism & Culture)	Angela Crossland	477,229	58,020	477,229	0	Budget represents a 3 year programme which will be complete by 1/10/22. Year 1 was about creating the foundations. Whilst the initial period has seen very little expenditure, the foundations for delivery have been put in place, including quality officers being recruited into the delivery posts. These are helping with the delivery of the two major cycle races. The team have also led on securing funding to support some of the Selby 950 celebrations (see project below) and in delivering the programme. The emphasis of the work to date has been on: <ul style="list-style-type: none"> • Developing baseline and evaluation data to build a picture of what events and activities bring to local business and audiences. • Establishing strong business and community relationships to continue activity, strengthen visitor products and build legacy partnerships and capacity in the district's visitor, heritage and creative sectors; • Establishing baseline data on audiences, visitors and how these demonstrate the strength and response to our district offer. It is anticipated that the 2019/20 financial year will see a sustained period of delivery. It is anticipated that expenditure will include £32,905 on data capture, monitoring & evaluation (including social and economic impact studies for Selby 950); £6000 on business events and networking; £20,000 on Visitor Economy place branding and marketing; £1500 to service the Tourism Advisory Board; £7500 on our partnership with Visit York to ensure Selby District businesses receive maximum benefit; £3000 to test Visitor Information Points and £5000 for niche trail maps.
Celebrating Selby 950	Angela Crossland	62,949	7,223	62,949	0	The budget represents SDC's contribution to the major programme of events to celebrate Selby 950 being led by SDC in partnership with other key stakeholders in the town and is also partially funded by external funders. Match funding has successfully been awarded by ACE (£70k), HLF (£45k) and Drax Group plc (£20k) which has enabled an exciting and engaging programme of work to be delivered in 2019/20. Successful events such as Selby Sings (involving 250 school-children singing in the Abbey) and the St Germain parade (involving 450 in its preparation and many more watching in the town) have generated significant regional and local media coverage and positive local feedback. Most of the artists contracts are in place, now that permission has been given by the funders and is expected to be complete by February 2020.
Retail Experience - Tadcaster Linear Park	Angela Crossland	150,273	0	150,273	0	The Tadcaster Riverside Park project is a long running project currently at design and costings phase with Amey Enterprises. Recent work has been to finalise the design costings. Phase 2 is to put the contract and operational arrangements in place to deliver the project in 2019. The procurement exercise underway with results expected October 2019. Some key risks identified to deliverability include final cost outline and major EA works identified for the river bank. Further decisions required on the progress of the project.
Growing Enterprise	Iain Brown	62,550	(377)	62,550	0	Budget to support one of the 10 priorities in Economic Development Framework (EDF) 2 year delivery programme as approved at the January 2019 Executive. It helps to match-fund small business support with the Leeds City Region LEP and unlock support for small businesses through the Ad:Venture and Digital Enterprise.

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 19/20	Forecast	Forecast Variance	Update
Marketing Selby's USP	Mike James	34,895	12,798	34,895	0	<p>This is the final stage of the 18-month Place Branding project. The project objectives are to support investment and jobs by telling a positive story of the district as a place to do business. We've been delivering this through a series of stories - relating back to our Economic Framework objectives - and working with others, such as the LEPs, to maximise the reach of our material to the relevant audiences. We undertook a full project review following the election and have an updated delivery plan to take us to the end of December 2019.</p> <p>The project continues, along the following themes:</p> <ol style="list-style-type: none"> 1. Targeting marketing - a number of media partnerships have been set up to help push key updates about the business and lifestyle 'offer' of the district. These reach targeted business audiences, as well as working with local media to highlight the positive impacts of growth on jobs and opportunities for existing residents. 2. Creation of a new business-specific web microsite - this helps to better support business interactions. 3. Working with LCR LEP to include Selby district's offer as part of MIPIM 2020 - subject to final confirmation of the approach. 4. Continuing to build a library of case studies that tell the story of the district's business offer, which can be used to support all types of communication and marketing activity about the area.
Tour De Yorkshire	Angela Crossland	149,954	149,825	149,954	0	SDC contribution to hosting the finish of the first stage of Tour de Yorkshire (TdY) in May 2019 in Selby Town. This has given the town a massive publicity boost in the year of the Abbey's 950 celebrations. The Leeds City Region Business Rates Pilot Pool has agreed to fund the £100k start fee for the Selby event in line with the funding provided for other starts and finishes across the LCR. Project now complete and final closedown payments in process.
Retail Experience - STEP	Angela Crossland	78,148	928	78,148	0	Town centre revitalisation and strategy work is underway. Noticeboard element of street scene work to be completed by end 2019 in line with car park refurbishment. Open House event plan scheduled for October 2019. Work to deliver on priorities in line with the town centre strategy and revitalisation action plan. Anticipate that plans for local delivery will align with reprioritisation for town centres as part of new Corporate Plan period 2020+
Towns Masterplanning (Regeneration)	Angela Crossland	119,727	8,600	119,727	0	<p>Work has been commissioned in 2019/20 from the People and Places consultancy (Chris Wade) to develop town centre revitalisation plans and prepare for Future High Streets Fund applications throughout 2019 (£15-20k commission) The first stage of work has been completed in 2019/20 including significant survey and engagement work in Selby Town centre. Further work on this across the three towns will continue into Summer/Sept 2019. Sherburn work commenced early October 2019 and Tadcaster due late 19/20. Work will identify where match fund and further commission is needed and establish the further multi-partner governance model needed to deliver the strategies and action plans for each town centre.</p> <p>Identified work around a places and movement study with Highways is required and would be supported from this funding allocation. Circa £30k. Anticipate that plans for local delivery will align with reprioritisation for town centres as part of new Corporate Plan period 2020+</p>
Strategic Sites Masterplanning	Iain Brown	153,317	(39,952)	150,000	(3,317)	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge and Selby Station Masterplan. Future projects will include strategic infrastructure response to Sherburn Employment sites, improvements to the area around the railway station in Selby. Expenditure will include consultancy work to support the Transforming Cities Fund bid for Selby Station.
Access to Employment	Iain Brown	40,000	0	40,000	0	Projects within this budget will be targeted at supporting social mobility to give unemployed people in areas of higher deprivation in Selby District access to current and future employment opportunities e.g. connecting people to employment opportunities at Sherburn, the former Kellingley Colliery, Church Fenton etc.
UCI Road World Championships	Angela Crossland	65,000	6,295	74,000	9,000	The Leeds City Region Business Rates Pilot Pool has agreed to fund the £25k start fee for the Tadcaster event in line with the funding provided for other starts and finishes across the LCR. Project now complete and final closedown payments in process.
Empty Homes	June Rothwell Simon Parkinson	88,455	32,506	88,455	0	Overall the project is progressing well and the Empty Homes Officer has directly helped bring empty homes back into use in line with the targets set by offering advice and assistance to owners. Homes England Grant funding has been secured to support the options of voluntary and compulsory purchase. A total of £390,000 has been secured, subject to individual business cases for the properties, to purchase and repair the empty homes, bringing them to a habitable standard. This indicative funding is to bring back in to use 10 empty properties up to 2020, providing up to £39,000 per property. We can also use the funding to purchase 'right to buy' buy backs and this is something we will consider on a case by case basis. We are currently pursuing our first Compulsory Purchase Order. The process is long and quite complex but a successfully CPO will send the message that this is a priority for us.

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 19/20	Forecast	Forecast Variance	Update
Selby District Housing Trust	June Rothwell Phil Hiscott	34,850	0	34,850	0	This fund is to support SDHTs role in the more ambitious HDP approved by Executive in January 2018. A new officer has now been appointed to support the SDHT. The Trust have taken occupation of an additional 17 new affordable homes in 2018/19 delivered through new build and Section 106 acquisitions and a further 12 Section 106 acquisitions in Q1 2019/20.
Stepping Up' Housing Delivery	June Rothwell Phil Hiscott	9,919	5,994	9,919	0	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018.
Olympia Park	Iain Brown	290,985	81,130	290,985	0	Following further detailed information about costs and technical issues at the Olympia Park development site in Selby, Selby District Council, the landowners and developers involved have reluctantly concluded that conditions attached to a government grant towards site costs cannot now be met. Despite the best endeavours taken by the Council, its advisers and Olympia Park Development (OPD), the project in its current form cannot be delivered within the timescales required to access the grant offered towards infrastructure costs. In September 2017, the Council secured funding in principle from Homes England through the Housing Infrastructure Fund (HIF). The £8.878m grant support from Homes England was offered on the basis that it be used to fund site assembly and upfront infrastructure works (including a new access road into the Olympia Park site) by 31 March 2021. The investment was offered on the understanding that the infrastructure unlocks the delivery of 1,190 homes on the site by 2038. A legal 'Grant Determination Agreement' was required by the end of September 2019 to access the grant offered by Homes England. Over the last two years, all those involved in this major project including landowners, existing businesses, developers and the District and County Council have undertaken extensive work to enable the site to be brought forward for development. This has included extensive technical work by Olympia Park Developments Ltd (ODP) in order to find specialist solutions to flood risk, remediation and the preparation of development plateaus for new housing and employment space; and a new access road off the A63 bypass. Recent work by ODP has revealed that the access road cannot be delivered in a cost effective manner within the necessary timescales to draw down the HIF investment. There are many reasons for this – none of which were foreseeable at the time the application for funding was made. These include changes in legislative requirements around building in areas that could potentially be affected by flooding, which have further impacted on the financial viability and deliverability of the proposed development and put into question the ability to deliver the number of housing units required. Everyone involved remains fully committed to effective use of the site in the future to support existing businesses and enable the delivery of appropriate new employment space and homes. The Council and OPD now have the benefit of significant detailed technical information regarding the site and continue to work together to unlock its significant potential for development, particularly given the close proximity to the town centre and railway station.
Making our Assets work	Iain Brown / Phil Hiscott	86,593	2,058	86,593	0	The budget is targetted at at funding due diligence work to bring the Council's own land assets to the market. These include small garage sites, Portholme Rd, Egerton Lodge, Barlby Rd depot and Bondgate.
Housing development Fesibility Work	Phil Hiscott	100,194	93,424	100,194	0	Housing development feasibility project to identify viability of sites for development.
Asset Strategy	June Rothwell	80,000	0	80,000	0	£80k budget moved from SF0415
Summit Indoor Adventure Activity Refresh	Keith Cadman	0	(2,502)	(3,131)	(3,131)	Works completed during 2018/19 to change the activity mix at the summit after the identification of activities that needed a refresh. In year spend relates to the final costings being processed.
Commercial property acquisition fund	Iain Brown	3,039,424	0	3,039,424	0	This budget will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities, in some instances this may be used to match fund acquisitions as part of the TCF bid submission.
High Street shop fronts	Angela Crossland	100,000	0	100,000	0	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone bid. We are now in Programme Design Stage until December 2019 to identify the programme specifics and how the fund will be spent. This is a 4 year funding programme to commence April 2020, therefore no forecasted spend in 19/20. This initiative is also inter-dependent with Towns Masterplan and Revitalisation projects. A project officer has now been assigned to lead this from within the Communities and Partnerships team. We anticipate that this funding line will amalgamate into a HAZ project allocation with New Lane public realm development and in partnership with car park improvements for the Back/Micklegate area.

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 19/20	Forecast	Forecast Variance	Update
New lane - Public Realm	Iain Brown / Angela Crossland	200,000	0	200,000	0	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone bid. We are now in Programme Design Stage until December 2019 to identify the programme specifics and how the fund will be spent. This is a 4 year funding programme to commence April 2020, therefore no forecasted spend in 19/20. This initiative is also inter-dependent with Towns Masterplan and Revitalisation projects. A project officer has now been assigned to lead this from within the Communities and Partnerships team. We anticipate that this funding line will amalgamate into a HAZ project allocation with High Street Improvements fund and in partnership with car park improvements for the Back/Micklegate area.
Staffing costs		2,134,345	367,136	2,134,345	0	This covers all the P4G funded posts across SDC. These posts support delivery of this P4G programme. It also covers the additional core staffing costs in a number of teams required to deliver the Council's corporate growth ambitions including the Economic Development and Regeneration team (to deliver the Economic Development Framework 2 year action plan) and key posts in Communities and Partnerships, Assets, Property, Planning and Marketing and Communications.
Contingency		0	0	0	0	
		7,675,598	806,856	7,678,150	2,552	

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Report Reference Number: E/19/25

To: Executive
Date: 7 November 2019
Status: Non Key Decision
Ward(s) Affected: All
Author: Michelle Oates Senior Accountant
Lead Executive Member: Councillor Cliff Lunn
Lead Officer: Karen Iveson – Chief Finance Officer, S151

Title: Treasury Management – Quarterly Update Q2 2019/20

Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th September 2019 (Q2) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments totalled £61.3m over the first 2 quarters at an average rate of 0.93% and earned interest of ££285kk (£197k allocated to the General Fund; £88k allocated to the HRA) which was £67k above the year to date budget. Whilst cash balances are expected to reduce over the year, should interest rates remain static, forecast returns could be in the region of £540k, a budget surplus of £105k. However a no deal Brexit could lead to a cut in the Bank Rate and therefore the position will be kept under review.

In addition to investments held in the NYCC investment pool, the council has £4.85m invested in property funds as at 30/09/19 with a net rate of return of 2.71% and achieved net income of £39.7k to the end of Q2.

Borrowing – Long-term borrowing totalled £59.3m at 30th September 2019, (£1.6m relating to the General Fund; £57.7m relating to the HRA), Interest payments of £2.5m are forecast for 2019/20, a saving of £0.3m against budget. The Council had no short term borrowing in place as at 30 September 2019.

Prudential Indicators – the Council's affordable limits for borrowing were not breached during this period.

Recommendations:

Councillors endorse the actions of officers on the Council's treasury activities for Q2 2019/20 and approve the report.

Reasons for recommendation

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

1. Introduction and background

- 1.1 This is the second monitoring report for treasury management in 2019/20 and covers the period 1 April to 30 September 2019. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA “Code of Practice on Treasury Management in the Public Services” and in this context is the management of the Council’s cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council’s Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 21 February 2019.
- 1.4 The two key budgets related to the Council’s treasury management activities are the amount of interest earned on investments £435k (£300k General Fund, £135k HRA) and the amount of interest paid on borrowing £2.788m (£75k General Fund, £2.713m HRA).

2. The Report

Market Conditions and Interest Rates

- 2.1 The Council’s treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q2 2019/20 up to 30 September 2019:
 - Brexit delayed until 31st October 2019;
 - The fundamentals that determine consumer spending remained healthy;
 - Inflation remained around the Bank of England’s 2% target;
 - There was a widespread fall in investors’ global interest rate expectations;
 - The MPC kept Bank Rate on hold at 0.75%.

Interest Rate Forecasts

- 2.3 The current interest rate forecasts (last update 1 October) of Link Asset Services – Treasury Solutions are as follows:

Date	Bank rate	5 year PWLB*	10 year PWLB*	25 year PWLB*	50 year PWLB*
Current rates	0.75%	1.20%	1.50%	2.10%	2.00%
March 2020	0.75%	1.50%	1.80%	2.40%	2.30%
Sept 2020	0.75%	1.70%	2.00%	2.60%	2.50%
March 2021	1.00%	1.8%	2.10%	2.70%	2.60%
Sept 2021	1.00%	2.00%	2.30%	2.90%	2.80%
March 2022	1.25%	2.10%	2.40%	3.00%	2.90%

* Net of certainty rate 0.2% discount

- 2.4 After the August 2018 increase in Bank Rate to 0.75%, the first above 0.5% since the financial crash, the MPC has put any further action on hold, probably until there is some degree of certainty around Brexit.

Annual Investment Strategy

- 2.5 The Annual Investment Strategy outlines the Council's investment priorities which are consistent with those recommended by DCLG and CIPFA:

- Security of Capital and
- Liquidity of its investments

- 2.6 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, The Councils Annual Investment strategy and Lending List has been aligned to that of NYCC.

- 2.7 NYCC continues to invest in only highly credit rated institutions using the Link suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year.

- 2.8 The Council's investment activity in the NYCC investment pool up to Q2 2019/20 was as follows:-

- Balance invested at 30 September 2019 £56.0m
- Average Daily Balance Q2 19/20 £58.4m
- Average Interest Rate Achieved Q2 19/20 0.93%

- 2.9 The average return to Q2 2019/20 of 0.93% compares with the average benchmark returns as follows:

- 7 day 0.57%
- 1 month 0.60%
- 3 months 0.66%
- 6 months 0.73%
- 12 months 0.83%

Borrowing

- 2.10 It is a statutory duty for the Council to determine and keep under review its “Affordable Borrowing Limits”. The Council’s approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix A. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.11 The TMSS indicated that there was no requirement to take long term borrowing during 2019/20 to support the budgeted capital programme. However, the borrowing requirement is largely dependent on the Housing Development Programme and whilst it is expected that this will be funded by internal borrowing, this will continue to be reviewed.
- 2.12 The Council approved an Authorised Borrowing Limit of £90m (£89m debt and £1m Leases) and an Operational Borrowing Limit of £85m (£84m debt and £1m Leases) for 2019/20.
- 2.13 The strategy, in relation to capital financing, is to continue the voluntary set aside of Minimum Revenue Provision (MRP) payments from the HRA in relation to self-financing debt in order to be in a position to repay the debt over 30 years. £1.26m is budgeted for 2019/20.
- 2.14 As a result, the Council was in an over-borrowed position of £5.650m as at 30 September 2019. This means that capital borrowing (external debt) is currently and temporarily in excess of the Council’s underlying need to borrow. The increase of £751k compared to the year-end position is a result of the in-year HRA self-financing set aside and timing of new capital expenditure which will increase as the year progresses. Planned capital expenditure funded by prudential borrowing, will increase the Council’s capital financing requirement.
- 2.15 The 2019/20 Treasury Management Strategy forecasts an under-borrowed position of £12.4m by the end of 21/22 as loans are made to support the Housing Trust, and HRA Housing Investment Programme. Plans to undertake any additional long term borrowing in the short/medium term will be kept under review as the Extended Housing Delivery Programme progresses and while borrowing rates remain low.

Capital Strategy

- 2.16 The Capital Strategy was included as part of the Council’s Annual Treasury Management and Investment Strategy 2019/20, approved in February 2019. The Capital Strategy sets out how capital expenditure, capital financing and treasury management contribute to the provision of Corporate and service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It sets out the long term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.

- 2.17 Alternative non-treasury investments are considered as part of the Capital Strategy. Given the technical nature of potential alternative investments and strong linkages to the Council's Treasury Management function, appropriate governance and decision making arrangements are needed to ensure robust due diligence in order to make recommendations for implementation. As a result, all investments are subject to consideration and where necessary recommendations of the Executive.
- 2.18 In addition to loans to Selby & District Housing Trust to support the Housing Delivery Programme, options for alternative investments currently being pursued are Commercial Property investments, which are subject to individual business case approval, and Property Funds.

Housing Delivery Programme Loans

- 2.19 The Housing Delivery Programme has delivered a number of successful schemes so far, in partnership with Selby & District Housing Trust. One of the principles underpinning the programme is financial support will be provided to the Trust by way of grant and loans to fund provision of affordable homes in the District whilst achieving a revenue return for the Council's General Fund. The table below summarises the loans provided to date.

Scheme	Loan Rate %	Principal Outstanding 30 September 2019 £	Interest Q2 19/20 £
Kirgate, Tadcaster	4.56%	190,326	4,537
St Joseph's St	4.20%	313,786	4,364
Jubilee Close, Ricall	3.55%	553,225	11,230
Ulleskelf	4.87%	1,080,060	24,789
Ousegate	3.65%	872,574	15,924
Total Principal / Average Rate	4.36%	3,009,971	51,943

Commercial Property Investments

- 2.20 To date there have been two successful bids on Commercial Properties, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first successful bid was placed for the Tadcaster property, which completed during Q2 18/19. The second in Selby, which completed towards the end of Q3 18/19. Plans to sell on one of the buildings are progressing and options for the other are being formulated.

Property Funds

- 2.21 The position on Property Funds at 30 September 2019 is as follows:

In Year Performance

			In Year Performance Q2 1920			
Fund	Bfwd Investment £k	Valuation as at 30-Sep-19 £k	Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,491.49	2,466.83	(24.7)	(0.99)	40.0	3.17
Threadneedle	2,416.03	2,384.82	(31.2)	(1.29)	55.5	4.54
Total	4,907.52	4,851.66	(55.9)	(1.14)	95.5	3.85

Total Fund Performance

			Total Performance			
Fund	Original Investment £k	Valuation as at 30-Sep-19 £k	Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,502.50	2,466.83	(35.7)	(0.87)	74.8	3.28
Threadneedle	2,439.24	2,384.82	(54.4)	(1.52)	103.3	4.67
Total	4,941.73	4,851.66	(90.1)	(1.82)	178.0	3.97

- 2.22 Investments held in Property Funds are classified as Non-Specified Investments and are, consequently, long term in nature. Valuations can, therefore, fall and rise over the period they are held. Any gains or losses in the capital value of investments are held in an unusable reserve on the balance sheet and do not impact on the General Fund until units in the funds are sold. Both funds have experienced minor capital losses to the end of September 19, whilst still delivering an overall gain when taking revenue income into account. These funds are intended to be held for the longer term (5 years initially) in order to mitigate the risk of shorter term losses.

3. Alternative Options Considered

- 3.1 The Council has access to a range of investments through the pooled arrangements in place through North Yorkshire County Council.

4. Implications

4.1 Legal Implications

- 4.1.1 There are no legal implications as a result of this report.

4.2 Financial Implications

4.2.1 The financial implications are set out in the report.

4.3 Policy and Risk Implications

4.3.1 Management of the Council's treasury activities are in accordance with approved policies. Treasury management in Local Government is governed by the CIPFA "Code of Practice on Treasury Management in the Public Services" which aims to ensure the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.

4.4 Corporate Plan Implications

4.4.1 There are no direct Corporate Plan implications as a result of this report.

4.5 Resource Implications

4.5.2 The resources necessary to manage the Council's Treasury activities are contained within the collaboration agreement with NYCC.

4.6 Other Implications

4.6.1 There are no other implications as a direct result of this report.

4.7 Equalities Impact Assessment

4.7.1 There are no equalities impacts as a direct result of this report.

5. Conclusion

5.1 The impact of the economy, and the turmoil in the financial markets, continues to have an impact on the Council's investment returns. Forecasts predict steady growth in bank rates over the long term over but this could change with a no deal Brexit. Whilst returns remain relatively modest, buoyant cash balances have resulted in positive performance up to the end of Quarter 2.

5.2 The Council's debt position is in line with expectations set out in the Strategy, with no immediate changes on the horizon. However, as the Housing Delivery programme progresses and interest rates begin to rise, opportunities to optimise the Council's debt portfolio will be kept under review.

5.3 The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits. The Prudential Indicators are reviewed annually as part of the Treasury Strategy to ensure approved boundaries remain appropriate; activities to date during 2019/20 have not

highlighted any concerns.

6. Background Documents

None

7. Appendices:

Appendix A – Prudential Indicators as at 30 September 2019

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Prudential Indicators - As at 30 September 2019

Note	Prudential Indicator	2019/20 Indicator	Quarter 2 Actual
1	Capital Financing Requirement £'000	68,544	53,683
	Gross Borrowing £'000	59,415	59,333
	Investments £'000	50,056	63,917
2	Net Borrowing £'000	9,359	-4,584
3	Authorised Limit for External Debt £'000	84,000	59,333
4	Operational Boundry for External Debt £'000	79,000	59,333
5	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	0%
6	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	0
7	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	10.96%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	0.00%
	15 years and above %	90%	89.04%

1. Capital Financing Requirement – this is a measure of the Council's underlying need to borrow long term to fund its capital projects.

2. Net Borrowing (Gross Borrowing less Investments) – this must not except in the short term exceed the capital financing requirement.

3. Authorised Limit for External Debt – this is the maximum amount of borrowing the Council believes it would need to undertake its functions during the year. It is set above the Operational Limit to accommodate unusual or exceptional cashflow movements.

4. Operational Boundary for External Debt – this is set at the Council's most likely operation level. Any breaches of this would be reported to Councillor's immediately.
5. Limit of fixed and variable interest rates on net debt – this is to manage interest rate fluctuations to ensure that the Council does not over expose itself to variable rate debt.
6. Principal Sums Invested for over 364 days – the purpose of these limits is so that the Council contains its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of investments.
7. Maturity Structure of Borrowing Limits – the purpose of this is to ensure that the Council is not required to repay all of its debt in one year. The debt in the 15 years and over category is spread over a range of maturities from 23 years to 50 years.



Report Reference Number: E/19/26

To: Executive
Date: 7 November 2019
Status: Non-Key Decision
Ward(s) Affected: All
Author: Palbinder Mann, Democratic Services Manager
Lead Executive Member: Councillor Mark Crane, Leader of the Council
Lead Officer: Alison Hartley, Solicitor to the Council

Title: Change of Appointment to the Ouse and Derwent Internal Drainage Board

Summary:

This report proposes a change to the Members appointed to the Ouse and Derwent Internal Drainage Board following consultation with the Leader of the Council.

Recommendations:

To appoint Councillor Tim Grogan onto the Ouse and Derwent Internal Drainage Board to replace Councillor Keith Ellis.

Reasons for recommendation

To ensure the Council is represented on outside bodies as necessary in 2019/20.

1. Introduction and background

1.1 Under the current Executive arrangements, the responsibility for appointing representatives on Outside Bodies is split between the Executive and the Council. Appointing representatives onto the Ouse and Derwent Internal Drainage Board is the responsibility of the Executive.

2. The Report

2.1 Following consultation with the Leader of the Council, it has been proposed that Councillor Tim Grogan replace Councillor Keith Ellis on the Ouse and Derwent Internal Drainage Board.

2.2 The current membership of the Board is as follows:

First Electoral Division – Ouse and Derwent (11)

Councillor Mark Crane
Councillor John Cattanach
Councillor Keith Ellis
Councillor Richard Musgrave
(7 vacancies)

Third Electoral Division – Cliffe (4)

Jim Deans
Councillor Paul Welch
Mrs Kay McSherry
Councillor Stephanie Duckett

2.3 The Executive is asked to consider the proposed membership change.

3. Alternative Options Considered

None – appointments to outside bodies are required to ensure the Council is represented on the relevant bodies for 2019/20.

4. Implications

4.1 Legal Implications

There are no specific legal issues

4.2 Financial Implications

Travel expenses may be incurred for Councillors attending meetings.

5. Conclusion

5.1 The Executive is asked to consider the proposed membership change to the Ouse and Derwent Internal Drainage Board.

6. Background Documents

None

7. Appendices

None

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Agenda Item 12

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