



Summons and Agenda for the
Council Meeting

to be held on

**Tuesday, 17 December
2019**

at

6.00 pm





To: All District Councillors

cc: Chief Officers

You are hereby summoned to a meeting of the Council to be held in the Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT on **TUESDAY, 17 DECEMBER 2019** starting at **6.00 pm**. The Agenda for the meeting is set out below.

Janet Waggott

Janet Waggott
Chief Executive

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted under the direction 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, prior to the start of the meeting, Palbinder Mann – Democratic Services Manager via pmann@selby.gov.uk or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

AGENDA

Opening Prayers.

1. **Apologies for Absence**

To receive apologies for absence.

2. **Disclosures of Interest**

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

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

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

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

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

3. **Minutes (Pages 1 - 12)**

To approve as a correct record the minutes of the meeting of the Council held on 17 September 2019.

4. **Communications**

The Chairman, Leader of the Council or the Chief Executive will deal with any communications which need to be reported to the Council.

5. **Announcements**

To receive any announcements from the Chairman, Leader or Members of the Executive.

6. **Petitions**

To receive any petitions.

7. **Public Questions**

To receive and answer questions, notice of which has been given in accordance with rule 10.1 of the Constitution.

8. Councillors' Questions (Pages 13 - 14)

Councillor Questions Process:

- **Councillors can ask questions in accordance with rule 11.2 of the Constitution.**
- **An answer to a question submitted may take the form of:**
 - a) **A direct oral answer;**
 - b) **Where the desired information is in a publication of the Council or other published work, a reference to that publication; or**
 - c) **Where the reply cannot conveniently be given orally, a written answer circulated later to all members of the Council.**
- **A councillor asking a question may ask one supplementary question, without notice, of the councillor to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.**

Four questions from Councillors have been submitted for consideration and additionally one question has been listed which was deferred from the last meeting.

9. Reports from the Executive (Pages 15 - 30)

The Leader of the Council, and other members of the Executive, will report on their work since the last meeting of the Council and will respond to questions from Councillors on that work.

10. Reports from Committees (Pages 31 - 36)

To receive reports from the Council's committees which need to be brought to the attention of Council. To receive questions and provide answers on any of those reports.

11. Motions

To consider any motions.

12. Council Tax Support Scheme for 2020/21 (Pages 37 - 168)

Report C/19/07 outlines the proposed Council Tax Support Scheme for 2020/21.

13. Housing Revenue Account (HRA) Business Plan - Final Version (Pages 169 - 232)

Report C/19/08 outlines the proposed Housing Revenue Account (HRA) Business Plan.

14. Council Plan 2020-30 (Pages 233 - 248)

Report C/19/09 outlines the proposed Council Plan 2020-30.

15. Community Engagement Forums Annual Reports: 2018-19 (Pages 249 - 298)

Report C/19/10 outlines the Community Engagement Forum Annual Reports for 2018-19.

16. Report of the Monitoring Officer 2019 - Standards Arrangements (Pages 299 - 312)

Report C/19/11 outlines the report of the Monitoring Officer for 2019 regarding the standards arrangements of the Council.

17. Urgent Action

The Chief Executive will report on any instances where she has acted in urgent or emergency situations under the functions delegated to her in the Constitution.

Agenda Item 3



Minutes

Council

Venue: Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Tuesday, 17 September 2019

Time: 6.00 pm

Present: Councillor D Mackay in the Chair

Councillors J Duggan (Vice-Chair), K Arthur, D Brook, D Buckle, J Cattanach, I Chilvers, J Chilvers, M Crane, S Duckett, K Ellis, K Franks, T Grogan, M Jordan, A Lee, J Mackman, J McCartney, M McCartney, R Musgrave, R Packham, C Pearson, N Reader, J Shaw-Wright, Shaw-Wright, R Sweeting, M Topping, P Welburn and P Welch

Officers Present: Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Julie Slatter (Director of Corporate Services & Commissioning), Karen Iveson (Chief Finance Officer (s151)), Bernice Elgot (Interim Solicitor to the Council) and Palbinder Mann (Democratic Services Manager)

Press: 1

Public: 1

25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lunn, E Jordan and Nichols.

26 DISCLOSURES OF INTEREST

Councillor Arthur declared a personal interest in agenda item 9 – Reports from the Executive as he was currently employed by Network Rail.

27 MINUTES

The Council considered the minutes of the meeting held on Tuesday 16 July 2019.

RESOLVED:

To approve the minutes of the Council meeting held on 16

Council - Minutes

Tuesday, 17 September 2019

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July 2019 for signing by the Chairman.

28 COMMUNICATIONS

The Chief Executive thanked Bernice Elgot, Interim Solicitor to the Council for her work as this was her last meeting of Council. The Chief Executive also introduced Alison Hartley who would be joining as the permanent Solicitor to the Council from Monday 23 September 2019.

29 ANNOUNCEMENTS

Council was informed that the Chairman would be holding a concert on Saturday 12 October 2019 to raise money for his charities and that tickets were available from Democratic Services.

30 PETITIONS

There were no petitions received.

31 PUBLIC QUESTIONS

There were no public questions received.

32 COUNCILLORS' QUESTIONS

It was noted that five questions had been received from Councillors.

Question One

Councillor Jordan asked question one in relation to car parking as outlined on the agenda. The Lead Executive Member for Communities and Economic Development explained that the Council's Car Parking Strategy had been approved in September 2018 and had outlined the Council's intent to invest £900,000 in its car parks. Council was informed of the current improvement work that had taken place across the car parks.

The Lead Executive Member for Communities and Economic Development explained that an hours of free parking for Selby had been previously agreed however this had been linked to the proposal in Tadcaster. Council was informed that these proposals were no longer economically viable therefore other options would be considered.

The Lead Executive Member for Communities and Economic Development outlined proposals to introduce four hours free parking commencing leading up to the Christmas period from the end of November. In response to a supplementary question concerning the time limits for when the four hours would be applicable, Council was informed that this could be for any part of the day.

Question Two

Councillor John McCartney asked question two in relation to section 215 notices as outlined on the agenda. The Lead Executive Member for Place Shaping explained that it would not be an effective use of officer time to look at the number of notices served back to 1990 due to the amount of work that would be involved. Members were informed that if they had any particular concerns regarding any sites then they should bring these to the attention of officers. It was also noted that the item on section 215 notices would be considered at the next meeting of the Scrutiny Committee.

In response to a supplementary question concerning government guidance on section 215 notices, the Lead Executive Member for Place Shaping explained that section 215 notices were one of a number of powers available to the Council however were usually a last resort.

Question Three

Due to the Lead Executive Member for Finance and Resources giving his apologies for the meeting, it was agreed this question would be deferred until the next meeting.

Question Four

Councillor Mary McCartney asked question four in relation to fly tipping as outlined on the agenda. The Lead Executive Member for Housing, Health and Culture explained that incidents of fly tipping across Selby District over the last three years had reduced from 685 in 2016/17 to 634 in 2018/19 with the downward trend continuing in the current year with 170 incidents reported between April and July.

In respect of cameras, the Lead Executive Member for Housing, Health and Culture explained that the Council had two cameras which they could deploy at a range of locations. In response to a supplementary query concerning a modern way to tackle fly tipping, the Lead Executive Member for Housing, Health and Culture explained that if people reported any incidents to the Council, they would look at deploying the cameras to the location if similar incidents had been reported by other people.

Question Five

Councillor Mary McCartney asked question five in relation to road signs as outlined on the agenda. The Leader of the Council explained that there would be a review of road signs and that if any Members had any suggestions for improving them, they should let him know.

33 REPORTS FROM THE EXECUTIVE

Councillor Mark Crane, Leader of the Council

The Leader of the Council presented his update on the work he had recently

undertaken, as outlined in his report.

The Leader of the Council explained that a multi-agency meeting concerning unauthorised gypsy and traveller encampments has been held and an action plan had been developed. It was noted that discussions were taking place with Leeds City Council who had done some successful work in this area.

In response to a query concerning the membership of the Local Resilience Forum with regard to Brexit, the Chief Executive explained that the membership was made up of representatives from the Fire, Health and Police Services along with the local authority and the Forum dealt with issues such as ensuring there was sufficient food and fuel and looking at the pressures across the different sectors.

In response to a query concerning communicating to Councillors, it was agreed that information available concerning Brexit could be sent to all Councillors. It was suggested that the Council should look to repeat the seminar that North Yorkshire County Council had held for its Members on this subject.

A query was raised concerning the spending of the money allocated to the District Council for Brexit. The Leader of the Council stated that the funding received could only be spent on issues related to Brexit and nothing else.

Councillor Richard Musgrave, Deputy Leader of the Council and Lead Executive Member for Place Shaping

Councillor Musgrave, Deputy Leader of the Council and Lead Executive Member for Place Shaping, provided an update on the work he had recently undertaken, as outlined in his report.

In respect of climate change, the Lead Executive Member for Place Shaping explained that a cross party approach had been agreed on this and the motion listed on this item further down the agenda would be withdrawn.

A query was raised regarding the Local Facilities Survey and whether information had been fed back to Parish Councils concerning the facilities available in their area. The Lead Executive Member for Place Shaping stated that the results would be communicated.

A query was raised concerning Olympia Park with regard to whether the Council was confident in finalising the securing of the Housing Infrastructure Fund (HIF) grant as some costs had already been spent on consultants which the HIF grant was meant to be paying for. The Lead Executive Member for Place Shaping explained that the HIF grant would be for funding the access road in the site and over the last few weeks there had been discussions with Homes England over the terms and conditions of the grant and these were currently ongoing.

In response to a further query concerning the number of properties for council

tax and business rates to be built on the site, the Lead Executive Member for Place Shaping explained that the proposal was for 1,190 properties to be built on the site however a detailed plan would be submitted for the site in due course.

Concern was raised that ward councillors had not been notified of the planning application for the access road on the site. The Lead Executive Member for Place Shaping explained that any planning application would go through the proper process.

In response to a query concerning who OPD Limited were, the Lead Executive Member for Place Shaping explained that OPD Limited stood for Olympia Park Development and was a partnership between Four Farmers and Oakgate who were the owners of the current site.

Councillor Cliff Lunn, Lead Executive Member for Finance and Resources

Councillor Mark Crane on behalf of Councillor Lunn, Lead Executive Member for Finance and Resources presented his update on the work he had recently undertaken, as outlined in his report.

Councillor David Buckle, Lead Executive Member for Communities and Economic Development

Councillor Buckle, Lead Executive Member for Communities and Economic Development provided an update on the work he had recently undertaken, as outlined in his report.

The Lead Executive Member for Communities and Economic Development explained that the Council had been awarded £430,000 for Heritage Action Zones within Selby Town Centre and the Council had agreed to match this with the inclusion of £600,000 of their own funding.

A query was raised concerning the ongoing provision of sports facilities in Eggborough. The Lead Executive Member for Communities and Economic Development explained that discussions had taken place regarding retaining the current sports provision along with the having this at the most appropriate location. Council was informed that discussions had also taken place with the sports clubs in the area and they had received a guarantee of provision for next season.

In response to a query concerning the future of the golf course and other sports provision at Eggborough, the Leader of the Council explained that work was currently being done with the cricket, football, and bowls clubs regarding future provision. In respect of the golf course, the Council was informed that it may be difficult to retain this facility due to it being poorly used.

A query was raised regarding how much the Council had contributed to the Strategic Employment Site in Church Fenton and how much was it expecting

to get back. The Director of Economic Regeneration and Place explained that no direct funding had been awarded however work had been done to support the planning application for the site and there was funding in the Programme for Growth budget to support that work.

Councillor Chris Pearson, Lead Executive Member for Housing, Health and Culture

Councillor Pearson, Lead Executive Member for Housing, Health and Culture, provide an update on the work he had recently undertaken, as outlined in his report.

The Lead Executive Member for Housing, Health and Culture explained that a visit had been conducted to Allerton Park Recovery Park to look at how waste went to landfill. Council was informed that a questionnaire would be circulated to all Members regarding issues relating to environmental services and that this would then be passed to the Environmental Services Task and Finish Group.

In response to the purchase of a former Council House, it was queried whether this property should be passed to the Selby and District Housing Trust and whether someone would be able to buy the property again after six months. The Director of Corporate Services and Commissioning explained that only the Council had the first refusal in purchasing the property as per the Homes England grant used for the purchase. In addition, it was explained that under right to buy, there was protection for the Council over a 15 year period as the property could not be sold for less than the Council had paid for it.

In response to a query concerning the number of people on the waiting list for housing, it was agreed this information would be provided to Members.

A query was raised regarding how much funding the Council had placed into The Explorer's Road project. It was agreed to circulate this information to Members.

A query was raised regarding what was the cost of commissioning Keep Britain Tidy and whether Members had been asked for comments to help inform the work Keep Britain Tidy were doing. The Director of Corporate Services and Commissioning explained over the past few months, feedback had been received from Members on a number of issues and that a questionnaire would also be sent to Members to gather further views. In respect of the cost of commissioning Keep Britain Tidy, it was noted that this was £5k.

In respect of a query around addressing current issues, the Director of Corporate Services and Commissioning explained any issues reported were passed onto Amey to action within the specification of the contract the Council had with them.

It was queried that when members of the Task and Finish Group would be going out with Amey to look at the issues, whether local members would be invited as well. The The Lead Executive Member for Housing, Health and Culture explained that this would happen.

RESOLVED:

To receive and note the reports from the Executive.

34 REPORTS FROM COMMITTEES

Councillor Steve Shaw-Wright, Chairman of the Overview and Scrutiny Committee

Councillor S Shaw-Wright, Chairman of the Overview and Scrutiny Committee explained that the Committee had not met since the last meeting of Council.

Councillor Andrew Lee, Chairman of the Policy Review Committee

Councillor Lee, Chairman of the Policy Review Committee provided an update on the work of the Committee as outlined in his report.

The Chairman of the Policy Review Committee explained that the Policy Review Committee had been asked to look into the issue of climate change and would be adding that to the work programme.

Councillor K Arthur, Chairman of the Audit and Governance Committee

Councillor Arthur, Chairman of the Audit and Governance Committee provided an update on the work of the Committee as outlined in his report.

RESOLVED:

To receive and note the reports from the Committees.

35 FUNDING OF WASTE AND RECYCLING COLLECTION FLEET

The Lead Executive Member for Housing, Health and Culture presented the report which outlined proposals for the funding of the Council's waste and recycling collection fleet.

A query was raised whether a lease option instead of a buying option had been considered. The Director of Corporate Services and Commissioning explained that a number of options had been considered and the option being proposed was the cheapest for the Council.

In response to a query concerning the range of vehicles and the difficulties in accessing some streets in the district, the Lead Executive Member for Housing, Health and Culture explained that there would be a range of vehicles to collect waste and that the access issues were being considered by the Task and Finish group.

RESOLVED:

- i) **To approve the scheme for the purchase of the new fleet and it is added to the capital programme for 2019/20 at an estimated cost of £4m.**
- ii) **To fund the purchase from prudential borrowing with the associated net revenue saving of £185k per annum.contributing to the Council's savings plan.**

REASON FOR DECISION:

The current fleet will be 10 years old by April 2020 and requires replacement. The decision to implement a wheeled bin recycling service from April 2020 enables the procurement of a standard rear loading collection fleet.

The Council funding a replacement fleet will deliver annual revenue savings of approximately £185k subject to final tender prices, making a significant contribution to the Councils savings target. A public procurement exercise is required to be undertaken and officers have identified an appropriate procurement framework. Tender documents have been issued and contract award is subject to funding approval. Standard rear loading vehicles provide the basis of a more efficient collection service resulting in two less vehicles than are currently used. In addition the purchase and distribution of 37,400 wheeled bins to all households is required in advance of the commencement of the new service as referenced in Executive Report E/19/10.

36 FUNDING OF WHEELED BINS FOR NEW RECYCLING SERVICE

The Lead Executive Member for Housing, Health and Culture presented the report which outlined proposals for the funding of wheeled bins for the new recycling service.

An amendment to include an extra resolution was proposed and seconded as follows:

'This Council also considered that if it is expected that residents recycle their plastic waste, it must do the same, and collect the Council's plastic recycling bins. It therefore instructs the Task and Finish Group to consider this matter and recommend a mechanism for the collection of Council owned recycling bins from the doorstep of those residents who do not wish to retain them'.

In response to a query concerning the waste going to landfill, the Lead Executive Member for Housing, Health and Culture explained that under the new system, paper and glass would be separated which would avoid cross contamination and therefore improve the number of materials that were recycled.

The amendment was voted upon and carried and was then put to the vote as the substantive motion.

RESOLVED:

- i) To approve the scheme for the purchase of wheeled bins and it is added to the capital programme for 2019 / 2020 at an estimated cost of £1.35 million;**
- ii) To instruct the Task and Finish Group to consider and agree a mechanism for the collection of Council owned recycling bins from the doorstep of those residents who do not wish to retain them.**

REASON FOR DECISION:

The implementation of a wheeled bin recycling service from April 2020 require purchase and distribution of 74,400 wheeled bins to all households in advance the commencement of the new service.

37 SELBY DISTRICT LOCAL PLAN

The Lead Executive Member for Place Shaping presented the report which outlined proposals for a new Selby District Local Plan and explained that the scale of growth in relation to house building had placed Selby at the forefront with 625 net dwellings being completed between 1 April 2018 and 31 March 2019. In addition, it was noted that the Council had a 6.4 years of housing land supply.

Discussion took place around secondary villages and designated service villages and concern was raised at the lack of development in some villages in comparison with others. It was stated that this needed to be looked into. The Lead Executive Member for Place Shaping explained that some of the information in relation to the current local plan was outdated and therefore needed to be updated for any new plan.

In response to a query about the views of Members being considered, the Lead Executive Member for Place Shaping explained that throughout the process, there would be several opportunities for Members to comment. In addition, it was agreed there would be an all member briefing on the five year housing land supply and the local plan.

Discussion took place on the current plan and risks associated with moving to developing a new local plan. It was stated that there needed to be consideration given to whether the Government would introduce changes to the National Planning Policy Framework during the process and there needed to be consideration given to any legal challenges to the plan which may be submitted which would in turn then delay the process.

Concern was raised at the lack of current allocated sites and that the two year time frame outlined would be challenging considering the length taken with the current local plan. Additionally, it was noted that Brexit may affect the housing

market delivery and that this would need to be considered.

The Lead Executive Member for Place Shaping explained that it was necessary to include timescales in the proposals however these were indicative. Council was informed that the decision being presented was on the best way forward.

RESOLVED:

- i) To agree to begin work on the preparation of a new comprehensive Local Plan for Selby District utilising the evidence base and work that has already been undertaken.**
- ii) To agree that the revised Local Development Scheme which sets out the timescales for the preparation of a new Local Plan at Appendix A is brought into effect and published.**

REASON FOR DECISION:

The preparation of a new Local Plan will help to ensure that the Council has a robust development plan for the whole District, prepared in line with current national planning guidance which properly reflects its Economic Strategy and Corporate Priorities.

38 MEDIUM TERM FINANCIAL STRATEGY

The Leader of the Council on behalf of the Lead Executive Member for Finance and Resources presented the report which outlined the Medium Term Financial Strategy.

Council was informed that the council tax increase would be capped at 2% with anything over that amount subject to a referendum and that the Council was still expected to receive the renewable energy business rates windfall along with the New Homes Bonus.

It was noted that the business rates pilot had been stopped and a letter signed by all of the authorities in the pilot had been sent to the Prime Minister objecting to the decision.

Concern was raised at the lack of green initiatives included in the spending for the special projects reserve and the programme for growth. The Leader of the Council stated that if any Members had any suggestions for such initiatives then they could submit them for consideration.

RESOLVED:

To approve the Medium Term Financial Strategy

REASON FOR DECISION:

To set the framework for the 2020/21 budget and Medium Term Financial Plan to 2022/23.

39 REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

The Leader of the Council presented the report which outlined the recommendations from the review of polling districts and polling places 2019.

RESOLVED:

- i) To allocate the Comus Inn instead of Camblesforth Village Church as the polling station for the CAM polling district.**
- ii) Aside from the above change, to agree that all the other polling stations remain as outlined in the Acting Returning Officer's proposals.**
- iii) To delegate authority to the (Acting) Returning Officer to find an alternative polling station for an election if any of the polling stations outlined in the proposals are unavailable.**

REASON FOR DECISION:

To comply with the Representation of the People Act 1983 and the Electoral Registration and Administration Act 2013.

40 MOTIONS

It was noted that three motions had been submitted for discussion however as per the earlier discussion, the motion regarding climate change had been withdrawn. The first motion submitted as outlined on the agenda related to sky lanterns. Councillor Crane proposed the motion and stated that he had received a number of representations from groups who were supporting the motion.

Discussion took place on the proposed motion and it was stated that it would have to be proved that the lanterns were released from council owned properties.

RESOLVED:

To support the motion on sky lanterns as outlined on the agenda.

The second motion submitted related to modern slavery. Councillor Packham proposed the motion and stated that despite being abolished, slavery was still prevalent across society with recent figures stating that there 40 million people in modern slavery across the world. Council members were supportive of the motion.

RESOLVED:

To support the motion on modern slavery as outlined on the agenda.

41 URGENT ACTION

It was noted that the Chief Executive had taken the following urgent action since the last meeting:

- On 2 September 2019, appointed Councillor John Mackman as Vice Chair of the Planning Committee for the 2019/20 municipal year with immediate effect.

The meeting closed at 7.49 pm.

Agenda Item 8

Councillor Questions

8.1 – Question submitted by Councillor John McCartney (Deferred from the last meeting)

To ask the Lead Executive Member for Finance and Resources:

“Could you please provide the following information in relation to the Programme for Growth Fund and how you “Monitor” this huge fund. At the last Full Council meeting you seemed unsure as to how you, as the Executive member for Finances and Resources, carried out this vital part of your Executive role. Since then I hope that you have taken advice from officers and that you are now able to inform me, in some detail, as to how you “Monitor” the Programme for Growth Fund?

8.2 – Question submitted by Councillor Mary McCartney

To ask the Leader of the Council:

You will be aware of the proposal from Eggborough Power Ltd to provide new sports facilities as part of their redevelopment of the power station site, and I am sure that you are supportive of them. Can I be assured that SDC will work positively with the developer and local sports clubs to ensure that the new facilities are sustainable in the long term?

8.3 – Question submitted by Councillor John McCartney

To ask the Lead Executive Member for Place Shaping:

As part of the Eggborough power station site re-development the applicant is going to provide a new roundabout on the A19. The entrance lies opposite the huge Euro-Auctions site. Currently all the HGVs visiting them turn left into Roall Lane. It would therefore be sensible for a Euro-Auctions access to be put in at the new roundabout, helping to reduce congestion on Roall Lane and making the A19/Roall Lane junction safer.

Obviously this would be a commercial decision for EPL and Euro Auctions, but support from SDC, NY Highways and Highways England might help to bring it to fruition.

8.4 – Question submitted by Councillor John McCartney

To ask the Lead Executive Member for Housing, Leisure, Health and Culture:

Could you please explain how bringing in fixed penalty notices would help in the fight against fly-tipping?

8.5 – Question submitted by Councillor Mary McCartney

To ask the Lead Executive Member for Housing, Leisure, Health and Culture:

Fly-tipped tyres are a constant blight on our rural roads. Can you please explain what, apart from clearing them, is SDC's strategy to stop the commercial dumping of tyres.

Agenda Item 9



Councillor Mark Crane, Leader of the Council

Report to Council on 17th December 2019

This report covers the period from the Council meeting on 17 September 2019. During this period, I have attended Executive meetings and represented the Council at local and regional meetings.

I have attended the Yorkshire Leaders Board and Local Government North Yorkshire and York meetings, the topics for discussion at the meetings included update and preparations for Brexit, the progress made on Devolution deals across the region and the Local Enterprise Partnership (LEP) review. I attend the Leeds City Region Leaders meeting where the submission to the Department for Transport (DfT), Transforming Cities Fund, including improvements at Selby railway station was discussed and agreed. I also attended a LNER stakeholder event. I attended the York and North Yorkshire LEP Board meeting, representing Selby, Harrogate and Craven and last but by no means least I attended the Danvm Drainage Board meeting.

Reporting on the key items: -

Council Plan 2020 -2030

Executive agreed a draft Council Plan 2020 -2020 for consultation on 3 October – 22 November 2019. The proposed new Council Plan provides the strategic direction for the Council for the next decade. The new Council Plan builds on, and is a continuation of the priorities which were set in 2015 plan. These include delivering more housing and enabling economic growth to support the future sustainability of the district. The new Council Plan puts more emphasis on housing and economic growth to benefit the local economy and local communities; it also puts a stronger emphasis on the environment, the low carbon agenda and strengthens the focus on a cleaner, greener, safer environment for the District of Selby.

The consultation included consideration of the proposals made by Policy Review and Scrutiny Committees plus feedback from over 160 respondents, this is the highest number of responses the District Council has had on a Corporate plan. I am grateful to the people who have responded to the consultation. The responses were broadly supportive of the key objectives. The final proposals were agreed at Executive on 5 December. Headlines from the consultation showed significant support for the proposed direction, with 75% of respondents agreeing with the proposed priorities, and in particular those around the sustainability and the environment. The new priority, 'a great place to Enjoy' was considered most important by respondents. If agreed by Council tonight, implementation of the new Plan will start in 2020 with a new, detailed Delivery Plan for 2020-23 to be published in March.

Council Performance

Executive considered the Quarter 2 Performance report on 5 December. There have been significant improvements in the turnaround times for empty council homes and this improvement

will be monitored closely to ensure it is maintained. There have also been an improved performance in bringing empty private homes back into use.

Despite improvement in Quarter 2, staff sickness absence continues to be higher than expected. We are working with North Yorkshire County Council through the Better Together partnership to do a health check of policies and to support arrangements to improve attendance.

In summary we have worked hard through the year and have made the most of the opportunity to celebrate Selby Abbey 950 years to bring communities together and celebrate the people and the businesses of Selby District which are captured in other Executive reports. Therefore it leaves me to wish fellow Councillors and Officers a very Merry Christmas and a Happy new Year.

Mark Crane
Leader of the Council



Councillor Richard Musgrave, Deputy Leader of the Council

Report to Council on 17th December 2019

This report covers the period since the Council meeting on 17th September 2019. During this period I have attended Executive and Executive Briefings, and represented the Council at local and regional meetings including deputising for the Leader as required.

Reporting on the key items:-

1) Planning Policy

In September Council gave approval to begin work on a new Local Plan for the District and preparation of the 'Issues and Options Document', which is the first step in the plan, is proceeding well.

A number of workshops have been held with Councillors, Council employees, and key stakeholders and feedback from these meetings have helped to shape the 'Issues and Options Document'. These meetings were constructive and consensual, as was the first meeting of the Local Plan Programme Board.

The 'Issues & Options Document' will be presented to Executive in January, when approval will be sought for a six week public consultation to begin.

The Council has also launched a Call for Sites exercise, in which Landowners and their representatives are encouraged to submit sites for consideration as allocations in the Local Plan. The Council's team is also working closely with North Yorkshire County Council Highways function in Northallerton to commission a District wide transport assessment, which is a significant piece of work that will be a key component of the Local Plan.

Consultation has begun on the draft Statement of Community Involvement the Council's statutory planning document setting out how the Council will meet statutory requirements for engagement and consultation in the planning system. The consultation period will close on the 15th January.

2) Olympia Park

Since the last Full Council in September, the Council has decided not to accept the terms & conditions of the HIF Grant offered by Homes England. These t&cs only became clear in Summer 2019 and to accept them would have meant the Council would be liable to repay the grant in full if fewer than the 1190 houses were delivered. In my opinion accepting such a risk would have been irresponsible.

The onus is now on the landowners and developer to bring forward alternative proposals for the site, which will be judged on their merits as and when they are presented.

3) Development Management

Sustained progress has been made in the following areas:

In the period between 01.08.2019 to 31.10.2019, 86% of major applications were determined within the statutory period or agreed extension of time (6 out of 7 applications). This is compared with 80% (4 out of 5 applications) in the same period last year. These figures are significantly above the national designation targets of 60% set by the Government.

In the period between 01.08.2019 to 31.10.2019, 73% of minor and other applications were determined within the statutory period or agreed extension of time (117 out of 168 applications). This is compared with 73% in the same period last year (101 out of 139 applications). This represents an improvement in performance when compared to the last report to Council (70%) and these figures are above the national targets set by the Government (70%).

It should be noted that both the application types listed above include allowances for the Extension of Time within the figures. An extension of time allows the timetable for dealing with development applications can be extended beyond the statutory period so long as the council and the applicant agree. Provided the council is then able to meet the new mutually agreed date, an application will be counted as satisfying the timeliness requirement for development applications.

We have recently recruited new officers into two vacant posts which helps significantly with capacity in the team and in continuing to improve performance.

Performance at Appeal is a measure of how successful local decision hold up to scrutiny external to the Council. Performance remains high in terms of winning planning appeals. 3 appeals were determined in the period between 01.08.2019 to 31.10.2019 of all 3 were dismissed. Since April 2019 our Appeal success rate stands at 94% with one decision which was allowed by the Inspector but was in line with the Officer recommendation.

The Gascoigne Wood Public Inquiry ran from the 22nd – 25th October and will reconvene for three days from the 8th January. The Inquiry will be held at the South Milford Hotel.

On Friday, 4 October 2019, the NSIP application for the Drax Re-power generating station was given development consent by the Secretary of State for Business, Energy and Industrial Strategy. It is anticipated that the applications to discharge the DCO requirements will be submitted soon.

We are continuing to work proactively to improve our Enforcement Service. There are currently approximately 280 open cases. This has reduced from approximately 400+ open cases this time last year. We have also had approximately 105 planning applications submitted in the last year resulting from enforcement cases. The total application fee for these applications is approximately £31,000.

We have also received funding from the Ministry of Housing, Communities & Local Government (MHCLG) of £50,000 to assist in work related to protecting the green belt. (MHCLG) have stated in relation to this funding stream that “Effective planning enforcement is crucial to the integrity of the planning system”.

Richard Musgrave
Deputy Leader of the Council



Councillor Cliff Lunn

Executive Member for Finance and Resources

Report to Council on 17 December 2019

Executive Meeting 7 November 2019

Admittance of Scarborough Borough Council to Veritau North Yorkshire

Following consultation with the Audit and Governance Committee, the Executive approved the re-admittance of Scarborough Borough Council to Veritau North Yorkshire (VNY). The arrangements will add resilience to the team and take us back to the position we were in when VNY was first established.

Financial Results and Budget Exceptions Report to 30th September 2019

The General Fund outturn forecast at Q2 was a £298k deficit by the year end which is driven principally by some shortfalls on planned savings. Service budgets are forecasting a small surplus but there are a number of income pressures (planning applications, industrial units, recycling and lifeline services) which are being mitigated through salary savings and higher than budgeted investment interest.

£777k of new General Fund planned savings will be achieved this year against a target of £1.141m. The main categories that are falling short of target are planning (the service is currently under review and with it the savings target), asset rationalisation and digital transformation.- the latter two savings are still expected to deliver but these will slip into 2020/21.

The HRA continues to report a surplus of £118k as a result of lower external borrowing requirements partly offset by delayed savings on the implementation of the new housing system.

The capital programme is forecasting to spend £3.9m on the General Fund. This is £12m below budget but £11.6m of this relates to the Housing Loans to the Selby District Housing Trust which are dependent upon the Trust undertaking the development of new schemes.

The HRA programme is forecast to spend £8.9m which is £1.9m lower than budget. The main drivers of this variance are the delayed roof replacement programme, the empty homes programme which will deliver over two years and delays in housing work programmes due to tendering for large supplier contracts to provide a more attractive proposition to the market and deliver better value for money.

Programme for Growth is showing good progress across a number of projects with £806k spent in the year to date. Projects are expected to be delivered over a number of years and project updates can be found in the report.

Treasury Management – Quarterly Update Q2 2019/20

Treasury performance continues to produce relatively positive returns compared to our benchmarks and approved interest budget. At quarter 2 we achieved average returns on our standard treasury investments of 0.93%.

Our property fund investments achieved a net return of 2.71% which included a further capital loss as the uncertainty over Brexit continues to impact on financial markets.

There were no changes to long term borrowing in the quarter.

Executive Meeting 5 December 2019

Empty Homes and Council Tax Premium Charges

Recent changes in legislation have allowed local authorities to increase the Council Tax Premium charged on those properties which have been empty for more than 2 years. From 1 April 2019 the premium was increased from an extra 50% charge to a 100% charge and Selby District Council adopted this new amount. From 1 April 2020 the enabling Act will allow properties that have been empty more than 5 years to be charged a 200% premium and from 1 April 2021 properties that have been empty more than 10 years can be charged a 300% premium.

I presented a report to the Executive on 5th December to implement these new premiums in Selby from 1st April. This measure is not driven to increase Council tax income, but to act to encourage owners of long term empty properties back into use. The Executive are also supporting the continuation of the Empty Homes Officer who is providing advice and support to owners of long term empty properties to help them to bring them back into use.

Proposed Council Tax Support Scheme for 2020/21

A new Council Tax Support Scheme from April 2020 is being put forward for approval by the Council today. Council Tax Support given to those working age residents who receive certain benefits or who have a low income. The proposed changes contain a more simpler scheme for the residents that also works with wider welfare reforms and should reduce administration for staff.

We have looked at this together with all the other North Yorkshire authorities who have also been looking at changes to their schemes. The framework for all the authorities was very similar, that the schemes should be as cost neutral as possible and wherever possible there should be no customers who lose or gain a large amount of Council Tax Support. Each authority has then tailored the scheme according to demographics.

The main amendment is a move to a banded income grid scheme, with incomes within a certain band and household receiving a set percentage reduction, this will be much more transparent for customers rather than the current complicated means testing scheme. Other changes include a reduction in the capital limit and the standardising of certain disregards and deductions. We are also looking to provide more support to those on the lowest incomes by increasing the maximum liability allowable from the current 90% to 100%.

Human Resources

Colleagues will have noted some changes in Human Resources (HR). Work to develop the organisational development (OD) strategy has confirmed the need for greater capacity around HR and OD if we are to support managers and staff to effectively deliver our challenging agendas such as digital transformation and workforce development.

In the short term, we have agreed additional support from the County Council over and above existing arrangements such as payroll, LearningZone eLearning package and the MyView self service system. In addition to day to day on site operational support, the County Council are also helping us to review our current arrangements, including some of our key policies. This will help us to understand our requirements in the medium to longer term – including the potential for a Better Together arrangement.

Draft Revenue Budget and Capital Programme 2020/21 and Medium Term

Financial Plan

Since the Medium Term Financial Strategy was approved by Council in September 2019, the Executive have been working with the Leadership Team to formulate budget proposals for 2020/21 and indicative plans for 2021/22 and 2022/23.

Our proposals are currently out to public consultation and Policy Review Committee is scheduled to review and comment as part of the consultation.

Briefings with the political groups have been arranged for early January and I would urge all members to take advantage of these sessions and feedback on the proposals before they are finalised and presented to Council in February.

Cliff Lunn

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Councillor David Buckle

Executive Member for Communities and Economic Development

Report to Council – December 2019

Economic Development Framework delivery:

York, North Yorkshire & East Riding (YNY&ER) - Local Industrial Strategy

As a direct consequence of purdah relating to the General Election the planned publication of the draft LIS in mid-November has been deferred until January '20. Officers will continue to engage closely with the LEP to ensure Selby District priorities and opportunities are properly captured in the LIS so that opportunities for future funding are realised.

Transforming Cities Fund – Selby Station

A major public consultation took place during October regarding the exciting Transforming Cities Fund proposals to significantly improve Selby station and the surrounding area, which have been developed by this Council and North Yorkshire County Council.

The consultation responses demonstrated overwhelming support for improving the area around Selby station. All elements of the TCF bid were welcomed; the comprehensive proposals around the station were the most popular, but the proposed bridge to Olympic Park and Ousegate travel corridor also received strong endorsement. The headlines are that:

- 96% of respondents agreed that improvements are needed to Selby station and the surrounding area. In particular, access to platforms 2 and 3 and the area in front of the station were identified as unsatisfactory among respondents.
- 95% of respondents were strongly in favour or in favour of the overall package of proposed improvements.
- 70% of respondents said that the improvements would make them more likely to visit Selby.
- 95% of respondents are supportive of the proposals for Selby station gateway, while 2% are opposed.
- The main measures that respondents felt would improve the station were enhancements to the station frontage, a pedestrian access to Portholme Road and a second station entrance from Cowie Drive. Other aspects that respondents would like to see included a café or bar, a minimarket, or small independent stalls or kiosks near the station.
- Discussions with those landowners potentially affected by the proposals are underway and the Council will continue this dialogue.

The Executive has subsequently endorsed the submission of the outline business case for the Selby TCF proposals to WYCA, in partnership with NYCC, for inclusion

in the Leeds City Region TCF bid to the Department for Transport. The TCF bid for the Leeds City Region LEP / WYCA was submitted to the DfT at the end of November and a funding decision is expected in March 2020.

Strategic Employment Sites

- The developers of the Eggborough Power Station site, The Saint Francis Group, started their pre-application consultations in November. This included meeting with a range of Councillors and interested parties including local ward members, Executive Members, parish Councils and the sports clubs. There was a well-attended public meeting in early December where The Saint Francis Group presented their provisional thoughts for the development of the site and listened to local issues. The developer is likely to submit a planning application for their plans in late December or early in the New Year.

SME Support Events

During this last period:

- 42 SME businesses have been seen and supported across SDC
- November saw the start of a district wide initiative to support the development and retention of employees in growing businesses with the launch of a training needs analysis programme in conjunction with York College the programme will bring fully funded specialist workshops to the District for upskilling business owners and their employees.
- The Business Support service within Economic Development have, in partnership with Cranswick Gourmet Bacon and Whitewing Recruitment, set up a Business Forum for the Sherburn area, the first meeting of the Elmet Business Forum was held on December 9th. The inaugural meeting attracted 20+ large and small businesses from the area and the main topic of discussion was focussed on developing the area's circular economy, encouraging supply chain growth by "meeting your neighbour" while also tackling local challenges associated with the business community across the area.

Town Centre Revitalisation

The work by Chris Wade of People and Places Partnership to help develop long term visions and action plans for our town centres is progressing well. Work is underway with Selby to finalise a Forward Framework & Action Plan focussed on growth & access, heritage and digital marketing. A local stakeholder workshop was delivered in October with the Selby Town Enterprise Partnership and emerging ideas are coming forward from high street businesses to work together, particularly on digital marketing and potential events. Businesses have formed a WhatsApp group with some early feedback suggesting that it is great to begin to connect with others in the town centre and to understand what is in the town and what is happening.

Sherburn in Elmet businesses and residents have been canvassed for their perspectives on the town centre with over 800 respondents. This is a fantastic response and key local representatives from business and community sectors are coming together to start

forming the governance for developing the local action plan. We anticipate an early report with emerging themes from the feedback shortly. Engagement with Tadcaster will commence in early 2020.

Since the last Full Council officers have been successful in an initial award of a £430,000 grant from Historic England to develop a High Street Heritage Action Zone in Selby town. The Council have identified £600k in match funding to the project through Programme For Growth initiatives and the car park improvement programme. The 4 year programme will now be designed further and, subject to final funding confirmation from Historic England, will commence in April 2020.

Officers were commended for the quality of the submission and emerging plans for community engagement with the process. The Selby 950 project has stood the council in good stead as having a good track record for delivering for the community in this way. Community engagement will include digital projects, a 'town lab' and a cultural programme is envisaged including both national level events and events delivered by our own cultural sector. A stakeholder group will be formed in the New Year to support development of the project and will include partners such as Selby Civic Society, Selby District Disability Forum, Selby College and the relevant local authorities.

Outreach Post Office

Grove House, the Community Centre at South Milford will be opening as an outreach Post Office on Monday 9th December from 12:30 – 2:30pm. It will be there every Monday and Wednesday afternoon from 12:30 – 2:30pm. In the New Year local volunteers will also provide tea and cake to co-inside with the Post Office opening Hours. We see this as a great use of the Councils Community Centre, not only providing a Post Office with its wide range of services but also bringing the community together to chat, helping to reduce isolation and loneliness. Discussions are also taking place with the Post Office Outreach service to see if such a service is needed in other areas where our community centres could provide a base.

Councillor David Buckle

Executive Member for Communities and Economic Development

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Councillor Christopher Pearson - Executive Member for Housing, Health, & Culture

Report to Council – December 2019

Portholme Road Culvert

I am pleased to advise that the work to replace the collapsed culvert at Portholme Road in Selby has been completed, which did take longer than planned but has been completed within the approved budget for the scheme.

Recycling Task and Finish group

The Recycling Task and Finish group have met on a monthly basis and have undertaken visits to a Material Recycling Facility in Leeds and the waste recovery facility at Allerton Park which has given the group a good insight into what happens to our recycling and residual waste once collected. We have made significant progress regarding a mechanism for implementing bespoke collections and have also reviewed and identified new and revised waste collection policies for approval by the Executive. A review of the communications strategy and implementation plan has been completed and options for providing a recycling box take back scheme have been reviewed for approval by the Executive. The project remains on target for the planned new service commencement in April 2020.

We have awarded contracts for the replacement collection fleet, supply of the wheeled bins and the distribution and delivery of the wheeled bins to households. I would like to take this opportunity to thank the members of the Task and Finish group for their work and input so far into this important project for the residents of the District.

Streetscene Task and Finish group

The Streetscene Task and Finish group met on 10th September to discuss and agree the scope of this piece of work and have been provided with requested background information regarding the services. A further meeting will be scheduled for the new year. I understand that Keep Britain Tidy have conducted their cleansing surveys in November and the results and output will be reviewed by the Task and Finish group.

Community Gardening project

Selby Hands of Hope have begun work on a community gardening project utilising the redundant space in Selby Park which was previously home to the old greenhouses. This fantastic gardening project sees local residents working with a qualified horticulturalist to develop transferable skills and reduce social isolation.

Fly tipping – Fixed Penalty Notices

New legislation was introduced earlier this year regarding fly tipping to enable local authorities to implement a system of fixed penalty notices subject to approval of the levels

of fines by individual local authorities. I have taken a report to the Executive earlier this month to approve the introduction of a system of fixed penalty notices for fly tipping offences which should act as a further deterrent. A communications campaign is planned early in the new year about the introduction of the fixed penalty notices to maximise awareness of the consequences of fly tipping. The Council has also received a letter of support for the introduction of a system of fixed penalty notices from the Police, Fire and Crime Commissioner.

Contaminated Land Strategy 2019-24

On 5 December I presented the new Contaminated Land Strategy 2019-24 for Selby District to the executive for approval.

The strategy sets out in place the options and resources required to discharge the Council's statutory duties to:-

- Determine whether any particular site meets the statutory definition of contaminated land and what if any, remediation is required.
- Act as the enforcing authority for all contaminated land within the District, unless the site meets the definition of a "special site", in which case the Environment Agency will act as the enforcing authority

Through this strategy the Council sets out how sites will be identified and prioritised and how land will be dealt with if it is felt that harm is being caused or a significant possibility of harm is likely to be caused.

This Contaminated Land Strategy has these key aims:

- To encourage the redevelopment of brownfield sites.
- To improve and protect the condition of the environment and the health of residents in the district.
- To meet the statutory obligation placed on the council to produce a written strategy under Part 2A.
- To ensure that a strategic approach is used for dealing with contaminated land.
- To ensure that remedial action is reasonable, practicable, effective and durable.
- To encourage voluntary remediation.

The Contaminated Land Strategy will provide opportunities for the Council to meet its corporate priorities and would support the Council to discharge its statutory duty to set a structured approach to investigating (and where necessary remediating) contaminated land within the District.

Selby 950

The year-long programme of events to celebrate the Abbey's 950th anniversary had its incredible highlight in November with the delivery of the Pilgrim Illumination event. 8,000 spectators came out over the weekend to see the works of internationally renowned artist Nayan Kulkarni. Immediate feedback has been that the event was extremely well received by residents, businesses and partners and was a beautiful celebration of where we live. Selby District Council's contribution to the event through match funding and Community

and Partnerships team expertise has created a real discussion about how we continue to develop the Abbey as a significant destination for the town.

There are two further activities remaining for the programme. Selby Treasures saw a number of pop up sessions where local residents could bring their favourite artefacts and tell their stories. Some of those objects and owners will also be drawn, comic-book style, by the artist-in-residence for the project. A wide range of local residents have engaged with the programme and will be able to see their stories displayed alongside museum artefacts in the Abbey in January 2020.

Hidden Histories will be revealed in the town centre imminently. It is a further quirky project, which will tell Selby's stories in surprising ways across the town centre.

Members received an all-member briefing on Selby 950 and the visitor economy strategy and action plan to keep up to date on progress with the wider strategy. The slides for this are available on the Members' Intranet.

Councillor Christopher Pearson
Executive Member for Housing, Health and Culture

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Agenda Item 10



Councillor Steve Shaw-Wright – Chair of Scrutiny Committee

The Scrutiny Committee has met twice since the last update to Council in September; on 26 September and 21 November 2019.

26 September 2019

The work programme was considered and agreed by Members.

Martin Blakey from the Wildlife Habitat Protection Trust and David Craven from Yorkshire Wildlife Trust were present to introduce the annual reports for Barlow Common and Hambleton Hough for 2018-19.

The Committee then received the Leisure Contract Annual Review 2018-19. The Committee asked Officers a number of questions about external funding, sporting activity and youth engagement. The Committee also talked about the visits to the leisure centres and the importance of ensuring there was footfall in the leisure centres throughout the day.

Members received a report about Local Planning Authority (LPA's) powers to issue Section 215 Notices and discussed the practical implications and effectiveness of doing so. The Committee expressed their frustrations in relation to recurring enforcement issues; there was a perceived lack of action on such cases. Officers acknowledged that there were ongoing problems with some cases, but that enforcement action was taken and that the national guidance encouraged resolution in such matters through the submission of planning applications and within the planning process. With regards to planning enforcement, improvements had been made but it was acknowledged that there was still work to do. The Executive Member for Place Shaping was also in attendance and explained that the number of planning applications submitted to the Council for consideration had grown exponentially over the past few years, and as such, these applications generated more complaints and enforcement issues.

Members considered the draft version of the HRA Business Plan and its accompanying Action Plan 2020-2025. Members expressed concerns around maintenance of homes to a decent homes standard, and emphasised the importance of recruiting a maintenance workforce that could address the work that needed doing. The Committee asked a number of questions about the housing service, including its sustainability, the number of Council homes lost each year to Right to Buy, and the use of sustainable and renewable materials.

The Committee received and discussed the quarterly Corporate Performance report for Quarter 1. Officers were asked to supply the Committee with a copy of the minutes from a sub-regional meeting aimed at connecting areas of deprivation (including Flaxley Road and Abbots Road) with employment opportunities, as mentioned in the performance monitoring report.

Members then considered the financial results and budget exceptions report to 30 June 2019. The Committee asked for further information about the industrial units for rent as mentioned in the report, specifically where they were and their size, as well as the negotiations on the remaining lease time left on the Market Cross site, where the Contact Centre were currently based but would be vacating shortly.

Lastly, Members were asked to consider and comment on the treasury management report for Quarter 1.

21 November 2019

The work programme was considered and agreed by Members.

Next the Committee welcomed Dr Lincoln Sargeant, Director of Public Health for North Yorkshire, who was presenting his annual report. The Committee were shown the areas of deprivation in North Yorkshire with the ward of Selby West being highlighted. Members received information on healthy life expectancy, elements at the heart of poverty and deprivation such as employment, skills, income, education, crime and living environment, food banks, levels of poverty and the action being taken to tackle such issues. The Director of Public Health emphasised the importance of understanding that people were proud of where they came from, and therefore investment and regeneration was needed to enable them to stay in the area. Concerns were raised at the perceived lack of co-ordination between agencies, and also in respect of the lack of bus services in rural locations.

The Committee then considered and discussed the role and function of the Council's Community Engagement Forums. Some of the CEF Chairs and both Development Officers from AVS and Groundwork were in attendance for this item, as well as a representative from NYCC Highways who frequently attended CEF meetings. Members discussed improving attendance at forum meetings, how the funding was apportioned across the CEF areas (due to some areas being more deprived than others), and how the CEF areas had been divided up.

In relation to the police co-location at the Civic Centre, Members noted that the first six months have seen a relatively smooth transition with no formal complaints from the public, and the Police and the Council had strengthened their working relationship. The Committee raised their concerns regarding confidentiality, and were pleased to note that two offices had been made available to the Police for interviews. The location of the reception staff was of particular concern to Members.

An update was provided on the consultation responses received on the draft Council Plan 2030 to date. It was confirmed that the final details of how the Council would deliver on the priorities would be set out in three year delivery plans, with the first to be published in March 2020. Members supported the draft Plan as a basis for future delivery, and welcomed the new focus on the environment and hoped the recommendations from the Low Carbon Working Group would provide more specific, strong actions for delivery of the green agenda. Members were also keen that the work around economic growth should prioritise sustainability, which the new Local Plan would help with, and that a focus on wellbeing was addressed. Discussion took place on encouraging and supporting shops in Selby, with ideas around the pedestrianisation of the town centre being raised, as well as arguments for and against the possibility of introducing a one way traffic system around Selby town centre to alleviate traffic pressures.

The Committee also received and discussed the quarter 2 updates for Corporate Performance and Treasury Management.

Future Meetings: The next meeting of the Committee will be on **23 January 2020**.

Councillor S Shaw-Wright
Chair, Scrutiny Committee



Policy Review Committee Report to Council – 17 December 2019

The Policy Review Committee has met three times, on 15 October, 12 November and 16 December, since the previous update given to Council in September 2019.

15 October 2019

The Committee considered a number of reports at the meeting.

Firstly the Committee were asked to consider and comment on the draft Council plan. Members asked a number of questions in relation to the plan on issues including broadband and mobile coverage in some parts of the district, health matters, carbon reduction and the public consultation on the plan. They also discussed the County Council's work on broadband and mobile infrastructure across the county, working in partnership with Selby District. The Committee wished to make it clear that they endorsed the draft plan as an approach to the formulation of the final plan, subject to changes made due to comments received during the public consultation.

The Committee also discussed the proposal that the Council establish a Policy Review Working Group to lead on the development of the Council's approach to the challenges of low carbon. The Committee were asked to discuss and agree terms of reference which would set out options for the scope of the group, and were provided with details of current projects and suggested potential opportunities for further action to address climate change. Members noted that the scope of the group should be focused on what the Council was realistically able to do. Members suggested that a climate change workshop for parish councils would be useful in the future, and queried whether an earlier carbon neutral target than 2050 should be set by the Council. Members agreed that all members of the Policy Review Committee should be on the Low Carbon Working Group, and asked Officers to identify potential dates for the first meeting. The first meeting would be used to further develop and scope the aims of the group.

The Committee discussed the HRA Business Plan and accompanying Action Plan 2020-2025. Members felt that more time and effort needed to be put into maintaining the environment around Council housing (i.e. grass cutting etc.), as this had a tangible effect on how people felt about their local areas or neighbourhood. Members noted that improving energy efficiency was being considered, with more effective heating systems and better insulation being explored. Members expressed their interest in the Council's affordable housing policy and asked if this could be brought to the committee for consideration, and felt that the Council should be more aggressive in its purchase of housing in order to compete with housing associations.

The Committee received the report on empty homes performance monitoring. Members noted that the new Empty Homes Officer had been very effective since being appointed and progress was being made across the district in bringing empty homes back into use. The Empty Homes Strategy had been in place since 2017 and work was being done to prevent properties becoming long term empty (i.e. over two years).

The Committee received the report that set out a six month update following the introduction of the Planning Enforcement Management Plan in February 2019. There were further improvements to be made, but that there had been substantial improvements in the service. Some Members explained that Councillors needed to be mindful of the difficult regime in which

Enforcement Officers had to work. The Committee agreed that some further Member information and training on planning enforcement would be useful, and that all Members should be encouraged to read the PEMP.

Lastly the Committee considered the 2019-20 work programme; a number of changes were agreed relating to the licensing items, the Private Sector Housing Assistance Policy and the Affordable Housing Policy. Members requested that when Officers brought reports about revising or changing existing policies to the Committee that the reports highlighted clearly what changes were proposed, in order to streamline the process for Members. The Chair of the Committee would review and agree items that were added to the work programme.

12 November 2010 – Extraordinary Meeting

The Contracts Team Leader presented the report which summarised the draft policies for the collection of waste and recycling, and sought their views to inform proposals regarding the collection of waste and recycling.

Members discussed recycling and green waste contamination dry recycling bin size and excess recycling, the assisted collection service, residual waste bins, lane end collections and the missed collections policy.

Members also considered the work programme; it was suggested that the next meeting currently scheduled for 10 December 2019 be moved to the week after due to the Parliamentary election.

16 December 2019

The Policy Review Committee also met on 16 December 2019. However, this meeting was after the agenda deadline for Council reports and therefore a verbal update will be provided at the meeting.

Future Meetings: The next meeting of the Policy Review Committee will be on 14 January 2020.

Councillor Andrew Lee
Chair, Policy Review Committee



Councillor Karl Arthur – Chair of Audit and Governance Committee

Update to Council 17th December 2019

The Audit and Governance Committee has met once since the last update provided to the council on 17th September 2019. This meeting took place on Wednesday 23rd October 2019.

Audit and Governance Committee Meeting – 23rd October 2019

The Audit and Governance Committee agenda was very busy on 23rd October 2019 - with no fewer than fourteen items on the agenda - and I would like to take this opportunity to thank committee members and officers for their support and comments during the course of the meeting.

Items covered during this meeting included the Internal Audit and Counter Fraud Progress report, the External Annual Audit Letter and the External Audit Progress Report which the committee noted.

The Committee also discussed the Local Government and Social Care Ombudsman Annual Review Letter 2018-19 and heard that the council had received fifteen complaints in the year 2018-19 with five referred back to the council for a local resolution; of the remaining ten only three cases had been progressed to a detailed investigation by the Ombudsman, of which two had been upheld. It was agreed by the committee that the Solicitor to the Council would circulate the details of the two upheld complaints to the committee and that the committee would note the report.

The committee considered a report on the re-admittance of Scarborough Borough Council (BC) into the internal audit company, Veritau - North Yorkshire. Members were informed that there would be no financial impact on the existing district councils (including Selby District Council) involved with Veritau – North Yorkshire and that Scarborough BC would themselves be making a capital contribution of £10K to enable them to re-join the company. Members also heard that all four Board representatives of the existing district councils were supportive of the re-admittance as it was felt that it would add resilience and more efficiency to the councils internal audit service. Members were supportive and noted the report.

Members also discussed the Internal Audit, Counter Fraud and Information Governance Progress Report 2019-20 and queried the purpose of the Information Asset Register (IAR) and were informed by the Chief Finance Officer that the IAR was required by law. Members inquired as to how the individual audits were prioritised, and whether the Committee could have an input into this and were

informed that the committee was consulted on the work programme, it was then agreed with officers to ensure that the audits were spread over different services based on a risk assessment. Officers also confirmed that an audit status update could be provided with start and end dates. Members noted the report.

In conjunction with the Internal Audit Report for 2019-20 members also discussed proposed changes to the Internal Audit Charter and requested a number of amendments be made to the revised Charter. The committee then approved the revised Internal Audit Charter subject to the amendments suggested.

The Committee also considered an Internal Audit Report in which Veritau stated had received an overall opinion that the controls within the system had only provided "Limited Assurance" and that as such this needed to be brought before the committee for discussion. The Chief Finance Officer informed the Committee that actions had been agreed to address the issues identified and that many of these actions had already been completed. It was agreed with members that this area would be reviewed in 2020-21 in order to ensure that the improvements highlighted had taken place. The committee declared itself satisfied that the appropriate action was being taken to rectify the situation.

Finally, members also reviewed the Audit Action Log and it was noted that the information requested in relation to the Annual Report of the Head of Internal Audit 2018-19 had been circulated to the Committee and that therefore the actions were noted as having been completed.

Audit Committee Member Training

A training session was held for Committee Members directly ahead of the meeting on the 23rd October 2019 which was provided by Veritau and focused on issues relating to internal audit, counter fraud and information governance. The training session was well attended and I would like to record my thanks to Veritau for providing this session and also to members for their attendance and participation.

I commend my statement to the Council.

Councillor Karl Arthur

Chair, Audit and Governance Committee



Report Reference Number: C/19/07

To: Full Council
Date: 17 December 2019
Ward(s) Affected: All
Authors: Tammy Fox, Taxation, Benefits and Debt Team Leader
June Rothwell, Head of Operational Services
Lead Executive Member: Cllr Lunn, Lead Executive Member for Finance and Resources
Lead Officer: Julie Slatter, Director of Corporate Services & Commissioning

Title: Council Tax Support Scheme for 2020/21

1. Summary

- 1.1 The Council must review and agree its Council Tax Support (CTS) Scheme each financial year. This process involves consulting with major preceptors and interested parties before the final scheme is approved.
- 1.2 An eight week formal public consultation has taken place on the proposals for a new scheme. A number of changes were put forward for comment on a simpler and more transparent scheme for the customer and one that aimed to reduce administration for the council. This was particularly around the wider welfare reforms including the changes due to Universal Credit.
- 1.3 Following review of the consultation feedback a new scheme is now being proposed for approval by the council. The council received 29 responses to the consultation, which is typical nationally of a consultation on this subject. No response on the proposals has been received from the major preceptors NYCC or the North Yorkshire Fire and Police Authority.
- 1.4 The proposed CTS Scheme requires approval of Full Council and this decision needs to take place at the December meeting to allow sufficient time to implement the changes if the scheme is approved.

2. Recommendations

- 2.1 The Executive has noted the outcome of the consultation process which has supported the recommended proposals and has agreed the proposed scheme to go forward for Full Council approval.
- 2.2 Appendix 1 contains the final Council Tax Support scheme for 20-21. Full Council is asked to approve the new scheme to begin 1 April 2020.

3. Background

- 3.1 From April 2013 Council Tax Benefit for working age people was abolished and replaced with a local scheme, called Council Tax Support which each authority had to administer and fund. Support for pension age people is still assessed and paid under the national regulations and is therefore protected.
- 3.2 Under Council Tax Benefit all awards were fully funded by central government via an annual subsidy grant, after April 2013 this funding was cut by 10% and was no longer identifiable within the Revenue Support Grant that previously came from central government. The funding is now no longer seen separately and the actual cost of providing the support is calculated as a reduction in the local authorities Council Tax base.
- 3.3 Council Tax Support (CTS) is a discount awarded to those on low income to help towards the cost of their council tax bill. It is based on a person's household and income. As at September 2019 there are 4,312 households in the District claiming CTS at a total cost of £4,081,220 and approximately 55% of these are working age.
- 3.4 Our current CTS scheme has been in place since April 2013, it mainly mirrors the old Council Tax Benefit scheme, with a complex means test and set of rules. Small changes have been made since then to reflect wider welfare reforms within Housing Benefit and other minor technical changes.
- 3.5 The main difference in the current local CTS scheme was the maximum amount of support a working age person can be given is 90% of their council tax liability; they must pay the first 10% themselves regardless of their income.

4.0 Drivers for change

- 4.1 From April 2013 CTS is considered a discount not a benefit; the current scheme still maintains links to the rules of means tested housing benefit. This means the scheme is difficult for customers to understand and makes the administration more complex. A simpler scheme will make it easier for customers to identify if they would be eligible for some assistance.
- 4.2 In May 2019 Universal Credit Full Service was completely rolled out in the district for customers making new claims and for existing benefit claimants if their circumstances had changed. We already have approximately 1023 claimants receiving CTS based on Universal Credit. Our CTS scheme needs to work with this new income.
- 4.3 People who receive Universal Credit have their entitlement recalculated each month, taking into account any fluctuations in income. As Universal Credit is income for the purposes of CTS, a change also has to be made to their entitlement to this. This then results in revised changes to council tax

instalments every month which can make budgeting very difficult for those customers. This means more bills are produced and have to be posted out to customers. It can also impact on recovery and council tax collection rates.

- 4.4 To try and deal with the changes of customers receiving Universal Credit a number of authorities have begun to make major changes to their CTS schemes, some have acted for 19/20 and many more are considering changes from 20/21. Most have gone to a banded income scheme, which allows for changes within a person's income but doesn't change the amount of CTS a customer receives unless the change is quite significant. This stabilises the award of CTS and the Universal Credit fluctuations to not trigger recalculations.
- 4.5 All working age claimants of CTS currently have at least 10% to pay toward the cost of their council tax. This can cause hardship to those already on low incomes and the collection rates amongst CTS claimants is much lower than the general council tax collection rate. In 2018/19 based on the figures at September 2019 the collection rate generally for council tax overall is 98.63% but for working age claimants of CTS it is 83.61%.
- 4.6 Since the introduction of the 10% minimum charge the collection rates of council tax from CTS claimants has decreased. In 2012/13 the collection rate was 97.34% and in 2017/18 this had reduced to 88.07%.
- 4.7 In 2018/19 there were 734 summonses issued for non-payment to those in receipt of CTS for a total debt of £325,353.00; this was 35% of all the cases that were summonsed, court costs are also added to their accounts of £90.00. A large amount of these were for the 10% liability that all working age CTS claimants have to pay and these amounts are then very difficult to collect from claimants on the lowest possible incomes, a large amount ends up being written off as non-collectable.

5.0 Working with the other North Yorkshire authorities

- 5.1 The North Yorkshire authorities already work closely together within their benefits sections and last year collectively began looking at proposals for changes to their CTS schemes from 2020/21 with an external consultant.
- 5.2 The framework for all the authorities was very similar, that the scheme should be simpler for customers to understand and wherever possible there should be no customers who lose or gain a large amount of CTS. Each authority could tailor the scheme according to demographics.
- 5.3 Each authority has purchased the software system Northgate's modelling tool. This tool takes the current caseload and models the effect of proposed changes to the CTS scheme. The tool provides a summary of the effect but you can also drill down to an individual claim level for further details.
- 5.4 Both Hambleton and Ryedale are proposing to change their schemes to a banded grid from 2020/21. Ryedale are proposing to increase their maximum from 91.5% to 100%, Hambleton from 80% to 90% maximum. The other North

Yorkshire Authorities will be looking to change their schemes to a similar income grid model from the following year.

6.0 Proposed CTS Scheme for 2020/21 and consultation outcomes

6.1 Changing the scheme

6.1.1 When asked - Should the Council keep the current Council Tax Reduction Scheme?

- 17% (5 respondents) said yes the council should keep the current scheme
- 80% (23 respondents) said no the council should not keep the current scheme
- 3% (1 respondent) responded 'Don't know' to this question

6.2 Banded grid

6.2.1 When asked - Do you agree with the change to an Income Grid Scheme?

- 83% (24 respondents) said yes they agreed with a change to an income banded scheme
- 10% (3 respondents) said no they did not agree with a change to an income banded scheme
- 7% (2 respondents) responded 'Don't know' to this question

6.2.2 A banded scheme is therefore proposed which will assess the maximum level of CTS based on a calculation of household net income per week compared with household size. The income grid would be as follows below.

6.2.3 The table demonstrates the simplified banded scheme of weekly income, if a claimants income falls within those bands they will receive the percentage support in the first column – eg Single person with £140.00 income will receive 75% in CTS.

Level of CTS awarded	Passported cases	Single	Couple	Family with one child	Family with two or more children
100%	All Cases	£0.00 - £110.00	£0.00 - £160.00	£0.00 - £200.00	£0.00 - £260.00
75%	N/A	£110.01 - £155.00	£160.01 - £205.00	£200.01 - £245.00	£260.01 - £305.00
50%	N/A	£155.01 - £205.00	£205.01 - £255.00	£245.01 - £295.00	£305.01 - £355.00
25%	N/A	£205.01 - £250.00	£255.01 - £300.00	£295.01 - £350.00	£355.01 - £450.00

6.2.4 Customers receiving Income Support, Job Seekers Allowance and Employment and Support Allowance Income Related which are classed as Passported would receive the maximum amount.

6.2.5 The proposal is increase the maximum award to 100% from 90% maximum in the final scheme for those claimants on Passported benefits or the lowest income band. The main reason for this is to provide more support to residents of the district on lower incomes.

6.3 To limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of two for all applicants

6.3.1 When asked - Do you agree with this change to the Scheme?

- 83% (24 respondents) said yes they agreed to limit to 2
- 7% (2 respondents) said no they did not agree to limit to 2
- 10% (3 respondents) responded 'Don't know' this question

6.3.2 Within the current scheme, applicants who have children are awarded a dependants addition within the calculation of their needs within their Applicable Amount. From April 2017 the current scheme limited dependants additions in line with Universal Credit, Housing Benefit and Tax Credits to a maximum of two. Some applicants were protected where they made a claim for reduction before that date and already had two or more dependants. The proposed final scheme will be limited to a maximum of two dependants to all applicants bringing the scheme into line with other welfare benefits.

6.4 Setting Non-Dependant deductions at a standard £5 per week (irrespective of the non-dependant's income)

6.4.1 When asked - Do you agree with this change to the Scheme?

- 67% (20 respondents) said yes they agreed to the standard deduction
- 3% (1 respondent) said no they did not agree to the standard deduction
- 30% (8 respondents) responded 'Don't know' this question

6.4.2 In the proposed final scheme all non-dependant deductions will be set at £5.00 per week regardless of the non-dependants income. The current scheme disregards different amounts, from £0.00 to £12.20, depending on the income of any other adult's living in the property.

6.5 Changing the claiming process for all applicants who receive Universal Credit

6.5.1 When asked - Do you agree with this change to the Scheme?

- 86% (25 respondents) said yes they agreed to the standard deduction
- 3% (1 respondent) said no they did not agree to the standard deduction
- 11% (3 respondents) responded 'Don't know' this question

6.5.2 When a person claims Universal Credit, their award details are passed to the Council automatically. It is proposed the Council will take any data received from Department for Work and Pensions as a claim for CTS automatically in the final scheme.

6.6 Removing the current earnings disregards and replacing them with a standard £20 disregard for applicants

6.6.1 When asked - Do you agree with this change to the Scheme?

- 86% (25 respondents) said yes they agreed to the standard earnings disregard
- 7% (2 respondents) said no they did not agree to the standard earnings disregard
- 7% (2 respondents) didn't answer this question

6.6.2 Currently where applicants or their partner have earnings and work over 16 hours per week, an earnings disregard is applied depending on their individual circumstances. These vary from £5.00 to £25.00 a week. Also, if child care is paid for above that received free from Central Government, then further disregards can be made against earnings for monies paid out. In the final proposed scheme a standard disregard of £20.00 will be applied to all applicants when they work, with no other disregards made. This will make the scheme more generous to those on low incomes and encourage work.

6.7 Removing the Extended Payment Provision

6.7.1 When asked - Do you agree with this change to the Scheme?

- 65% (19 respondents) said yes they agreed to remove the Extended Payment Provision
- 21% (6 respondents) said no they did not agree to remove the Extended Payment Provision
- 10% (3 respondents) responded 'Don't know' this question
- 3% (1 respondent) did not answer this question

6.7.2 In certain cases, where applicants have been in receipt of Passported benefits, (such as Income Support, Job Seekers Allowance or Employment and Support Allowance) and move into work which ends their entitlement, CTS can be paid for an additional 4 weeks. Similar provisions do not exist for UC claimants therefore this is no longer appropriate. In the final scheme the Extended Payment Provision for CTS will therefore be removed.

6.8 Reducing the capital limit to £6,000

6.8.1 When asked - Do you agree with this change to the Scheme?

- 48% (14 respondents) said yes they agreed to reduce the capital limit to £6,000
- 42% (12 respondents) said no they did not agree to reduce the capital limit to £6,000
- 10% (3 respondents) responded 'Don't know' this question

6.8.2 The current scheme has a capital limit of £16,000, it is proposed in the final scheme to reduce this limit to £6,000. This is in line with general welfare reforms and there will be no need to calculate a tariff or assumed income from capital.

6.9 Further details in proposed final scheme

6.9.1 Childcare disregards will be removed as the Government has recently introduced 30 hours of free childcare so very few claimants would be affected by this, it would also remove the need to ask for evidence of this.

6.9.2 We will use the Universal Credit award to work out the CTS but will make appropriate adjustments for any housing costs included in the award.

6.9.3 We will continue to disregard Disability Living Allowance, Personal Independence Payments, War Disablement Benefits, Child Benefit and Child Maintenance to ensure vulnerable groups are still supported.

6.9.4 The minimum income floor level will still apply to self-employed claimants as it does in our current scheme; this is a similar rule used in Universal Credit.

6.9.5 The proposed scheme is fair to the majority of current claimants and the small percentage negatively affected can be signposted to the Discretionary Hardship Scheme for assistance.

6.9.6 To ensure the scheme does not have to be revisited frequently if an uprating to the income bands is required this can be considered as part of the budget setting process.

7.1 Alternatives to changing the CTS scheme

7.1.1 If the Council keeps the current scheme, it will be administratively more complex and it will cost taxpayers more. The proposals set out in this consultation will deliver administration savings.

When asked - Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding.

Increase the level of Council Tax to cover the additional administration costs

- 14% (4 respondents) said yes to this option
- 72% (14 respondents) said no to this option
- 14% (4 respondents) responded 'Don't know' to this option

Find the additional costs by cutting other Council Services

- 10% (3 respondents) said yes to this option
- 76% (22 respondents) said no to this option
- 7% (2 respondents) responded 'Don't know' to this option
- 7% (2 respondents) did not answer this question

Use the Council's reserves

- 10% (3 respondents) said yes to this option
- 59% (17 respondents) said no to this option
- 24% (7 respondents) responded 'Don't know' to this option
- 7% (2 respondents) did not answer this question

7.1.2 To summarise the Equality Impact Assessment the effect of the proposed changes would be as follows -

	Existing scheme	Weekly	New scheme	Weekly	Weekly
	Numbers	Average award	Numbers	Average award	Average loss/gain
Single	440	£15.40	425	£16.13	£0.73
Couple	77	£18.54	64	£17.62	-£0.92
Family +1	342	£13.82	339	£16.23	£2.41
Family 2+	466	£14.79	448	£15.82	£1.03
Passported	1031	£19.19	1030	£21.17	£1.98
Working Age EIA					
Male claimant	737	£17.86	713	£18.91	£1.05
Female claimant	1626	£16.33	1592	£18.14	£1.81
Disability Premium (BY)	680	£19.40	669	£20.71	£1.31
Disabled Child (KL)	138	£20.04	131	£18.83	-£1.21
Enhanced Disability Premium (BT)	668	£19.04	653	£20.31	£1.27
Severe Disability Premium (CE)	408	£17.68	402	£18.55	£0.87
ESA Support component (KR)	532	£18.26	522	£19.55	£1.29
Carer Premium (QZ)	337	£20.79	319	£20.46	-£0.33
Lone Parent +1 (BK/BM)	390	£14.67	389	£17.55	£2.88
Lone Parent +2 (BK/BM)	306	£14.97	306	£17.68	£2.71
Lone Parent >2 (BK/BM)	134	£16.64	128	£16.97	£0.33
Couple +1 (BK/BM)	102	£20.31	88	£20.52	£0.21
Couple +2 (BK/BM)	103	£17.71	103	£18.33	£0.62
Couple>2 (BK/BM)	80	£19.97	70	£18.94	-£1.03

7.1.3 A Background Paper is available with the Full Equalities Impact Assessment. In summary of the 2,356 working age caseload 50 claimants would no longer qualify for CTS. The main reason for this is reduction of the capital limit and they receive higher incomes due to being large families.

7.1.4 The majority of claimants, 97.2% will be better off under the new scheme. The proposed scheme is fair to the majority of current claimants. A small number of groups have been identified to be adversely affected and these will be signposted separately to the Discretionary Hardship Scheme.

8.0 Risks

8.1 Legal

- 8.1.1 Schedule 1A (5) of the Local Government Finance Act 1992 as amended requires local authorities to consider the following:

For each financial year, each billing authority must consider whether to revise its scheme or replace it with another scheme.

The authority must make any revision to its scheme, or any replacement scheme, no later than 11th of March in the financial year preceding that for which the revision or replacement scheme is to have effect.

- 8.1.2 The scheme must be approved by December to ensure adequate time is allowed to implement the changes well ahead of the annual billing process.

8.2 Financial

- 8.2.1 The overall aim was to try and make the scheme as close to current spend as possible to ensure it is sustainable for the council and its precepting authorities, whilst also recognising the need to support its residents.

- 8.2.2 As CTS is a discount it reduces the council's tax base across the preceptors, including ourselves, NYCC, the North Yorkshire Police and Fire Authority and the parish councils. The base is always an estimated figure for the following year and the funding for CTS is considered at the same time as any planned increase to council tax. The tax base has seen a good growth from new build properties and the increase in the empty premium to 100% from April 2019.

- 8.2.3 Based on the current modelling tool information as at September 2019 if the proposed scheme was kept at 90% liability it would be approximately £38,500 less spend than the current scheme. A move to 100% liability would see an increase in cost of around £140,000. The SDC share of this would be approximately £14,000, with the rest of the costs shared with the preceptors.

- 8.2.4 This is not a true figure for actual cost though. As mentioned earlier the collection rate amongst CTS claimants is much lower than the general collection rate for council tax. An increase in support from CTS would mean less council tax to collect and therefore it is expected collection rates from CTS claimants would increase, meaning this estimated cost would not actually be as high.

- 8.2.5 There has been a general reduction in funding for the function of benefits administration from central government. The Benefits & Taxation section is therefore always looking to work in more cost effective ways. Any efficiencies gained from the reduced administration of the scheme will help the team achieve their savings target whilst still providing a high level benefit administration and billing and collection service.

9.0 Conclusion

- 9.1 The attached Council Tax Support scheme for 20-21 is being proposed for approval at the Full Council Meeting on 17 December 2019.

Appendix 1 – Final Selby District Council CTS Scheme for 2020/21

Background paper - (Full consultation results with comments and Full Equalities Impact Assessment)

Contact Officer:

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Selby District Council
Council Tax Reduction Scheme
S13A and Schedule 1a of the Local Government Finance Act 1992

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1.0 Introduction to the Council Tax Reduction Scheme

- 1.1 The following has been adopted by the Council and details the Council Tax Reduction scheme for the period from 1st April 2020.
- 1.2 This document details how the scheme will operate for both pension credit age and working age applicants and in accordance with Section 13A of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2020 for a period of one financial year.
- 1.3 1.3 The scheme in respect of pension age applicants is defined by Central Government within the following:
- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012;
 - Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
 - Council Tax Reduction Schemes (Transitional Provision) (England) Regulations 2013;
 - Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013;
 - Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013;
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015:
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016;
 - The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017;
 - The Council Tax Reduction Schemes (Amendment) (England) Regulations 2018;
 - The Council Tax Reduction Schemes (Amendment) (England) Regulations 2019: and
 - Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

The scheme for pension age applicants – Central Government’s scheme as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012

- 1.4 There are three main classes under the prescribed pension credit age scheme, for each of which there are a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction, such as a person subject to immigration control with limited leave to remain. The definition of a pension credit age person is a person who;
- a. has attained the qualifying age for state pension credit; and
 - b. is not, or, if he has a partner, his partner is not;
 - i. a person on income support, on an income-based jobseeker’s allowance or on an income-related employment and support allowance; or
 - ii. a person with an award of universal credit

The three prescribed classes are as follows;

Class A: pensioners whose income is less than the applicable amount.

On any day Class A consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of persons prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority’s

- scheme;
- d. whose income (if any) for the relevant week does not exceed his applicable amount calculated in accordance with paragraph 9 and Schedule 2 of the Local Government Finance Act 1992;
- e. not have capital savings above £16,000; and
- f. who has made an application for a reduction under the authority's scheme.

Class B: pensioners whose income is greater than the applicable amount.

On any day class B consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income for the relevant week is greater than his applicable amount calculated in accordance with paragraph 9 and Schedule 2 to the Local Government Finance Act 1992;
- e. in respect of whom amount A exceeds amount B where;
 - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
 - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount;
- g. not have capital savings above £16,000; and
- h. who has made an application for a reduction under the authority's scheme.

Class C: alternative maximum Council Tax Reduction

On any day class C consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day;
- c. in respect of whom a maximum Council Tax Reduction amount can be calculated;
- d. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the 1992 Act and excluded from the authority's scheme;
- e. who has made an application for a reduction under the authority's scheme; and
- f. in relation to whom the condition below is met.

The condition referred to in sub-paragraph f. is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum Council Tax Reduction in respect of the day in the case of that person which is derived from the income, or aggregate income, of one or more residents to whom this sub-paragraph applies.

The above applies to any other resident of the dwelling who:

- a. is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;
- b. is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- c. is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and—
 - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
 - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;

- d. is not a person who, jointly with the applicant, falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
- e. is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

Disregard of certain incomes

- 1.5 For those who have reached the qualifying age for state pension credit, the Council has resolved to enhance the government scheme (as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 to disregard in full the following:
- a. a war disablement pension;
 - b. a war widow's pension or war widower's pension;
 - c. a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - d. a guaranteed income payment;
 - e. a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - f. a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - g. pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

The provisions outlined above, enhance the Central Government's scheme.

THE SCHEME FOR WORKING AGE APPLICANTS – THE COUNCIL'S LOCAL SCHEME

- 1.6 The adopted scheme for working age applicants is an income banded / grid scheme means test, which compares income against a range of discounts available. Full details of the working age scheme of the authority are contained within this document from section 2 onwards. The authority is required to specify a scheme for working age and therefore this scheme only applies to a person who;
- a. has not attained the qualifying age for state pension credit; or
 - b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance, on an income-related employment and support allowance or on universal credit.
- 1.7 The Council has resolved that there will be **one** class of persons who will receive a reduction in line with adopted scheme. The scheme has qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within section 7 of this scheme.

Class D

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. is not deemed to be absent from the dwelling;
- e. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;

- f. be somebody in respect of whom a maximum Council Tax Reduction amount can be calculated;
- g. not have capital savings above £6,000;
- h. not have income above the levels specified within the scheme;
- i. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income* is within a range of incomes specified within Schedule 1; and
- j. has made a valid application for reduction.

Council Tax Reduction Scheme

Details of support to be given for **working age applicants** for the financial year 2020/21

Sections 2- 8
Definitions and interpretation

2.0 Interpretation – an explanation of the terms used within this scheme

2.1 In this scheme–

‘the Act’ means the Social Security Contributions and Benefits Act 1992;

‘the Administration Act’ means the Social Security Administration Act 1992;

‘the 1973 Act’ means the Employment and Training Act 1973;

‘the 1992 Act’ means the Local Government Finance Act 1992;

‘the 2000 Act’ means the Electronic Communications Act 2000;

‘Abbeyfield Home’ means an establishment run by the Abbeyfield Society including all bodies corporate or incorporate which are affiliated to that Society;

‘adoption leave’ means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996;

‘an AFIP’ means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004

‘applicant’ means a person who the authority designates as able to claim Council tax reduction – for the purposes of this scheme all references are in the masculine gender but apply equally to male and female;

‘application’ means an application for a reduction under this scheme:

‘appropriate DWP office’ means an office of the Department for Work and Pensions dealing with state pension credit or office which is normally open to the public for the receipt of claims for income support, a jobseeker’s allowance or an employment and support allowance;

‘assessment period’ means such period as is prescribed in sections 19 to 21 over which income falls to be calculated;

‘attendance allowance’ means–

(a) an attendance allowance under Part 3 of the Act;

(b) an increase of disablement pension under section 104 or 105 of the Act;

(c) a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;

(d) an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;

(e) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or

(f) any payment based on need for attendance which is paid as part of a war disablement pension;

‘the authority’ means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

‘Back to Work scheme(s)’ means any scheme defined within the Jobseekers (Back to Work Schemes) Act 2013 or Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

‘basic rate’, where it relates to the rate of tax, has the same meaning as in the Income Tax Act 2007 (see section 989 of that Act).

‘the benefit Acts’ means the Act (SSBA) and the Jobseekers Act 1995 and the Welfare Reform Act 2007;

‘board and lodging accommodation’ means accommodation provided to a family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

‘care home’ has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order;

‘the Caxton Foundation’ means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering

from hepatitis C and other persons eligible for payment in accordance with its provisions;

‘child’ means a person under the age of 16;

‘child benefit’ has the meaning given by section 141 of the SSCBA as amended by The Child Benefit (General), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

‘the Children Order’ means the Children (Northern Ireland) Order 1995;

‘child tax credit’ means a child tax credit under section 8 of the Tax Credits Act 2002;

‘claim’ means a claim for council tax reduction;

‘close relative’ means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

‘concessionary payment’ means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act are charged;

‘the Consequential Provisions Regulations’ means the Housing Benefit and Council tax reduction (Consequential Provisions) Regulations 2006;

‘contributory employment and support allowance’ means an allowance under Part 1 of the Welfare Reform Act 2007 as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012 that remove references to an income-related allowance and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions;

‘council tax benefit’ means council tax benefit under Part 7 of the SSCBA;

‘council tax reduction scheme’ has the same meaning as **‘council tax reduction or reduction’**

‘council tax support (or reduction)’ means council tax reduction as defined by S13a Local Government Finance Act 1992 (as amended);

‘couple’ means;

- (a) a man and a woman who are married to each other and are members of the same household;
- (b) a man and a woman who are not married to each other but are living together as husband and wife;
- (c) two people of the same sex who are civil partners of each other and are members of the same household; or
- (d) two people of the same sex who are not civil partners of each other but are living together as if they were civil partners,

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes. The above includes the Marriage (Same Sex Couples) Act 2013 and The Marriage (Same Sex Couples) Act 2013 (Commencement No. 3) Order 2014;

‘date of claim’ means the date on which the application or claim is made, or treated as made, for the purposes of this scheme

‘designated authority’ means any of the following;
the local authority; or a person providing services to, or authorised to exercise any function of, any such authority;

‘designated office’ means the office designated by the authority for the receipt of claims for council tax reduction;

- (a) by notice upon or with a form approved by it for the purpose of claiming council tax reduction; or
- (b) by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application; or
- (c) by any combination of the provisions set out in sub-paragraphs (a) and (b) above;

‘disability living allowance’ means a disability living allowance under section 71 of the Act;

‘dwelling’ has the same meaning in section 3 or 72 of the 1992 Act;

‘earnings’ has the meaning prescribed in section 25 or, as the case may be, 27;

‘the Eileen Trust’ means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

‘electronic communication’ has the same meaning as in section 15(1) of the Electronic Communications Act 2000 ;

‘employed earner’ is to be construed in accordance with section 2(1)(a) of the Act and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

‘Employment and Support Allowance Regulations’ means the Employment and Support Allowance Regulations 2008 and the Employment and Support Regulations 2013 as appropriate;

‘Employment and Support Allowance (Existing Awards) Regulations’ means the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) Regulations 2010;

‘the Employment, Skills and Enterprise Scheme’ means a scheme under section 17A (schemes for assisting persons to obtain employment; ‘work for your benefit’ schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist applicants to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search). This also includes schemes covered by The Jobseekers Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011 as amended by the Jobseekers (Back to Work Schemes) Act 2013 – see **‘Back to Work Schemes’**;

‘enactment’ includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament;

‘extended reduction’ means a payment of council tax reduction payable pursuant to section 60;

‘extended reduction period’ means the period for which an extended reduction is payable in accordance with section 60A or 61A of this scheme;

‘extended reduction (qualifying contributory benefits)’ means a payment of council tax reduction payable pursuant to section 61;

‘family’ has the meaning assigned to it by section 137(1) of the Act and Section 9 of this scheme;

‘the Fund’ means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

‘a guaranteed income payment’ means a payment made under article 15(1)(c) (injury benefits) or 29(1)(a) (death benefits) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011;

‘he, him, his’ also refers to the feminine within this scheme

‘housing benefit’ means housing benefit under Part 7 of the Act; ‘the Housing Benefit Regulations’ means the Housing Benefit Regulations 2006;

‘Immigration and Asylum Act’ means the Immigration and Asylum Act 1999;

‘an income-based jobseeker’s allowance’ and **‘a joint-claim jobseeker’s allowance’** have the meanings given by section 1(4) of the Jobseekers Act 1995;

‘income-related employment and support allowance’ means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

‘Income Support Regulations’ means the Income Support (General) Regulations 1987(a);

‘independent hospital’–

(a) in England, means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;

(b) in Wales, has the meaning assigned to it by section 2 of the Care Standards Act 2000; and

(c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

‘the Independent Living Fund (2006)’ means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

‘invalid carriage or other vehicle’ means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

‘Jobseekers Act’ means the Jobseekers Act 1995; ‘Jobseeker’s Allowance Regulations’ means

the Jobseeker's Allowance Regulations 1996 and Jobseeker's Allowance Regulations 2013 as appropriate;

'limited capability for work' has the meaning given in section 1(4) of the Welfare Reform Act; **'limited capability for work-related activity'** has the meaning given in section 2(5) of the Welfare Reform Act 2007;

'the London Bombing Relief Charitable Fund' means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

'lone parent' means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

'the Macfarlane (Special Payments) Trust' means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

'the Macfarlane (Special Payments) (No.2) Trust' means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

'the Macfarlane Trust' means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

'main phase employment and support allowance' means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 except in Part 1 of Schedule 1;

'the Mandatory Work Activity Scheme' means a scheme within section 17A (schemes for assisting persons to obtain employment; 'work for your benefit' schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to provide work or work related activity for up to 30 hours per week over a period of four consecutive weeks with a view to assisting applicants to improve their prospect of obtaining employment;

'maternity leave' means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

'member of a couple' means a member of a married or unmarried couple;

'MFET Limited' means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

'mobility supplement' means a supplement to which paragraph 9 of Schedule 4 refers;

'mover' means an applicant who changes the dwelling in which the applicant is resident and in respect of which the applicant liable to pay council tax from a dwelling in the area of the appropriate authority to a dwelling in the area of the second authority;

'net earnings' means such earnings as are calculated in accordance with section 26;

'net profit' means such profit as is calculated in accordance with section 28;

'the New Deal options' means the employment programmes specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996 and the training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

'new dwelling' means, for the purposes of the definition of 'second authority' and sections 60C, and 61C the dwelling to which a applicant has moved, or is about to move, in which the applicant is or will be resident;

'non-dependant' has the meaning prescribed in section 3;

'non-dependant deduction' means a deduction that is to be made under section 58;

'occasional assistance' means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of:

(a) meeting, or helping to meet an immediate short-term need;

- (i) arising out of an exceptional event or exceptional circumstances, or
- (ii) that needs to be met to avoid a risk to the well-being of an individual, and
- (b) enabling qualifying individuals to establish or maintain a settled home, and—
 - (i) ‘local authority’ has the meaning given by section 270(1) of the Local Government Act 1972; and
 - (ii) ‘qualifying individuals’ means individuals who have been, or without the assistance might otherwise be:
 - (aa) in prison, hospital, an establishment providing residential care or other institution, or
 - (bb) homeless or otherwise living an unsettled way of life; and ‘local authority’ means a local authority in England within the meaning of the Local Government Act 1972;

‘occupational pension’ means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

‘occupational pension scheme’ has the same meaning as in section 1 of the Pension Schemes Act 1993

‘ordinary clothing or footwear’ means clothing or footwear for normal daily use, but does not include school uniforms, or clothing or footwear used solely for sporting activities;

‘partner’ in relation to a person, means

- (a) where that person is a member of a couple, the other member of that couple;
- (b) subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or
- (c) where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

‘paternity leave’ means a period of absence from work on leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

‘payment’ includes part of a payment;

‘pensionable age’ has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995 as amended by the Public Services Pension Act 2013 and Pensions Act 2014;

‘pension fund holder’ means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

‘pensioner’ a person who has attained the age at which pension credit can be claimed;

‘person affected’ shall be construed as a person to whom the authority decides is affected by any decision made by the council;

‘person from abroad’ means, subject to the following provisions of this regulation, a person who is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland

‘person on income support’ means a person in receipt of income support;

personal independence payment’ has the meaning given by Part 4 of the Welfare Reform Act 2012 and the Social Security (Personal Independence Payments) 2013;

‘person treated as not being in Great Britain’ has the meaning given by section 7;

‘personal pension scheme’ means—

- a. a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;
- b. an annuity contractor trust scheme approved under section 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance Act 2004;
- c. a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

‘policy of life insurance’ means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums

for a term dependent on human life;

'polygamous marriage' means a marriage to which section 133(1) of the Act refers namely;

(a) a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and

(b) either party to the marriage has for the time being any spouse additional to the other party.

'public authority' includes any person certain of whose functions are functions of a public nature;

'qualifying age for state pension credit' means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)–

(a) in the case of a woman, pensionable age; or

(b) in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

'qualifying contributory benefit' means;

(a) severe disablement allowance;

(b) incapacity benefit;

(c) contributory employment and support allowance;

'qualifying course' means a qualifying course as defined for the purposes of Parts 2 and 4 of the Job Seeker's Allowance Regulations 1996

'qualifying income-related benefit' means

(a) income support;

(b) income-based jobseeker's allowance;

(c) income-related employment and support allowance;

'qualifying person' means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

'reduction week' means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

'relative' means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

'relevant authority' means an authority administering council tax reduction;

'relevant week' In relation to any particular day, means the week within which the day in question falls;

'rent' means 'eligible rent' to which regulation 12 of the Housing Benefit Regulations refers less any deductions in respect of non-dependants which fall to be made under regulation 74 (non-dependant deductions) of those Regulations;

'resident' has the meaning it has in Part 1 or 2 of the 1992 Act;

'Scottish basic rate' means the rate of income tax of that name calculated in accordance with section 6A of the Income Tax Act 2007;

'Scottish taxpayer' has the same meaning as in Chapter 2 of Part 4A of the Scotland Act 1998

'second adult' has the meaning given to it in Schedule 2;

'second authority' means the authority to which a mover is liable to make payments for the new dwelling;

'self-employed earner' is to be construed in accordance with section 2(1)(b) of the Act;

'self-employment route' means assistance in pursuing self-employed earner's employment whilst participating in–

(a) an employment zone programme;

(b) a programme provided or other arrangements made pursuant to section 2 of the 1973 Act (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.);

(c) the Employment, Skills and Enterprise Scheme;

(d) a scheme prescribed in regulation 3 of the Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

(e) Back to Work scheme.

'Service User' references in this scheme to an applicant participating as a service user are to

a. a person who is being consulted by or on behalf of—

- (i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973; or
- (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or
- b. the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph."

'service user group' means a group of individuals that is consulted by or on behalf of;

- (a) a Health Board, Special Health Board or the Agency in consequence of a function under section 2B of the National Health Service (Scotland) Act 1978,
- (b) a landlord authority in consequence of a function under section 105 of the Housing Act 1985,
- (c) a public authority in Northern Ireland in consequence of a function under section 49A of the Disability Discrimination Act 1995,
- (d) a public authority in consequence of a function relating to disability under section 149 of the Equality Act 2010;
- (e) a best value authority in consequence of a function under section 3 of the Local Government Act 1999,
- (f) a local authority landlord or registered social landlord in consequence of a function under section 53 of the Housing (Scotland) Act 2001,
- (g) a relevant English body or a relevant Welsh body in consequence of a function under section 242 of the National Health Service Act 2006,
- (h) a Local Health Board in consequence of a function under section 183 of the National Health Service (Wales) Act 2006,
- (i) the Care Quality Commission in consequence of a function under section 4 or 5 of the Health and Social Care Act 2008,
- (j) the regulator or a private registered provider of social housing in consequence of a function under section 98, 193 or 196 of the Housing and Regeneration Act 2008, or
- (k) a public or local authority in Great Britain in consequence of a function conferred under any other enactment,

for the purposes of monitoring and advising on a policy of that body or authority which affects or may affect persons in the group, or of monitoring or advising on services provided by that body or authority which are used (or may potentially be used) by those persons;

'single applicant' means an applicant who neither has a partner nor is a lone parent;

'the Skipton Fund' means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme's provisions.

'special account' means an account as defined for the purposes of Chapter 4A of Part 8 of the Jobseeker's Allowance Regulations or Chapter 5 of Part 10 of the Employment and Support Allowance Regulations;

'sports award' means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc Act 1993 out of sums allocated to it for distribution under that section;

'the SSCBA' means the Social Security Contributions and Benefits Act 1992

'State Pension Credit Act' means the State Pension Credit Act 2002;

'student' has the meaning prescribed in section 43;

'subsistence allowance' means an allowance which an employment zone contractor has agreed to pay to a person who is participating in an employment zone programme;

'the Tax Credits Act' means the Tax Credits Act 2002;

'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next;

'training allowance' means an allowance (whether by way of periodical grants or otherwise) payable—

- (a) out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, the Young People's Learning Agency for England, the Chief Executive of Skills Funding or Welsh Ministers;

- (b) to a person for his maintenance or in respect of a member of his family; and
- (c) for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, the department or approved by the department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers.

It does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the 1973 Act or is training as a teacher;

‘the Trusts’ means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No. 2) Trust;

‘Universal Credit’ means any payment of Universal Credit payable under the Welfare Reform Act 2012, the Universal Credit Regulations 2013, The Universal Credit (Consequential, Supplementary, Incidental and Miscellaneous Provisions) Regulations 2013, Universal Credit (Miscellaneous Amendments) Regulations 2013 and the Universal Credit (Transitional Provisions) Regulations 2014;

‘Up-rating Act’ means the Welfare Benefit Up-rating Act 2013, the Welfare Benefits Up-rating Order 2014 and the Welfare Benefits Up-rating Order 2015;

‘voluntary organisation’ means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

‘war disablement pension’ means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

‘war pension’ means a war disablement pension, a war widow’s pension or a war widower’s pension;

‘war widow’s pension’ means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘war widower’s pension’ means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘water charges’ means;

(a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,

(b) as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002, in so far as such charges are in respect of the dwelling which a person occupies as his home;

‘week’ means a period of seven days beginning with a Monday;

‘Working Tax Credit Regulations’ means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended¹; and

‘young person’ has the meaning prescribed in section 9(1) and in section 142 of the SSCBA.

- 2.2 In this scheme, references to an applicant occupying a dwelling or premises as his home shall be construed in accordance with regulation 7 of the Housing Benefit Regulations 2006.
- 2.3 In this scheme, where an amount is to be rounded to the nearest penny, a fraction of a penny shall be disregarded if it is less than half a penny and shall otherwise be treated as a whole penny.
- 2.4 For the purpose of this scheme, a person is on an income-based jobseeker’s allowance on any day in respect of which an income-based jobseeker’s allowance is payable to him and on any day;
 - (a) in respect of which he satisfies the conditions for entitlement to an income- based jobseeker’s allowance but where the allowance is not paid in accordance with regulation

¹ The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2013; The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2015

27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of the Jobseekers Act (circumstances in which a jobseeker's allowance is not payable); or

- (b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker's allowance is payable to him or would be payable to him but for regulation 27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of that Act;
- (c) in respect of which he is a member of a joint-claim couple for the purposes of the Jobseekers Act and no joint-claim jobseeker's allowance is payable in respect of that couple as a consequence of either member of that couple being subject to sanctions for the purposes of section 20A of that Act;
- (d) in respect of which an income-based jobseeker's allowance or a joint-claim jobseeker's allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

2.4A For the purposes of this scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day;

- (a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act disqualification; or
- (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.

2.5 For the purposes of this scheme, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

2.6 In this scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

3.0 Definition of non-dependant

3.1 In this scheme, 'non-dependant' means any person, except someone to whom paragraph 3.2 applies, who normally resides with an applicant or with whom an applicant normally resides.

3.2 This paragraph applies to;

- a. any member of the applicant's family;
- b. if the applicant is polygamously married, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
- c. a child or young person who is living with the applicant but who is not a member of his household by virtue of section 11(membership of the same household);
- d. subject to paragraph 3.3, any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under sections 6, 7 or 75 of the 1992 Act (persons liable to pay council tax);
- e. subject to paragraph 3.3, any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
- f. a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.

3.3 Excepting persons to whom paragraph 3.2 a) to c) and f) refer, a person to whom any of the following sub-paragraphs applies shall be a non-dependant—

- a. a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either;
 - i. that person is a close relative of his or her partner; or
 - ii. the tenancy or other agreement between them is other than on a commercial basis;
- b. a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of the council tax reduction scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
- c. a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the authority is satisfied that the change giving rise to the new liability was not made to take advantage of the support scheme.

4.0 Requirement to provide a National Insurance Number²

4.1 No person shall be entitled to support unless the criteria below in 4.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming support.

4.2 This subsection is satisfied in relation to a person if–

- a. the claim for support is accompanied by;
 - i. a statement of the person’s national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - ii. information or evidence enabling the national insurance number that has been allocated to the person to be ascertained; or
- b. the person makes an application for a national insurance number to be allocated to him which is accompanied by information or evidence enabling such a number to be so allocated and the application for reduction is accompanied by evidence of the application and information to enable it to be allocated.

4.3 Paragraph 4.2 shall not apply–

- a. in the case of a child or young person in respect of whom council tax reduction is claimed;
- b. to a person who;
 - i. is a person in respect of whom a claim for council tax reduction is made;
 - ii. is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act; and
 - iii. has not previously been allocated a national insurance number.

5.0 Persons who have attained the qualifying age for state pension credit

5.1 This scheme applies to a person if:

- (i) he has not attained the qualifying age for state pension credit; or
- (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is;
 - (a) a person on income support, on income-based jobseeker’s allowance or an income-related employment and support allowance; or
 - (b) a person with an award of universal credit.

6.0 Not used

² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

7.0 Persons treated as not being in Great Britain and Persons Subject to Immigration Control

Persons treated as not being in Great Britain

- 7.1 Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.
- 7.2 Except where a person falls within paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.
- 7.3 A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.
- 7.4 For the purposes of paragraph (3), a right to reside does not include a right which exists by virtue of, or in accordance with—
- (a) regulation 13 of the EEA Regulations or Article 6 of Council Directive 2004/38/EC;
 - (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is—
 - (i) a jobseeker for the purpose of the definition of “qualified person” in regulation 6(1) of those Regulations, or
 - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;
 - (ab) Article 45 of the Treaty on the functioning of the European Union (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland); or
 - (b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).
- 7.5 A person falls within this paragraph if the person is—
- (a) a qualified person for the purposes of regulation 6 of the EEA Regulations⁽⁵⁾ as a worker or a self-employed person;
 - (b) a family member of a person referred to in sub-paragraph (a) within the meaning of regulation 7(1)(a), (b) or (c) of the EEA Regulations;
 - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
 - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
 - (e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971³ where that leave is—
 - (i) discretionary leave to enter or remain in the United Kingdom,
 - (ii) leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012, or
 - (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005.
 - (f) a person who has humanitarian protection granted under those rules;
 - (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom;

³ As amended by the Immigration Act 2014 and the Immigration Act 2014 (Commencement No. 2) Order 2014

- (h) in receipt of income support or on an income-related employment and support allowance; or
- (i) a person who is treated as a worker for the purpose of the definition of “qualified person” in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an “accession State national subject to worker authorisation”)

7.6 A person falls within this paragraph if the person is a Crown servant or member of Her Majesty’s forces posted overseas.

7.7 A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty’s forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.

7.8 In this regulation—
 “claim for asylum” has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;
 “Crown servant” means a person holding an office or employment under the Crown;
 “EEA Regulations” means the Immigration (European Economic Area) Regulations 2006; and
 and the The Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014;
 and
 “Her Majesty’s forces” has the same meaning as in the Armed Forces Act 2006.

Persons subject to immigration control

7.9 Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority’s scheme.

7.10 A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph 7.9

7.11 “Person subject to immigration control” has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

7A.0 Transitional provision

7A.1 The above does not apply to a person who, on 31st March 2015

- (a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority’s scheme established under section 13A(2) of the Act; and
- (b) is entitled to an income-based jobseeker’s allowance, until the first of the events in paragraph 7A.2 occurs.

7A.2 The events are—

- (a) the person makes a new application for a reduction under an authority’s scheme established under section 13A(2) of the Act; or
- (b) the person ceases to be entitled to an income-based jobseeker’s allowance.

7A.3 In this section “the Act” means the Local Government Finance Act 1992.

8.0 Temporary Absence (period of absence)

8.1 Where a person is absent from the dwelling throughout any day then no support shall be payable

8.2 A person shall not, in relation to any day, which falls within a period of temporary absence from that dwelling, be a prescribed person under paragraph 8.1.

- 8.3 In paragraph 8.2, a 'period of temporary absence' means—
- a. a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation where and for so long as;
 - i. the person resides in that accommodation;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let; and
 - iii. that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,
 where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;
 - b. a period of absence not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as;
 - i. the person intends to return to the dwelling;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let; and
 - iii. that period is unlikely to exceed 13 weeks; and
 - c. a period of absence not exceeding 52 weeks, beginning with the first whole day of absence, where and for so long as
 - i. the person intends to return to the dwelling;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let;
 - iii. the person is a person to whom paragraph 8.4 applies; and
 - iv. the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period.
- 8.4 This paragraph applies to a person who is;
- a. detained in custody on remand pending trial or required, as a condition of bail, to reside;
 - i. in a dwelling, other than the dwelling referred to in paragraph 8.1, or
 - ii. in premises approved under section 13 of the Offender Management Act 2007 as amended by the Offender Rehabilitation Act 2014, or, detained in custody pending sentence upon conviction;
 - b. resident in a hospital or similar institution as a patient;
 - c. undergoing, or his partner or his dependent child is undergoing, in the United Kingdom or elsewhere, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
 - d. following, in the United Kingdom or elsewhere, a training course;
 - e. undertaking medically approved care of a person residing in the United Kingdom or elsewhere;
 - f. undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care of medical treatment;
 - g. in the United Kingdom or elsewhere, receiving medically approved care provided in accommodation other than residential accommodation;
 - h. a student;
 - i. receiving care provided in residential accommodation other than a person to whom paragraph 8.3a) applies; or
 - j. has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.
- 8.5 This paragraph applies to a person who is;
- a. detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983 (as amended by the Mental Health (Discrimination) Act 2013), or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995) or the Mental Health (Scotland) Act 2015; and
 - b. on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989

- 8.6 Where paragraph 8.5 applies to a person, then, for any day when he is on temporary release—
- a. if such temporary release was immediately preceded by a period of temporary absence under paragraph 8.3 b) or c), he shall be treated, for the purposes of paragraph 8.1, as if he continues to be absent from the dwelling, despite any return to the dwelling;
 - b. for the purposes of paragraph 8.4 a), he shall be treated as if he remains in detention;
 - c. If he does not fall within sub-paragraph a), he is not considered to be a person who is liable to pay Council Tax in respect of a dwelling of which he is resident
- 8.7 In this section;
- ‘medically approved’ means certified by a medical practitioner;
 - ‘patient’ means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution; ‘residential accommodation’ means accommodation which is provided;
 - a. in a care home;
 - b. in an independent hospital;
 - c. in an Abbeyfield Home; or
 - d. in an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;
 - ‘training course’ means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

Sections 9 - 11

The family for Council tax reduction purposes

9.0 Membership of a family

- 9.1 Within the support scheme adopted by the Council 'family' means;
- a. a married or unmarried couple;
 - b. married or unmarried couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person;
 - c. two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
 - d. two people of the same sex who are not civil partners of each other but are living together as if they were civil partners (with or without children),
 - e. and for the purposes of sub-paragraph (d) two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband and wife were they instead two people of the opposite sex;
 - f. except in prescribed circumstances, a person who is not a member of a married or unmarried couple and a member of the same household for whom that person is responsible and who is a child or a young person;

For the purposes of the scheme a child is further defined as a 'child or young person'
A 'child' means a person under the age of 16 and a 'Young Person' is someone aged 16 or over but under 20 and who satisfies other conditions. These conditions are:

- they are aged 16, have left 'relevant education' or training, and 31 August following the sixteenth birthday has not yet been passed;
- they are aged 16 or 17, have left education or training, are registered for work, education or training, are not in work and are still within their 'extension period';
- they are on a course of full-time non-advanced education, or are doing 'approved training', and they began that education or training before reaching the age of 19;
- they have finished a course of full-time non-advanced education, but are enrolled on another such course (other than one provided as a result of their employment);
- they have left 'relevant education' or 'approved training' but have not yet passed their 'terminal date'.

- 9.2 Paragraph 9.1 the definition of child or young person shall not apply to a person who is;
- a. on income support ;
 - b. an income-based jobseeker's allowance or an income-related employment and support allowance; or has an award of Universal Credit; or
 - c. a person to whom section 6 of the Children (Leaving Care) Act 2000 (exclusion from benefits) applies.
- 9.3 The definition also includes a child or young person in respect of whom there is an entitlement to child benefit but only for the period that Child Benefit is payable

10.0 Circumstances in which a person is to be treated as responsible (or not responsible) for a child or young person.

- 10.1 Subject to the following paragraphs a person shall be treated as responsible for a child or young person who is normally living with him and this includes a child or young person to whom paragraph 9.3 applies
- 10.2 Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person shall be treated for the purposes of paragraph 9.1 as normally living with;
- a. the person who is receiving child benefit in respect of him; or
 - b. if there is no such person;
 - i. where only one claim for child benefit has been made in respect of him, the person who made that claim; or

ii. in any other case the person who has the primary responsibility for him.

10.3 For the purposes of this scheme a child or young person shall be the responsibility of only one person and any person other than the one treated as responsible for the child or young person under this section shall be treated as not so responsible.

10.4 In accordance with Schedule 1 of this scheme, the number of dependants determined to be within the household shall be limited to two.

11.0 Circumstances in which a child or young person is to be treated as being or not being a member of the household

11.1 Subject to paragraphs 11.2 and 11.3, the applicant and any partner and, where the applicant or his partner is treated as responsible by virtue of section 10 (circumstances in which a person is to be treated as responsible or not responsible for a child or young person) for a child or young person, that child or young person and any child of that child or young person, shall be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.

11.2 A child or young person shall not be treated as a member of the applicant's household where he is;

- a. placed with the applicant or his partner by a local authority under section 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or
- b. placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
- c. placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009.

11.3 Subject to paragraph 11.4, paragraph 11.1 shall not apply to a child or young person who is not living with the applicant and he—

- a. is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
- b. has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
- c. has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).

11.4 The authority shall treat a child or young person to whom paragraph 11.3 a) applies as being a member of the applicant's household where;

- a. that child or young person lives with the applicant for part or all of that reduction week; and
- b. the authority considers that it is responsible to do so taking into account the nature and frequency of that child's or young person's visits.

11.5 In this paragraph 'relevant enactment' means the Army Act 1955, the Air Force Act 1955, the Naval Discipline Act 1957, the Matrimonial Proceedings (Children) Act 1958, the Social Work (Scotland) Act 1968, the Family Law Reform Act 1969, the Children and Young Persons Act 1969, the Matrimonial Causes Act 1973, the Children Act 1975, the Domestic Proceedings and Magistrates' Courts Act 1978, the Adoption and Children (Scotland) Act 1978, the Family Law Act 1986, the Children Act 1989, the Children (Scotland) Act 1995 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

12.0 – 14.0 Not Used

Sections 15 – 32 & Schedules 3 & 4

Definition and the treatment of income for Council tax reduction purposes

15.0 Calculation of income and capital of members of applicant's family and of a polygamous marriage

- 15.1 The income and capital of:
- (a) an applicant; and
 - (b) any partner of that applicant,

is to be calculated in accordance with the provisions of this Part.

- 15.2 The income and capital of any partner of the applicant is to be treated as income and capital of the applicant, and in this Part any reference to the applicant applies equally to any partner of that applicant.

- 15.3 Where an applicant or the partner of an applicant is married polygamously to two or more members of his household:
- (a) the applicant must be treated as possessing capital and income belonging to each such member; and
 - (b) the income and capital of that member is to be calculated in accordance with the following provisions of this Part in like manner as for the applicant.

15A.0 Calculation of income and capital: persons who have an award of universal credit

- 15A.1 In determining the income of an applicant
- a. who has, or
 - b. who (jointly with his partner) has,
- an award of universal credit the authority must, subject to the following provisions of this paragraph use the calculation or estimate of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

- 15A.2 The authority may adjust the amount referred to in sub-paragraph (1) to take account of
- (a) income consisting of the award of universal credit, determined in accordance with subparagraph (3) and a sum determined as an amount for housing costs;
 - (b) any sum to be disregarded under paragraphs of Schedule 3 to this scheme (sums to be disregarded in the calculation of earnings);
 - (c) any sum to be disregarded under paragraphs of Schedule 4 to this scheme (sums to be disregarded in the calculation of income other than earnings);
 - (d) section 16 (circumstances in which income and capital of non-dependant is to be treated as applicant's), if the authority determines that the provision applies in the applicant's case;
 - (e) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of the 1992 Act (power of billing authority to reduce amount of council tax payable)

- 15A.3 The amount for the award of universal credit is to be determined by multiplying the amount of the award by 12 and dividing the product by 52.

- 15A.4 Sections 16 (income and capital of non-dependant to be treated as applicant's) and 52 and 53 (disregards from income) apply (so far as relevant) for the purpose of determining any adjustments, which fall to be made to the figure for income under sub-paragraph (2)

- 15A.5 In determining the capital of an applicant;
- (a) who has, or
 - (b) who (jointly with his partner) has,
- an award of universal credit, the authority must use the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining that award

16.0 Circumstances in which capital and income of non-dependant is to be treated as applicant's

16.1 Where it appears to the authority that a non-dependant and the applicant have entered into arrangements in order to take advantage of the council tax reduction scheme and the non-dependant has more capital and income than the applicant, that authority shall, except where the applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, treat the applicant as possessing capital and income belonging to that non-dependant, and, in such a case, shall disregard any capital and income which the applicant does possess.

16.2 Where an applicant is treated as possessing capital and income belonging to a non-dependant under paragraph 16.1 the capital and income of that non-dependant shall be calculated in accordance with the following provisions in like manner as for the applicant and any reference to the 'applicant' shall, except where the context otherwise requires, be construed for the purposes of this scheme as if it were a reference to that non-dependant.

17.0 Calculation of income on a weekly basis

17.1 For the purposes of this scheme and in line with regulation 34 of the Housing Benefit Regulations 2006 (disregard to changes in tax, contributions etc.), the income of an applicant shall be calculated on a weekly basis by estimating the amount which is likely to be his average weekly income in accordance with this Section and in line with Sections 2, 3, 4 and 5 of Part 6 of the Housing Benefit Regulations 2006;

17.3 For the purposes of paragraph 17.1 'income' includes capital treated as income under section 31 (capital treated as income) and income, which an applicant is treated as possessing under section 32 (notional income).

18.0 Not used

19.0 Average weekly earnings of employed earners (not in receipt of Universal Credit)

19.1 Where an applicant's income consists of earnings from employment as an employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment—

- a. over a period immediately preceding the reduction week in which the claim is made or treated as made and being a period of
 - i. 5 weeks, if he is paid weekly; or
 - ii. 2 months, if he is paid monthly; or
- b. whether or not sub-paragraph 19.1a i) or ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the claim is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

19.2 Where the applicant has been in his employment for less than the period specified in paragraph 19.1 a)(i) or (ii)

- a. if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings shall be estimated by reference to those earnings;
- b. in any other case, the authority shall require the applicant's employer to furnish an estimate of the applicant's likely weekly earnings over such period as the authority may require and the applicant's average weekly earnings shall be estimated by reference to that estimate.

19.3 Where the amount of an applicant's earnings changes during an award the authority shall estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period shall not in any case exceed 52 weeks.

19.4 For the purposes of this section the applicant's earnings shall be calculated in accordance with

sections 25 and 26

20.0 Average weekly earnings of self-employed earners

20.1 Where an applicant's income consists of earnings from employment as a self-employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period shall not in any case exceed a year.

20.2 For the purposes of this section the applicant's earnings shall be calculated in accordance with section 27 to 29A of this scheme

21.0 Average weekly income other than earnings

21.1 An applicant's income which does not consist of earnings shall, except where paragraph 18.2 applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period shall not in any case exceed 52 weeks; and nothing in this paragraph shall authorise the authority to disregard any such income other than that specified in Schedule 4 of this scheme

21.2 The period over which any benefit under the benefit Acts is to be taken into account shall be the period in respect of which that support is payable.

21.3 For the purposes of this section income other than earnings shall be calculated in accordance with paragraphs 30 to 32 of this scheme

22.0 Calculation of average weekly income from tax credits

22.1 This section applies where an applicant receives a tax credit.

22.2 Where this section applies, the period over which a tax credit is to be taken into account shall be the period set out in paragraph 22.3

22.3 Where the instalment in respect of which payment of a tax credit is made is;

- a. a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;
- b. a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
- c. a two-weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
- d. a four-weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.

22.4 For the purposes of this section 'tax credit' means child tax credit or working tax credit.

23.0 Calculation of weekly income

23.1 For the purposes of sections 19 (average weekly earnings of employed earners), 21 (average weekly income other than earnings) and 22 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made;

- a. does not exceed a week, the weekly amount shall be the amount of that payment;
- b. exceeds a week, the weekly amount shall be determined—
 - i. in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
 - ii. in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the product

by 7.

- 23.2 For the purpose of section 20 (average weekly earnings of self-employed earners) the weekly amount of earnings of an applicant shall be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the product by 7.

24.0 Disregard of changes in tax, contributions etc.

- 24.1 In calculating the applicant's income the appropriate authority may disregard any legislative change
- a. in the basic or other rates of income tax;
 - b. in the amount of any personal tax relief;
 - c. in the rates of national insurance contributions payable under the Act or in the lower earnings limit or upper earnings limit for Class 1 contributions under the Act, the lower or upper limits applicable to Class 4 contributions under the Act or the amount specified in section 11(4) of the Act (small profits threshold in relation to Class 2 contributions);
 - d. in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the Act;
- in the maximum rate of child tax credit or working tax credit,

25.0 Earnings of employed earners

- 25.1 Subject to paragraph 25.2, 'earnings' means in the case of employment as an employed earner, any remuneration or profit derived from that employment and includes—
- a. any bonus or commission;
 - b. any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
 - c. any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
 - d. any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
 - e. any payment by way of a retainer;
 - f. any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of—
 - g. (i) travelling expenses incurred by the applicant between his home and his place of employment;
 - (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;
 - h. any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
 - i. any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
 - j. any such sum as is referred to in section 112 of the Act (certain sums to be earnings for social security purposes);
 - k. any statutory sick pay, statutory maternity pay, statutory paternity pay, shared parental pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
 - l. any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave, shared parental pay or adoption leave or is absent from work because he is ill;
 - m. the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule

3 to the Social Security (Contributions) Regulations 2001 as amended⁴.

- 25.2 Earnings shall not include—
- a. subject to paragraph 25.3, any payment in kind;
 - b. any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of employment;
 - c. any occupational pension
 - d. any payment in respect of expenses arising out of the applicant's participation in a service user group or an applicant participating as a service user

25.3 Paragraph 25.2 a) shall not apply in respect of any non-cash voucher referred to in paragraph 25.1 l)

26.0 Calculation of net earnings of employed earners

26.1 For the purposes of section 19 (average weekly earnings of employed earners), the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall, subject to paragraph 26.2, be his net earnings.

26.2 There shall be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 14 of Schedule 3.

26.3 For the purposes of paragraph 26.1 net earnings shall, except where paragraph 26.6 applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less;

- a. any amount deducted from those earnings by way of
 - i) income tax;
 - ii) primary Class 1 contributions under the Act;
- b. one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
- c. one-half of the amount calculated in accordance with paragraph 26.5 in respect of any qualifying contribution payable by the applicant; and
- d. where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, any amount deducted for those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the Act.

26.4 In this section 'qualifying contribution' means any sum which is payable periodically as a contribution towards a personal pension scheme.

26.5 The amount in respect of any qualifying contribution shall be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying contribution shall be determined—

- a. where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;
- b. in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.

26.6 Where the earnings of an applicant are estimated under sub-paragraph (b) of paragraph 2) of the section 19 (average weekly earnings of employment earners), his net earnings shall be calculated by taking into account those earnings over the assessment period, less—

⁴ Social Security (Contributions)(Amendment) Regulations 2013, Social Security (Contributions)(Amendment No.2) Regulations 2013 and Social Security (Contributions)(Amendment No.2) Regulations 2013

- a. an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988(personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rata basis;
- b. an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
- c. any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

27.0 Earnings of self-employed earners

27.1 Subject to paragraph 27.2, ‘earnings’, in the case of employment as a self- employed earner, means the gross income of the employment plus any allowance paid under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 to the applicant for the purpose of assisting him in carrying on his business unless at the date of claim the allowance has been terminated.

27.2 ‘Earnings’ shall not include any payment to which paragraph 27 or 28 of Schedule 4 refers (payments in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant’s care) nor shall it include any sports award.

27.3 This paragraph applies to–

- a. royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
- b. any payment in respect of any–
 - (i) book registered under the Public Lending Right Scheme 1982; or
 - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982, where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book of work concerned.

27.4 Where the applicant’s earnings consist of any items to which paragraph 27.3 applies, those earnings shall be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction is to be treated as a corresponding fraction of a week) by dividing the earnings by

- (a) the amount of the reduction under this scheme which would be payable had the payment not been made, plus
- (b) an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 3 (sums to be disregarded in the calculation of earnings) as appropriate in the applicant’s case.

28.0 Calculation of net profit of self-employed earners

28.1 For the purposes of section 20 (average weekly earnings of self- employed earners) the earnings of an applicant to be taken into account shall be

- a. in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
- b. in the case of a self-employed earner whose employment is carried on in partnership or

is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less—

- i. an amount in respect of income tax and of national insurance contributions payable under the Act calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
- ii. the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.

28.2 There shall be disregarded from an applicant's net profit, any sum, where applicable, specified in paragraph 1 to 14 of Schedule 3.

28.3 For the purposes of paragraph 28.1 a) the net profit of the employment must, except where paragraph 28.9 applies, be calculated by taking into account the earnings for the employment over the assessment period less

- a. subject to paragraphs 28.5 to 28.7, any expenses wholly and exclusively incurred in that period for the purposes of that employment;
- b. an amount in respect of;
 - (i) income tax, and
 - (ii) national insurance contributions payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
- c. the amount calculated in accordance with paragraph (28.11) in respect of any qualifying premium.

28.4 For the purposes of paragraph 28.1b) the net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less, subject to paragraphs 28.5 to 28.8, any expenses wholly and exclusively incurred in that period for the purposes of the employment.

28.5 Subject to paragraph 28.6 no deduction shall be made under paragraph 28.3 a) or 28.4, in respect of—

- a. any capital expenditure;
- b. the depreciation of any capital asset;
- c. any sum employed or intended to be employed in the setting up or expansion of the employment;
- d. any loss incurred before the beginning of the assessment period;
- e. the repayment of capital on any loan taken out for the purposes of the employment;
- f. any expenses incurred in providing business entertainment, and
- g. any debts, except bad debts proved to be such, but this sub-paragraph shall not apply to any expenses incurred in the recovery of a debt.

28.6 A deduction shall be made under paragraph 28.3 a) or 28.4 in respect of the repayment of capital on any loan used for—

- a. the replacement in the course of business of equipment or machinery; and
- b. the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.

28.7 The authority shall refuse to make deductions in respect of any expenses under paragraph 28.3 a) or 28.4 where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.

28.8 For the avoidance of doubt—

- a. deductions shall not be made under paragraph 28.3 a) or 28.4 in respect of any sum unless it has been expended for the purposes of the business;
- b. a deduction shall be made thereunder in respect of—
 - i. the excess of any value added tax paid over value added tax received in the assessment period;
 - ii. any income expended in the repair of an existing business asset except to the

- extent that any sum is payable under an insurance policy for its repair;
- iii. any payment of interest on a loan taken out for the purposes of the employment

28.9 Where an applicant is engaged in employment, as a child minder the net profit of the employment shall be one-third of the earnings of that employment, less an amount in respect of

- a. income tax; and
- b. national insurance contributions payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
- c. the amount calculated in accordance with paragraph 28.1 in respect of any qualifying contribution.

28.10 For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments shall not be offset against his earnings in any other of his employments.

28.11 The amount in respect of any qualifying premium shall be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying premium shall be determined

- a. where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and divided the product by 365;
- b. in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.

28.12 In this section, 'qualifying premium' means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of claim.

29.0 Deduction of tax and contributions of self-employed earners

29.1 The amount to be deducted in respect of income tax under section 28.1b i), 28.3 b) i) or 28.9 a) i) (calculation of net profit of self-employed earners) shall be calculated on the basis of the amount of chargeable income and as if that income were assessable to income tax at the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under section 257(1) of the Income and Corporation Taxes Act 1988(personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.

29.2 The amount to be deducted in respect of national insurance contributions under paragraphs 28.1 1 b)(i); 28.3 b) ii) or 28.9 a shall be the total of—

- a. the amount of Class 2 contributions payable under section 11(1) or, as the case may be, 11(3) of the Act at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of the Act (small profits threshold) for the tax year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year shall be reduced pro rata; and
- b. the amount of Class 4 contributions (if any) which would be payable under section 15 of the Act (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits shall be reduced pro rata.

- 29.3 In this section 'chargeable income' means—
- a. except where sub-paragraph (b) applies, the earnings derived from the employment less any expenses deducted under paragraph 28.3(a) or, as the case may be, 28.4 of section 28;
 - b. in the case of employment as a child minder, one-third of the earnings of that employment.

29A.0 Minimum Income Floor

- 29 A.1 Where the claimant or partner are not a child-minder and no start-up period (as defined within 29 A.2) applies to the applicant and the income from self-employment of the applicant or partner as calculated by reference to parts 27 to 29 of this scheme is less than the appropriate National Minimum Wage for the number of hours the claimant or partner is deemed to be working as self-employed, the income used by the Council in the calculation of their award shall be increased to that amount. The National Minimum Wage applied shall be that which applies to the relevant assessment period less an estimate for tax, national insurance and the pension contribution (where a pension contribution is being made), as if estimating the income of an ordinary employed worker.
- 29 A.2 The Council shall determine an appropriate start up period for the employment activity being conducted by the claimant or partner. This will normally be one year from the date of claim, or one year from the date of commencement of the employment activity, whichever is sooner. During this period no Minimum Income Floor shall be applied. The start-up period ends where the person is no longer in gainful self-employment.
- 29 A.3 Where a claimant or partner holds a position in a company that is analogous to that of a sole owner or partner in the business of that company, he shall be treated as if he were such sole owner or partner and in such a case be subject to the Minimum Income Floor where appropriate.
- 29 A.4 Ordinarily, no start-up period may be applied in relation to a claimant where a start-up period has previously been applied, whether in relation to a current or previous award of a Council Tax Relief or where one would have been applied, if not for the operation of Council Tax Benefit. The Council may allow a subsequent employment to qualify for a start up period based on the previous history of the claimant and an assessment of such evidence that would support a decision to allow for a subsequent start up period.
- 29 A5 In order to establish whether to award a start-up period, or at its discretion a subsequent start-up period, the claimant must satisfy the Council that the employment is:
- Genuine and effective. The council must be satisfied that the employment activity is being conducted
 - Taking up the stated number of working hours
 - Being conducted with the intention of increasing the income to the level that would be conducive with that form of employment.
- 29 A.6 For the purposes of determining whether a claimant is in gainful self-employment or meets the conditions for a startup-period, the Council will require the claimant to provide such evidence or information that it reasonably requires to make that decision, the Council may also require the self-employed person to attend an interview for the purpose of establishing whether the employment is gainful or whether the conditions for a startup period are met.

30.0 Calculation of income other than earnings

- 30.1 For the purposes of section 21 (average weekly income other than earnings), the income of an applicant which does not consist of earnings to be taken into account shall, subject to

paragraphs 30.2 to 30.4, be his gross income and any capital treated as income under section 31 (capital treated as income).

- 30.2 There is to be disregarded from the calculation of an applicant's gross income under paragraph 30.1, any sum, where applicable, specified in Schedule 4.
- 30.3 Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under paragraph 30.1 shall be the gross amount payable.
- 30.4 Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008 or 2013 as appropriate, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- 30.5 Where an award of any working tax credit or child tax credit under the Tax Credits Act 2002 is subject to a deduction by way of recovery of an overpayment of working tax credit or child tax credit which arose in a previous tax year the amount to be taken into account under paragraph 30.1 shall be the amount of working tax credit or child tax credit awarded less the amount of that deduction.
- 30.6 In paragraph 30.5 'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next.
- 30.7 Paragraph 30.8 and 30.9 apply where a relevant payment has been made to a person in an academic year; and that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.
- 30.8 Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph 30.1 in respect of a person to whom paragraph 30.7 applies, shall be calculated by applying the formula—
$$\frac{A - (B \times C)}{D}$$

Where
A = the total amount of the relevant payment which that person would have received had he remained a student until the last day of the academic term in which he abandoned, or was dismissed from, his course, less any deduction under paragraph 51.5
B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;
C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income under paragraph 51.2 had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to council tax reduction immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;
D = the number of reduction weeks in the assessment period.
- 30.9 Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph 30.1 in respect of a person to whom paragraph (30.8) applies, shall be calculated by applying the formula in paragraph 30.8 but as if—
A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was dismissed from it, less any deduction under paragraph 51.5
- 30.10 In this section— 'academic year' and 'student loan' shall have the same meanings as for the purposes of sections 43 to 45, 'assessment period' means—

- a. in a case where a relevant payment is made quarterly, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;
- b. in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes–
 - i. the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or
 - ii. the last day of the last quarter for which an instalment of the relevant payment was payable to that person.

whichever of these dates is earlier

‘quarter’ in relation to an assessment period means a period in that year beginning on;

- a. 1st January and ending on 31st March;
- b. 1st April and ending on 30th June;
- c. 1st July and ending on 31st August; or
- d. 1st September and ending on 31st December;

‘relevant payment’ means either a student loan or an amount intended for the maintenance of dependants referred to in paragraph 46.7 or both.

30.11 For the avoidance of doubt there shall be included as income to be taken into account under paragraph 30.1

- a. any payment to which paragraph 25.2 (payments not earnings) applies; or
- b. in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act 1999 including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act 1999.

31.0 Capital treated as income

31.1 Any capital payable by instalments which are outstanding at the date on which the claim is made or treated as made, or, at the date of any subsequent revision or supersession, shall, if the aggregate of the instalments outstanding and the amount of the applicant’s capital otherwise calculated in accordance with sections 33 to 42 of this scheme exceeds £6,000, be treated as income.

31.2 Any payment received under an annuity shall be treated as income.

31.3 Any earnings to the extent that they are not a payment of income shall be treated as income.

31.4 Any Career Development Loan paid pursuant to section 2 of the Employment and Training Act 1973 Act shall be treated as income

31.5 Where an agreement or court order provides that payments shall be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital), shall be treated as income.

32.0 Notional income

32.1 An applicant shall be treated as possessing income of which he has deprived himself for the purpose of securing entitlement of support or increasing the amount of that support.

32.2 Except in the case of–

- a. a discretionary trust;
- b. a trust derived from a payment made in consequence of a personal injury;
- c. a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
- d. any sum to which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a);
- e. any sum to which paragraph 48(a) of Schedule 5 refers;
- f. rehabilitation allowance made under section 2 of the 1973 Act;
- g. child tax credit; or
- h. working tax credit,
- i. any sum to which paragraph 32.13 applies;

any income which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.

32.3 – 32.5 Not used

32.6 Any payment of income, other than a payment of income specified in paragraph 32.7 made–

- a. to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under or by a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- b. to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in sub-paragraph a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- c. to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

32.7 Paragraph 32.6 shall not apply in respect of a payment of income made–

- a. under the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006);
- b. pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
- c. pursuant to section 2 of the 1973 Act in respect of a person's participation–
 - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations;
 - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
 - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
 - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations or;
 - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- d. in respect of a person's participation in the Work for Your Benefit Pilot Scheme
- e. in respect of a previous participation in the Mandatory Work Activity Scheme;
- f. in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- g. under an occupational pension scheme, in respect of a pension or other periodical

payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—

(i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;

(ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and

(iii) the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

32.8 Where an applicant is in receipt of any benefit (other than council tax reduction) under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority shall treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority shall select to apply in its area, to the date on which the altered rate is to take effect.

32.9 Subject to paragraph 32.10, where—

a. applicant performs a service for another person; and

b. that person makes no payment of earnings or pays less than that paid for a comparable employment in the area, the authority shall treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for the service.

32.10 Paragraph 32.9 shall not apply—

a. to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or

b. in a case where the service is performed in connection with—

(i) the applicant's participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker's Allowance Regulations, other than where the service is performed in connection with the applicant's participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations or

(ii) the applicant's or the applicant's partner's participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme ; or

c. to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State) before the placement starts.

32.10A In paragraph 32.10 (c) 'work placement' means practical work experience which is not undertaken in expectation of payment.

32.11 Where an applicant is treated as possessing any income under any of paragraph 32.1 to (32.8), the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of that income as if a payment has actually been made and as if it were actual income which he does possess.

32.12 Where an applicant is treated as possessing any earnings under paragraph 32.9 the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of those earnings as if a payment had actually been made and as if they were actual earnings which he does possess except that paragraph (3) of section 26 (calculation of net earnings of employed earners) shall not apply and his net earnings shall be calculated by taking into account those

earnings which he is treated as possessing, less;

- a. an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the starting rate or, as the case may be, the starting rate and the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the starting rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rate basis;
- b. an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
- c. any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

32.13 Paragraphs (32.1), (32.2), (32.6) and (32.9) shall not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant's participation in a service user group or an applicant participating as a service user

Sections 33 – 42 & Schedule 5

Definition and the treatment of capital for Council tax reduction purposes

33.0 Capital limit

33.1 For the purposes of this scheme, the prescribed amount is £6,000 and no reduction shall be granted when the applicant has an amount greater than this level.

34.0 Calculation of capital

34.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, subject to paragraph (34.2), be the whole of his capital calculated in accordance with this scheme and any income treated as capital under section 36 (income treated as capital).

34.2 There shall be disregarded from the calculation of an applicant's capital under paragraph (34.1), any capital, where applicable, specified in Schedule 5.

35.0 Disregard of capital of child and young person

35.1 The capital of a child or young person who is a member of the applicant's family shall not be treated as capital of the applicant.

36.0 Income treated as capital

36.1 Any bounty derived from employment to which paragraph 8 of Schedule 3 applies and paid at intervals of at least one year shall be treated as capital.

36.2 Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E shall be treated as capital.

36.3 Any holiday pay which is not earnings under section 25(1)(d) (earnings of employed earners) shall be treated as capital.

36.4 Except any income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28, 47 or 48 of Schedule 5, any income derived from capital shall be treated as capital but only from the date it is normally due to be credited to the applicant's account.

36.5 In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer shall be treated as capital.

36.6 Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, shall be treated as capital.

36.7 There shall be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.

36.8 Any arrears of subsistence allowance which are paid to an applicant as a lump sum shall be treated as capital.

36.9 Any arrears of working tax credit or child tax credit shall be treated as capital.

37.0 Calculation of capital in the United Kingdom

37.1 Capital which an applicant possesses in the United Kingdom shall be calculated at its current market or surrender value less—

- a. where there would be expenses attributable to the sale, 10 per cent.; and
- b. the amount of any encumbrance secured on it;

38.0 Calculation of capital outside the United Kingdom

38.1 Capital which an applicant possesses in a country outside the United Kingdom shall be calculated

- a. in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value.
- b. in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer, less, where there would be expenses attributable to sale, 10 per cent. and the amount of any encumbrances secured on it.

39.0 Notional capital

39.1 An applicant shall be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to council tax reduction or increasing the amount of that support except to the extent that that capital is reduced in accordance with section 40 (diminishing notional capital rule).

39.2 Except in the case of

- (a) a discretionary trust; or
- (b) a trust derived from a payment made in consequence of a personal injury; or
- (c) any loan which would be obtained only if secured against capital disregarded under Schedule 5; or
- (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
- (e) any sum to which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a); or
- (f) any sum to which paragraph 48(a) of Schedule 5 refers; or
- (g) child tax credit; or
- (h) working tax credit,

any capital which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

39.3 Any payment of capital, other than a payment of capital specified in paragraph (39.4), made

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in subparagraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

39.4 Paragraph 39.3 shall not apply in respect of a payment of capital made

- (a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;
- (b) pursuant to section 2 of the 1973 Act in respect of a person's participation
 - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the

- Jobseeker's Allowance Regulations;
- (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
- (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
- (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
- (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- (bb) in respect of a person's participation in the Mandatory Work Activity Scheme; Enterprise Scheme;
- (bc) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- (c) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
 - (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
 - (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
 - (iii) the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

39.5 Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case

- a. the value of his holding in that company shall, notwithstanding section 34 (calculation of capital) be disregarded; and
- b. he shall, subject to paragraph 39.6, be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this Section shall apply for the purposes of calculating that amount as if it were actual capital which he does possess.

39.6 For so long as the applicant undertakes activities in the course of the business of the company, the amount which, he is treated as possessing under paragraph 39.5 shall be disregarded.

39.7 Where an applicant is treated as possessing capital under any of paragraphs 39.1 to 39.2 the foregoing provisions of this Section shall apply for the purposes of calculating its amount as if it were actual capital, which he does possess.

40.0 Diminishing notional capital rule

40.1 Where an applicant is treated as possessing capital under section 39.1 (notional capital), the amount which he is treated as possessing;

- a. in the case of a week that is subsequent to
 - (i) the relevant week in respect of which the conditions set out in paragraph 40.2 are satisfied; or
 - (ii) a week which follows that relevant week and which satisfies those conditions, shall be reduced by an amount determined under paragraph 40.3;
- b. in the case of a week in respect of which paragraph 40.1(a) does not apply but where
 - (i) that week is a week subsequent to the relevant week; and
 - (ii) that relevant week is a week in which the condition in paragraph 40.4 is satisfied, shall be reduced by the amount determined under paragraph 40.4.

40.2 This paragraph applies to a reduction week or part-week where the applicant satisfies the conditions that

- a. he is in receipt of council tax reduction; and

- b. but for paragraph 39.1, he would have received an additional amount of council tax reduction in that week.
- 40.3 In a case to which paragraph 40.2 applies, the amount of the reduction for the purposes of paragraph 40.1(a) shall be equal to the aggregate of
- a. the additional amount to which sub-paragraph 40.2 (b) refers;
 - b. where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 49(1) of the Housing Benefit Regulations 2006 (notional capital);
 - c. where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 51(1) of the Income Support Regulations (notional capital);
 - d. where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital) and
 - e. where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of reduction week to which paragraph 40.2 refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).
- 40.4 Subject to paragraph 40.5, for the purposes of paragraph 40.1(b) the condition is that the applicant would have been entitled to council tax reduction in the relevant week but for paragraph 39.1, and in such a case the amount of the reduction shall be equal to the aggregate of
- a. the amount of council tax reduction to which the applicant would have been entitled in the relevant week but for paragraph 39.1; and for the purposes of this sub-paragraph is the amount is in respect of a part-week, that amount shall be determined by dividing the amount of council tax reduction to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7;
 - b. if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the reduction week which includes the last day of the relevant week, the amount which is equal to—
 - (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
 - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled,
 and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of housing benefit to which he would have been so entitled by the number equal to that number of days in the part-week and multiplying the quotient so obtained by 7;
 - c. if the applicant would, but for regulation 51(1) of the Income Support Regulations, have been entitled to income support in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income support to which he would have been so entitled by the number equal to the number of days in the part- week and multiplying the quotient so obtained by 7
 - d. if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations 1996, have been entitled to an income-based jobseeker's allowance in respect of the reduction week, within the meaning of this scheme, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes

of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income-based jobseeker's allowance to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7; and

- e. if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations 2008, have been entitled to an income-related employment and support allowance in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount must be determined by dividing the amount of the income-related employment and support allowance to which he would have been so entitled by the number equal to the number of days in that part-week and multiplying the quotient so obtained by 7.

40.5 The amount determined under paragraph 40.4 shall be re-determined under that paragraph if the applicant makes a further claim for council tax reduction and the conditions in paragraph 40.6 are satisfied, and in such a case—

- a. sub-paragraphs (a) to (d) of paragraph 40.4 shall apply as if for the words 'relevant week' there were substituted the words 'relevant subsequent week'; and
- b. subject to paragraph 40.7, the amount as re-determined shall have effect from the first week following the relevant subsequent week in question.

40.6 The conditions are that

- a. a further claim is made 26 or more weeks after
 - (i) the date on which the applicant made a claim for council tax reduction in respect of which he was first treated as possessing the capital in question under paragraph 39.1;
 - (ii) in a case where there has been at least one re-determination in accordance with paragraph 40.5, the date on which he last made a claim for council tax reduction which resulted in the weekly amount being re-determined, or
 - (iii) the date on which he last ceased to be entitled to council tax reduction, whichever last occurred; and
- b. the applicant would have been entitled to council tax reduction but for paragraph 39.1.

40.7 The amount as re-determined pursuant to paragraph 40.5 shall not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount shall continue to have effect.

40.8 For the purposes of this section

- a. 'part-week'
 - (i) in paragraph 40.4(a) means a period of less than a week for which council tax reduction is allowed;
 - (ii) in paragraph 40.4(b) means a period of less than a week for which housing benefit is payable;
 - (iii) in paragraph 40.4 (c),(d) and (e) means—
 - aa. a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and
 - bb. any other period of less than a week for which it is payable;
- b. 'relevant week' means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of section 39.1
 - (i) was first taken into account for the purpose of determining his entitlement to council tax reduction; or
 - (ii) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to council tax reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, council tax reduction;and where more than one reduction week is identified by reference to heads (i) and (ii)

of this sub-paragraph the later or latest such reduction week or, as the case may be, the later or latest such part-week;

- c. 'relevant subsequent week' means the reduction week or part-week which includes the day on which the further claim or, if more than one further claim has been made, the last such claim was made.

41.0 Capital jointly held

- 41.1 Except where an applicant possesses capital which is disregarded under paragraph 39(5) (notional capital) where an applicant and one or more persons are beneficially entitled in possession to any capital asset they shall be treated, in the absence of evidence to the contrary, as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this Section shall apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess.

Sections 43 - 56

Definition and the treatment of students for Council tax reduction purposes⁵

⁵ Amounts shown in sections 43 to 56 will be updated in line with the Housing Benefit Regulations 2006 (as amended)

43.0 Student related definitions

43.1 In this scheme the following definitions apply;

'academic year' means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course shall be considered to begin in the autumn rather than the summer;

'access funds' means;

- a. grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- b. grants made under section 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- c. grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
- d. discretionary payments, known as "learner support funds", which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- e. Financial Contingency Funds made available by the Welsh Ministers;

'college of further education' means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

'contribution' means;

- a. any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student's grant or student loan; or
- b. any sums, which in determining the amount of a student's allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority consider that it is reasonable for the following person to contribute towards the holder's expenses;
 - (i) the holder of the allowance or bursary;
 - (ii) the holder's parents;
 - (iii) the holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent; or
 - (iv) the holder's spouse or civil partner;

'course of study' means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

'covenant income' means the gross income payable to a full-time student under a Deed of Covenant by his parent;

'education authority' means a government department, a local authority as defined in section 579 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973, an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body, of the Channel Islands, Isle of Man or any other country outside Great Britain;

'full-time course of study' means a full time course of study which;

- a. is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;;

- b. is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out—
 - (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding, in the student’s learning agreement signed on behalf of the establishment which is funded by either of those persons for the delivery of that course; or
 - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- c. is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
 - (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
 - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

‘full-time student’ means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

‘grant’ (except in the definition of ‘access funds’) means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary but does not include a payment from access funds or any payment to which paragraph 12 of Schedule 4 or paragraph 53 of Schedule 5 applies;

‘grant income’ means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

‘higher education’ means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992;

‘last day of the course’ means;

- a. in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- b. in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

‘period of study’ means—

- a. in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- b. in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, the year’s start and ending with either—
 - (i) the day before the start of the next year of the course in a case where the student’s grant or loan is assessed at a rate appropriate to his studying throughout the year, or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
 - (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- c. in the final year of a course of study of more than one year, the period beginning with that year’s start and ending with the last day of the course;

‘periods of experience’ means periods of work experience which form part of a sandwich course;

‘qualifying course’ means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker’s Allowance Regulations;

‘modular course’ means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

‘sandwich course’ has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans), (Scotland), Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

‘standard maintenance grant’ means–

- a. except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (‘the 2003 Regulations’) for such a student;
- b. except where paragraph (c) applies, in the case of a student residing at his parent’s home, the amount specified in paragraph 3 thereof;
- c. in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as ‘standard maintenance allowance’ for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;
- d. in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

‘student’ means a person, other than a person in receipt of a training allowance, who is attending or undertaking–

- a. a course of study at an educational establishment; or
- b. a qualifying course;

‘student loan’ means a loan towards a student’s maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and shall include, in Scotland, a young student’s bursary paid under regulation 4(1)(c) of the Student’s Allowances (Scotland) Regulations 2007

- 43.2 For the purposes of the definition of ‘full-time student’, a person shall be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course
- a. in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending;
 - (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
 - (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;
 - b. in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

- 43.3 For the purposes of sub-paragraph (a) of paragraph 43.2, the period referred to in that sub-paragraph shall include;
- a. where a person has failed examinations or has failed to successfully complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
 - b. any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

44.0 Treatment of students

44.1 The following sections relate to students who claim Council tax reduction

45.0 Students who are excluded from entitlement to council tax reduction

45.1 Students (except those specified in paragraph 45.3) are not able to claim Council tax reduction under Classes D and E of the Council's reduction scheme.

45.2 To be eligible for support, the student must be liable for Council Tax under Section 6 of the Local Government Finance Act 1992 and they must not be deemed to be a full time student or a persons from abroad within the meaning of section 7 of this scheme (persons from aboard).

- 45.3 Paragraph 45.2 shall not apply to a student
- (a) who is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance;
 - (b) who is a lone parent;
 - (c) **but for the implementation of this scheme** , whose applicable amount would, but for this section, include the disability premium or severe disability premium;
 - (d) **but for the implementation of this scheme**, whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the Act;
 - (e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the Act (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days shall be treated as one continuous period;
 - (f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period.
 - (g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;
 - (h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989, or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;
 - (i) who is;
 - i) aged under 21 and whose course of study is not a course of higher education
 - ii) aged 21 and attained that age during a course of study which is not a course of higher education – this condition needs adding
 - iii) a qualifying young person or child within the meaning of section 142 of the Act (child and qualifying young person)
 - (j) in respect of whom
 - i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;
 - (ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) or regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;
 - (iii) a payment has been made under section 2 of the Education Act 1962 or under or by virtue of regulations made under the Teaching and Higher Education Act 1998;
 - (iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support)

Regulations (Northern Ireland) 2000; or
(v) a supplementary requirement has been determined under paragraph 9 of Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries (Northern Ireland) Order 1986,

on account of his disability by reason of deafness.

45.3A Paragraph 45.3(i)(ii) only applies to a claimant until the end of the course during which the claimant attained the age of 21

45.4 For the purposes of paragraph 45.3, once paragraph 45.3(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.

45.5 In paragraph 45.3(h) the reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.

45.6 A full-time student to whom sub-paragraph (i) of paragraph 45.3 applies, shall be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.

45.7 Paragraph 45.2 shall not apply to a full-time student for the period specified in paragraph 45.8 if;

- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is;
 - (i) engaged in caring for another person; or
 - (ii) ill;
- (b) he has subsequently ceased to be engaged in engaging in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
- (c) he is not eligible for a grant or a student loan in respect of the period specified in paragraph 45.8.

45.8 The period specified for the purposes of paragraph 45.7 is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before;

- (a) the day on which he resumes attending or undertaking the course; or
 - (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course,
- which shall first occur.

46.0 Calculation of grant income

46.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs 46.2 and 46.3, be the whole of his grant income.

46.2 There shall be excluded from a student's grant income any payment;

- (a) intended to meet tuition fees or examination fees;
- (b) in respect of the student's disability;
- (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
- (d) on account of the student maintaining a home at a place other than that at which he resides during his course;

- (e) on account of any other person but only if that person is residing outside of the United Kingdom and ,**but for the implementation of this scheme**, there is no applicable amount in respect of him;
 - (f) intended to meet the cost of books and equipment;
 - (g) intended to meet travel expenses incurred as a result of his attendance on the course;
 - (h) intended for the child care costs of a child dependant.
 - (i) of higher education bursary for care leavers made under Part III of the Children Act 1989.
- 46.3 Where a student does not have a student loan and is not treated as possessing such a loan, there shall be excluded from the student’s grant income;
- (a) the sum of £303 per academic year in respect of travel costs; and
 - (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.
- The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).
- 46.4 There shall also be excluded from a student’s grant income the grant for dependants known as the parents’ learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.
- 46.5 Subject to paragraphs 46.6 and 46.7, a student’s grant income shall be apportioned;
- (a) subject to paragraph 46.8, in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
 - (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.
- 46.6 Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2004 shall be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.
- 46.7 In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither paragraph 46.6 nor section 50 (other amounts to be disregarded) apply, shall be apportioned over the same period as the student’s loan is apportioned or, as the case may be, would have been apportioned.
- 46.8 In the case if a student on a sandwich course, any periods of experience within the period of study shall be excluded and the student’s grant income shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.
- 47.0 Calculation of covenant income where a contribution is assessed**
- 47.1 Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following shall be the whole amount of the covenant income less, subject to paragraph 47.3, the amount of the contribution.

- 47.2 The weekly amount of the student's covenant shall be determined—
- (a) by dividing the amount of income which falls to be taken into account under paragraph 47.1 by 52 or 53, whichever is reasonable in the circumstances; and
 - (b) by disregarding from the resulting amount, £5.

47.3 For the purposes of paragraph 47.1, the contribution shall be treated as increased by the amount (if any) by which the amount excluded under paragraph 46.2(g) (calculation of grant income) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

48.0 Covenant income where no grant income or no contribution is assessed

48.1 Where a student is not in receipt of income by way of a grant the amount of his covenant income shall be calculated as follows;

- (a) any sums intended for any expenditure specified in paragraph 46.2 (a) to (e) (calculation of grant income) necessary as a result of his attendance on the course shall be disregarded;
- (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, shall be apportioned equally between the weeks of the period of study;
- (c) there shall be disregarded from the amount so apportioned the amount which would have been disregarded under paragraph 46.2(f) and 46.3 (calculation of grant income) had the student been in receipt of the standard maintenance grant; and
- (d) the balance, if any, shall be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 shall be disregarded.

48.2 Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income shall be calculated in accordance with sub-paragraphs (a) to (d) of paragraph 48.1, except that;

- (a) the value of the standard maintenance grant shall be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 46.2 (a) to (e); and
- (b) the amount to be disregarded under paragraph 48.1(c) shall be abated by an amount equal to the amount of any sums disregarded under paragraph 46.2(f) and (g) and 46.3.

49.0 Student Covenant Income and Grant income – non disregard

49.1 No part of a student's covenant income or grant income shall be disregarded under paragraph 15 of Schedule 4 to this scheme

50.0 Other amounts to be disregarded

50.1 For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with section 51, any amounts intended for any expenditure specified in paragraph 46.2 (calculation of grant income), necessary as a result of his attendance on the course shall be disregarded but only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraphs 46.2 or 46.3, 47.3, 48.1(a) or (c) or 51.5 (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

51.0 Treatment of student loans

51.1 A student loan shall be treated as income.

51.2 In calculating the weekly amount of the loan to be taken into account as income

- (a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period shall be apportioned equally between the weeks in the

period beginning with;

(i) except in a case where (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;

(ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes with last day of the course,

(b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year and ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the Secretary of State, the longest of any vacation is taken and for the purposes of this sub-paragraph, 'quarter' shall have the same meaning as for the purposes of the Education (Student Support) Regulations 2005;

(c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year shall be apportioned equally between the weeks in the period beginning with;

(i) except in a case where (ii) applies, the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year;

(ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincide with, or immediately follows, the earlier of 1st September or the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

(d) in any other case, the loan shall be apportioned equally between the weeks in the period beginning with the earlier of;

(i) the first day of the first reduction week in September; or

(ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of June,

and, in all cases, from the weekly amount so apportioned there shall be disregarded £10.

51.3 A student shall be treated as possessing a student loan in respect of an academic year where;

(a) a student loan has been made to him in respect of that year; or

(b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.

51.4 Where a student is treated as possessing a student loan under paragraph 51.3, the amount of the student loan to be taken into account as income shall be, subject to paragraph 51.5

(a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to

(i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and

(ii) any contribution whether or not it has been paid to him;

(b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if;

(i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and

(ii) no deduction in that loan was made by virtue of the application of a means test.

- 51.5 There shall be deducted from the amount of income taken into account under paragraph 51.4
- (a) the sum of £303 per academic year in respect of travel costs; and
 - (b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).

51A.0 Treatment of fee loans

- 51A. 1A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income.

52.0 Treatment of payments from access funds

- 52.1 This paragraph applies to payments from access funds that are not payments to which paragraph 55.2 or 55.3 (income treated as capital) applies.

- 52.2 A payment from access funds, other than a payment to which paragraph 52.3 applies, shall be disregarded as income.

- 52.3 Subject to paragraph 52.4 of this section and paragraph 35 of Schedule 4,
- a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the case may be, of the applicant or any other member of his family and
 - b) any payments from access funds which are used for any council tax or water charges for which that applicant or member is liable, shall be disregarded as income to the extent of £20 per week.

- 52.4 Where a payment from access funds is made—
- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or
 - (b) before the first day of the course to a person in anticipation of that person becoming a student,
- that payment shall be disregarded as income.

53.0 Disregard of contribution

- 53.1 Where the applicant or his partner is a student and for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution shall be disregarded for the purposes of assessing that other partner's income.

54.0 Further disregard of student's income

- 54.1 Where any part of a student's income has already been taken into account for the purpose of assessing his entitlement to a grant or student loan, the amount taken into account shall be disregarded in assessing that student's income.

55.0 Income treated as capital

55.1 Any amount by way of a refund of tax deducted from a student's covenant income shall be treated as capital.

55.2 Any amount paid from access funds as a single lump sum shall be treated as capital.

55.3 An amount paid from access fund as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, shall be disregarded as capital but only for a period of 52 weeks from the date of the payment.

56.0 Disregard of changes occurring during summer vacation

56.1 In calculating a student's income the authority shall disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course, if that vacation does not form part of his period of study from the date on which the change occurred to the end of that vacation.

Sections 57 – 63

The calculation and amount of Council tax reduction

57.0 Maximum council tax reduction

57.1 Subject to paragraphs 57.2 to 57.4, the amount of a person's maximum council tax reduction in respect of a day for which he is liable to pay council tax, shall be 100 per cent, of the amount A divided by B where;

- (a) A is the amount set by the appropriate authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
- (b) B is the number of days in that financial year,

In this paragraph "relevant financial year" means, in relation to any particular day, financial year within which the day in question falls.

57.2 In calculating a person's maximum council tax reduction any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.

57.3 Subject to paragraph 57.4, where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons but excepting any person so residing with the applicant who is a student to whom paragraph 45.2 (students who are excluded from entitlement to council tax reduction) applies, in determining the maximum council tax reduction in his case in accordance with paragraph 57.1, the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

57.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph 57.3 shall not apply in his case.

58.0 Non-dependant deductions

58.1 Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in section 57 (maximum council tax reduction) shall be £5 x 1/7.

58.2 Only one deduction shall be made under this section in respect of a couple or, as the case may be, members of a polygamous marriage.

58.3 Where in respect of a day—

- a. a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
- b. other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue of section 9 or 77 or 77A of the 1992 Act (liability of spouses and civil partners); and
- c. the person to whom sub-paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant shall be apportioned equally between those liable persons.

58.4 No deduction shall be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is—

- a. blind or treated as blind by virtue of paragraph 9 of Schedule 1 (additional condition for the disability premium); or
- b. receiving in respect of himself:
 - attendance allowance, or would be receiving that allowance but for:
 - i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
 - ii. an abatement as a result of hospitalisation; or
 - the care component of the disability living allowance, or would be receiving that component but for:

- i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
 - ii. an abatement as a result of hospitalisation; or
- c. the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- d. an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution;

58.5 No deduction shall be made in respect of a non-dependant if:

- a. although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
- b. he is in receipt of a training allowance paid in connection with a youth training established under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
- c. he is a full time student within the meaning of section 44.0 (Students); or
- d. he is not residing with the applicant because he has been a patient for a period of excess of 52 weeks, and for these purposes;
 - I. 'patient' has the meaning given within this scheme, and
 - II. where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he shall be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods;
- e. he is a member of the armed forces away on operations. Away on operations means a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006) who is absent, while on operations, from the dwelling usually occupied as their home.

58.6 Not used

58.7 In the application of paragraph 58.2 there shall be disregarded from his weekly gross income:

- a. any attendance allowance, disability living allowance or personal independence payment or an AFIP received by him;
- b. any payment made under or by the Trusts, the Fund, the Eileen Trust , MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006) which had his income fallen to be calculated under section 30 (calculation of income other than earnings) would have been disregarded under paragraph 24 of Schedule 4 (income in kind); and
- c. any payment which had his income fallen to be calculated under section 30 would have been disregarded under paragraph 36 of Schedule 4 (payments made under certain trusts and certain other payments).

59.0 Extended reductions: movers into the authority's area 6

59.1 Where;

- a. an application is made to the authority for a reduction under its scheme, and
- b. the applicant or the partner of the applicant, is in receipt of an extended reduction from;
 - (i) another billing authority in England; or
 - (ii) a billing authority in Wales,
 the current authority must reduce any reduction to which the applicant is entitled under its Council Tax Reduction scheme by the amount of that extended reduction.

60.0 - 63.0 Not Used

⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Sections 64 – 67

Dates on which entitlement and changes of circumstances are to take effect

64.0 Date on which entitlement is to begin

64.1 Subject to paragraph 64.2, any person to whom or in respect of whom a claim for council tax reduction is made and who is otherwise entitled to that support shall be so entitled from the reduction week following the date on which that claim is made or is treated as made.

64.2 Where a person is otherwise entitled to council tax reduction and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his claim is made or is treated as made, he shall be so entitled from that reduction week.

65.0 - 66.0 Not Used

67.0 Date on which change of circumstances is to take effect

67.1 Except in cases where section 24 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph, a change of circumstances which affects entitlement to, or the amount of, a reduction under the authority's scheme ("change of circumstances"), takes effect from the first day of the reduction week following the date on which the change actually occurs, and where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs shall be the day immediately following the last day of entitlement to that benefit.

67.2 Subject to paragraph (3), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.

67.3 Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under sections 11 or 12 of that Act, it shall take effect from the day on which the change in amount has effect.

67.4 Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.

67.5 Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.

67.6 If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with paragraphs (1) to (5) they take effect from the day to which the appropriate paragraph from (2) to (5) above refers, or, where more than one day is concerned, from the earlier day.

67.7 Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the Act, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances shall take effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

67.8 Without prejudice to paragraph (7), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

Date on which income consisting of earnings from employment as an employed earner are taken into account

- 67.9 An applicant's average weekly earnings from employment shall be taken into account—
- (a) in the case of a claim, on the date that the claim was made or treated as made and the first day of each reduction week thereafter, regardless of whether those earnings were actually received in that week;
 - (b) in the case of a claim or award where the claimant commences employment, the first day of the reduction week following the date the claimant commences that employment, and the first day of each reduction week thereafter, regardless of whether those earnings were actually received in that week; or
 - (c) in the case of a claim or award where the applicant's average weekly earnings from employment change, the first day of the reduction week following the date of the change, and the beginning of each week thereafter, regardless of whether those earnings were actually received in that week

Sections 68– 74A

Claiming and the treatment of claims for Council tax reduction purposes

68.0 Making an application⁷

- 68.1 In the case of a couple or members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines.
- 68.2 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and;
- (a) a deputy has been appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
 - (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
 - (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,
- that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.
- 68.3 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under the authority's scheme and to receive and deal on his behalf with any sums payable to him.
- 68.4 Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).
- 68.5 Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4);
- (a) it may at any time revoke the appointment;
 - (b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
 - (c) any such appointment terminates when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).
- 68.6 Anything required by the authority's scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.
- 68.7 The authority must;
- (a) inform any person making an application of the duty imposed by paragraph 9(1)(a) of the Council Tax Reduction Scheme (Prescribed Requirements) Regulations 2012;
 - (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
 - (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

⁷ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

69.0 Procedure by which a person may apply for a reduction under the authority's scheme⁸

69.1. Paragraphs 2 to 7 apply to an application made under the authority's scheme.

69.2. An application may be made;

- (a) in writing,
- (b) by means of an electronic communication in accordance with sections 101 – 106A of this scheme, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

69.3 (1) An application which is made in writing must be made to the designated office on a properly completed form.

(2) The form must be provided free of charge by the authority for the purpose.

69.4 (1) Where an application made in writing is defective because—

- (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
- (b) it was made in writing but not on the form approved for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,

the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.

(2) An application made on a form provided by the authority is properly completed if it is completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

69.5. (1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.

(2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

69.6. In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

69.7 (1) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.

(2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

69.8 Notwithstanding other paragraphs within this section, the authority will determine the method by which claims are to be made as well as where claims should be sent or delivered.

(1) Where an applicant ;

- (a) makes an application under this scheme which includes (or which he subsequently requests should include) a period before the application is made; and

⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (b) from a day in that period, up to the date he made the application (or subsequently requested that the application should include a past period), the applicant had continuous good cause for failing to make an application (or request that the application should include that period),

the application is to be treated as made on the date determined in accordance with sub-paragraph (2).

- (2) That date is the latest of;
- a. the first day from which the applicant had continuous good cause;
 - b. the day 1 month before the date the application was made;
 - c. the day 1 month before the date when the applicant requested that the application should include a past period.

69A.0 Date on which an application is made

69A.1 Subject to sub-paragraph (7), the date on which an application is made is;

(a) in a case where;

- (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
- (ii) the application is made within one calendar month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,

the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;

(b) in a case where;

- (i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,
- (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
- (iii) the application is received at the designated office within one calendar month of the date of the change,

the date on which the change takes place;

(c) in a case where;

- (i) an applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under the authority's scheme, and
- (ii) the applicant makes an application for a reduction under that scheme within one calendar month of the date of the death or the separation, the date of the death or separation;

(d) except where paragraph (a), (b) or (e) is satisfied, in a case where a properly completed application is received within one calendar month (or such longer period as the authority considers reasonable) of the date on which an application form was issued to an applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;

(e) in any other case, the date on which an application is received at the designated office.

69A.2 For the purposes only of sub-paragraph (1)(a) a person who has been awarded an income-based jobseeker's allowance or an income-related employment and support allowance is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under;

(a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the

Jobseekers Act 1995 (waiting days); or
(b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days),
have been entitled to that allowance.

- 69A.3 Where there is a defect in an application by telephone;
(a) is corrected within one calendar month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance;
(b) is not corrected within one calendar month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide the application.
- 69A.4 The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.
- 69A.5 The conditions are that—
(a) where the authority receives the properly completed application or the information requested to complete it or the evidence within one calendar month of the request, or such longer period as the authority may consider reasonable; or
(b) where an application is not on approved form or further information requested by authority applies;
(i) the approved form sent to the applicant is received at the offices of the authority properly completed within one calendar month of it having been sent to him; or, as the case may be;
(ii) the applicant supplies whatever information or evidence was requested within one calendar month of the request; or,
in either case, within such longer period as the authority may consider reasonable; or
(c) where the authority has requested further information, the authority receives at its offices the properly completed application or the information requested to complete it within one calendar month of the request or within such longer period as the authority considers reasonable.
- 69A.6 Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under that authority's scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority must treat the application as having been made on the day on which the liability for the tax arises.
- 69A.7 Except in the case of an application made by a person treated as not being in Great Britain, where the applicant is not entitled to a reduction under the authority's scheme in the reduction week immediately following the date of his application but the authority is of the opinion that unless there is a change of circumstances he will be entitled to a reduction under its scheme for a period beginning not later than;
(a) in the case of an application made by;
(i) a pensioner, or
(ii) a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit,
the seventeenth reduction week following the date on which the application is made, or
(b) in the case of an application made by a person who is not a pensioner, the thirteenth reduction week following the date on which the application is made,
the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.

70.0 Submission of evidence electronically

70.1 The authority may accept such evidence, documents and certificates to support the claim electronically where it feels that this would be acceptable given the nature of the claim

71.0 Use of telephone provided evidence

71.1 The authority may accept such evidence to support the claim by telephone where it feels that this would be acceptable given the nature of the claim

72.0 Information and evidence⁹

72.1 Subject to sub-paragraph (3), a person who makes an application for a reduction under an authority's scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.

72.2 This sub-paragraph is satisfied in relation to a person if—
(a) the application is accompanied by;
 (i) a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or
 (ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or
(b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by;
 (i) evidence of the application for a national insurance number to be so allocated; and
 (ii) the information or evidence enabling it to be so allocated.

72.3 Sub-paragraph (2) does not apply;
(a) in the case of a child or young person in respect of whom an application for a reduction is made;
(b) to a person who;
 (i) is a person treated as not being in Great Britain for the purposes of this scheme;
 (ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and
 (iii) has not previously been allocated a national insurance number.

72.4 Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under the authority's scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by that authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under its scheme and must do so within one calendar month of the authority requiring him to do so or such longer period as the authority may consider reasonable.

72.5 Nothing in this paragraph requires a person who is a pensioner to furnish any certificates, documents, information or evidence relating to a payment to which sub-paragraph (7) applies.

72.6 Where the authority makes a request under sub-paragraph (4), it must;
(a) inform the applicant or the person to whom a reduction under its scheme has been awarded of his duty under paragraph 9 of Schedule 8 the Council Tax Reduction Scheme (Prescribed Requirements) Regulations 2012 (duty to notify change of circumstances) to notify the authority of any change of circumstances; and
(b) without prejudice to the extent of the duty owed under paragraph 9, indicate to him

⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which must be notified.

- 72.7 This sub-paragraph applies to any of the following payments;
- (a) a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the London Emergencies Trust, the We Love Manchester Emergency Fund, or the London Bombings Relief Charitable Fund;
 - (b) a payment which is disregarded under paragraph 24 of Schedule 5, other than a payment under the Independent Living Fund (2006);
 - (c) a payment which is disregarded under paragraph 58.9.

- 72.8 Where an applicant or a person to whom a reduction under the authority's scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of, or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information;
- (a) the name and address of the pension fund holder;
 - (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.

73.0 Amendment and withdrawal of application¹⁰

- 73.1 A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- 73.2 Where the application was made by telephone the amendment may also be made by telephone.
- 73.3 Any application amended is to be treated as if it had been amended in the first instance.
- 73.4 A person who has made an application may withdraw it by notice to the designated office at any time before a decision has been made on it.
- 73.5 Where the application was made by telephone, the withdrawal may also be made by telephone.
- 73.6 Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- 73.7 Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

74.0 Duty to notify changes of circumstances¹¹

- 74.1 Subject to sub-paragraphs (3), (6) and (7), an applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time;
- (a) between the making of an application and a decision being made on it, or
 - (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under the authority's scheme) including at any time while the applicant is in receipt of such a reduction.
- 74.2 The applicant (or any person acting on his behalf) must notify any change of circumstances

¹⁰ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under the authority's scheme (a "relevant change of circumstances") by giving notice to the authority;

(a) in writing; or

(b) by telephone—

(i) where the authority has published a telephone number for that purpose unless the authority determines that in any particular case or class of case notification may not be given by telephone; or

(ii) in any case or class of case where the authority determines that notice may be given by telephone; or

(c) by any other means which the authority agrees to accept in any particular case, within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.

- 74.3 The duty imposed on a person by sub-paragraph (1) does not extend to notifying
- (a) changes in the amount of council tax payable to the authority;
 - (b) changes in the age of the applicant or that of any member of his family;
 - (c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under the authority's scheme to which he is entitled, other than the cessation of that entitlement to the benefit.
- 74.4 For the purposes of sub-paragraph (3)(c) "relevant benefit" means income support, an income-based jobseeker's allowance or an income-related employment and support allowance or universal credit.
- 74.5 Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.

Sections 75- 90

Decisions, decision notices and awards of Council tax reduction

75.0 Decisions by the authority¹²

75.1 An authority must make a decision on an application under its scheme within 14 days of paragraphs 4 and 7 and Part 1 of Schedule 7 of the Council Tax Reduction Scheme (Prescribed Requirements) Regulations 2012 being satisfied, or as soon as reasonably practicable thereafter.

76.0 Notification of decision¹³

76.1 The authority must notify in writing any person affected by a decision made by it under its scheme;

(a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;

(b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.

76.2 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement;

(a) informing the person affected of the duty imposed by paragraph 9 of Schedule 8 the Council Tax Reduction Scheme (Prescribed Requirements) Regulations 2012 (duty to notify change of circumstances) to notify the authority of any change of circumstances;

(b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and

(c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.

76.3 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.

76.4 In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in the authority's scheme relating to the procedure for making an appeal.

76.5 A person affected to whom the authority sends or delivers a notification of decision may, within one calendar month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.

76.6 The written statement referred to in sub-paragraph (5) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.

76.7 For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under its scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).

76.8 This sub-paragraph applies to—

(a) the applicant;

(b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act;

(i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or

(ii) in Scotland, a judicial factor or any guardian acting or appointed under the

Adults with Incapacity (Scotland) Act 2000(3) who has power to apply or, as the case may be, receive benefit on the person's behalf; or

¹² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹³ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

(iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,

(c) a person appointed by the authority to act for a person unable to act.

77.0 Time and manner of granting council tax reduction¹⁴

77.1 Where a person is entitled to a reduction under this authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year ("the chargeable year"), the authority must discharge his entitlement;

- (a) by reducing, so far as possible, the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers; or
- (b) where;
 - (i) such a reduction is not possible; or
 - (ii) such a reduction would be insufficient to discharge the entitlement to a reduction under the authority's scheme; or
 - (iii) the person entitled to the reduction is jointly and severally liable for the council tax and the authority determines that such a reduction would be inappropriate, by making payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.

77.2 The authority must notify the person entitled to a reduction under this scheme of the amount of that reduction and how his entitlement is to be discharged in pursuance of paragraph (1).

77.3 In a case to which paragraph (1)(b) refers;

- (a) if the amount of the council tax for which he remains liable in respect of the chargeable year, after any reduction to which sub-paragraph (1)(a) refers has been made, is insufficient to enable his entitlement to a reduction under the authority's scheme in respect thereof to be discharged, upon the final instalment of that tax becoming due any outstanding reduction;
 - (i) must be paid to that person if he so requires; or
 - (ii) in any other case must (as the authority determines) either be repaid or credited against any subsequent liability of the person to make a payment in respect of the authority's council tax as it has effect for any subsequent year;
- (b) if that person has ceased to be liable for the authority's council tax and has discharged the liability for that tax, the outstanding balance (if any) of the reduction under the authority's scheme in respect thereof must be paid within 14 days or, if that is not reasonably practicable, as soon as practicable thereafter
- (c) in any other case, the reduction under the authority's scheme must be paid within 14 days of the receipt of the application at the offices of the authority or, if that is not reasonably practicable, as soon as practicable thereafter.

77.4 For the purposes of this paragraph "instalment" means any instalment of the authority's council tax to which regulation 19 of the Council Tax (Administration and Enforcement) Regulations 1992 refers (council tax payments).

78.0 Persons to whom reduction is to be paid¹⁵

78.1 Subject to section 80 (payment on death) and paragraph (2), any payment of the amount

¹⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁵ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

of a reduction must be made to that person.

78.2 Where a person other than a person who is entitled to a reduction under this authority's scheme made the application for the reduction and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

79.0 Shortfall in reduction¹⁶

79.1 Where, on the revision of a decision allowing a reduction under the authority's scheme to a person, it is determined that the amount allowed was less than the amount to which that person was entitled, the authority must either;

- (a) make good any shortfall in reduction which is due to that person, by reducing so far as possible the next and any subsequent payments he is liable to make in respect of the council tax of the authority as it has effect for the chargeable financial year until that shortfall is made good; or
- (b) where this is not possible or the person concerned so requests, pay the amount of any shortfall in reduction due to that person within 14 days of the revision of the decision being made or if that is not reasonable practicable, as soon as possible afterwards.

80.0 Payment on the death of the person entitled¹⁷

80.1 Where the person entitled to any reduction under this scheme has died and it is not possible to award the reduction which is due in the form of a reduction of the council tax for which he was liable, the authority must make payment of the amount of the reduction to his executor or administrator in accordance with regulation 58(4) of the Council Tax (Administration and Enforcement) Regulations 1992.

81.0 Offsetting

81.1 Where a person has been allowed or paid a sum of council tax reduction under a decision which is subsequently revised or further revised, any sum allowed or paid in respect of a period covered by the subsequent decision shall be offset against arrears of entitlement under the subsequent decision except to the extent that the sum exceeds the arrears and shall be treated as properly awarded or paid on account of them.

82.0 Payment where there is joint and several liability¹⁸

82.1 Where;

- (a) a person is entitled to a reduction under the authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year;
- (b) the person entitled to the reduction is jointly and severally liable for the council tax; and
- (c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992(7) refers would be inappropriate,

it may make a payment to him of the amount of the reduction to which he is entitled, rounded where necessary to the nearest penny.

¹⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁷ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁸ Inserted by Schedule 8 of the Council Tax Reductions Scheme (Prescribed Requirements) (England) Regulations 2012

82.2 Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

82.3 Where a person other than a person who is entitled to a reduction under the authority's scheme made the application and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

83.0 - 90.0 Not used

Sections 91 – 94

Collection, holding and forwarding of information for Council tax reduction purposes

91.0 Use of information from and to the Department of Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC)

91.1 The authority will use information provided by the DWP and HMRC for the purposes of Council Tax Reduction, council tax liability, billing, administration and enforcement as outlined within Schedule 2 of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012 and the Social Security (Information-sharing in relation to Welfare Services etc.) (Amendment) Regulations 2013

91.2 Where required by the relevant department and where required by law, the authority will share information obtained for Council Tax Reduction with the DWP or HMRC as appropriate and in accordance with Data Protections requirements¹⁹.

92.0 Collection of information

92.1 The authority may receive and obtain information and evidence relating to claims for council tax reduction, the council may receive or obtain the information or evidence from–

- (a) persons making claims for council tax reduction;
- (b) other persons in connection with such claims;
- (c) other local authorities; or
- (d) central government departments including the DWP and HMRC

92.2 The authority may verify relevant information supplied to, or obtained.

93.0 Recording and holding information

93.1 The authority may

- (a) may make a record of such information; and
- (b) may hold that information, whether as supplied or obtained or recorded, for the purpose of forwarding it to the person or authority for the time being administering council tax reduction.

94.0 Forwarding of information

94.1 The authority may forward it to the person or authority for the time being administering claims to or awards of council tax reduction to which the relevant information relates, being

- (i) a local authority;
- (ii) a person providing services to a local authority; or
- (iii) a person authorised to exercise any function of a local authority relating to council tax reduction.

¹⁹ Data Retention and Investigatory Powers Act 2014, Data Retention Regulations 2014 and The Regulation of Investigatory Powers (Acquisition and Disclosure of Communications Data: Code of Practice) Order 2015

Sections 95 – 98

Revisions, Written Statements, Termination of Council tax reduction

95.0 Persons affected by Decisions

95.1 A person is to be treated as a person affected by a relevant decision of the authority where that person is;

- a. an applicant;
- b. in the case of a person who is liable to make payments in respect of a dwelling and is unable for the time being to act
 - (i) a Deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit or support on his behalf,
 - (ii) in Scotland, a tutor, curator, judicial factor or other guardian acting or appointed in terms of law administering that person's estate, or
 - (iii) an attorney with a general power or a power to receive benefit or support appointed by the person liable to make those payments under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise;
- c. a person appointed by the authority under this scheme;

96.0 Revisions of Decisions

96.1 Subject to the provisions in this scheme, a relevant decision ('the original decision') may be revised or further revised by the authority, which made the decision where the person affected makes an application for a revision within;

- (i) one calendar month of the date of notification of the original decision; or
- (ii) such extended time as the authority may allow.

96.2 The authority may revise or further revise that original decision at any time. Where further information is required from the person affected, the authority shall request such information and evidence as it feels is reasonable. Such information must be supplied within;

- i) one calendar month of the date of notification of the additional information; or
- (ii) such extended time as the authority may allow

97.0 Written Statements

97.1 Subject to the provisions in the scheme, the authority may upon a written request issue a written statement to a person affected to further explain the decision of the authority in relation to Council tax reduction. The request must be received within one calendar month of the date of the notification being issued by the authority.

98.0 Terminations

98.1 The authority may terminate support in whole or in part the Council tax reduction where it appears to the authority that an issue arises whether;

- a. the conditions for entitlement to Council tax reduction are or were fulfilled; or
- b. a decision as to an award of such a support should be revised or superseded.

98.2 The authority may terminate, in whole or in part the Council tax reduction where it appears to the authority that an issue arises whether;

- a. the conditions for entitlement to Council tax reduction are or were fulfilled; or
- b. a decision as to an award of such a support should be revised or superseded.

Where the person fails to provide information to the authority as requested in relation to any matter relating to their liability for Council Tax

Section 99

Appeals against the authority's decisions

99.0 Procedure by which a person may make an appeal against certain decisions of the authority²⁰

- 99.1 A person who is aggrieved by a decision of the authority, which affects;
- (a) the person's entitlement to a reduction under its scheme, or
 - (b) the amount of any reduction to which that person is entitled,
- may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.
- 99.2 The authority must
- (a) consider the matter to which the notice relates;
 - (b) notify the aggrieved person in writing;
 - (i) that the grievance is not well founded, giving reasons for that belief; or
 - (ii) that steps have been taken to deal with the grievance, stating the steps taken.
- 99.3 Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to the valuation tribunal under section 16 of the 1992 Act²¹.

²⁰ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²¹ As amended by the Tribunal Procedure (Amendment No 3) Rules 2014, The First-tier Tribunal and Upper Tribunal (Chambers) (Amendment) Order 2015 and The Tribunal Procedure (Amendment) Rules 2015

Section 100

Procedure for applying for a discretionary reduction

100.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act²²

100.1 An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made;

- (a) in writing,
- (b) by means of an electronic communication in accordance this scheme or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

100.2 Where;

- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
- (b) a person in that class would otherwise be entitled to a reduction under its scheme, that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

²² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Section 101 – 106A²³
Electronic Communication

²³ Inserted by Council Tax Reductions Schemes (Prescribed Requirements) (England) Regulations 2012

101.0 Interpretation

101.1 In this Part;
“**information**” includes an application, a certificate, notice or other evidence; and
“**official computer system**” means a computer system maintained by or on behalf of an authority for sending, receiving, processing or storing of any information.

102.0 Conditions for the use of electronic communication

102.1 The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme including any or all information received via DWP or HMRC.

102.2 A person other than the authority may use an electronic communication in connection with the matters referred to in paragraph (1) if the conditions specified in paragraphs (3) to (6) are satisfied.

102.3 The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.

102.4 The second condition is that the person uses an approved method of;

- (a) authenticating the identity of the sender of the communication;
- (b) electronic communication;
- (c) authenticating any application or notice delivered by means of an electronic communication; and
- (d) subject to sub-paragraph (7), submitting to the authority any information.

102.5 The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.

102.6 The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.

102.7 Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.

102.8 In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this section.

103.0 Use of intermediaries

103.1 The authority may use intermediaries in connection with;

- (a) the delivery of any information by means of an electronic communication; and
- (b) the authentication or security of anything transmitted by such means,

and may require other persons to use intermediaries in connection with those matters.

104.0 Effect of delivering information by means of electronic communication

104.1 Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of an authority’s scheme on the day the conditions imposed;

- (a) by this section; and
- (b) by or under an enactment,

are satisfied.

104.2 The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).

104.3 Information may not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

105.0 Proof of identity of sender or recipient of information

105.1 If it is necessary to prove, for the purpose of any legal proceedings, the identity of—
(a) the sender of any information delivered by means of an electronic communication to an official computer system; or
(b) the recipient of any such information delivered by means of an electronic communication from an official computer system,
the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

106.0 Proof of delivery of information

106.1 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this is presumed to have been the case where;
(a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
(b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.

106.2 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this is presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.

106.3 If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt is presumed to be that recorded on an official computer system.

106A.0 Proof of content of information

106A.1 If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content is presumed to be that recorded on an official computer system.

Section 107
Counter Fraud and Compliance

107.0 Counter Fraud and compliance

107.1 In order to protect the finances of the authority and also in the interests of all council taxpayers, the authority will undertake such actions as allowed by law to;

- a. Prevent and detect fraudulent claims and actions in respect of Council tax reduction;
- b. Carry out investigations fairly, professionally and in accordance with the law; and
- c. Ensure that sanctions are applied in appropriate cases

107.2 The authority believes that it is important to minimise the opportunity for fraud and;

- a. will implement rigorous procedures for the verification of claims for council tax reduction;
- b. will employ sufficient Officers to fulfil the authority's commitment to combat fraud;
- c. will actively tackle fraud where it occurs in accordance with this scheme;
- d. will co-operate with the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and take part in joint working including prosecutions; and
- e. will in all cases seek to recover all outstanding council tax.

107.3 The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph 107.1 and 107.2 can be carried out successfully. In particular the authority shall undertake actions provided by the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Schedule 1

**Calculation of the amount of Council Tax Reduction in accordance with the
Discount Scheme**

- 1 The authority's Council Tax Reduction scheme from 2020/21 shall be calculated on the basis of the following Banded Discount Scheme:

Level of CTS awarded	Relevant Benefit	Single	Couple	Family with one child	Family with two or more children
100%	All Cases	£0.00 - £110.00	£0.00 - £160.00	£0.00 - £200.00	£0.00 - £260.00
75%	N/A	£110.01 - £155.00	£160.01 - £205.00	£200.01 - £245.00	£260.01 - £305.00
50%	N/A	£155.01 - £205.00	£205.01 - £255.00	£245.01 - £295.00	£305.01 - £355.00
25%	N/A	£205.01 - £250.00	£255.01 - £300.00	£295.01 - £350.00	£355.01 - £450.00

- 2 The amount of discount to be granted is to be based on the following factors:
- The maximum Council Tax Reduction as defined within this scheme;
 - The Council Tax family as defined within this scheme
 - The income of the applicant and partner as defined within this scheme;
 - The capital of the applicant and partner as defined within this scheme.
- 4 For the sake of clarity all incomes shown within the table above are weekly in accordance with the scheme requirements and definitions.
- 5 Discount bands vary depending on both weekly income and the household (family as defined within this scheme). For the sake of clarity, it should be noted that in any application for reduction is limited to a maximum of two dependant children or young persons.
- 6 Any applicant who capital is greater than £6,000 shall not be entitled to any Council Tax Reductions whatsoever.
7. The authority **may** increase the level of incomes within the grid specified in paragraph 1 on an annual basis by the appropriate level of inflation measured by the Consumer Price Index (CPI) at 1st October preceding the effective financial year **or** by a percentage representing the increase in personal allowance within the applicable amounts for Housing Benefit for the relevant financial year, **whichever is the lowest**.
8. Where an applicant or partner is in receipt of a 'relevant benefit' namely Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance, discount will be awarded at Band 1 level.

Schedule 2

Not Used

Schedule 3

Sums to be disregarded in the calculation of earnings

1. There shall be disregarded from an applicant's (or their partner's) net earnings, £20 per week (the standard earnings disregard). This shall apply irrespective of the applicant's household and only one disregard shall be applied per claim.

Schedule 4

Sums to be disregarded in the calculation of income other than earnings²⁴

²⁴ Any amounts shown in this schedule will be updated in line with the Housing Benefit Regulations 2006 as amended

1. Any amount paid by way of tax on income, which is to be taken into account under section 30 (calculation of income other than earnings).
- A2. Any payment made to the applicant and in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.
- A3. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme, but only for 52 weeks beginning with the date of receipt of the payment.
2. Any payment in respect of any expenses incurred or to be incurred by an applicant who is—
 - (a) engaged by a charitable or voluntary organisation, or
 - (b) volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under section 32.0 (notional income).
- 2A. Any payment in respect of expenses arising out of the applicant's participation in a service user group or where the applicant is participating as a service user.
3. In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment.
4. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance the whole of his income.
5. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker's allowance, the whole of the applicant's income.
6. Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker's allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
7. Any disability living allowance or personal independence payment or AFIP
8. Any concessionary payment made to compensate for the non-payment of;
 - (a) any payment specified in paragraph 7 or 10;
 - (b) income support;
 - (c) an income-based jobseeker's allowance.
 - (d) an income-related employment and support allowance.
9. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
10. Any attendance allowance.
11. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
12. (1) Any payment—
 - (a) by way of an education maintenance allowance made pursuant to;

- (i) regulations made under section 518 of the Education Act 1996 (payment of school expenses; grant of scholarships etc);
 - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
 - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992
- (b) corresponding to such an education maintenance allowance, made pursuant to;
- (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
 - (ii) regulations made under section 181 of that Act; or
- (iii) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.
- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
- (a) regulations made under section 518 of the Education Act 1996;
 - (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
 - (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,
- in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).
- 13.** Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.
- 14**
- (1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment;
 - (a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
 - (b) of an allowance referred to in section 2(3) of the 1973 Act or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
 - (c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.
 - (2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
- 15**
- (1) Subject to sub-paragraph (2), any of the following payments;
 - (a) a charitable payment;
 - (b) a voluntary payment;
 - (c) a payment (not falling within sub-paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
 - (d) a payment under an annuity purchased;
 - (i) pursuant to any agreement or court order to make payments to the applicant; or
 - (ii) from funds derived from a payment made, in consequence of any personal injury to the applicant; or

- (e) a payment (not falling within sub-paragraphs (a) to (d) received by virtue of any agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.
- (2) Sub-paragraph (1) shall not apply to a payment, which is made or due to be made by–
- (a) a former partner of the applicant, or a former partner of any member of the applicant’s family; or
 - (b) the parent of a child or young person where that child or young person is a member of the applicant’s family.
- 16.** 100% of any of the following, namely
- (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 9 or 10);
 - (b) a war widow’s pension or war widower’s pension;
 - (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - (d) a guaranteed income payment;
 - (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.
- 17.** Subject to paragraph 35, £15 of any;
- (a) widowed mother’s allowance paid pursuant to section 37 of the Act;
 - (b) widowed parent’s allowance paid pursuant to section 39A of the Act.
- 18.** (1) Any income derived from capital to which the applicant is or is treated under section 41 (capital jointly held) as beneficially entitled but, subject to sub- paragraph (2), not income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28 of Schedule 5.
- (2) Income derived from capital disregarded under paragraphs 2, 4 or 25 to 28 of Schedule 5 but only to the extent of–
- (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
 - (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.
- (3) The definition of ‘water charges’ in paragraph 2(1) shall apply to sub-paragraph (2) of this paragraph with the omission of the words ‘in so far as such charges are in respect of the dwelling which a person occupies as his home’.
- 19.** Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating–
- (a) under, or pursuant to regulations made under powers conferred by, sections 1 or 2 of the Education Act 1962 or section 22 of the Teaching and Higher Education Act 1998, that student’s award;
 - (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student’s bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
 - (c) the student’s student loan,
- an amount equal to the weekly amount of that parental contribution, but only in respect of the

period for which that contribution is assessed as being payable.

- 20.** (1) Where the applicant is the parent of a student aged under 25 in advanced education who either;
- (a) is not in receipt of any award, grant or student loan in respect of that education; or
 - (b) is in receipt of an award under section 2 of the Education Act 1962 (discretionary awards) or an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,
- and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 19, an amount specified in sub-paragraph (2) in respect of each week during the student's term.
- (2) For the purposes of sub-paragraph (1), the amount shall be equal to–
- (a) the weekly amount of the payments; or
 - (b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b),
- whichever is less.
- 21.** Any payment made to the applicant by a child or young person or a non- dependant.
- 22.** Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 21 or 23 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family–
- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
 - (b) where the aggregate of any such payments is £20 or more per week, £20.
- 23.** (1) Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to–
- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20.00, 100 per cent. of such payments;
 - (b) where the aggregate of any such payments exceeds £20.00, £20.00 and 50 per cent. of the excess over £20.00.
- (2) In this paragraph, 'board and lodging accommodation' means accommodation provided to a person or, if he is a member of a family, to him or any other member of his family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises.
- 24.** (1) Any income in kind, except where regulation 30(11)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act in the calculation of income other than earnings) applies.
- (2) The reference in sub-paragraph (1) to 'income in kind' does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.
- 25.** Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.

- 26.** (1) Any payment made to the applicant in respect of a person who is a member of his family—
- (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978(b) (schemes for payments of allowances to adopters); or in accordance with an Adoption Allowance Scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (Adoption Allowances Schemes)
 - (b) not used
 - (ba) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child’s maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
 - (c) which is a payment made by an authority, as defined in Article 2 of the Children Order, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child’s maintenance);
 - (d) in accordance with regulations made pursuant to section 14F of the Children Act 1989(c) (special guardianship support services);
- (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
- 27.** Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made
- (a) by a local authority under—
 - (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
 - (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
 - (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
 - (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).
- 28.** Any payment made to the applicant or his partner for a person (‘the person concerned’), who is not normally a member of the applicant’s household but is temporarily in his care, by—
- (a) a health authority;
 - (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
 - (c) a voluntary organisation;
 - (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
 - (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or
 - (f) a Local Health Board established under section 16BA of the National Health Service Act 1977 or established by an order made under section 11 of the National Health Service (Wales) Act 2006
- 29.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 29A.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989(e) or section 29 of the Children (Scotland) Act 1995(local authorities’ duty to promote welfare of children and powers to grant

financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.

- (2) Sub-paragraph (1) applies only where A;
- (a) was formerly in the applicant's care, and
 - (b) is aged 18 or over, and
 - (c) continues to live with the applicant.

- 30.** (1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments;
- (a) on a loan which is secured on the dwelling which the applicant occupies as his home; or
 - (b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974 or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.
- (2) A payment referred to in sub-paragraph (1) shall only be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to—
- (a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (b); and
 - (b) meet any amount due by way of premiums on—
 - (i) that policy; or
 - (ii) in a case to which sub-paragraph(1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home and which is required as a condition of the loan referred to in sub-paragraph (1)(a).
- 31.** Any payment of income which, by virtue of section 36 (income treated as capital) is to be treated as capital.
- 32.** Any social fund payment made pursuant to Part 8 of the Act (the Social Fund) or any local welfare fund provision
- 33.** Any payment under Part 10 of the Act (Christmas bonus for pensioners).
- 34.** Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 35.** The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 15.2 (calculation of income and capital of members of applicant's family and of a polygamous marriage) to be disregarded under paragraph 47.2(b) and paragraph 48.1(d) (calculation of covenant income where a contribution assessed, covenant income where no grant income or no contribution is assessed), paragraph 51(2) (treatment of student loans), paragraph 52(3) (treatment of payments from access funds) and paragraphs 17 shall in no case exceed £20 per week.
- 36.** (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).
(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
 - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
 - (c) any young person who is a member of that person's family or who was such a

member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of;

- (a) the person who is suffering from haemophilia or who is a qualifying person;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
- (b) the payment is made either;
 - (i) to that person's parent or step-parent, or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and
- (b) the payment is made either
 - (i) to that person's parent or step-parent, or
 - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation and the London Bombings Relief Charitable Fund.

37. Any housing benefit or council tax benefit.

38. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

39. - 40. not used

- 41.** Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.
- 42.** Not used
- 43.** Any payment in consequence of a reduction of council tax under section 13 or section 80 of the 1992 Act (reduction of liability for council tax).
- 44.** Not used
- 45.** (1) Any payment or repayment made–
- (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
 - (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
 - (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).
- (2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers, which is analogous to a payment or repayment, mentioned in sub-paragraph (1).
- 46.** Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).
- 47.** Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.
- 48.** (1) £15.00 of any maintenance for the applicant or their partner which is paid by the applicant's or partner's former partner if the applicant or partner have a child or young person in the household
- (2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments such be aggregated and treated as if they were a single payment.
- (3) A payment made by the Secretary of State in lieu of maintenance shall, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).
- 48A.** (1) Any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the applicant's family, except where the person making the payment is the applicant or the applicant's partner.
- (2) In paragraph (1)
- 'child maintenance' means any payment towards the maintenance of a child or young person, including any payment made voluntarily and payments made under;
- (a) the Child Support Act 1991;
 - (b) the Child Support (Northern Ireland) Order 1991;
 - (c) a court order;
 - (d) a consent order;
 - (e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;
- 'liable relative' means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that definition.

- 49.** Not used
- 50.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
- 51.** Any guardian's allowance.
- 52.** (1) If the applicant is in receipt of any benefit under Parts 2, 3 or 5 of the Act, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of the Act, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
- (2) If the applicant is in receipt of any pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
- 53.** Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.
- 54.** In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983(a) (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.
- 55.** (1) Any payment which is
- (a) made under any of the Dispensing Instruments to a widow, widower or
 - (b) surviving civil partner of a person;
 - (i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and
 - (ii) whose service in such capacity terminated before 31st March 1973; and equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.
- (2) In this paragraph 'the Dispensing Instruments' means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).
- 55A.** Any council tax reduction or council tax benefit to which the applicant is entitled.
- 56.** Except in a case which falls under sub-paragraph (1) of paragraph 16 of Schedule 3, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10
- 56A.–56B.** Not used
- 57.** Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).
- 58.** (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person–
- (a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;
 - (b) which is used or intended to be used to maintain repayments on a loan taken out

by that person for the purpose of establishing or carrying on the commercial activity, in respect of which such assistance is or was received.

(2) Sub-paragraph (1) shall apply only in respect of payments, which are paid to that person from the special account

- 59.** (1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).
(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.
- 60.** Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker's allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.
- 61.** In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.
- 62.** Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001 as amended by the Welfare Reform Act 2012 (Consequential Amendments) Regulations 2013.
- 63.** (1) Any payment made by a local authority or by the Welsh Ministers to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.
(2) For the purposes of sub-paragraph (1) 'local authority' includes, in England, a county council.
- 64.** Any bereavement support payment in respect of the rate set out in regulation 3(2) or (5) of the Bereavement Support Payment Regulations 2017
- 65.** Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
- 66.** Any payments made by the London Emergencies Trust" means the company of that name (number 09928465) incorporated on 23rd December 2015 and the registered charity of that name (number 1172307) established on 28th March 2017 or the We Love Manchester Emergency Fund" means the registered charity of that name (number 1173260) established on 30th May 2017
- 67.** Any payment of child benefit.
- 68.** Any payments disregarded for Housing Benefits under the Social Security (*Emergency Funds*) Amendment) *Regulations 2017*

Schedule 5
Capital to be disregarded²⁵

²⁵ Any amounts shown in this schedule will be updated in line with the Housing Benefit Regulations 2006 as amended

1. The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of polygamous marriage), only one dwelling shall be disregarded under this paragraph.
- A2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.
- A3. Any payment made to the applicant in respect of any travel or other expenses incurred or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme but only for 52 weeks beginning with the date of receipt of the payment but only for 52 weeks beginning with the date of receipt of payment.
2. Any premises acquired for occupation by the applicant, which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
3. Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.
4. Any premises occupied in whole or in part–
 - (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
 - (b) by the former partner of the applicant as his home; but this provision shall not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
5. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his capital.
6. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act 1995 and his partner is on income-based jobseeker's allowance, the whole of the applicant's capital.
7. Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub- leases or sub-tenancies.
8. (1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
 (2) The assets of any business owned in whole or in part by the applicant where–
 - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
 - (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business;

for a period of 26 weeks from the date on which the claim for council tax reduction is made, or is treated as made, or, if it is unreasonable to expect him to become engaged

or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

(3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.

(4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

9. (1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of;

(a) any payment specified in paragraphs 7, 9 or 10 of Schedule 4;

(b) an income-related benefit under Part 7 of the Act;

(c) an income-based jobseeker's allowance;

(d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;

(e) working tax credit and child tax credit

(f) an income-related employment and support allowance

but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as 'the relevant sum') and is

(a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Decisions and Appeals Regulations; and

(b) received by the applicant in full on or after 14th October 2001,

sub-paragraph (1) shall have effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the award of council tax reduction, for the remainder of that award if that is a longer period.

(3) For the purposes of sub-paragraph(2), 'the award of council tax reduction' means—

(a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and

(b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant;

(i) is the person who received the relevant sum; or

(ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

10. Any sum

(a) paid to the applicant in consequence of damage to, or loss of the home or any personal possession and intended for its repair or replacement; or

(b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home, which is to be used for the intended purpose, for a period of 26 weeks from the date on which it was so paid or acquired or such longer period as is reasonable in the circumstances to effect the repairs, replacement or improvement.

- 11.** Any sum—
- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 or section 338(1) of the Housing (Scotland) Act 1987 as a condition of occupying the home;
 - (b) which was so deposited and which is to be used for the purchase of another home, for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.
- 12.** Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to council tax reduction or to increase the amount of that support.
- 13.** The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
- 14.** Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.
- 14A.** (1) Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.
- (2) But sub-paragraph (1)
- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;
 - (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);
 - (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;
 - (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.
- (3) For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.
- (4) References in sub-paragraphs (2) and (3) to the applicant are to be construed as including references to his partner (where applicable).
- 15.** The value of the right to receive any income under a life interest or from a life rent.
- 16.** The value of the right to receive any income, which is disregarded under paragraph 13 of Schedule 3 or paragraph 25 of Schedule 4.
- 17.** The surrender value of any policy of life insurance.
- 18.** Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 19.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 19A.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the

applicant.

(2) Sub-paragraph (1) applies only where A;

- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.

- 20.** Any social fund payment made pursuant to Part 8 of the Act.
- 21.** Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.
- 22.** Any capital which, by virtue of sections 31 or 51 (capital treated as income, treatment of student loans) is to be treated as income.
- 23.** Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 24.** (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the Charitable Fund.

(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) the person who is suffering from haemophilia or who is a qualifying person;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
- (b) the payment is made either;

(i) to that person's parent or step-parent; or
(ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,
but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or any of the Trusts to which sub-paragraph (1) refers, where

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either;

(i) to that person's parent or step-parent; or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

25. (1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.

(2) In this paragraph 'dwelling' includes any garage, garden and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

26. Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

27. Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

28. Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

29. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of

entitlement to housing benefit.

- 30.** Not used
- 31.** The value of the right to receive an occupational or personal pension.
- 32.** The value of any funds held under a personal pension scheme
- 33.** The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.
- 34.** Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).
- 35.** Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.
- 36.** Not used.
- 37.** Any payment in consequence of a reduction of council tax under section 13 or, as the case may be, section 80 of the Local Government Finance Act 1992 (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.
- 38.** Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used—
- (a) to purchase premises intended for occupation as his home; or
 - (b) to carry out repairs or alterations which are required to render premises fit for occupation as his home,
- for a period of 26 weeks from the date on which he received such a grant or such longer period as is reasonable in the circumstances to enable the purchase, repairs or alterations to be completed and the applicant to commence occupation of those premises as his home.
- 39.** Any arrears of supplementary pension which is disregarded under paragraph 53 of Schedule 4 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 54 or 55 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.
- 40.** (1) Any payment or repayment made—
- (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
 - (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
 - (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies),
- but only for a period of 52 weeks from the date of receipt of the payment or repayment.
- (2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers, which is analogous to a payment, or repayment mentioned in subparagraph (1), but only for a period of 52 weeks from the date of the receipt of the payment or repayment.
- 41.** Any payment made to such persons entitled to receive benefits as may be determined by or

under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.

- 41A.** Any payment made under Part 8A of the Act (entitlement to health in pregnancy grant).
- 42.** Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.
- 43.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
- 44.** Not used
- 45.** Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958 to homeworkers assisted under the Blind Homeworkers' Scheme.
- 46.** (1) Subject to sub-paragraph (2), where an applicant satisfies the conditions in section 131(3) and (6) of the Act (entitlement to alternative maximum council tax reduction), the whole of his capital.
(2) Where in addition to satisfying the conditions in section 131(3) and (6) of the Act the applicant also satisfies the conditions in section 131(4) and (5) of the Act (entitlement to the maximum council tax reduction), sub-paragraph (1) shall not have effect.
- 47.** (1) Any sum of capital to which sub-paragraph (2) applies and
(a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 (as amended by the Civil Procedure (Amendment No. 7) Rule 2013) or by the Court of Protection;
(b) which can only be disposed of by order or direction of any such court; or
(c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.
(2) This sub-paragraph applies to a sum of capital which is derived from;
(a) an award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 48.** Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from
(a) award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 49.** Any payment to the applicant as holder of the Victoria Cross or George Cross.
- 50.** Not used
- 51.** In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.
- 52.** (1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items

specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

- 53.** (1) Any payment;
- (a) by way of an education maintenance allowance made pursuant to—
 - (i) regulations made under section 518 of the Education Act 1996;
 - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
 - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
 - (b) corresponding to such an education maintenance allowance, made pursuant to;
 - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
 - (ii) regulations made under section 181 of that Act ;

or in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
- (a) regulations made under section 518 of the Education Act 1996;
 - (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
 - (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

53A.-53B. Not used

54. In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

55. Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

56. Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or interment of—

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.

- 57.** (1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is
- (a) a diagnosed person;
 - (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;

- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
 - (d) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.
- (2) Where a trust payment is made to;
- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending two years after that date;
 - (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending—
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person—
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,
 whichever is the latest.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—
- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
 - (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
 - (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death, but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.
- (4) Where a payment as referred to in sub-paragraph (3) is made to—
- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending two years after that date; or
 - (c) person referred to in sub-paragraph (3)(c), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending—
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,
 whichever is the latest.
- (5) In this paragraph, a reference to a person—
- (a) being the diagnosed person's partner;
 - (b) being a member of a diagnosed person's family;
 - (c) acting in place of the diagnosed person's parents,
- at the date of the diagnosed person's death shall include a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.

- (6) In this paragraph– ‘diagnosed person’ means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld- Jakob disease;
‘relevant trust’ means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions;
‘trust payment’ means a payment under a relevant trust.
- 58.** The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant’s partner, the applicant’s deceased spouse or deceased civil partner or the applicant’s partner’s deceased spouse or deceased civil partner
- (a) was a slave labourer or a forced labourer;
 - (b) had suffered property loss or had suffered personal injury; or
 - (c) was a parent of a child who had died,
- during the Second World War.
- 58 (1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service, which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.
- (2) For the purposes of sub-paragraph (1) ‘local authority’ includes in England a county council.
- 60.** Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under section 12A to 12D of the National Health Service Act 2006 (direct payments for health care).
- 61.** Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
- 62.** Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).
- 63.** Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
- 64.** Any payments made by the London Emergencies Trust” means the company of that name (number 09928465) incorporated on 23rd December 2015 and the registered charity of that name (number 1172307) established on 28th March 2017 or the We Love Manchester Emergency Fund” means the registered charity of that name (number 1173260) established on 30th May 2017
- 65.** Any bereavement support payment in respect of the rate set out in regulation 3(2) or (5) of the Bereavement Support Payment Regulations 2017



Report Reference Number: C/19/08

To: Council
Date: 17th December 2019
Ward(s) Affected: ALL
Author: Sarah Thompson
(Housing and Environmental Health Service Manager)
Hannah McCoubrey
(Housing Strategy Officer)
Lead Executive Member: Cllr Chris Pearson
(Lead Executive Member for Housing, Health and Culture)
Lead Officer: June Rothwell
(Head of Operational Services)

Title: Housing Revenue Account (HRA) Business Plan – Final version

Summary:

On 5th September 2019, the Executive approved consultation of the draft Housing Revenue Account Business Plan. Following an appropriate period of consultation with key stakeholders, on 5th December 2019 the Executive approved the final version of the Council Housing Revenue Account Business Plan. This plan details how, over the period 2020-2025, the Council will both invest in their current stock, as well as increase overall housing supply in the district. It also provides a long-term financial forecast for the HRA over the next 30 years.

Recommendations:

The Council approves the final HRA Business Plan 2020-2025.

Reasons for recommendation:

Approving the HRA Business Plan 2020-2025 allows the Council to detail our ambitions over the next five years and beyond as to how we manage and look to improve our housing stock, ensuring as much as possible that the needs of our residents are met now and in the future.

1 Introduction and background

1.1 HRA self-financing commenced in April 2012, allowing local housing authorities to fully retain the money they receive in rent in return for taking on a proportion of national social housing debt. This also allows authorities to plan and provide services to their current and future tenants. Although this system therefore provides the freedom to develop and deliver a less constrained vision for council housing, it should be done in a prudent, viable and measured way with a number of checks and balances built into the system.

1.2 The HRA Business Plan subsequently provides tenants, the Council, and its members with priorities and direction as to how it will manage Council owned social housing in the Selby district. Ultimately, the Council's plan is to drive the development of more new homes and for all housing in the district to be of a quality, type and size which meets the needs of local communities. Its new and approved objectives are:

Objective 1: To ensure good quality housing within the district which helps meet the needs of our local community.

Objective 2: To provide a first rate housing management service which makes the best use of our existing stock.

Objective 3: To deliver a financially sustainable service which demonstrates value for money and ensures that investment is targeted to council priorities.

1.3 Following approval of the Business Plan's consultation draft by Executive Members on 5th September 2019, the Council underwent a period of consultation with our tenants, gathering their thoughts on the draft. A summary of this feedback is provided in Appendix C. Slight changes (detailed below) have consequently been made in response to this feedback and the final version of the Business Plan is attached in Appendix A.

2 The Report

2.1 The HRA Business Plan demonstrates that the Council can maintain its assets and invest in new provisions, and at the same time deliver a high level of service to current and future tenants and leaseholders. The plan should illustrate:

- The Council's legal responsibilities as a social landlord.
- National, regional and local housing priorities.
- How the management of Selby's housing stock can support the delivery of wider strategic priorities.
- Local demand for affordable housing.
- Tenant and leaseholder needs and aspirations.
- Long term forecasts of income and spending and resources available to support investment plans.

2.2 As advised, three new objectives have been agreed for the HRA Business Plan 2020-2025, which are:

2.2.1 Objective 1: To ensure good quality housing within the district which helps meet the needs of our local community; we will:

- Provide significant investment for current housing stock, not only meeting but surpassing the Decent Homes Standard.
- Improve energy efficiency for our tenants, especially in our off-gas properties, reducing the likelihood of fuel poverty occurring.
- Ensure the Council has accurate and increased stock records to inform both responsive repairs and planned investment programmes.
- Acknowledge and try to meet the needs of our rural residents and those who may require specialist and/or supported accommodation.

- 2.2.2 Objective 2:** To provide a first rate housing management service which makes the best use of our existing stock; we will:
- Build on the good work already completed in Tenant Participation and encourage an increased relationship with our tenants and leaseholders.
 - Improve our responsive repair service by utilising new IT provisions, gathering feedback and using it to improve and shape service delivery.
 - Increase fire safety in communal areas to ensure they are both secure and attractive places for residents to experience.
 - Meet local need by prioritising those with local connection for new build affordable housing, and reduce empty homes within the community to increase affordable accommodation in local areas.

- 2.2.3 Objective 3:** Deliver a financially sustainable service which demonstrates value for money and ensures that investment is targeted to council priorities; we will:
- Work with the Housing Trust to deliver increased affordable housing throughout the district via our three delivery pillars.
 - Commit to one-for-one replacement of properties lost via Right to Buy and work to replace those already lost but not yet replaced.
 - Ensure that housing need takes precedence when deciding the location, property and tenure type of new housing schemes.
 - Reduce void times in our properties to accelerate access to affordable housing and increase rental income to the HRA.

Financing the plan

- 2.3** The financial forecast included within the HRA Business Plan shows that, based on key assumptions, there are sufficient resources over the next 30 years of the plan to:
- Maintain a viable housing management service.
 - Not only maintain but improve on the Decent Homes Standard in our properties.
 - Carry out necessary planned repairs to our housing stock.
 - Invest in new properties as part of a Housing Development Plan (per individual finance arrangements, including accessing Homes England grant funding and Section 106 commuted sums).
 - Maintain the proposal that all loans will be repaid over a 30 year period if financially viable to do so (as per the previous HRA Business Plan 2012-2017).
- 2.4** The aim of the Housing Revenue Account Business Plan is to provide the financial environment to support our landlord responsibilities over the medium and longer term, combined with strategic objectives for our housing service. It is a 'ring-fenced' account which means that all the costs associated with maintaining our homes, financing improvement works, servicing debt and running the service, are met from the rental and other associated income generated from the houses and garages we let.
- 2.5** Of course, the balance between repaying our debts, versus maintaining and/or extending our housing stock, will be an on-going feature of the Business Plan and will require careful consideration as the impacts of emerging policy and

practice are felt. With this in mind, it is expected that the plan be regularly reviewed, providing the ability to utilise 'flexible levers' by either accelerating programme delivery if rental income increases above that forecasted, or slowing down debt repayment if additional funds are required. This gives us greater flexibility in regards to longer-term financial planning than was possible under the previous subsidy system and will allow us to cope with changes in factors outside of our control.

- 2.6** For example, since the final modelling for the HRA Business Plan was published, Government announcements have confirmed September's CPI rate to be 1.7% for the purposes of rent setting in 2020/21 (opposed to the 2% forecast in the modelling). This will mean a small shortfall between predicted and actual rental incomes for the HRA. However, a number of other variables could also mitigate against this impact, including the amount of properties we are able to build or acquire, the speed at which void properties are re-let and the amount of new tenancy agreements commenced at target rent.
- 2.7** Similarly, only last month it was confirmed that Public Works Loan Board (PWL) borrowing rates would rise by 1% with immediate effect, impacting local authority's future borrowing for housing development. Based on the assumptions with the Business Plan, the impact of this increase over the life of the Business Plan change could increase the cost of borrowing by circa £14m. This would make our commitment to one-for-one replacement of properties more challenging to deliver. However, it should be acknowledged that we would still remain in a financially positive position.
- 2.8** These examples highlight the unpredictable socio-economic environment we work within, and which our HRA plan must adapt to year on year if it is to remain a financially viable business. This is why we intend to review the HRA Business Plan and its modelling each year, to ensure it remains up to date and responds to the latest Government direction. This will also provide us with the opportunity to utilise our 'flexible levers' as and when required, and in whichever direction is most appropriate. As a long term strategy, the HRA Business Plan will continually remain vulnerable to circumstantial changes, such as borrowing and interest rate fluctuations; which are likely to have both a positive and negative impact over the lifetime of the plan.

Consultation and amendments

- 2.9** Following approval of the Business Plan's consultation draft by Executive Members on 5th September 2019, the Council underwent a period of consultation.
- 2.10** The plan has been examined by both the Council's Scrutiny Panel and Policy Review Committee. Feedback from the Committee welcomed the increased expenditure under the Capital Investment Programme to build on the current Decent Homes Standard in our properties and address the backlog of repairs, bringing all Council properties up to a high standard. The Committee agreed that living conditions for Council tenants was rightly the priority, but also stressed the need to improve the external environment within Council owned areas. A separate Task and Finish Group has been established by full Council

to consider external maintenance, and feedback from this project is likely to feed into the next review of the HRA Business Plan.

2.11 Consultation has also taken place with our tenants. This included an online survey which was made available on the Council's website, complimented by drop-in sessions held at local Community Centres based around the district, and a focus group held at the Council's Civic Centre in Selby. These sessions were made available to all Council tenants and leaseholders wanting to attend, and provided time to look over the draft plan and receive feedback on the various proposals included within it.

2.12 Following this feedback, slight amendments were made to the final HRA Business Plan 2020-2025. These include:

- Inclusion of the recent findings of Selby's Strategic Housing Market Analysis (completed in February 2019). This replaces previous information from 2015 in regards to affordable housing provision.
- An increased acknowledgement that energy and fuel efficiency are multi-faceted issues, and that a combination of solutions will be required in order to improve our properties. Tenants were also keen for us to consider greener energies in our new build properties, so consideration for this as part of the development process has also been included.
- Not only increasing the number of properties we survey (as already proposed), but considering also the quality of these surveys. Whilst increasing inspections is important, we also need to ensure they are thorough and comprehensive if this information is to be used to help inform future improvements plans.
- Communication and feedback were a continued source of frustration for the tenants that fed back to us in regards to repairs. A greater emphasis has been placed on dealing with this within the plan.

2.13 Following these changes, the final report was submitted for Executive approval on 5th December 2019 and subsequently full Council on 17th December. It is the Council's intention that the final HRA Business Plan is implemented in April 2020.

3 Implications

3.1 Legal Implications

Section 74 of the Local Government and Housing Act 1989 requires the local housing authority to keep a separate HRA and Section 76 of the same Act provides that they must prevent a debit balance in the HRA.

3.2 Financial Implications

The Medium Term Financial Strategy (MTFS) indicates that the HRA is in a sustainable position over the next 10 years, but potential risks to its viability are considered within the draft plan. Key assumptions include:

- 2019/20 rents decrease in-line with government policy (final year of 1% decrease). From 2020/21, new rent policy assumptions commence based on CPI+1%.

- A void rate set at 2% and bad debt provision 40% at 1% and 60% at 3% to reflect the potential impact of Universal Credit.
- General inflation based on CPI at 2%.
- Surplus funds generated through efficiencies or additional income is allocated to the Major Repairs Reserve to be available for use to invest and maintain the housing stock.
- Based on current trends, 20 Right to Buy sales are assumed each year.
- Capital Investment Programme includes inflation.

It should be noted that as a long term strategy, the HRA Business Plan will continually remain vulnerable to circumstantial changes, such as borrowing and interest rate fluctuations; which are likely to have both a positive and negative impact over the lifetime of the plan.

This new plan will however provide a new strategy for investment whilst ensuring the sustainability of the HRA. Implementing the HRA Business Plan will ensure that the Council achieve a sustainable financial future for its housing stock. Self-sufficiency relies on a range of factors; and although some of these are outside the Council's immediate control, we will develop a business plan which is within the framework provided by the Council's financial strategy, and which seeks to make best use of our resources and assets to invest in the future of housing in the district.

3.3 Policy and Risk Implications

The HRA Business Plan includes an assessment of policy and risk implications.

Any changes made in relation to rent setting and tenure type will be considered on a 'case by case' basis to ensure they are not only financially viable, but also in-line with wider Council policies and procedures.

3.4 Corporate Plan Implications

Implementation of the HRA Business Plan 2020-2025 will meet the Corporate Plan's aim to ensure resident 'enjoy life' by increasing the overall condition and supply of housing in the district.

3.5 Resource Implications

The HRA Business Plan will link directly to the Council's MTFs and incorporates the Council's Capital Investment Programme, as approved by the Executive.

3.6 Equalities Impact Assessment

The HRA Business Plan is intended to be an overarching strategic document setting out the future of the Council's housing provision, and therefore not subject to an Equality Impact Assessment. However, any new policy or procedure created as a result of its implementation will be subject to such an assessment and will be inclusive of the relevant protected characteristics of age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

4 Conclusion

The HRA Business Plan demonstrates how Selby District Council can maintain its assets and invest in new provisions, and at the same time deliver a high

level of service to current and future tenants. It provides a 30 year financial forecast which includes key assumptions to ensure a sustainable financial model; including a new Capital Investment Programme which will drive increased standards, enable better planning and achieve greater efficiencies. Approval of the plan allows the Council to pursue its new objectives and make positive changes to its housing stock and service, better meeting the needs of our current and future tenants.

5 Background Documents

Selby District Council Housing Revenue Account 2012-17
Selby District Council Housing Development Strategy 2013

6 Appendices

Appendix A – HRA Business Plan 2020-2025 (including Appendices A, B, D)
Appendix B – HRA Business Plan 2020-2025 Appendix C
Appendix C – Summary of consultation feedback

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Housing Revenue
Account Business Plan
2020 – 2025

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Foreword

By Councillor Chris Pearson Member of the Executive, Lead Councillor for Housing, Health and Culture



Welcome to Selby District Council's Housing Revenue Account (HRA) business Plan. This plan will detail our ambitions over the next five years and beyond as to how we manage and look to improve our housing stock, ensuring as much as possible that the needs of our residents are met now and in the future. In order to move forward, we must also reflect on all we have achieved in recent years. Importantly, we have:

- Built the first new Council homes in the district for twenty five years at Byram, followed by a further development at Eggborough in partnership with the Housing Trust. This offers new affordable family houses for local people, advertised via North Yorkshire Home Choice.
- Developed our own action plan following the North Yorkshire Empty Homes Strategy 2017-2021, resulting in 24 empty homes being re-occupied throughout the district in 2018/19.
- Begun a programme to purchase and repair empty properties, via a combination of Homes England grant and Section 106 commuted sums. Funding was granted for ten such properties, totalling £390,000, directly increasing the number of affordable homes available within the district.
- Approved a significant increase in property investment from 2019 for a period of 3 years, making meaningful improvements in our properties for the benefit of our tenants.

It is therefore the aim of this plan to secure the best possible outcomes for our investments and ensure we are best meeting the housing needs of local people. This plan sets out the scope for investment in both current and new homes, which will benefit not only our tenants, but the wider Selby district community and economy. Key objectives included in this plan detail our ambitions to:

- Improve our property standards even further by introducing an increased investment programme. This will see us go beyond the basic Decent Homes Standard and deliver real value for money for our tenants.
- Increase the supply of social and affordable homes in the district via direct development. Modelling in the HRA business plan would see the Council, in partnership with the Housing Trust; build almost 600 new properties over the next 30 years.
- Commit to the Government's 'one-for-one' replacement policy, which on average would see the Council build or acquire 20 new properties a year.

This will sustain the HRA into the future and provide additional affordable housing throughout the district for our residents.

Ultimately, this is a bold and ambitious five year business plan. Our plans have therefore been carefully costed and shown to be financially viable, delivering real change and improvement for our tenants. Of course, the plan also understands and acknowledges that we operate within a changing economic and political environment. The HRA business plan will subsequently be reviewed yearly and a balanced Housing Revenue Account will continue to be approved each year going forward.

We look forward to the journey ahead, and hope our tenants, leaseholders and residents district wide will join us in this.

1. Introduction

- 1.1 The Housing Revenue Account is a self-contained financial business which relies on the rental income from Council-owned homes to provide the ongoing maintenance and management resources needed to sustain our housing stock. In order to maximise investment in our homes and sustain our service to tenants, it is vital that our operations are as efficient and effective as possible. In April 2012, with the introduction of self-financing, the Council took on a debt of £57.7m spread over a 50 year period. In return for this, the Council is now able to retain its full rental income, putting control back into our hands and strengthening the link between the rent we collect and the services we provide to our tenant and leaseholders.

- 1.2 Our last plan commenced in 2012 and looked to make improvements into 2017 and beyond. However, this new plan acknowledges the major changes that Selby District Council's housing provision has undergone since this time, including consideration of welfare reform, rent reductions and the reinvigoration of the Government's Right to Buy policy. Furthermore, given the ever-changing and uncertain environment that local authorities work within, there is an expectation that this plan will become a 'living' document which will be reviewed yearly and amended as required.

- 1.3 Selby District Council will continue to engage and try to work together with its tenants and leaseholders, consulting them wherever necessary and appropriate. This business plan takes into account the views of our tenants and forms a key element of our over-arching Housing Strategy; including an understanding of the demand versus resource of social housing in the district, as well as reviewing our long-term financial position.

- 1.4 Central to the foundations of how we achieve our future ambitions, the business plan will include our financial forecast and key economic assumptions. It will also focus on the service priorities of the Council's landlord function. It will demonstrate that the Council can maintain its assets and invest in new provisions, but at the same time deliver a high level of service to current and future tenants and leaseholders.

- 1.5 An action plan has also been created to focus on the key priorities listed within this HRA business plan, which is detailed in *Appendix A*. The Council will work with our tenants and various partners to deliver this plan and we will continue to monitor our progress against the corresponding action plan, also due to be reviewed yearly.

2. Delivery and Standards

Operations

- 2.1 The Council's housing service incorporates various departments within the Council. In general, clerical and administrative services are provided via our Business Support Team. Our front-line staff includes Customer Services, Housing Options (working with those homeless or at risk of homelessness) and our Neighbourhood Officer Team, responsible for managing our housing stock and liaising directly with tenants and Selby residents. Responsive repairs and works to 'void' properties are co-ordinated and delivered through our Property Management Team.



- 2.2 Our Housing Strategy Officer, along with colleagues from Planning Policy, Housing Development and Housing Tenant Services are responsible for reviewing existing housing practices and responding to new and developing national policies and legislation. This includes the provision of new housing, homelessness, allocations and tenant participation. As a district authority, teams also liaise frequently with partnering North Yorkshire local authorities.

National Standards

- 2.3 All Council and Housing Association landlords are required to meet the National Standards for housing services, set by the Regulator, which provide a framework for:

Tenant Involvement and Empowerment Standard - how we involve tenants in decisions about their home, neighbourhood and community; including how we deal with and learn from tenant complaints and customer care, especially when considering those tenants with additional support needs.

Home Standard - how we look after our tenant's homes, including day-to-day repairs and the quality of accommodation.

Tenancy Standard - how we manage tenancies, including allocating empty homes and rent collection.

Neighbourhood and Community Standard - how we manage estates and communities; including neighbourhood management, local area co-operation and anti-social behaviour.

Value for Money Standard - how we make sure that the services we provide are cost efficient.

Governance Standard - how we ensure we are making the correct decisions and governing appropriately.

The six principles of a HRA:

2.4 Councils have also responded to the self-financing model by putting in place comprehensive policies and practices for effective management. There are consequently six principles that the majority of local authorities use to guide the implementation of their HRA business plans, which are detailed below:

Co-regulation - the authority complies with the principles of co-regulation as set out in 'The Regulatory Framework for Social Housing in England from April 2012,' which focuses on transparency, accountability, value for money, tenants shaping service delivery and understanding tenant's needs.

Financial Viability - the authority should put in place arrangements to monitor the viability of its housing business and takes appropriate actions to maintain this.

Communication and Governance - the authority should keep under review these arrangements with regards to the current operating environment and should govern its housing business in a clear and concise manner, consulting with various stakeholders.

Risk Management - the authority should have in place an effective system for the on-going management, monitoring and reporting of risks to the HRA; focused on changes in government policy, inflation, void levels, changes to rent policy, and Right to Buy.

Asset Management – the authority should have in place arrangements to maintain its assets and maximise their value into the future. This requires a strategic approach and should be agreed by all stakeholders.

Financial and Treasury Management - the authority should comply with proper accounting practices, with a borrowing policy that ensures long term stability.

3. Our Vision

- 3.1 The Council's plan is to drive the development of more new homes and for all housing in the district to be of a quality, type and size which best meets the needs of both our urban and rural communities. The plan recognises that Selby District Council is a social landlord, which means we have a range of legal and moral responsibilities to fulfil.
- 3.2 Selby District Council is a member of the York, North Yorkshire and East Riding Strategic Housing Partnership and has been involved in the development of a joint Housing Strategy among these regions. This strategy sets out the priorities for housing growth and delivery from 2015 to 2021. The strategy's key priorities are to:
1. Work with partners to increase the supply of good quality new housing across all tenures and locations (in line with Local Plans/site allocations).
 2. Ensure our housing stock reflects the needs of urban, rural and coastal communities.
 3. Ensure our housing stock meets the diverse needs of our population at all stages of their lives.
 4. Via policy guidance and negotiation, ensure new homes are of good design and environmental quality regardless of tenure.
 5. Continue to make best use of our existing stock and ensure it's of a decent quality to meet the needs of our communities.
 6. Ensure all homes have a positive impact on health and well-being and are affordable to run.
 7. Continue to reduce homelessness.
 8. Ensure housing is allocated fairly and on the basis of need.
 9. Provide appropriate housing and support.
- 3.3 The above aims provide the framework as to how housing services, stock and development should be managed county-wide; as well as also informing Selby's local objectives, which are:

Objective 1: To ensure good quality housing within the district which helps meet the needs of our local community.

Objective 2: To provide a first-rate housing management service which makes the best use of our existing stock and listens to our tenants and leaseholders.

Objective 3: To deliver a financially sustainable service which demonstrates value for money and ensures that investment is targeted to Council priorities.

- 3.4 Since the previous HRA business plan was developed in 2012 and refreshed in 2015, the Council has made significant changes and improvements to our housing service. Many of these successes will be detailed subsequently. However, whilst much has been achieved in the last seven years, there is also an understanding that more needs to be done. As a landlord, we must ensure that we are providing our tenants and leaseholders with the best possible service, as well as providing suitable housing for our residents district-wide.
- 3.5 This HRA business plan has been developed by a variety of Council service departments, encompassing all aspects of Selby's landlord functions. Elected Members, tenants and leaseholders have been consulted at various stages. Our objectives have been considered in relation to the financial resources available to us and there is an awareness that the ever-changing policy environment we work within makes predicting the future particularly difficult. This business plan is, and will continue to be, a dialogue with our tenants and stakeholders and will provide the framework to inform and develop our future planning.

4. Context: Local and National

Selby District

- 4.1 Stock modelling completed in July 2017 found there were 39,423 dwellings in the Selby district - 74% owner occupied, 14% private rented and 12% social rented.¹ At the same time, Selby's population totalled 87,887 persons, growing by 22.4% since 1991.²
- 4.2 The last National Census in 2011 highlighted that the predominant tenure within the district was home ownership at 78%, compared with a national average of 68%. A high proportion of these owner occupiers owned their homes outright without a mortgage.
- 4.3 Nonetheless, affordability still plays a significant part in the difficulty faced today by many residents in accessing the local housing market. As of April 2019, the average house price in Selby district was £193,636, which is almost identical to the year previous, but a 6.7% increase compared with April 2016. Comparatively, this is lower than North Yorkshire's average of £215,205 and below the English average of £245,128. Housing in North Yorkshire is consequently unaffordable for many local people, where a person earning average local wages would need 7.8 times their income to buy a property. Selby however, is classed as one of the more affordable areas, with a rate of 6.4 required.³
- 4.4 The Council's Strategic Housing Market Assessment completed in February 2019 calculated an overall need in the district for an additional 365 dwellings per annum until 2037 in order to meet predicted housing need. Further analysis found that 112 of these would need to be Affordable Renting housing, and 95 units to be Affordable Home Ownership. Conversely, there are an estimated 370 private sector homes in the district that have been empty for six months or more, of which 155 have been empty for over two years (as of September 2018).



¹BRE Integrated Dwelling Level Housing Stock Modelling and Database for Selby District Council

²Selby District Council's Strategic Housing Market Analysis – February 2019

³<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/housepriceexistingdwellingstoresidencebasedearningsratio>

Housing supply and demand in the district

4.5 Selby District Council retained and managed 3,036 properties (with 156 leaseholders) at the end of 2018/19. Of this, less than 2% of stock is strictly defined as ‘sheltered’ and offering extra care. Of the rest, 19% are bedsits, flats or maisonettes, 38% are bungalows, and the remainder are houses. This stock is distributed across the Selby district, with the main concentrations being in the Council’s urban settlements. The stock is mostly low rise but varied in archetype.

4.6 At the same time, there were just short of 600 active applicants on the Council’s housing register – known as North Yorkshire Home Choice. This has reduced significantly from almost three times this amount (1,788), following a policy review in 2013 which saw the introduction of stricter criteria on household income and equity, a local connection requirement, and homeowners who have no housing need being disqualified from the list and instead being considered on a case-by-case basis.

4.7 The profile of our applicants has been summarised below:

2012	2014	2019	
25%	0%	0%	of applicants on the Housing Register were under 18
22%	20%	19%	of applicants were over 60
60%	55%	62%	of lead applicants are female
1.6%	11.9%	12%	of applicants were Black and Minority Ethnic Groups
21%	31%	32%	of applicants had a disability



Figures show that, other than an increase in female lead applicants, the characteristics of those on the waiting list has not changed dramatically since 2014 and since the change in policy in 2013. It would therefore appear that the nature of demand on Selby’s housing stock has remained somewhat consistent over the last five years.

4.8 In order to meet this housing need within the district, a number of affordable housing units have been newly built since 2011/12, with completions shown below:

<i>New build completions</i>	<i>All houses</i>	<i>Affordable housing completions*</i>	<i>% affordable against all new build completions</i>
2011-12	300	76	25%
2012-13	185	40	22%
2013-14	298	47	16%
2014-15	444	79	18%
2015-16	515	76	15%
2016-17	569	73	13%
2017-18	615	101	21%
2018-19	632	183	29%

*Numbers of affordable housing completions ignore any commuted sum contributions for affordable housing in lieu of onsite provision, and this will reduce the percentage out turn. However, this will be compensated in future years by the development of affordable homes funded by these contributions.

Our target, as set out in our adopted Core Strategy in 2013, is that up to 40% of new build market schemes should be designated as affordable housing, where

schemes are expected to hold 10 units or more. The table above however shows the figures for all new build completions, including schemes where no affordable contribution is required.

National context and legislative changes

- 4.9 The Localism Act 2011 placed a new duty on local housing authorities to develop a Tenancy Strategy, which would detail the management of social homes within each authority and consider how best resources could be used. Selby District Council worked in partnership with local authorities across North Yorkshire to produce a combined strategy which was finalised in 2012. Following this, the Council developed its own Tenancy Policy in 2013, refreshed regularly, relating to the management of its own housing stock, largely addressing management and allocations.
- 4.10 The Council also revised its equality and diversity objectives following consultation in April 2017, with any updates applied to all new and reviewed policies; ensuring all Council policies are non-discriminatory in nature. These issues are particularly important as the district continues to experience changing demographics due to varying numbers of migrant workers. Consequently, an Equality Objectives Action Plan 2017-2020 was published by the Council and all policy and practice will be considered with these objectives in mind.
- 4.11 Selby District Council continues to monitor the implications of welfare reform on our tenants, in regards to ability to manage finances, level of arrears and the potential need for alternative accommodation. The Spare Room Subsidy, benefit cap and the 'under 35' Local Housing Allowance rate in the private sector all impact on the demand for social housing. The district also became a Universal Credit 'live' area in May 2018, meaning that the majority of new single, working-age claimants requiring help towards their rent would be asked to apply for Universal Credit rather than Housing Benefit and would therefore have their claim managed by the DWP. With this in mind, the HRA business plan must ensure that the Council maximise the use of its stock and the income it generates in order to mitigate the additional risks that are created by welfare reform.
- 4.12 The Government's 'Right to Buy' scheme was also reinvigorated between 2012 and 2014, which has potential risk implications for the Council. The maximum discount for tenants is now set at £82,800 and the amount of qualify years reduced from five to three. Whilst this increases the likelihood of our housing stock being reduced, at the same time it increases capital receipts to fund the development of new homes. In the last five years, since the new incentives were introduced, the Council has sold 103 properties via the Right to Buy

scheme. The last financial year (2018/19) saw 21 properties bought through the scheme. A Government consultation on the use of Right to Buy receipts was subsequently published in October 2018, with proposed changes largely welcomed by local authorities, but with details yet to be confirmed.

4.13 Most notably, in August 2018, the Government released a new Green Paper for consultation - 'A New Deal for Social Housing,' which has the potential to fundamentally reform social housing and its management. The paper focused on making improvements in five key areas: property safety, tenancy complaint resolution, empowering residents and improving the Regulator, tackling stigma and improving the supply of available accommodation. Whilst the impact of this paper is again yet to be known, a focus on improving safety standards and the quality of social housing may significantly impact on HRA budgets nationally.

4.14 Further assistance was provided by the Government in November 2018 when the HRA borrowing cap was lifted for all English local authorities. This brings financial borrowing for Council homes in-line with all other local authority borrowing under prudential codes. This follows lobbying from various agencies, including the Local Government Association and the Chartered Institute of Housing. The real impact of this change is yet to be felt, but Savills' 2017 research posits that lifting the cap could deliver up to 15,000 new council homes across England.⁴

⁴https://omghcontent.affino.com/AcuCustom/Sitename/DAM/086/Raising_the_roof_17_Nov_2017_PD_F_FINAL.pdf

5. **Objective 1: Ensure good quality housing within the district which helps meet the needs of our local community**

What we have achieved so far:

- 5.1 We have removed all concrete panels from our 'airey homes' and replaced them with brick block and insulation, bringing them up to modern thermal efficiency standards. This work is now complete with our residents noting a significant difference in the temperature of their homes, and expecting much lower energy bills long-term.



- 5.2 We have replaced many of our old and inefficient boilers for new 'A' rated ones (42 in 2017/18). This replacement programme continues every year with the next replacement peak expected in 2022, with funds set aside for this.
- 5.3 We have upgraded over 100 electric heating systems where our homes are not on the gas network. This increases value for money for our tenants and improves energy efficiency.

What we want to focus on next:

- 5.4 **Decent homes:** Set by Government, the 'Decent Homes Standard' required local housing authorities to meet certain property requirements by 2010. Whilst a considerable amount of work was completed to achieve these standards throughout our properties; given that a proportion of tenants refused work at the time, and that further investment campaigns have been limited since, there remains opportunity for improvement. In particular, we want to improve tenancy sustainability within our properties, offering high quality living and good energy efficiency so that our tenants want to live and invest in our properties and the larger community as long as possible. This reduces the likelihood of tenants unnecessarily moving on and properties becoming void, which in turn reduces HRA spends and staffing time. In order to achieve this and secure our stock into the future, we must have a clear programme of investment in place. With this in mind, Executive Members approved a significant increase in investment from 2019 via the Capital Investment Programme, for a period of 3 years. Details of this can be found in *Appendix B*.

5.5 **Decent Homes Plus:** To improve on property standards further, it has also been agreed that following this programme of investment, the Council will introduce a new investment programme for our properties which is planned and cyclical. Significant financial investment has been agreed by Executive Members with the aim of providing our tenants with properties that go beyond the basic Decent Homes Standard and delivers real value for money for our tenants. This programme will ensure that key property components, such as windows and doors, are replaced before their expiration date (known as their life-cycle) and that tenants are offered replacement of both kitchens and bathrooms. Given the significant investment this will require, the programme will take time to achieve and the introduction of a 15 year timeframe provides a financially viable option for the Council, balanced with tangible improvements for our tenants and their properties.

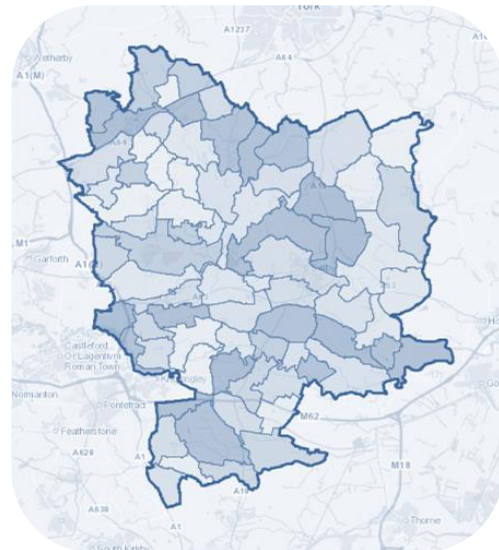


5.6 **Energy efficiency:** As part of increasing tenancy sustainability, a key focus will also include improved energy efficiency, particularly in our off-gas properties where we need to consider alternative heating sources; with an acknowledgement that current traditional alternative can be expensive to run and are not necessarily fuel efficient for our tenants. At last count, the Council had 148 properties with solid fuel heating and 301 with electric heating (not all of these properties were off-gas however, with some tenants declining the offer of alternative fuel options). As part of the new Capital Investment Programme 2019-2022, the Council have allocated additional funding to trialling more renewable and energy efficient fuel sources in these properties, in the hopes of justifying increased use of alternatives in the future. At present, the Council also look to replace solid fuel sources in our properties as part of the voids process, but we will also fund a more active programme of replacement by offering tenants on solid fuel the option to replace this with an alternative heating source as part of our general programme of works.

5.7 We also recognise that fuel poverty in the Selby district does affect some of our tenants and is an issue that requires action. Fuel poverty affects any home where more than 10% of household income is used to pay for fuel to heat the home. Research shows that fuel poverty impacts significantly on a person's quality of life, particularly the very young and old. When last surveyed in 2016, almost 9% of all Selby district households were classed as being in fuel poverty.

Fuel poverty was more likely to be experienced in two types of area within the district: 14% in central Selby, which also houses a high percentage of social housing residents; and also in our more rural wards, such as Appleton Roebuck (11%), Fairburn (11%) and Whitley (10%).⁵ With this in mind, Council-lead surveys have been ongoing throughout the district to assess the overall condition of our windows and doors, looking to replace those at the lowest end of effectiveness. Again, the additional funding allocated within the Capital Investment Programme for this work, along with additional funding for roofs and associated works, will ensure that all tenants are provided with the appropriate fittings to improve energy efficiency as well as reduce wastage and the likelihood of fuel poverty occurring. We acknowledge that energy efficiency and fuel poverty are multi-faceted issues, and that a combination of solutions will be needed to make improvements in our properties and for our tenants.

5.8 Understanding needs: Work is continuing to better understand and meet the needs of residents who live in our smaller towns and settlements. Our Rural Housing Enabler works closely with Parish Councils to inform housing needs surveys with the intention of securing a ‘rural exception site’ (often a small plot of agricultural land, usually brought forward at a fraction of open-market value, which can be used specifically to build affordable housing reserved solely for local people). In the Selby district, many wards can be considered for such a project excluding central Selby, Barlby and Brayton, Tadcaster and Sherburn-In-Elmet. The Council are consequently working hard to secure rural exception sites throughout the district and will partner with Registered Providers to deliver these schemes, along with more general affordable housing for local residents. Work also continues to champion the housing needs of our rural residents and to ensure that any affordable housing planned in these areas remains affordable in perpetuity for the next generation. This is particularly valuable for young people and families wanting to buy their first home in their local area, without being priced out of the market.



5.9 Stock condition: Stock condition surveys are routinely completed by our Property Services team in order to help inform our investment programmes, both through regular appointments with tenants and via the void process.

⁵ Yorkshire Energy Doctor
<http://www.yorkshireenergydoctor.org.uk/blog2.php?controller=pjLoad&action=pjActionView&id=79>

Improved awareness of stock condition allows us to better plan and adjust our programme of works, reducing the likelihood of responsive repairs where planned works may be more efficient. We do acknowledge however that more recent investment work has been based on limited condition knowledge, and this is why going forward we intend to increase these surveys to 10% of stock each year. The quality of these surveys will also be taken into consideration to ensure they are both thorough and comprehensive. This will enable the Council to have a more strategic approach to asset management, facilitated by a more informed and accurate understanding of stock condition. This data will also assist us in complying with relevant Health and Safety legislation, avoid the long-term financial problems associated with underinvestment in stock, and increase our effectiveness when making investment proposals; ensuring we deliver a financially sustainable and targeted Capital Investment Programme.

5.10 Property adaptations: The Council will look for opportunities to utilise the HRA asset base in a more innovative way to achieve a reshaping of the housing stock, taking into account an aging population and a need for adapted homes. In 2018/19 for example, £180,000 was allocated to the adaptation of our bungalow bathrooms into wet-rooms, with further funding secured in 2019/20



and 2020/21. This type of adaptation work improves the flexibility of our homes for prospective tenants and ensures cost-effectiveness, preventing adequate bathrooms from having to be replaced in the future to facilitate an adaptation. Notably, local authority housing providers are expected to meet the cost of adaptation work required by tenants, and investment requirement can range from minor adaptations (such as grab-rails and ramps) through to more major adaptations (such as through-floor lifts). The Council must therefore balance its requirement to meet these adaptation requests whilst at the same time ensuring best use of Council stock for all current and prospective tenants. With this in mind, the Council intends to publish clear guidelines and policy relating to Council adaptations. This will ensure all tenants receive the same level of service when making adaptation requests and are provided with clear timescales and outcomes to meet realistic expectations.

5.11 Supported housing: There is an acknowledged need for more specialist supported housing county-wide, to provide as many residents as possible the opportunity to live independently and within their community. At present

however, the Selby district has little supported housing, keeping in mind those vulnerable service groups who may require it: the elderly, homeless, those with mental health issues and those registered disabled. Whilst responsibility for commissioning supported housing services passed to the County Council in 2003, Selby District Council does have 49 designated 'sheltered' housing units over two specific sites, making up less than 2% of the Council's overall stock. 38% of current Council stock is bungalow accommodation however, which per our Allocations Policy is predominately restricted to older people or those with a registered disability. The Council's only additional form of specialised housing is its temporary homeless accommodation, which consists of Ousegate Lodge (a ten bed homeless hostel in central Selby), along with three dispersed units in the community. It is therefore more likely that a number of our vulnerable and disabled residents reside in general needs stock, where they may receive support and care packages. With the exception of sheltered housing, support and care provisions do not link to the property and instead link to the individual, creating a greater reliance on rental income to fund increased levels of housing management. Consequently, and as part of our Action Plan, the Council will review its supported housing provision and consider the implications of building, or partnering with the County Council, to provide additional supported accommodation within the district.

Summary of actions going forward:

- ✓ We will implement our newly proposed Capital Investment Programme and carefully monitor its impact on tenants and our properties.
- ✓ We will continue to work towards improved energy efficient properties throughout the district, paying close attention to those properties without a gas supply.
- ✓ We will use the findings of our rural housing needs assessments to better meet the needs of residents living in our smaller settlements and champion the need for Affordable Housing in these areas for the years to come.
- ✓ We will aim to complete stock condition surveys on 10% of our properties every year.
- ✓ We will use new IT provisions to better manage our repairs and Capital Investment Programme, matching funding bids to a planned programme of investment.
- ✓ We will publish a new Adaptation Strategy, detailing when we will and won't look to make adaptations to our properties.
- ✓ We will consider the implications of building, or partnering with the County Council, to provide additional supported accommodation within the district.

6. **Objective 2:** To provide a first-rate housing management service which makes the best use of our existing stock

What we have achieved so far:

- 6.1 We have appointed our first Housing Enforcement and Tenancy Fraud Officer, to ensure we are making the best use of our homes for the people in greatest need, and checking that the people living in them are legally entitled to do so.
- 6.2 We appointed our first Empty Homes Officer and in 2017, adopted North Yorkshire's Empty Homes Strategy 2017-2021. This shows that a considerable number of existing homes in the district lay empty and that bringing these privately-owned homes back onto the market will help to increase the range of homes available to our residents.
- 6.3 We introduced fixed-term flexible tenancies (generally for a five year period) in order to ensure that scarce housing stock is used to help those most in need. The Council will however continue to offer life-time tenancies to applicants moving into sheltered housing, those of state pensionable age or over, and applicants who are 'vulnerable.'
- 6.4 In 2016, the Council agreed and published a revised lettable standard for our homes to ensure a consistent level of repair is achieved in both our void properties and during planned works. This is due to be reviewed again shortly.

What we want to focus on next:

- 6.5 **Tenant participation:** We will continue our tenant participation work to actively engage with our tenants and leaseholders. This includes overseeing the Tenant Scrutiny Panel, the Repairs and Maintenance Group and our Resident Associations. Work will also continue, with input from the Tenant Participation Advisory Service (TPAS), to encourage greater up-take of our current offers and look to expand the range of engagement opportunities we offer. The introduction of an online 'tenant portal' for instance will improve the way we are able to connect with our tenants and leaseholders, increasing our digital offer to them. This will allow tenants to self-serve online by paying their rent, lodging repair requests and tracking the progress of any works or actions. We will also be able to advertise any further engagement opportunities and ensure tenants are fully



consulted on any important changes to the service they receive. There is also an acknowledgement that our Tenant Participation Strategy needs to be refreshed, forming part of the corresponding Action Plan.

- 6.6 **Repairs:** The Council aim to improve the time taken to respond to emergency repairs through ensuring lean, customer focussed processes that make best use of modern technology. The Council is due to implement its new housing



management IT system shortly, an element of which will signal to our Property Services team when it may be more appropriate to deviate from repairs to planned work. This should reduce demand for responsive repairs and instead allow relevant staff to focus on delivering the Council's investment programme where more appropriate. Overall, this will reduce labour costs and lead to a

better standard of Council property. Our new IT system will also send reminders to our tenants in regards to repair appointments (using their preferred contact method) and automatically pair the right tradesman to the chosen repair. This will reduce staff administration time and the likelihood of missed appointments, altogether increasing the effectiveness and efficiency of our repairs service.

- 6.7 Linked to this, our tenants are also able to provide feedback on the time taken to complete repairs and their satisfaction with the service provided. Tenants have advised that communication with regards to repairs can sometimes be an issue, so our aim is to facilitate and improve this feedback process as much as possible. Currently, this feedback comes in the form of an online survey following poor returns from a similar paper version available previously. However, feedback still remains minimal, so included in our Action Plan is a task to consider different ways of trying to gather this feedback (including expanding options beyond online opportunities), working with our tenants and leaseholders to do so. This feedback is integral to shaping the repairs service for our residents, so all appropriate avenues will be considered. Part of this work will also include updating or introducing a number of smaller complimentary policies relating to Property and Tenant Services, including but not limited to: compensation, decanting, decoration allowances, recharges and property access. These policies will help clarify what tenants can expect from our housing service and increase overall transparency.

6.8 Redevelopment of garage sites: At last count in July 2019, the Council owned and managed 371 garages, the largest collection being in Tadcaster (127), followed by 78 in Selby and 52 in Sherburn-In-Elmet. The rest are distributed throughout the district's smaller towns and settlements. 19% are currently used for storage or are not in management, 69% are let, and 12% are void. Notably, our average garage rent is much lower than the Council's property rental charge. Consequently, as development opportunities arise, it will be important to consider whether the Council should look to demolish some of its garage sites in order to develop more affordable housing, especially in areas of high demand (subject to individual site assessments and viability studies). The success of this has been evidenced at Riccall and Byram, for instance. We also propose to make use of car parks on garage sites where housing development is not suitable but the land does require reconfiguration or redevelopment.



6.9 Best practice fire safety and improved communal area management: In light of the Governments' recent focus on health and safety within the social housing sector, we want to improve the overall condition of our 260 communal areas, prioritising new capital funding to reviewing fire risk assessments and completing further improvement works. This will not only make these spaces safer, but also more appealing for the residents who live within them. This work is important considering the Government's recent Green Paper 'A New Deal for Social Housing' and its focus on improved fire safety following the Grenfell Tower tragedy in 2017. With an expectation that increased fire and safety precautions may soon be required, the Council has also decided to once again go beyond current requirements and fund the provision and replacement of carbon monoxide alarms in all our properties. This reduces the likelihood of any unplanned spend if safety legislation were to change in the near future, but also ensures that we are working to best practice guidelines and ensuring the safety of our residents now, as much as is practicable.

6.10 The Council is also in consideration as to whether service charges should be levied on tenants whose properties share communal areas, in order to improve their overall condition. This would require the Council to take over maintenance of these areas, but also remove this expectation from our tenants, ensuring all

blocks are kept to a safe and consistent standard. Affordability for our tenants would be a priority consideration, noting that cleaning and maintenance of communal areas is an 'eligible' service for Housing Benefit purposes. Subject to consultation and agreement, the Council would set reasonable and transparent service charges which reflect the service being provided to our tenants. Any additional staffing and Council resource would also have to be considered as part of this process. Consideration of service charges will therefore be included as part of the corresponding Action Plan.

6.11 Meeting local need: We will continue to monitor the use of our five year fixed-term flexible tenancies, initiated by the Council in 2016 with the first reviews due in 2021. This provides opportunity to address under and over occupation and make available scarce resources, in particular larger homes and those with major adaptations, to those in need on the waiting list. To further ensure homes remain available for local residents bidding for properties through North Yorkshire Home Choice, affordable housing newly built or acquired via a Section 106 planning agreement will normally be subject to a 'Local Lettings Initiative' which will mean they are initially prioritised for those in the local area. Allocation therefore focuses primarily on those who have local connection to said village and the surrounding area. Again, the ability to include perpetuity clauses within our Section 106 agreements ensures that affordable properties remain available for local people, even when the tenancy is re-allocated in future.

6.12 Section 106 funds and empty homes: The Council is focused on making the best use of available resources to increase housing stock in the district, and this includes drawing down Section 106 'commuted sums' collected from housing developers in lieu of on-site affordable housing provision. For example, the Council received Executive approval to submit a Programme of Growth bid to purchase and repair empty properties within the district, via a combination of Homes England grant and Section 106 commuted sums. In August 2018, the funding was granted for ten such properties at a rate of £39,000 per property (£390,000 total), which will directly increase the numbers of affordable housing available within the district. As many empty homes are situated in town centres, returning them to use will help revitalise our urban landscape and improve footfall in and around our high street.

6.13 Housing Enforcement: The Council will also review resources within the Housing Enforcement team and our legal department to ensure maximum effectiveness. The Council aim to prevent, deter and detect all types of tenancy fraud, which includes unlawful subletting, obtaining housing by deception and wrongly claimed succession. Since 2012, Selby District Council (in partnership with other North Yorkshire district authorities) has employed a corporate anti-

fraud team through Veritau. This team offers specialist support when the Council needs to investigate any fraud committed against us. This could be Council Tax, Non-domestic Rates, Disabled Badge, Benefit or Right to Buy fraud. Our Neighbourhood Officer team have also initiated 'Keeping in Touch' visits with our tenants, new and old, in order to increase dialogue with tenants and ensure our properties are being used as advised.

6.14 Housing Community Centres: The Council will complete a thorough review of its Community Centres throughout the district, via a partnership between our Member and Tenant Scrutiny Panels. This review will consider how the centres are currently used, when and by whom; and will also include an opportunity for tenants to tell us their views in regards to the centre's current usage. It will consider the best ways to move forward with each individual centre, to ensure they are reaching their earning potential and delivering the right services to their community.



Summary of actions going forward:

- ✓ We will continue our work on tenant participation and encourage take-up among our tenants and leaseholders, refreshing our Tenant Participation Strategy.
- ✓ We will use additional funding to improve the safety of our communal areas and work to best practice.
- ✓ We will complete an options appraisal for potential service charges.
- ✓ As opportunities arise, we will consider the option to demolish garage and surplus land to provide additional affordable housing.
- ✓ We will consider new and alternate ways to gather resident feedback on our repairs process, including publishing complimentary policies.
- ✓ We will implement Local Lettings Initiatives where required and follow best practice when negotiating Section 106 agreements.
- ✓ We will bring back into use unused and empty private rented accommodation as opportunities arise and continue to deliver our Empty Homes Strategy.
- ✓ We will review provisions in the Enforcement team to ensure maximum effectiveness in this department.
- ✓ We will complete a review of our housing community centres.

7. **Objective 3:** Deliver a financially sustainable service which demonstrates value for money and ensures that investment is targeted to Council priorities.

What we have achieved so far:

7.1 We have built the first new Council homes in the district for twenty five years at Byram, followed by a further development of Council properties at Eggborough, via the partnership between the Council and Housing Trust.



7.2 We have redeveloped a former Council garage site at Byram and delivered 13 new affordable family houses for local people, advertised via North Yorkshire Home Choice.

7.3 The Council has developed its own action plan following the North Yorkshire Empty Homes Strategy 2017-2021 which has meant that 24 empty homes were re-occupied in 2018/19.

What we want to focus on next:

7.4 **Further housing development:** Whilst there is an on-going need for the Council to balance the repayment of debt and additional investment in stock, there is also the potential for us to expand new build affordable housing. Whilst we recognise the importance of prudently balancing investment in existing current stock and housing management, versus increasing the supply of new affordable housing; the many benefits that new housing development brings to the district should be noted. In 2013, the Council established the Selby and District Housing Trust to help deliver additional affordable homes throughout the district. Building via the Trust allows us to provide retainable stock within the charitable social housing sector, supporting the ongoing sustainability of the HRA through shared overhead costs. Trust properties under Council management are also allocated via North Yorkshire Home Choice. The Trust does not have Registered Provider status, but is able to rent its properties at the 'Affordable Rent' rate (up to 80% of market value). In partnership with the Housing Trust, Selby's development plan focuses on three 'delivery pillars': direct development on Council owned sites, the acquisition and development of new sites and the acquisition of affordable homes constructed by other developers (subject to individual business cases).

- 7.5 **One-for-one replacement:** As a local authority housing provider, the Council must consider how it will try and meet, and potentially look to exceed, the Government's 'one-for-one' replacement objective in regards to the loss of Council stock via Right to Buy. The Council's 'Housing Development Strategy' (2013) for increasing the supply of affordable housing stock identified 9 mechanisms for achieving this:
- 1) New build schemes for rent or purchase (Section 106 opportunities, Rural Exception Sites, Council owned land e.g. garage sites).
 - 2) Other SDC owned buildings.
 - 3) Acquisition of other land/buildings available including on the open market.
 - 4) Buy backs (of previous Right to Buy Council properties).
 - 5) Acquisition/disposal of affordable units.
 - 6) Potential joint ventures.
 - 7) Remodeling of existing homes to meet changing need.
 - 8) Refurbishment of empty homes.
 - 9) Building under licence.

The Council is committed to the 'one-for-one' replacement policy, which on average would see us build or acquire 20 new properties a year. Economic conditions have thus far made this a challenging task - of the 103 properties lost between 2014/15-18/19, the Council was able to replace 50. However, recent changes in Government policy now provide the Council with additional opportunity to increase our housing provision. As advised, the Government recently withdrew the HRA borrowing cap and completed a consultation on the use of Right to Buy receipts; of which Selby supported the proposed amendments to extend time limits on spending receipts and the time allowed to return receipts without added interest, as well as increasing the building cost cap to 50%. Although local authorities currently await the outcome of this consultation, we have committed to both meet the one-for-one requirement and complete additional development to try and replace some of that stock already lost and not replaced. This will sustain the HRA into the future and provide additional affordable housing throughout the district for our residents.

- 7.6 **Affordable homes funding:** Following the Chancellor's Autumn Statement in 2016, the government reaffirmed its continued commitment to extending home ownership, including through the Shared Ownership and Affordable Housing Programme 2016-2021. This announced an additional £1.4 billion to deliver a further 40,000 affordable homes, as well as the availability of grants for Affordable Rent schemes. Following this, the Council successfully bid for, and received, a grant from Homes England for £468,000 to deliver 13 new homes in Byram, making up part of this one-for-one replacement requirement. With this in mind, the Council will aim to utilise appropriate forms of external funding when required to finance the development or acquisition of new affordable housing

throughout the district. Bids are subsequently expected to be submitted to Homes England for the next phase of the Council's development plans shortly.

7.7 **Housing need:** In the process of replacing our properties, the Council will always look to meet local housing need. This includes consideration of location, property and tenure type. We will also pay close attention to energy efficiency in new build schemes, which could include fully adapted bungalows, lifetime homes, flats and single person accommodation, as well as more traditional family housing. We will also continue to support a flexible approach to setting rent to ensure residents are provided genuinely affordable accommodation. This includes consideration of Social and Affordable Rent, up to 80% of market value. Decisions will be made in reference to local context and subject to individual business cases.

7.8 **Rent Standard:** Our Finance team calculate rents using Government formula and guidance, in accordance with approved policy. Whilst the Council has established practice in respect of rent setting for existing tenants, included in the corresponding Action Plan will be consideration to publish a 'Rent Policy,' which will detail how Selby District Council will calculate and charge rent for all HRA properties that we own and have a responsibility to manage and maintain. This new policy will provide a clear framework for the setting and reviewing of Selby's rent levels and will ensure that rents are affordable for our residents, whilst simultaneously raising sufficient funds to effectively manage and maintain our properties, deliver required housing services and also build new homes.

7.9 **Void times:** The Council is keen to reduce property void times to ensure that tenants are able to move into our properties as soon as possible and therefore generate a rental income. Once a property becomes vacant, it is handed to our Property Services Team to inspect for any maintenance works required before the property can be re-let. This team will visit each property and arrange for any repair works needed to bring a property up to a 'lettable standard,' meaning it will be safe and secure, clean and in a good state of repair. Until recently, average property void times fluctuated very little and averaged 3.4 weeks between re-let. However, 2017/18 saw an increase in void time to an average of 4.9 weeks and 7.1 weeks in 2018/19. Therefore, whilst the Council do have a number of void related strategies to help guide practice, we will develop a specific Void



Management policy to tie these strategies together. This policy will outline a cost efficient void management service, which will balance providing quality homes with achieving a sustainable lettings programme. The application of our new housing management IT system will also assist in this process, providing deadlines and prompts, and allocating work to named individuals. Reducing void times will consequently be included within the corresponding Action Plan.

7.10 Procurement: The Council is currently in the process of re-procuring contracts in regards to repair and void works. This will ensure we continue to receive best value moving into the future.

7.11 Welfare Reform: Selby district became a Universal Credit ‘live’ area in May 2018, requiring us to closely monitor the implications for rent loss as we move away from direct payment of Housing Benefit to landlords, and instead see a monthly benefit being received directly by tenants, who are then expected to budget accordingly and use this to pay their rent. To date it is only new, single working-age individuals that are required to claim Universal Credit within the district, with claimant levels predicted to rise as the roll-out continues. Nationally, as of January 2019, there were 1.6 million people claiming Universal Credit across all tenures, compared to an expected total of around 7 million at full roll-out. Following recent announcements, the Government currently expect to complete full roll-out and transition of existing claims between 2019 and 2023; and there is an expectation that HRA arrears (bad debt) will increase. The Council will continue to monitor the impact of welfare reform on the HRA and work hard to maintain minimal rates of bad debt.

Summary of actions:

- ✓ The HRA will contribute towards achieving our corporate commitment to build 200 new homes by 2020.
- ✓ We will work to a Housing Development Plan which will try to meet, and look to exceed, the Government’s one-for-one replacement target on properties sold through Right to Buy.
- ✓ We will continue to make suitable funding bids where appropriate, having a direct hand in increasing the number of affordable houses in the district.
- ✓ We will consider publishing a new rent policy which corresponds to the Government’s Social Rent Standard and has affordability for local residents in mind.
- ✓ We will continue monitoring welfare reform policy and in particular Universal Credit, trying to mitigate risks wherever possible.
- ✓ We will make improvements to our void process by implementing a Voids Management Policy.

8. Our finances

Background

- 8.1 The Housing Revenue Account aims to provide the financial environment to support our landlord responsibilities over the short, medium and longer term; combined with strategic objectives for our housing service. The HRA is a 'ring-fenced' account which means that all the costs associated with maintaining our homes, financing improvement works, servicing debt and running the service, are met from the rental and other associated income generated from the houses and garages we let. We cannot use this income for any other Council services.
- 8.2 As noted in the foreword, the introduction of self-financing in 2012 resulted in the Council taking on central government debt of £57.7m, with the abolition of the previous subsidy system and annual payments into the national housing subsidy pool. The amount of debt taken on was calculated using a methodology that valued our stock over 30 years and aimed to leave the Council with a long term sustainable business plan which took on full responsibility for expenditure on the management and maintenance of our homes.
- 8.3 The Council follows Government formula and guidelines to set yearly rent amounts; and in July 2015 the Government announced that rents in social housing would be reduced by 1% a year for 4 years, resulting in a 12% reduction in average rents by 2020/21. This measure was forecast to save £1.4 billion nationally by its close, primarily in reduced Housing Benefit expenditure. For Selby, by 2019/20 (year 4 of this policy), rental income has reduced by an average of £120k p.a. However, the Government has now confirmed that from 2020/21, social housing landlords will be permitted to increase rents by up to Consumer Price Index (CPI) plus 1% for a minimum of five years.
- 8.4 The Council's business plan provides a 30 year financial forecast of income and expenditure based upon a range of key assumptions. The forecasts aim to support future service improvement and investment planning within the context of a sustainable financial model. Whilst there is an understanding that predictions are difficult to make in the current political and economic environment, we must try to ensure on-going sustainability of our housing service.
- 8.5 Best, worst and mid-case scenarios have been modelled, to enable the impacts of changes in assumptions to be understood. The mid-case scenario is our best estimate based on the latest intelligence available and accords with the assumptions contained within the Council's overarching Medium Term Financial

Strategy. It is this scenario that underpins this business plan and will be used to inform our short to medium term financial plans and annual budget.

Our financial outlook

- 8.6 A summary of income and expenditure for the HRA, including key assumptions, can be found in *Appendix C*. These key assumptions include factors such as interest rate levels, rent setting, void rates, bad debt and repair costs as well as right to buy sales and stock acquisitions. These will be kept under review to ensure the business plan remains robust in delivering the Council's priorities.
- 8.7 **Key Assumptions - Rent:** After allowing for Right to Buy sales, void properties and an element of bad debt, we estimate HRA rental income for 2019/20 to be £11.8m. Overall rental income to the HRA is £12.01m, which includes the addition of hostel and garage rent.
- 8.8 **Other Income:** Income from fees and charges and investment interest are estimated to total £233k in 2019/20.
- 8.9 **Running Costs:** Service running costs, including housing management and routine maintenance total £4.6m in 2019/20 and represent 39% of the income raised through rents. Our budget assumptions include recurring savings of £214k p.a. with effect from 2019/20 largely from efficiencies following the implementation of a new housing and asset management computer system.
- 8.10 **Debt Costs:** In 2019/20 interest charges total £2.4m (21%) although these are expected to reduce as some historic debt expires and is repaid in 2020/21. From 2021/22 interest charges are estimated to reduce to £1.8m p.a. Current self-financing borrowing is broadly spread equally over 30, 40 and 50 years. Assuming these loans run their natural course and no further borrowing is taken out; interest charges will reduce to £1.2m from 2042/43 - year 24 of this business plan. However, in the long term, interest charges are dependent upon plans for borrowing and repayment.
- 8.11 After allowing for service running costs, routine maintenance and interest charges, remaining rents are available to repay debt and invest in cyclical home improvements (kitchen and bathroom replacements, electrical rewires, heating system replacements etc.). Whilst it remains the Council's aspiration to repay self-financing debt over 30 years as it was when the debt was taken on, year on year reductions in rent levels over the last 4 years mean that there is now less funding available and consequently a careful balance between debt repayment and reinvestment is required to ensure a sustainable model into the future.

8.12 A summary of rental income and running costs for each of the three scenarios shows the following available resources for debt repayment and capital investment over the 30 year Business Plan:

Cumulative net rent available for debt repayment and capital investment	Total Over Business Plan Period £000
Mid-case	315,264
Best-case	437,284
Worst-case	236,254

8.13 **Borrowing:** HRA self-financing borrowing is made up of £7.5m historic debt and £50.2m new borrowing taken out in 2012. All borrowing is via fixed-rate 'interest only' loans and in accordance with the Council's Treasury Management Strategy. A breakdown of the loans is as follows:

Loan Value (£000)	Loan Rate (%)	Remaining Loan Term (as of 1st April 2019)	Maturity Date
6,500	8.785	1	22/05/2020
1,000	8.375	37	31/03/2056
16,793	3.50	23	28/03/2042
16,720	3.52	33	28/03/2052
16,720	3.48	43	28/03/2062
57,733	Total		

8.14 The business plan model assumes that borrowing is repaid at the earliest opportunity in order to demonstrate viability. In the last HRA Business Plan, it was advised that all loans would be repaid within a 30 year timeframe, whilst also acknowledging however that the Council would be able to review this plan regularly, balancing repayment of money borrowed with additional investment in the stock. This gives the Council greater flexibility in its longer-term planning than was possible under the previous subsidy system. In 2019/20, £1.26m has been set aside to cover future principal repayments. At this level it would take 39 years to set aside sufficient funds to repay existing borrowing.

8.15 To inform decisions on the amount to set aside to repay borrowing, again three scenarios have been considered. These scenarios along with their funding requirements are set out in the table below:

Minimum Revenue Provision (for repayment of debt) - Scenarios	Total Sum over Business Plan £000
30 years	49,413
30 to 40 years	46,371
30 to 50 years	35,723

Capital Investment

8.16 Investing in our existing stock is a key feature of this business plan; but as we have highlighted, setting aside sufficient sums to repay existing borrowing

commitments whilst earmarking sufficient funds to maintain the overall quality of our homes requires a careful balance.

8.17 We have invested significantly in our homes over the last business plan but our aging stock requires further investment to ensure a decent standard for our tenants going forward. A number of options have been modelled which achieve a decent (Option A) or a decent+ standard (Options B, C and D) within a variety of timescales and then a profile of standard lifecycle replacements for each element of work thereafter.

Scenarios (Mid-case)	Years 1-10 £000	Years 11-20 £000	Years 21-30 £000	Total £000
A Decent Homes over 15 years	51,841	60,418	56,778	169,037
B Decent Homes + over 30 years	46,656	47,922	63,711	158,289
C Decent Homes + over 15 years	55,592	61,925	54,399	171,916
D Decent Homes + over 10 years	73,194	41,187	54,399	168,780

8.18 Option C is considered to be the most achievable and sustainable option – it achieves a higher standard of home for our tenants and sees costs spread relatively evenly over the business plan period. Option D would achieve the decent homes ‘plus’ standard over a shorter timescale but the front loading of costs is not affordable over years 1-10 of the plan.

8.19 **Right to Buy:** The Government’s ‘Right to Buy’ scheme was reinvigorated in 2012, with the maximum discount increasing to £82,800.00. Then in 2014, the amount of qualifying years required by tenants was reduced from 5 to 3. This reinvigoration maintains and likely increases loss of Council housing stock, whilst the capital receipts retained from these sales provides only a small proportion of what would be required financially for the Council to replace these properties. Assumptions have therefore been made within our financial planning to take account of additional Right to Buy sales, expecting that the Council will lose approximately 20 properties a year through the scheme. The mid-case assumes that these properties are replaced on a one for one basis.

8.20 **Reserves:** As part of the budget setting process, the Council is required to review the adequacy of its reserves and this includes both the HRA Major Repairs and Unallocated HRA reserves. At present, the 2018/19 balance on the Major Repairs reserve stands at £8.18m and the Unallocated HRA reserve at £2.27m, totalling £10 million overall. This level is deemed adequate to provide financial resource for any unforeseen circumstances within the HRA which may require additional funds. The approved minimum balance for unallocated HRA reserves is currently £1.5m and therefore £0.8m is available for transfer to the Major Repairs Reserve.

Housing Development and Acquisition

- 8.21 This business plan assumes that any new build or stock acquisitions will be supported by a viable business case which will use retained Right to Buy receipts, external grant funding (where possible) and new borrowing to achieve a reasonable payback period (typically 30 to 40 years). It is assumed that any new stock will be entirely financed over their whole life from the rental income they bring.
- 8.22 As previously advised, November 2018 saw the HRA borrowing cap lifted for all English local authorities, bringing financial borrowing for Council homes in-line with all other local authority borrowing under prudential codes. Selby welcome the lifting of the borrowing cap to provide opportunity to increase direct development of, and continued investment in, social housing within the district; but in-line with the Council's Treasury Management Strategy, prudential codes will be followed and any additional borrowing only sanctioned when it is financially viable and sustainable to do so.
- 8.23 The mid-case scenario assumes that homes sold through Right to Buy are replaced on a one for one basis, which would mean new build or acquisition of 599 homes over the 30 year plan. Indicative modelling assumes a level of subsidy (e.g. capital receipts, Homes England grant and Section 106 commuted sums) with the remainder of the costs covered by borrowing (assuming a Loan to Value rate of 71%). For the purposes of demonstrating viability and sustainability, the associated revenue costs (principal and interest) would be £80m over the 30 year plan. It is stressed that these costs are indicative and fluctuations in the key assumptions such as interest rates, as well as the availability of subsidy sums, could have significant impact. Ultimately our development plans will be subject to ongoing review.
- 8.24 The Council's existing housing development and acquisitions programme is set out in the Council's capital programme which was approved in February 2019. Subject to land availability and ultimate Council approval, it is our intention to increase delivery over the business plan period in order to grow our stock numbers and increase the supply of affordable homes.

Our Financial Outlook going forward

- 8.25 Our financial forecast (*Appendix C*) shows that, based on key assumptions, there are sufficient resources over the next 30 years of the plan to: maintain a viable housing service, maintain and potentially increase the Decent Homes Standard, and carry out the necessary planned repairs to our housing stock. The profile of capital works may however be re-profiled over the course of the plan to meet specific requirements and if possible and prudent to do so, we will

consider accelerating our Decent Homes ‘plus’ programme should resources allow. Inflation may also rise or decrease, influencing the rent generated to meet our commitments.

8.26 In order to maintain a sustainable service for the medium term this business plan assumes debt is repaid to the original 30 year plan and we work towards a decent Homes ‘Plus’ standard over a 15 year period. Over the whole business plan period that would see loan principle of £50m set aside and based on our mid-case assumptions, investment in improvements in the standard of our homes of circa £170m.

8.27 The mid-case scenario estimates resources of £315m will be available over the next 30 years, which will be sufficient to provide for: debt repayment; investment to achieve Decent Homes ‘plus’ standard over the next 15 years; and 1 for 1 replacement of homes sold through right-to buy. Subject to future cash flows, economic conditions and government policies etc. there may be opportunity to accelerate investment in the future and this will be kept under review as the business plan is refreshed.

Mid-Case Scenario: 30 Year Totals	£000's	
Cumulative net rent available for debt repayment and capital investment	315,264	Assumes 1-4-1 replacement of RTB sales
Self-Financing Debt repayment	49,413	
Major repairs	174,211	Decent Homes + Over 15 years
Servicing new borrowing for developments/acquisitions	80,238	Principle and Interest assuming 1-4-1 replacement of RTB sales
Total	303,862	
Indicative headroom over the 30 year plan	11,402	Average £380k p.a.

8.28 The mid-case scenario shows that there is capacity to repay self-financing debt over the 30 plan, meaning that in the future if circumstances were such that it was favourable to repay the debt, there would be a sharp rise in the funds available to invest in our homes. The decision to repay debt will be taken in light of economic conditions and the needs of the services at that time and as part of the Council’s overall treasury management requirements.

8.29 Of course the balance between repaying our debt, versus maintain and/or extending our housing stock, will be an on-going feature of the HRA business plan and will require careful consideration as the impacts of emerging policy and practice are felt. That said, the ability to invest in our housing stock over the life of this plan will continue to improve the quality of the homes we provide; with spending focused on those things which will have the greatest impact on achieving the Council’s objectives, whilst improving the quality of life for our tenants.

9. Consultation

- 9.1 **First Steps (September 2018):** An initial on-line consultation of tenant's views on our housing service was undertaken as part of the business plan. This encouraged tenant and leaseholder participation at the earliest opportunity and ensured their feedback was central to the proposed new initiatives found throughout the business plan.
- 9.2 **Round table and Scrutiny (January/February 2019):** Before finalising a draft plan, a roundtable event was offered to all Council tenants and leaseholders wanting to attend, which took place at the Council's Civic Centre in Selby on 31st January 2019. This roundtable allowed for a free exchange of ideas between housing staff, tenants and leaseholders; and garnered responses to various proposed ideas and themes that would be proposed as part of the HRA draft plan. In order to maximise tenant engagement, drop-in sessions were also held at our Sherburn-In-Elmet, South Milford and Tadcaster Community Centres to allow as many tenants and leaseholders as possible the opportunity to share their experiences and provide feedback:

Tenants stated that our properties were of a decent standard but with room for improvement. They said that if the Council don't provide quality products and do work to a high standard, then tenants won't look after their properties.

Tenants felt we didn't know enough about our properties and that we don't inspect them regularly. They mentioned gardens, fencing and roofing as particular issues.

Tenants wanted better communication to meet people's needs, including updates on outstanding repairs and signing off a repair when it had been completed.

Tenants felt we should build more family sized homes as well as one bedroom properties for single professionals and couples, who live in the local area.

Tenants were concerned about energy efficiency and stated that we should be more forward thinking when it comes to alternative energy sources. They understood this would be expensive initially, but thought in the end, it would benefit both the Council and tenants alike.

Tenants felt that older properties with long term tenants get left behind, resulting in the condition of their properties growing increasingly poor. This means that more work and money has to be spent on them when access is finally achieved.

9.3 Wider engagement and on-line consultation (September/October 2019):

Once the draft plan was approved by Council Executive Members for consultation, an online survey was made available and publicised on the Council's website. A draft copy of the plan was attached, and tenants were able to provide their feedback on the proposals included in the draft as well as any additions they felt were lacking. In order to maximise engagement once again, the online survey was complimented by drop-in sessions held at our Sherburn-In-Elmet and Tadcaster Community Centres, and a focus group held at the Council's Civic Centre in Selby. These were made available to all Council tenants and leaseholders wanting to attend, and provided time to look over the draft plan and receive feedback on the various proposals included within it.

9.4 Taking on board feedback and final amendments (October 2019):

Feedback received from the various engagement opportunities was collated and used to make final changes to the draft plan, ready for its approval by Executive Members in December 2019. This included survey feedback as well as the more general discussions that took place with our tenants throughout the consultation period.

10. Summary and Conclusion

- 10.1 Self-financing has resulted in Selby District Council having much greater control over its housing business. It gives us a real opportunity to both increase and invest in our housing stock to better meet our tenant's needs, both now and in the future. Through the business plan process, we are also able to consider how we want to improve our current housing stock, as well as improve the service we offer our tenants.
- 10.2 As previously noted, the objectives contained within this plan have undergone a careful and rigorous viability assessment to ensure they are achievable. Our investment programmes are set against a robust framework and supported by a solid financial plan. Recent changes, such as the lifting of the borrowing cap, potential changes to Right to Buy receipts, funding possibilities and an increase in rental yields all enable the Council to better meet the housing needs of those living in the Selby district.
- 10.3 Of course, it is also important to acknowledge that this business plan comes at a time of considerable and frequent change, whether political, legal, economic or social. We must therefore have due regard to the risks which could impact on and influence our Housing Revenue Account and associated business plan. This includes changing rental incomes and populations, as well as a potential increase in the vulnerabilities and needs of our tenants.
- 10.4 Finally, due to the ambitious nature of the work we are expecting to complete as part of this HRA Business Plan 2020-2025, the corresponding 'action plan' provides a summary of current planned actions and works. We know however that this plan will continue to evolve, and it is therefore expected that the action plan, alongside the business plan, will become a 'live' document which can be updated regularly; either when business needs change or when policy demands it.

Appendix A: HRA Business Plan Action Plan 2020 – 2025

Task No.	What will we do?	When will we do it by?	Responsible Officer?	What does success look like?
1	We will implement our proposed Capital Investment Programme and carefully monitor its impact on tenants and our properties.	Ongoing	Property & Commercial Services Manager Housing & Environmental Health Service Manager	The programme will be running throughout the district with tenants seeing visible improvements in their properties.
2	We will utilise the additional funding bids for energy efficiency, using example 'off-gas' properties to evidence viability.	2019-2021	Property & Commercial Services Manager Property Management Team Leader	More energy efficient homes with working examples of alternative energy sources in our 'off-gas' properties to illustrate viability for future funding bids.
3	Continue reviewing our rural needs housing provision.	Ongoing	Rural Housing Enabler	Housing needs surveys continue to be routinely completed and rural exception sites are permitted for development.
4	Complete stock condition surveys on 10% of our stock every year.	Ongoing	Property & Commercial Services Manager	An informed and detailed database will be produced to inform our planned repairs and investment programme.
5	Once available, we will use our new IT provisions to better manage our Asset repairs and capital investment programme.	Ongoing	Property & Commercial Services Manager Property Improvement Team Leader	Staff will be confident with the new IT provisions and funding bids will be part of a wider planned programme of investment.
6	Write and implement a Council Adaptation Policy.	2020	Housing Strategy Officer	The publishing of a policy which will clearly state the procedure for Council adaptation requests.
7	Review our supported housing provision and consider options to expand this.	2020	Housing & Environmental Health Service Manager Housing Strategy Officer	The review will be complete with any recommendations taken forward for further vetting and future bidding.
8	Continue trying to increase tenant participation and update our Tenant Participation Strategy.	Ongoing	Housing Strategy Officer Tenant Participation Officer	We will have a representative and increased number of residents engaging with us, and a new Tenant Participation Strategy.

9	Monitor the use of our flexible fixed-term tenancies as part of our wider Tenancy Policy.	Ongoing (first reviews 2021)	Housing Tenant Services Team Leader	Tenancy data will be monitored quarterly and any adaptations to the Tenancy Policy made as and when required.
10	Continue to monitor our county-wide Allocation Policy.	Ongoing	Housing Tenant Services Team Leader	Allocations data monitored and changes in policy agreed county-wide.
11	Use additional funding to improve safety of our communal areas and work to best-practice.	2019 - 2021	Property & Commercial Services Manager	Communal areas will be of a safe and decent standard, and these standards maintained.
12	As opportunities arise, consider demolishing garages/surplus land to provide additional affordable housing.	Ongoing	Head of Operational Services	Council owned garage sites will be utilised to their full potential, including using them for residential development.
13	Complete an options appraisal for the implementation of service charges for our tenants living in blocks.	2020	Housing Strategy Officer Housing & Environmental Health Service Manager	Options appraisal complete and if appropriate, project work to commence to consult our tenants and implement the preferred option.
14	Provide and/or replace carbon monoxide detectors to all relevant tenants.	2019 - 2021	Property & Commercial Services Manager	All relevant tenants will have working Carbon Monoxide alarms and funding will be secured to repair and replace these as required.
15	Consider new and alternate ways to gather resident feedback on our repairs process.	Ongoing	Housing Strategy Officer Property Improvement Team Leader	A new and effective feedback tool will have been decided on and the process of collecting feedback started.
16	Ensure Local Lettings Initiatives are implemented for relevant new build schemes allocated via North Yorkshire Home Choice.	Ongoing	Housing Tenant Services Team Leader	All relevant properties will include a Local Lettings Initiative to ensure local connection is a key consideration in allocating properties throughout the district.
17	Ensure that Section 106 money is drawn down and made best use of to either develop or acquire new affordable housing in the district.	Ongoing	Head of Operational Services	Section 106 funds will be utilised to their maximum and will help to fund the development and acquisition of new affordable housing within the district.

18	Increase the amount of empty homes we are able to bringing back into use.	Ongoing	Empty Homes Officer	More empty homes in the district will be brought back into use for our residents.
19	Review provisions in the Enforcement team to ensure maximum effectiveness.	2020	Head of Operational Services Housing & Environmental Health Service Manager	The Enforcement team will be adequately staffed and reaching its potential.
20	We will complete a thorough review of our housing Community Centres throughout the district.	2019 - 2020	Housing & Environmental Health Service Manager	An appraisal will be completed and if required, project work to commence to consult our tenants and implement the preferred option.
21	The HRA will help towards achieving our corporate commitment to build 200 new homes by 2020.	2020	Head of Operational Services	200 new homes will be built in the district by 2020.
22	Try to meet, and look to exceed, the Government's one-for-one replacement target on properties sold through Right to Buy.	Ongoing	Head of Operational Services	Continued building of new affordable homes in the district, greater or in-line with properties sold through the Right to Buy initiative.
23	Implement a Void Management Strategy to reduce property void times	2020	Housing Strategy Officer Housing & Environmental Health Service Manager Property & Commercial Services Manager	Property void times will be reduced with less rental loss.
24	Bid for new funding available to help increase affordable housing or improve current housing stock.	Ongoing	Head of Operational Services	Funding bids will be placed as suitable opportunities arise.
25	Maintain the Government's new Social Rent setting guidance and consider writing a Rent Policy.	2020	Housing Strategy Officer	A local rent setting policy will be written and adhered to in regards to Social and Affordable Rent.

Appendix B: 3 Year Capital Investment Programme 2019-2022

The main focus of the Council's investment programme is its relationship to the Decent Homes Standard. This is the minimum standard our homes should meet according to Government. For information, below is a summary of the current Decent Homes Standard (it is noted however that landlords are not expected to make a home decent if this goes against a tenant's wishes, as work can be undertaken when the dwelling is next void). The standards expect that:

- The property is free from any hazard which may be a serious risk to your health and safety.
- The property is in a reasonable state of repair. For a property to fail, one or more of the 'key building components' (or two or more the more general building components) will, need replacing or major repair. The 'key building components' are:

External walls	Chimneys	Storage heaters
Roof structure and covering	Central heating system	Plumbing
Windows/doors	Gas fires	Electrics

- The property has reasonably modern facilities (note, a home without two of these conditions or fewer can still be classed as decent and a dwelling would not fail this criterion where it is impossible to make the required improvements to components for physical or planning reasons):
 - a kitchen which is 20 years old or less
 - a kitchen with adequate space and layout
 - a bathroom which is 30 years old or less
 - an appropriately located bathroom and WC
 - adequate external noise insulation
 - adequate size and layout of common entrance areas for blocks of flats
- It provides a reasonable degree of thermal comfort. For this, the primary heating system must have a distribution system sufficient to provide heat to two or more rooms of the home. Because of the differences in efficiency between gas/oil heating systems and other heating systems, the level of appropriate insulation differs.

Following the introduction of the Decent Homes Standard, a considerable amount of work was completed pre-2010 to ensure these standards were achieved throughout SDC properties. However, 55.2% of Selby's properties had no work done (including a 3% refusal rate) and 44.8% of properties had work done, but this was either a kitchen or a bathroom, not both. Further investment campaigns have also been limited in the years since, meaning there remains opportunity for improvement in regards to our overall property standards.

In 2018, Executive Members approved a significant increase in property investment from 2019, for a period of 3 years. The table below summarises the Council's Capital Investment Programme for this period. These plans are separated into four primary fields of investment, the first being those concerned with safety and securing legislative standards. We then move on to planned and/or cyclical works which will help to maintain these standards throughout the investment programme; and then works concerned with energy efficiency and making best use of our stock. Finally, we move on to new investment work which will move towards improvement of current stock standards. These bids directly link to our intention to improve tenancy sustainability, ensuring that our tenants do not move-on from our properties unnecessarily and reducing the likelihood of needless voids.

Area of works	Capital	2019/20	2020/21	2021/22	Total	Comments
<u>Safety</u>	Fire risk assessments	£100,000	£50,000	£0.00	£150,000	Essential Health and Safety work required by legislation.
	Works involving fire risk assessments	£0.00	£2,500	£10,000	£12,500	Works linked to above.
	Asbestos surveys	£120,000	£120,000	£120,000	£360,000	Essential Health and Safety work required by legislation.
	Works involving asbestos surveys	£10,000	£10,000	£10,000	30,000	Works linked with above.
	Electrical rewires	£240,000	£240,000	£240,000	£720,000	Existing approved budget (2021/22 assumes funding at same rate).
<u>Planned and/or cyclical</u>	Damp Surveys and works	£220,000	£220,000	£220,000	£660,000	Existing approved budget (2021/2022 assumes funding at same rate).
	Door replacements	£197,600	£197,600	£197,600	£592,800	Replacement bid based on 5% of properties p.a.
	Window replacements	£453,300	£453,300	£453,300	£1,359,900	Replacement bid based on 5% of properties p.a.
	Kitchen Replacements	£180,000	£180,000	£180,000	£540,000	Replacement bid based on 2% of properties p.a.
	Bathroom Replacements	£180,000	£180,000	£180,000	£540,000	Replacement bid based on 2% of properties p.a.
	Void Property Repairs	£145,000	£145,000	£145,000	£435,000	Existing approved budget (2021/2022 assumes continued funding at same rate).
	Fencing and Gates	£40,000	£40,000	£40,000	£120,000	Existing approved budget (2021/2022 assumes funding at same rate).
	Pointing Works	£300,000	£300,000	£300,000	£900,000	Existing approved budget (2021/2022 assumes funding at same rate).
	Community Centre Refurbishment	£48,000	£30,000	£0.00	£78,000	Existing approved budget.
	Sheltered homes Adaption	£165,000	£150,000	£0.00	£315,000	Existing approved budget.
<u>Energy Efficiency</u>	Central heating - gas	£470,000	£470,000	£470,000	£1,410,000	Existing approved budget (2021/22 assumes funding at same rate).
	Central heating – solid fuel	£75,000	£75,000	£75,000	£225,000	Existing approved budget (2021/22 assumes funding at same rate). This budget is to fund the cost of replacing

						redundant solid fuel heating systems.
	Roof Replacements	£400,000	£0.00	£0.00	£400,000	Existing approved budget.
	Energy efficiency programme - pilot	£150,000	£0.00	£0.00	£150,000	New bid linked to sustainable tenancies. Estimated costs for pilot programme of switching 12 to 15 properties from solid fuel/electric only heating to energy efficient air source heat pump systems. Programme would look to upgrade other energy efficiency measures at the same time to maximise benefits e.g. doors, windows, cavity wall insulation etc.
Investment	CO detection installation programme	£226,600	£0.00	£0.00	£226,600	New bid for installation of mains powered CO detection (assumes 75% of properties require new installation) to deliver best practice level of detection across property portfolio.
	CO detection replacement programme	£0.00	£37,800	£37,800	£75,600	New bid for installation of replacement mains powered CO detection (assumes 25% of properties with existing installation require replacement) to deliver best practice detection across property portfolio.
	Communal area refurbishment programme	£230,000	£230,000	£230,000	£690,000	New bid links to sustainable tenancies and covers estimated costs for refurbishing communal entrances and staircases of our domestic blocks. Estimated costs are based on completing 10% of our blocks p.a.
	Empty Homes Programme	£700,000	£700,000	-	£1,400,000	Existing approved budget.
	Footpath Repairs	£172,500	£172,500	£172,500	£517,500	New bid for refurbishment of Council owned footpaths across the district. Bid based on replacing circa 1,500m p.a.
	Estate Enhancements	£100,000	£0.00	£0.00	£100,000	Existing approved budget.
	St Wilfrid's Court refurbishment	£100,000	£0.00	£0.00	£100,000	Existing approved budget.
	New build projects	£2,280,000	-	-	£2,280,000	Existing approved budget.
	Sewage pumping station replacement programme	£120,000	£120,000	£120,000	£360,000	New bid as many sewage pumping stations are reaching the end of their lifecycle and are in need of replacement. Aimed at replacing 2 stations p.a.

Appendix D: Risk Register

The financial elements of the business plan do however carry a number of risks which we must consider and try to mitigate, detailed below:

Risk	Detail
Inflation (economic uncertainty)	Inflation is of key consideration impacting on HRA rent modelling. The business plan would need to be reviewed accordingly if this were to rise. Inflation is also a key factor when investing in both our existing housing stock and in new supply, impacting on construction costs. As these costs continue to rise with inflation, rental income has conversely been constrained by the four years of rent reductions introduced by the Welfare Reform and Work Act; compounding the difficulties faced by Local Authorities when trying to invest.
Interest Rates	The council decided to take on fixed-rate borrowing from PWLB for its self-financing loans and therefore mitigate the risk of exposure to increasing interest rates as the economy potentially starts to recover. Should we borrow more in the future, the risk of higher rates for new borrowing remains.
Brexit	Uncertainty around Brexit makes it difficult to predict impact on the HRA. However, construction costs and the labour force are likely to be impacted. Ultimately, the risk is that the Council fails to prepare appropriately for the impact of Brexit on the delivery of Council services.
Rents and Welfare Reform	<p>Council rents are modelled using Social Rent policy and 2019/20 will see the fourth and final year of annual 1% rent reductions. This action was intended to help protect taxpayers from the rising costs of subsidising rents through Housing Benefit, and protect tenants from rising housing costs.</p> <p>In October 2017, the Government announced its intention to set a long-term rent deal for both Local Authority landlords and Housing Associations. This would permit annual rent increases on both Social and Affordable Rent properties of up to CPI +1% (at September of the previous year) for a period of at least 5 years. This policy recognises the need for a stable financial environment to support the delivery of new homes and will come into effect from 1 April 2020.</p> <p>Although this rent increase has evident benefits, this should be balanced with the potential for lower rent collection rates. This is because welfare reform, unemployment, inflation and other economic factors all affect our tenants' ability to afford higher rents. As rent collection forms the overwhelming majority of income</p>

	<p>received for the HRA, it is vital it is both collected at maximum capacity and used effectively.</p> <p>The introduction of Universal Credit also means that an increased proportion of tenants personally receive their housing costs, increasing the risk of rent arrears/late payments. More generally, an uncertain economic climate can also prevent private sector investment in jobs and negatively impact on additional housing supply, leading to increased pressure on affordable housing.</p>
<p>Assets</p>	<p>The viability of the HRA Business Plan, when originally developed, was based on total stock numbers reducing with then-current forecasts of Right to Buys losses. However, this new plan must consider the impact of Government policy to reinvigorate the scheme (with maximum discounts increasing and qualifying years reducing). New projections must therefore be incorporated into our financial forecast, noting that in the last five years (2013-2018), the Council has seen 100 of its properties bought and lost via Right to Buy, peaking in 2014/15 with 25.</p> <p>Increased asset disposal evidently results in reduced rental income, but also reduces maintenance liabilities and affects the repayment of associated debt. The Council therefore has taken on a range of loans over a mix of maturity dates, to allow flexibility for repayment, and this risk has been built into the business plan.</p> <p>The risk of asset disposal from Right to Buy is also alleviated in our new build properties by the 'cost floor' ruling, which could potentially reduce or remove entirely a tenant's Right to Buy discount. This rule applies if a property has been recently purchased or built by the Local Authority, or costs have been incurred by the Council on repairing or maintaining the property.</p> <p>The 'cost floor' period is either:</p> <ul style="list-style-type: none"> • The 10 year period prior to receipt of the Right to Buy application form: or • 15 years if the property was built or acquired by the landlord after 2nd April 2012. <p>Essentially, the 'cost floor' rule prevents the Council from having to sell their property for less than the costs incurred in building or repairing/improving it, during the previous 15 year period. The costs that can be included within this calculation are set out in The Housing (Right to Buy) (Cost Floor) (England) Determination 1999. Whilst this may deter tenants from buying Council homes at the earliest</p>

opportunity, it more importantly ensures that the loss on the sale of these properties is reduced.

Whilst the protection afforded to the Council by the 'cost floor' rule should not be discounted, it should however be noted that any new build property bought under Right to Buy before it has achieved 100% payback will have a detrimental impact on the long term business model, in terms of lost assets and rental income. Conversely, when Council properties currently being built surpass their payback (are older than 30 years), they will have no outstanding borrowing against them and will therefore bring a greater net income to the HRA.

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SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mid Case Scenario	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
KEY ASSUMPTIONS															
Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Estimated Sales	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20
Estimated New Build	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Rent Increase CPI + 1%	-1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Number of Dwellings (Mid Year Average)	3,045	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044
Average Rent - Rent Restructuring	82.43	84.90	87.45	90.07	92.77	95.56	98.42	101.38	104.42	107.55	110.78	114.10	117.52	121.05	124.68
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-12,045,611	-12,404,941	-12,777,090	-13,160,402	-13,555,214	-13,961,871	-14,380,727	-14,812,149	-15,256,513	-15,714,208	-16,185,635	-16,671,204	-17,171,340	-17,686,480	-18,217,074
Void loss	-240,912	-248,099	-255,542	-263,208	-271,104	-279,237	-287,615	-296,243	-305,130	-314,284	-323,713	-333,424	-343,427	-353,730	-364,341
Provision for Bad & Doubtful Debts	-259,703	-267,451	-275,474	-283,738	-292,250	-301,018	-310,048	-319,350	-328,930	-338,798	-348,962	-359,431	-370,214	-381,321	-392,760
Net Rent Income	-11,544,995	-11,889,392	-12,246,074	-12,613,456	-12,991,859	-13,381,615	-13,783,064	-14,196,556	-14,622,452	-15,061,126	-15,512,960	-15,978,348	-16,457,699	-16,951,430	-17,459,973
% Increase in Rent	-1.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
REVENUE FINANCING															
Dwellings Rents	-11,544,995	-11,889,392	-12,246,074	-12,613,456	-12,991,859	-13,381,615	-13,783,064	-14,196,556	-14,622,452	-15,061,126	-15,512,960	-15,978,348	-16,457,699	-16,951,430	-17,459,973
Garage Rents	-102,591	-105,570	-107,681	-109,835	-112,032	-114,272	-116,558	-118,889	-121,267	-123,692	-126,166	-128,689	-131,263	-133,888	-136,566
Total Resources (£)	-11,647,586	-11,994,962	-12,353,755	-12,723,291	-13,103,891	-13,495,888	-13,899,622	-14,315,445	-14,743,719	-15,184,818	-15,639,126	-16,107,038	-16,588,962	-17,085,318	-17,596,539
REVENUE BUDGET															
Operational Services	1,824,651	1,882,036	1,907,435	1,921,931	1,960,370	1,999,577	2,039,569	2,080,360	2,121,967	2,164,406	2,207,695	2,251,849	2,296,885	2,342,823	2,389,680
Commissioning Contracts & Procurement	108,720	111,380	114,410	117,540	119,891	122,289	124,734	127,229	129,774	132,369	135,017	137,717	140,471	143,281	146,146
Contingency	75,000	75,000	75,000	76,500	78,030	79,591	81,182	82,806	84,462	86,151	87,874	89,632	91,425	93,253	95,118
CEC Recharge from General Fund	2,775,200	2,741,768	2,800,669	2,860,584	2,917,796	2,976,152	3,035,675	3,096,388	3,158,316	3,221,482	3,285,912	3,351,630	3,418,663	3,487,036	3,556,777
Savings Target	-214,000														
Debt Management Costs	6,000	6,000	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314	7,460	7,609
Investment Interest - Notional Sum	-135,000	-135,000	-135,000	-137,025	-139,423	-142,211	-145,411	-149,046	-152,773	-156,592	-160,507	-164,519	-168,632	-172,848	-177,169
Repayment of HRA Reform Loan (Interest)	2,378,430	1,889,387	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	6,869,001	6,620,571	6,660,419	6,737,555	6,834,811	6,933,669	7,034,148	7,136,266	7,240,408	7,346,614	7,454,926	7,565,384	7,678,031	7,792,910	7,910,066
Net Service Surplus / Deficit before contribution to MRR & CAA	-4,778,585	-5,374,391	-5,693,336	-5,985,736	-6,269,081	-6,562,219	-6,865,473	-7,179,178	-7,503,311	-7,838,204	-8,184,200	-8,541,654	-8,910,931	-9,292,408	-9,686,473
Voluntary MRP for Self-Financing Debt	1,260,000	1,260,000	1,260,000	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650
Assumed Voluntary MRP for HDP	149,780	231,726	315,310	400,567	487,528	576,229	666,703	758,987	853,117	949,129	1,047,062	1,146,953	1,248,842	1,352,769	1,458,775
Assumed HDP Interest	111,247	166,807	223,477	281,281	340,240	400,379	461,721	524,290	588,110	653,206	719,605	787,331	856,412	926,874	998,746
Net Resources Transferred to Major repairs Reserve	-3,257,557	-3,715,859	-3,894,548	-3,022,239	-3,159,662	-3,303,961	-3,455,399	-3,614,251	-3,780,434	-3,954,218	-4,135,883	-4,325,720	-4,524,027	-4,731,115	-4,947,303
Major Repairs Reserve															
Opening Balance	-8,177,969	-5,537,621	-3,777,307	-2,304,300	-156,698	1,946,410	4,032,922	7,043,324	9,282,519	11,480,250	13,784,298	16,350,405	21,059,661	23,586,711	26,564,530
Transfers	-766,697														
Revenue Contributions	-3,257,557	-3,715,859	-3,894,548	-3,022,239	-3,159,662	-3,303,961	-3,455,399	-3,614,251	-3,780,434	-3,954,218	-4,135,883	-4,325,720	-4,524,027	-4,731,115	-4,947,303
Assumed Capital Programme	6,664,602	5,476,173	5,367,555	5,169,841	5,262,771	5,390,472	6,465,801	5,853,446	5,978,165	6,258,266	6,701,991	9,034,975	7,051,078	7,708,934	7,407,008
Closing Balance	-5,537,621	-3,777,307	-2,304,300	-156,698	1,946,410	4,032,922	7,043,324	9,282,519	11,480,250	13,784,298	16,350,405	21,059,661	23,586,711	26,564,530	29,024,236
CFR/Cashflow															
Opening Balance	-8,319,960	-9,729,740	-4,721,466	-6,296,776	-8,978,993	-11,748,171	-14,606,049	-17,554,402	-20,595,040	-23,729,807	-26,960,586	-30,289,298	-33,717,902	-37,248,394	-40,882,813
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-1,409,780	-1,491,726	-1,575,310	-2,682,217	-2,769,178	-2,857,879	-2,948,353	-3,040,637	-3,134,767	-3,230,779	-3,328,712	-3,428,603	-3,530,492	-3,634,419	-3,740,425
Less Debt Repaid		6,500,000													
Closing Balance	-9,729,740	-4,721,466	-6,296,776	-8,978,993	-11,748,171	-14,606,049	-17,554,402	-20,595,040	-23,729,807	-26,960,586	-30,289,298	-33,717,902	-37,248,394	-40,882,813	-44,623,238
Net Cashflow	-15,267,362	-8,498,773	-8,601,077	-9,135,691	-9,801,760	-10,573,128	-10,511,078	-11,312,521	-12,249,557	-13,176,288	-13,938,893	-12,658,241	-13,661,683	-14,318,283	-15,599,002

SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Mid Case Scenario															
KEY ASSUMPTIONS	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49
Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Estimated Sales	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20
Estimated New Build	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Rent Increase CPI + 1%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Number of Dwellings (Mid Year Average)	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044	3,044
Average Rent - Rent Restructuring	128.42	132.27	136.24	140.33	144.54	148.87	153.34	157.94	162.68	167.56	172.58	177.76	183.10	188.59	194.25
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-18,763,587	-19,326,494	-19,906,289	-20,503,478	-21,118,582	-21,752,140	-22,404,704	-23,076,845	-23,769,150	-24,482,225	-25,216,691	-25,973,192	-26,752,388	-27,554,960	-28,381,608
Void loss	-375,272	-386,530	-398,126	-410,070	-422,372	-435,043	-448,094	-461,537	-475,383	-489,644	-504,334	-519,464	-535,048	-551,099	-567,632
Provision for Bad & Doubtful Debts	-404,543	-416,679	-429,180	-442,055	-455,317	-468,976	-483,045	-497,537	-512,463	-527,837	-543,672	-559,982	-576,781	-594,085	-611,907
Net Rent Income	-17,983,772	-18,523,285	-19,078,984	-19,651,353	-20,240,894	-20,848,121	-21,473,564	-22,117,771	-22,781,304	-23,464,743	-24,168,686	-24,893,746	-25,640,559	-26,409,775	-27,202,069
% Increase in Rent	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
REVENUE FINANCING															
Dwellings Rents	-17,983,772	-18,523,285	-19,078,984	-19,651,353	-20,240,894	-20,848,121	-21,473,564	-22,117,771	-22,781,304	-23,464,743	-24,168,686	-24,893,746	-25,640,559	-26,409,775	-27,202,069
Garage Rents	-139,297	-142,083	-144,925	-147,823	-150,780	-153,796	-156,871	-160,009	-163,209	-166,473	-169,803	-173,199	-176,663	-180,196	-183,800
Total Resources (£)	-18,123,069	-18,665,369	-19,223,909	-19,799,177	-20,391,674	-21,001,916	-21,630,436	-22,277,780	-22,944,513	-23,631,217	-24,338,488	-25,066,945	-25,817,221	-26,589,971	-27,385,869
REVENUE BUDGET															
Operational Services	2,437,473	2,486,223	2,535,947	2,586,666	2,638,399	2,691,167	2,744,991	2,799,891	2,855,888	2,913,006	2,971,266	3,030,692	3,091,305	3,153,132	3,216,194
Commissioning Contracts & Procurement	149,069	152,051	155,092	158,193	161,357	164,584	167,876	171,234	174,658	178,151	181,714	185,349	189,056	192,837	196,694
Contingency	97,020	98,961	100,940	102,959	105,018	107,118	109,261	111,446	113,675	115,948	118,267	120,633	123,045	125,506	128,016
CEC Recharge from General Fund Savings Target	3,627,912	3,700,470	3,774,480	3,849,969	3,926,969	4,005,508	4,085,618	4,167,331	4,250,677	4,335,691	4,422,405	4,510,853	4,601,070	4,693,091	4,786,953
Debt Management Costs	7,762	7,917	8,075	8,237	8,401	8,569	8,741	8,916	9,094	9,276	9,461	9,651	9,844	10,041	10,241
Investment Interest - Notional Sum	-181,599	-186,139	-190,792	-195,562	-200,451	-205,462	-210,599	-215,864	-221,260	-226,792	-232,462	-238,273	-244,230	-250,336	-256,594
Repayment of HRA Reform Loan (Interest)	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	8,029,543	8,151,388	8,275,647	8,402,368	8,531,599	8,663,391	8,797,793	8,934,858	8,486,883	8,629,431	8,774,803	8,923,053	9,074,240	9,228,421	9,385,655
Net Service Surplus / Deficit before contribution to MRR & CAA	-10,093,526	-10,513,981	-10,948,262	-11,396,809	-11,860,075	-12,338,525	-12,832,642	-13,342,922	-14,457,631	-15,001,786	-15,563,686	-16,143,892	-16,742,981	-17,361,551	-18,000,214
Voluntary MRP for Self-Financing Debt	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	0	0	0	0	0	0	0
Assumed Voluntary MRP for HDP	1,566,900	1,677,188	1,789,682	1,904,426	2,021,464	2,140,844	2,262,611	2,386,813	2,513,499	2,642,719	2,774,524	2,908,964	3,028,805	3,137,047	3,256,257
Assumed HDP Interest	1,072,055	1,146,830	1,223,101	1,300,897	1,380,249	1,461,189	1,543,747	1,627,956	1,713,849	1,801,460	1,890,824	1,981,974	2,060,944	2,130,157	2,207,885
Net Resources Transferred to Major repairs Reserve	-5,172,921	-5,408,312	-5,653,829	-5,909,836	-6,176,711	-6,454,843	-6,744,635	-7,046,504	-7,362,283	-7,694,606	-8,038,339	-8,392,953	-8,758,232	-9,134,347	-9,520,722
Major Repairs Reserve															
Opening Balance	29,024,236	31,429,855	29,914,214	28,226,709	26,548,481	24,723,411	23,328,367	26,806,901	24,144,641	18,449,679	12,749,714	6,816,013	363,929	-6,320,727	-13,606,190
Transfers															
Revenue Contributions	-5,172,921	-5,408,312	-5,653,829	-5,909,836	-6,176,711	-6,454,843	-6,744,635	-7,046,504	-7,362,283	-7,694,606	-8,038,339	-8,392,953	-8,758,232	-9,134,347	-9,520,722
Assumed Capital Programme	7,578,540	3,892,671	3,966,324	4,231,608	4,351,641	5,059,799	10,223,169	4,384,244	4,535,320	4,857,641	4,964,638	4,800,869	4,968,576	4,808,883	5,796,002
Closing Balance	31,429,855	29,914,214	28,226,709	26,548,481	24,723,411	23,328,367	26,806,901	24,144,641	18,449,679	12,749,714	6,816,013	363,929	-6,320,727	-13,606,190	-20,346,260
CFR/Cashflow															
Opening Balance	-44,623,238	-48,471,788	-52,430,627	-56,501,959	-60,688,035	-64,991,149	-69,413,643	-73,957,904	-61,833,367	-64,346,866	-66,989,585	-69,764,109	-72,673,073	-75,701,878	-78,838,925
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-3,848,550	-3,958,838	-4,071,332	-4,186,076	-4,303,114	-4,422,494	-4,544,261	-4,668,463	-2,513,499	-2,642,719	-2,774,524	-2,908,964	-3,028,805	-3,137,047	-3,256,257
Less Debt Repaid								16,793,000							
Closing Balance	-48,471,788	-52,430,627	-56,501,959	-60,688,035	-64,991,149	-69,413,643	-73,957,904	-61,833,367	-64,346,866	-66,989,585	-69,764,109	-72,673,073	-75,701,878	-78,838,925	-82,095,182
Net Cashflow	-17,041,934	-22,516,413	-28,275,250	-34,139,554	-40,267,739	-46,085,276	-47,151,002	-37,688,725	-45,897,187	-54,239,871	-62,948,095	-72,309,144	-82,022,605	-92,445,115	-102,441,443

SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Best Case Scenario	← 2019/20	Medium Term Financial Plan 2020/21	→ 2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
KEY ASSUMPTIONS															
Inflation	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Estimated Sales	-20	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15
Estimated New Build	19	40	40	40	40	40	40	40	40	40	40	40	40	40	40
Rent Increase CPI + 1%	-1.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Number of Dwellings (Mid Year Average)	3,045	3,057	3,082	3,107	3,132	3,157	3,182	3,207	3,232	3,257	3,282	3,307	3,332	3,357	3,382
Average Rent - Rent Restructuring	82.43	85.31	88.30	91.39	94.59	97.90	101.32	104.87	108.54	112.34	116.27	120.34	124.55	128.91	133.42
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-12,045,611	-12,516,347	-13,060,377	-13,627,157	-14,217,612	-14,832,706	-15,473,440	-16,140,855	-16,836,034	-17,560,103	-18,314,233	-19,099,641	-19,917,593	-20,769,404	-21,656,443
Void loss	-240,912	-187,745	-195,906	-204,407	-213,264	-222,491	-232,102	-242,113	-252,541	-263,402	-274,714	-286,495	-298,764	-311,541	-324,847
Provision for Bad & Doubtful Debts	-259,703	-209,586	-218,696	-228,187	-238,074	-248,374	-259,103	-270,279	-281,919	-294,044	-306,672	-319,823	-333,520	-347,784	-362,637
Net Rent Income	-11,544,995	-12,119,015	-12,645,775	-13,194,563	-13,766,274	-14,361,841	-14,982,235	-15,628,463	-16,301,574	-17,002,658	-17,732,848	-18,493,323	-19,285,309	-20,110,079	-20,968,959
% Increase in Rent	-1.00	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
REVENUE FINANCING															
Dwellings Rents	-11,544,995	-12,119,015	-12,645,775	-13,194,563	-13,766,274	-14,361,841	-14,982,235	-15,628,463	-16,301,574	-17,002,658	-17,732,848	-18,493,323	-19,285,309	-20,110,079	-20,968,959
Garage Rents	-102,591	-105,156	-107,785	-110,480	-113,242	-116,073	-118,974	-121,949	-124,998	-128,122	-131,326	-134,609	-137,974	-141,423	-144,959
Total Resources (£)	-11,647,586	-12,224,171	-12,753,560	-13,305,042	-13,879,515	-14,477,914	-15,101,210	-15,750,412	-16,426,572	-17,130,780	-17,864,174	-18,627,932	-19,423,283	-20,251,503	-21,113,918
REVENUE BUDGET															
Operational Services	1,824,651	1,881,622	1,907,539	1,922,576	1,970,640	2,019,906	2,070,404	2,122,164	2,175,218	2,229,598	2,285,338	2,342,472	2,401,033	2,461,059	2,522,586
Commissioning Contracts & Procurement	108,720	111,380	114,410	117,540	120,479	123,490	126,578	129,742	132,986	136,310	139,718	143,211	146,791	150,461	154,223
Contingency	75,000	75,000	75,000	76,875	78,797	80,767	82,786	84,856	86,977	89,151	91,380	93,665	96,006	98,406	100,867
CEC Recharge from General Fund	2,775,200	2,741,768	2,800,669	2,860,584	2,932,099	3,005,401	3,080,536	3,157,549	3,236,488	3,317,400	3,400,335	3,485,344	3,572,477	3,661,789	3,753,334
Savings Target	-214,000														
Debt Management Costs	6,000	6,000	6,000	6,150	6,304	6,461	6,623	6,788	6,958	7,132	7,310	7,493	7,681	7,873	8,069
Investment Interest - Notional Sum	-135,000	-135,000	-135,000	-137,025	-139,423	-142,211	-145,411	-149,046	-153,145	-157,740	-162,472	-167,346	-172,366	-177,537	-182,863
Repayment of HRA Reform Loan (Interest)	2,378,430	1,889,387	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	6,869,001	6,620,157	6,660,523	6,738,605	6,860,800	6,985,719	7,113,420	7,243,958	7,377,387	7,513,758	7,653,516	7,796,744	7,943,528	8,093,957	8,248,120
Net Service Surplus / Deficit before contribution to MRR & CAA	-4,778,585	-5,604,014	-6,093,037	-6,566,438	-7,018,716	-7,492,195	-7,987,790	-8,506,454	-9,049,185	-9,617,022	-10,210,658	-10,831,188	-11,479,755	-12,157,546	-12,865,798
Voluntary MRP for Self-Financing Debt	1,260,000	1,260,000	1,260,000	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650
Assumed Voluntary MRP for HDP	149,780	313,671	480,841	651,353	825,276	1,002,677	1,183,626	1,368,194	1,556,454	1,748,479	1,944,344	2,144,127	2,347,905	2,555,759	2,767,769
Assumed HDP Interest	111,247	222,366	335,706	451,314	569,233	689,511	812,195	937,332	1,064,972	1,195,165	1,327,962	1,463,414	1,601,576	1,742,501	1,886,244
Net Resources Transferred to Major repairs Reserve	-3,257,557	-3,807,977	-4,016,490	-3,182,121	-3,342,556	-3,518,356	-3,710,318	-3,919,277	-4,146,109	-4,391,729	-4,656,702	-4,941,997	-5,248,624	-5,577,637	-5,930,134
Major Repairs Reserve															
Opening Balance	-8,177,969	-5,537,621	-1,989,674	1,333,162	5,383,356	9,462,774	13,593,693	18,763,942	23,183,435	27,613,692	32,206,806	37,096,267	37,161,726	34,687,225	32,530,562
Transfers	-766,697														
Revenue Contributions	-3,257,557	-3,807,977	-4,016,490	-3,182,121	-3,342,556	-3,518,356	-3,710,318	-3,919,277	-4,146,109	-4,391,729	-4,656,702	-4,941,997	-5,248,624	-5,577,637	-5,930,134
Assumed Capital Programme	6,664,602	7,355,924	7,339,327	7,232,314	7,421,975	7,649,275	8,880,567	8,338,771	8,576,366	8,984,842	9,546,164	5,007,456	2,774,123	3,420,974	3,001,065
Closing Balance	-5,537,621	-1,989,674	1,333,162	5,383,356	9,462,774	13,593,693	18,763,942	23,183,435	27,613,692	32,206,806	37,096,267	37,161,726	34,687,225	32,530,562	29,601,493
CFR/Cashflow															
Opening Balance	-8,319,960	-9,729,740	-4,803,412	-6,544,252	-9,477,255	-12,584,181	-15,868,508	-19,333,784	-22,983,628	-26,821,732	-30,851,861	-35,077,855	-39,503,632	-44,133,186	-48,970,595
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-1,409,780	-1,573,671	-1,740,841	-2,933,003	-3,106,926	-3,284,327	-3,465,276	-3,649,844	-3,838,104	-4,030,129	-4,225,994	-4,425,777	-4,629,555	-4,837,409	-5,049,419
Less Debt Repaid		6,500,000													
Closing Balance	-9,729,740	-4,803,412	-6,544,252	-9,477,255	-12,584,181	-15,868,508	-19,333,784	-22,983,628	-26,821,732	-30,851,861	-35,077,855	-39,503,632	-44,133,186	-48,970,595	-54,020,014
Net Cashflow	-15,267,362	-6,793,086	-5,211,090	-4,093,899	-3,121,406	-2,274,815	-569,842	199,807	791,960	1,354,945	2,018,412	-2,341,906	-9,445,962	-16,440,033	-24,418,522

SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Best Case Scenario															
	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49
KEY ASSUMPTIONS															
Inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Estimated Sales	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15
Estimated New Build	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
Rent Increase CPI + 1%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Number of Dwellings (Mid Year Average)	3,407	3,432	3,457	3,482	3,507	3,532	3,557	3,582	3,607	3,632	3,657	3,682	3,707	3,732	3,757
Average Rent - Rent Restructuring	138.09	142.93	147.93	153.11	158.47	164.01	169.75	175.69	181.84	188.21	194.80	201.61	208.67	215.97	223.53
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-22,580,132	-23,541,950	-24,543,435	-25,586,185	-26,671,862	-27,802,192	-28,978,974	-30,204,072	-31,479,427	-32,807,058	-34,189,060	-35,627,614	-37,124,985	-38,683,528	-40,305,691
Void loss	-338,702	-353,129	-368,152	-383,793	-400,078	-417,033	-434,685	-453,061	-472,191	-492,106	-512,836	-534,414	-556,875	-580,253	-604,585
Provision for Bad & Doubtful Debts	-378,104	-394,210	-410,980	-428,441	-446,620	-465,548	-485,253	-505,767	-527,123	-549,354	-572,496	-596,584	-621,658	-647,756	-674,919
Net Rent Income	-21,863,326	-22,794,611	-23,764,304	-24,773,951	-25,825,163	-26,919,612	-28,059,036	-29,245,243	-30,480,113	-31,765,598	-33,103,728	-34,496,615	-35,946,452	-37,455,520	-39,026,187
% Increase in Rent	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
REVENUE FINANCING															
Dwellings Rents	-21,863,326	-22,794,611	-23,764,304	-24,773,951	-25,825,163	-26,919,612	-28,059,036	-29,245,243	-30,480,113	-31,765,598	-33,103,728	-34,496,615	-35,946,452	-37,455,520	-39,026,187
Garage Rents	-148,583	-152,297	-156,105	-160,007	-164,008	-168,108	-172,310	-176,618	-181,034	-185,560	-190,199	-194,953	-199,827	-204,823	-209,944
Total Resources (£)	-22,011,909	-22,946,908	-23,920,409	-24,933,959	-25,989,171	-27,087,720	-28,231,346	-29,421,861	-30,661,146	-31,951,157	-33,293,927	-34,691,569	-36,146,280	-37,660,343	-39,236,131
REVENUE BUDGET															
Operational Services	2,585,650	2,650,292	2,716,549	2,784,463	2,854,074	2,925,426	2,998,562	3,073,526	3,150,364	3,229,123	3,309,851	3,392,597	3,477,412	3,564,348	3,653,456
Commissioning Contracts & Procurement	158,078	162,030	166,081	170,233	174,489	178,851	183,322	187,905	192,603	197,418	202,354	207,412	212,598	217,913	223,360
Contingency	103,388	105,973	108,622	111,338	114,121	116,974	119,899	122,896	125,969	129,118	132,346	135,654	139,046	142,522	146,085
CEC Recharge from General Fund	3,847,167	3,943,347	4,041,930	4,142,979	4,246,553	4,352,717	4,461,535	4,573,073	4,687,400	4,804,585	4,924,700	5,047,817	5,174,013	5,303,363	5,435,947
Savings Target															
Debt Management Costs	8,271	8,478	8,690	8,907	9,130	9,358	9,592	9,832	10,077	10,329	10,588	10,852	11,124	11,402	11,687
Investment Interest - Notional Sum	-188,349	-194,000	-199,820	-205,814	-211,989	-218,348	-224,899	-231,646	-238,595	-245,753	-253,126	-260,719	-268,541	-276,597	-284,895
Repayment of HRA Reform Loan (Interest)	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	8,406,111	8,568,025	8,733,958	8,904,010	9,078,283	9,256,883	9,439,916	9,627,491	9,821,968	9,428,970	9,630,862	9,837,764	10,049,801	10,267,100	10,489,790
Net Service Surplus / Deficit before contribution to MRR & CAA	-13,605,797	-14,378,884	-15,186,451	-16,029,949	-16,910,887	-17,830,837	-18,791,431	-19,794,370	-21,429,179	-22,522,187	-23,663,065	-24,853,805	-26,096,479	-27,393,243	-28,746,341
Voluntary MRP for Self-Financing Debt	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	0	0	0	0	0	0	0
Assumed Voluntary MRP for HDP	2,984,020	3,204,597	3,429,584	3,659,072	3,893,149	4,131,907	4,375,441	4,623,846	4,877,218	5,135,658	5,399,267	5,668,148	5,925,119	6,173,232	6,435,112
Assumed HDP Interest	2,032,862	2,182,413	2,334,955	2,490,547	2,649,251	2,811,130	2,976,246	3,144,664	3,316,450	3,491,673	3,670,400	3,852,701	4,024,645	4,188,691	4,363,148
Net Resources Transferred to Major repairs Reserve	-6,307,264	-6,710,224	-7,140,262	-7,598,680	-8,086,837	-8,606,150	-9,158,094	-9,744,211	-10,323,510	-10,944,856	-11,613,398	-12,332,955	-13,066,715	-13,843,320	-14,666,080
Major Repairs Reserve															
Opening Balance	29,601,493	26,395,171	24,030,225	21,345,528	18,534,468	15,402,936	12,504,848	15,197,811	10,500,000	2,554,248	-5,633,812	-14,369,176	-24,000,545	-34,208,888	-45,466,828
Transfers															
Revenue Contributions	-6,307,264	-6,710,224	-7,140,262	-7,598,680	-8,086,837	-8,606,150	-9,158,094	-9,744,211	-10,323,510	-10,944,856	-11,613,398	-12,332,955	-13,066,715	-13,843,320	-14,666,080
Assumed Capital Programme	3,100,943	4,345,279	4,455,564	4,787,621	4,955,306	5,708,061	11,851,057	5,046,399	5,289,758	5,706,796	5,858,035	5,701,586	5,938,372	5,773,381	7,030,998
Closing Balance	26,395,171	24,030,225	21,345,528	18,534,468	15,402,936	12,504,848	15,197,811	10,500,000	2,554,248	-5,633,812	-14,369,176	-24,000,545	-34,208,888	-45,466,828	-56,383,910
CFR/Cashflow															
Opening Balance	-54,020,014	-59,285,685	-64,771,932	-70,483,166	-76,423,887	-82,598,686	-89,012,243	-95,669,335	-85,781,830	-90,659,049	-95,794,707	-101,193,974	-106,862,122	-112,787,241	-118,960,473
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-5,265,670	-5,486,247	-5,711,234	-5,940,722	-6,174,799	-6,413,557	-6,657,091	-6,905,496	-4,877,218	-5,135,658	-5,399,267	-5,668,148	-5,925,119	-6,173,232	-6,435,112
Less Debt Repaid								16,793,000							
Closing Balance	-59,285,685	-64,771,932	-70,483,166	-76,423,887	-82,598,686	-89,012,243	-95,669,335	-85,781,830	-90,659,049	-95,794,707	-101,193,974	-106,862,122	-112,787,241	-118,960,473	-125,395,585
Net Cashflow	-32,890,514	-40,741,706	-49,137,638	-57,889,419	-67,195,750	-76,507,396	-80,471,524	-75,281,831	-88,104,801	-101,428,519	-115,563,150	-130,862,667	-146,996,129	-164,427,301	-181,779,495

SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on 3

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Medium Term Financial Plan			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	2019/20	2020/21	2021/22												
Worst Case Scenario															
KEY ASSUMPTIONS															
Inflation	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Estimated Sales	-20	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25
Estimated New Build	19	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Rent Increase CPI + 1%	-1.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Number of Dwellings (Mid Year Average)	3,045	3,037	3,022	3,007	2,992	2,977	2,962	2,947	2,932	2,917	2,902	2,887	2,872	2,857	2,842
Average Rent - Rent Restructuring	82.43	84.49	86.60	88.77	90.98	93.26	95.59	97.98	100.43	102.94	105.51	108.15	110.86	113.63	116.47
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-12,045,611	-12,314,307	-12,559,813	-12,809,897	-13,064,636	-13,324,105	-13,588,383	-13,857,546	-14,131,676	-14,410,850	-14,695,152	-14,984,661	-15,279,461	-15,579,636	-15,885,271
Void loss	-240,912	-307,858	-313,995	-320,247	-326,616	-333,103	-339,710	-346,439	-353,292	-360,271	-367,379	-374,617	-381,987	-389,491	-397,132
Provision for Bad & Doubtful Debts	-259,703	-417,824	-426,154	-434,640	-443,283	-452,087	-461,054	-470,187	-479,488	-488,960	-498,606	-508,430	-518,432	-528,617	-538,987
Net Rent Income	-11,544,995	-11,588,625	-11,819,663	-12,055,010	-12,294,737	-12,538,916	-12,787,619	-13,040,921	-13,298,896	-13,561,619	-13,829,166	-14,101,615	-14,379,043	-14,661,528	-14,949,152
% Increase in Rent	-1.00	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
REVENUE FINANCING															
Dwellings Rents	-11,544,995	-11,588,625	-11,819,663	-12,055,010	-12,294,737	-12,538,916	-12,787,619	-13,040,921	-13,298,896	-13,561,619	-13,829,166	-14,101,615	-14,379,043	-14,661,528	-14,949,152
Garage Rents	-102,591	-104,130	-105,692	-107,278	-108,887	-110,520	-112,178	-113,860	-115,568	-117,302	-119,061	-120,847	-122,660	-124,500	-126,367
Total Resources (£)	-11,647,586	-11,692,755	-11,925,355	-12,162,287	-12,403,623	-12,649,436	-12,899,797	-13,154,782	-13,414,464	-13,678,921	-13,948,228	-14,222,462	-14,501,703	-14,786,028	-15,075,519
REVENUE BUDGET															
Operational Services	1,824,651	1,880,596	1,905,446	1,919,374	1,948,164	1,977,387	2,007,047	2,037,153	2,067,710	2,098,726	2,130,207	2,162,160	2,194,592	2,227,511	2,260,924
Commissioning Contracts & Procurement	108,720	111,380	114,410	117,540	119,303	121,093	122,909	124,753	126,624	128,523	130,451	132,408	134,394	136,410	138,456
Contingency	75,000	75,000	75,000	76,125	77,267	78,426	79,602	80,796	82,008	83,238	84,487	85,754	87,041	88,346	89,671
CEC Recharge from General Fund	2,775,200	2,741,768	2,800,669	2,860,584	2,903,493	2,947,045	2,991,251	3,036,120	3,081,661	3,127,886	3,174,805	3,222,427	3,270,763	3,319,825	3,369,622
Savings Target	-214,000														
Debt Management Costs	6,000	6,000	6,000	6,090	6,181	6,274	6,368	6,464	6,561	6,659	6,759	6,860	6,963	7,068	7,174
Investment Interest - Notional Sum	-135,000	-135,000	-135,000	-137,025	-139,423	-142,211	-145,056	-147,957	-150,916	-153,934	-157,013	-160,153	-163,356	-166,623	-169,956
Repayment of HRA Reform Loan (Interest)	2,378,430	1,889,387	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	6,869,001	6,619,131	6,658,430	6,734,593	6,806,890	6,879,918	6,954,027	7,029,234	7,105,554	7,183,004	7,261,601	7,341,361	7,422,302	7,504,441	7,587,796
Net Service Surplus / Deficit before contribution to MRR & CAA	-4,778,585	-5,073,624	-5,266,925	-5,427,695	-5,596,733	-5,769,518	-5,945,770	-6,125,548	-6,308,911	-6,495,917	-6,686,627	-6,881,101	-7,079,401	-7,281,587	-7,487,723
Voluntary MRP for Self-Financing Debt	1,260,000	1,260,000	1,260,000	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650
Assumed Voluntary MRP for HDP	149,780	190,753	232,545	275,173	318,654	363,004	408,242	454,384	501,449	549,455	598,421	648,367	699,311	751,275	804,277
Assumed HDP Interest	111,247	139,027	167,362	196,264	225,744	255,813	286,484	317,769	349,679	382,227	415,426	449,289	483,830	519,061	554,997
Net Resources Transferred to Major repairs Reserve	-3,257,557	-3,483,844	-3,607,018	-2,674,608	-2,770,685	-2,869,050	-2,969,394	-3,071,746	-3,176,133	-3,282,585	-3,391,130	-3,501,795	-3,614,610	-3,729,602	-3,846,799
Major Repairs Reserve															
Opening Balance	-8,177,969	-5,537,621	-3,949,594	-2,613,473	-562,302	1,465,431	3,501,577	6,470,869	8,715,932	10,956,149	13,338,519	16,029,962	20,808,551	23,545,065	26,762,844
Transfers	-766,697														
Revenue Contributions	-3,257,557	-3,483,844	-3,607,018	-2,674,608	-2,770,685	-2,869,050	-2,969,394	-3,071,746	-3,176,133	-3,282,585	-3,391,130	-3,501,795	-3,614,610	-3,729,602	-3,846,799
Assumed Capital Programme	6,664,602	5,071,872	4,943,138	4,725,779	4,798,418	4,905,196	5,938,686	5,316,809	5,416,350	5,664,955	6,082,573	6,280,383	6,351,124	6,947,380	6,635,041
Closing Balance	-5,537,621	-3,949,594	-2,613,473	-562,302	1,465,431	3,501,577	6,470,869	8,715,932	10,956,149	13,338,519	16,029,962	20,808,551	23,545,065	26,762,844	29,551,086
CFR/Cashflow															
Opening Balance	-8,319,960	-9,729,740	-4,680,493	-6,173,038	-8,729,862	-11,330,166	-13,974,820	-16,664,712	-19,400,745	-22,183,844	-25,014,949	-27,895,020	-30,825,037	-33,805,998	-36,838,923
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-1,409,780	-1,450,753	-1,492,545	-2,556,823	-2,600,304	-2,644,654	-2,689,892	-2,736,034	-2,783,099	-2,831,105	-2,880,071	-2,930,017	-2,980,961	-3,032,925	-3,085,927
Less Debt Repaid	6,500,000														
Closing Balance	-9,729,740	-4,680,493	-6,173,038	-8,729,862	-11,330,166	-13,974,820	-16,664,712	-19,400,745	-22,183,844	-25,014,949	-27,895,020	-30,825,037	-33,805,998	-36,838,923	-39,924,850
Net Cashflow	-15,267,362	-8,630,087	-8,786,512	-9,292,164	-9,864,735	-10,473,243	-10,193,842	-10,684,813	-11,227,695	-11,676,430	-11,865,057	-10,016,486	-10,260,933	-10,076,079	-10,373,764

SELBY DISTRICT COUNCIL - HRA 30 YEAR FINANCIAL PLAN (Based on 3	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Worst Case Scenario															
KEY ASSUMPTIONS	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49
Inflation	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Estimated Sales	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25
Estimated New Build	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Rent Increase CPI + 1%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Number of Dwellings (Mid Year Average)	2,827	2,812	2,797	2,782	2,767	2,752	2,737	2,722	2,707	2,692	2,677	2,662	2,647	2,632	2,617
Average Rent - Rent Restructuring	119.38	122.36	125.42	128.56	131.77	135.07	138.44	141.90	145.45	149.09	152.82	156.64	160.55	164.57	168.68
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Rent Income (£)	-16,196,449	-16,513,258	-16,835,785	-17,164,118	-17,498,344	-17,838,555	-18,184,839	-18,537,289	-18,895,995	-19,261,052	-19,632,550	-20,010,586	-20,395,253	-20,786,647	-21,184,864
Void loss	-404,911	-412,831	-420,895	-429,103	-437,459	-445,964	-454,621	-463,432	-472,400	-481,526	-490,814	-500,265	-509,881	-519,666	-529,622
Provision for Bad & Doubtful Debts	-549,546	-560,295	-571,238	-582,379	-593,719	-605,262	-617,012	-628,970	-641,141	-653,527	-666,132	-678,959	-692,011	-705,291	-718,802
Net Rent Income	-15,241,992	-15,540,132	-15,843,652	-16,152,636	-16,467,167	-16,787,329	-17,113,207	-17,444,886	-17,782,454	-18,125,998	-18,475,604	-18,831,362	-19,193,361	-19,561,690	-19,936,440
% Increase in Rent	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
REVENUE FINANCING															
Dwellings Rents	-15,241,992	-15,540,132	-15,843,652	-16,152,636	-16,467,167	-16,787,329	-17,113,207	-17,444,886	-17,782,454	-18,125,998	-18,475,604	-18,831,362	-19,193,361	-19,561,690	-19,936,440
Garage Rents	-128,263	-130,187	-132,140	-134,122	-136,134	-138,176	-140,248	-142,352	-144,487	-146,655	-148,854	-151,087	-153,353	-155,654	-157,989
Total Resources (£)	-15,370,255	-15,670,319	-15,975,792	-16,286,758	-16,603,300	-16,925,504	-17,253,455	-17,587,238	-17,926,942	-18,272,652	-18,624,459	-18,982,449	-19,346,715	-19,717,344	-20,094,428
REVENUE BUDGET															
Operational Services	2,294,838	2,329,260	2,364,199	2,399,662	2,435,657	2,472,192	2,509,275	2,546,914	2,585,118	2,623,895	2,663,253	2,703,202	2,743,750	2,784,906	2,826,680
Commissioning Contracts & Procurement	140,533	142,641	144,781	146,952	149,157	151,394	153,665	155,970	158,309	160,684	163,094	165,541	168,024	170,544	173,102
Contingency	91,016	92,382	93,767	95,174	96,602	98,051	99,521	101,014	102,529	104,067	105,628	107,213	108,821	110,453	112,110
CEC Recharge from General Fund Savings Target	3,420,166	3,471,469	3,523,541	3,576,394	3,630,040	3,684,490	3,739,758	3,795,854	3,852,792	3,910,584	3,969,243	4,028,781	4,089,213	4,150,551	4,212,809
Debt Management Costs	7,281	7,391	7,501	7,614	7,728	7,844	7,962	8,081	8,202	8,325	8,450	8,577	8,706	8,836	8,969
Investment Interest - Notional Sum	-173,355	-176,822	-180,358	-183,966	-187,645	-191,398	-195,226	-199,130	-203,113	-207,175	-211,319	-215,545	-219,856	-224,253	-228,738
Repayment of HRA Reform Loan (Interest)	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,841,905	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150	1,254,150
Contribution to Computer Development Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Net Service Costs	7,672,385	7,758,225	7,845,336	7,933,736	8,023,443	8,114,478	8,206,860	8,300,608	8,407,988	8,507,530	8,602,500	8,701,918	8,802,807	8,905,188	9,008,222
Net Service Surplus / Deficit before contribution to MRR & CAA	-7,697,870	-7,912,093	-8,130,456	-8,353,022	-8,579,857	-8,811,026	-9,046,595	-9,286,630	-9,531,452	-9,776,122	-10,020,622	-10,265,431	-10,510,513	-10,755,867	-11,001,500
Voluntary MRP for Self-Financing Debt	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	2,281,650	0	0	0	0	0	0	0
Assumed Voluntary MRP for HDP	858,340	913,484	969,731	1,027,103	1,085,622	1,145,312	1,206,195	1,268,297	1,331,640	1,396,250	1,462,152	1,529,372	1,598,049	1,668,330	1,740,270
Assumed HDP Interest	591,651	629,039	667,174	706,072	745,748	786,218	827,497	869,602	912,548	956,354	1,001,035	1,046,611	1,093,994	1,143,290	1,193,600
Net Resources Transferred to Major repairs Reserve	-3,966,229	-4,087,920	-4,211,901	-4,338,197	-4,466,836	-4,597,846	-4,731,253	-4,867,082	-5,005,312	-5,146,052	-5,289,297	-5,435,049	-5,583,415	-5,734,505	-5,888,263
Major Repairs Reserve															
Opening Balance	29,551,086	32,356,331	32,113,611	31,802,009	31,595,020	31,372,199	31,703,746	36,525,146	35,888,548	32,346,653	28,936,040	25,466,121	21,683,787	17,852,937	13,658,488
Transfers															
Revenue Contributions	-3,966,229	-4,087,920	-4,211,901	-4,338,197	-4,466,836	-4,597,846	-4,731,253	-4,867,082	-5,005,312	-5,146,052	-5,289,297	-5,435,049	-5,583,415	-5,734,505	-5,888,263
Assumed Capital Programme	6,771,475	3,845,201	3,900,299	4,131,208	4,244,015	4,929,394	9,552,652	4,230,485	4,332,870	4,604,906	4,688,853	4,522,214	4,653,315	4,497,863	5,337,135
Closing Balance	32,356,331	32,113,611	31,802,009	31,595,020	31,372,199	31,703,746	36,525,146	35,888,548	32,346,653	28,936,040	25,466,121	21,683,787	17,852,937	13,658,488	10,107,360
CFR/Cashflow															
Opening Balance	-39,924,850	-43,064,840	-46,259,974	-49,511,356	-52,820,109	-56,187,381	-59,614,343	-63,102,188	-66,651,135	-70,271,474	-73,963,224	-77,726,496	-81,561,280	-85,467,685	-89,445,711
Less unfinanced capital expenditure (internal borrowing)															
Add Voluntary MRP	-3,139,990	-3,195,134	-3,251,381	-3,308,753	-3,367,272	-3,426,962	-3,487,845	-3,549,947	-3,613,290	-3,677,884	-3,743,632	-3,810,536	-3,878,596	-3,947,821	-4,018,211
Less Debt Repaid								16,793,000							
Closing Balance	-43,064,840	-46,259,974	-49,511,356	-52,820,109	-56,187,381	-59,614,343	-63,102,188	-66,651,135	-70,271,474	-73,963,224	-77,726,496	-81,561,280	-85,467,685	-89,445,711	-93,487,522
Net Cashflow	-10,708,509	-14,146,363	-17,709,346	-21,225,088	-24,815,182	-27,910,596	-26,577,043	-13,970,586	-18,844,122	-23,650,984	-28,583,055	-33,894,761	-39,306,260	-45,119,663	-50,337,620

HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME - DECENT HOMES + (15 Year Programme)

	Revised Programme 2019/20 £	Estimated Programme 2020/21 £	Estimated Programme 2021/22 £	Estimated Programme 2022/23 £	Estimated Programme 2023/24 £	Estimated Programme 2024/25 £	Estimated Programme 2025/26 £	Estimated Programme 2026/27 £	Estimated Programme 2027/28 £	Estimated Programme 2028/29 £	Estimated Programme 2029/30 £	Estimated Programme 2030/31 £	Estimated Programme 2031/32 £	Estimated Programme 2032/33 £	Estimated Programme 2033/34 £
PROJECTS															
Safety															
Electrical Rewires	240,000.00	533,140.40	543,803.21	554,679.27	565,772.86	577,088.31	588,630.08	600,402.68	612,410.74	624,658.95	637,152.13	649,895.17	662,893.08	676,150.94	689,673.96
Fire Risk Assessments	100,000.00	51,000.00													
Asbestos Assessments	120,000.00	122,400.00	124,848.00												
Energy Efficiency															
Central Heating - Gas	526,773.00	413,916.00	422,194.32	430,638.21	439,250.97	448,035.99	1,426,622.55	724,590.92	802,352.34	990,492.72	981,046.71	795,510.88	864,687.26	738,390.66	1,014,415.27
Central Heating - Solid Fuel / Systems	75,000.00	76,500.00	78,030.00	79,590.60	81,182.41	82,806.06	84,462.18	86,151.43	87,874.45	89,631.94	91,424.58	93,253.07	95,118.13	97,020.50	98,960.91
Roof Replacements	1,111,805.00	1,028,874.00	1,049,451.48	1,070,440.51	1,091,849.32	1,113,686.31	1,135,960.03	1,158,679.23	1,181,852.82	1,205,489.87	1,229,599.67	1,254,191.66	1,279,275.50	1,304,861.01	1,330,958.23
Energy Efficiency Programme	150,000.00														
Planned and/or cyclical															
Damp Surveys & Works	348,110.00	224,400.00	228,888.00	233,465.76	238,135.08	242,897.78	247,755.73	252,710.85	257,765.06	262,920.37	268,178.77	273,542.35	279,013.19	284,593.46	290,285.33
Door & Window Replacements	687,563.00														
Window Replacements		567,732.00	579,086.64	590,668.37	602,481.74	614,531.38	626,822.00	639,358.44	652,145.61	665,188.52	678,492.29	692,062.14	705,903.38	1,441,853.95	766,089.37
Kitchen Replacements	305,076.00	371,076.00	378,497.52	386,067.47	393,788.82	401,664.60	409,697.89	417,891.85	426,249.68	434,774.68	443,470.17	2,746,365.17	830,444.73	847,053.62	863,994.69
Door Replacement		172,114.80	175,557.10	179,068.24	182,649.60	186,302.59	190,028.65	193,829.22	197,705.80	201,659.92	205,693.12	465,196.06	429,984.70	438,584.39	447,356.08
Void Property Repairs	145,000.00	138,036.60	130,736.66	123,089.52	115,084.19	106,709.41	97,953.61	88,804.89	79,251.04	69,279.52	58,877.43	48,031.55	36,728.28	24,953.67	12,693.39
Fencing & Gates	60,830.00	40,800.00	41,616.00	42,448.32	43,297.29	44,163.23	45,046.50	45,947.43	46,866.38	47,803.70	48,759.78	49,734.97	50,729.67	51,744.27	52,779.15
Bathroom Replacements	134,400.00	522,076.80	532,518.34	543,168.70	554,032.08	565,112.72	576,414.97	587,943.27	599,702.14	611,696.18	623,930.10	636,408.71	649,136.88	662,119.62	675,362.01
Pointing Works	575,461.00	306,000.00	312,120.00	318,362.40	324,729.65	331,224.24	337,848.73	344,605.70	351,497.81	358,527.77	365,698.33	373,012.29	380,472.54	388,081.99	395,843.63
Pre Paint & Cyclical Repairs	418,966.00														
Laurie Backhouse Court Refurbishment	38,231.00														
Aids & Adaptations		183,600.00	187,272.00	191,017.44	194,837.79	198,734.54	202,709.24	206,763.42	210,898.69	215,116.66	219,419.00	223,807.38	228,283.52	232,849.19	237,506.18
Community Centre Refurbishment	78,000.00					33,122.42					36,569.83				
Sheltered Homes Adaption	249,799.00	153,000.00									201,134.08	186,506.15			
Investment															
Empty Homes Programme	1,300,000.00	700,000.00													
Estate Enhancements	224,412.00										121,899.44				
Ousegate Refurbishment	55,804.00														
St Wilfrids Court Refurbishment	113,000.00														
New Build Projects	3,479,400.00														
Environmental Improvement Plan	145,710.00														
Co Detection Installation Programme	226,600.00														
Co Detection Replacement Programme		38,556.00	39,327.12				42,568.94	43,420.32				46,999.55	47,939.54		
Communal Area Refurbishment Programme	230,000.00	234,600.00	239,292.00	244,077.84	248,959.40	253,938.58	259,017.36	264,197.70	269,481.66	274,871.29	280,368.72	285,976.09	291,695.61	297,529.53	303,480.12
Footpath Repairs	184,062.00	175,950.00	179,469.00	183,058.38	186,719.55	190,453.94	194,263.02	198,148.28	202,111.24	206,153.47	210,276.54	214,482.07	218,771.71	223,147.14	227,610.09
Sewage Pumping Station Replacement Programme	120,000.00	122,400.00	124,848.00												
TOTAL	11,444,002.00	6,176,172.60	5,367,555.38	5,169,841.03	5,262,770.73	5,390,472.11	6,465,801.47	5,853,445.62	5,978,165.47	6,258,265.56	6,701,990.69	9,034,975.27	7,051,077.73	7,708,933.94	7,407,008.39
SUMMARY OF FUNDING															
Revenue Contributions	6,664,602.00	5,476,172.60	5,367,555.38	5,169,841.03	5,262,770.73	5,390,472.11	6,465,801.47	5,853,445.62	5,978,165.47	6,258,265.56	6,701,990.69	9,034,975.27	7,051,077.73	7,708,933.94	7,407,008.39
Borrowing	2,900,000.00														
Capital Receipts	779,400.00	280,000.00													
HCA Grant Funding	390,000.00	210,000.00													
S.106 Commuted Sums - affordable housing subsidy	710,000.00	210,000.00													
TOTAL	11,444,002.00	6,176,172.60	5,367,555.38	5,169,841.03	5,262,770.73	5,390,472.11	6,465,801.47	5,853,445.62	5,978,165.47	6,258,265.56	6,701,990.69	9,034,975.27	7,051,077.73	7,708,933.94	7,407,008.39

HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME - DECENT HOMES + (15 Year Programme)

	Estimated Programme 2034/35 £	Estimated Programme 2035/36 £	Estimated Programme 2036/37 £	Estimated Programme 2037/38 £	Estimated Programme 2038/39 £	Estimated Programme 2039/40 £	Estimated Programme 2040/41 £	Estimated Programme 2041/42 £	Estimated Programme 2042/43 £	Estimated Programme 2043/44 £	Estimated Programme 2044/45 £	Estimated Programme 2045/46 £	Estimated Programme 2046/47 £	Estimated Programme 2047/48 £	Estimated Programme 2048/49 £	
PROJECTS																
Safety																
Electrical Rewires	703,467.44							4,166,718.35	114,402.50	116,690.55	119,024.36	121,404.84	123,832.94	126,309.60	128,835.79	427,090.65
Fire Risk Assessments																
Asbestos Assessments																
Energy Efficiency																
Central Heating - Gas	1,034,703.58	1,503,200.35	1,533,264.35	1,563,929.64	1,595,208.23	1,627,112.40	1,304,988.72	347,845.43	439,954.89	680,368.96	654,601.79	391,579.84	471,100.67	287,268.99	644,631.62	
Central Heating - Solid Fuel / Systems	100,940.13	102,958.93	105,018.11	107,118.47	109,260.84	111,446.05	113,674.98	115,948.48	118,267.44	120,632.79	123,045.45	125,506.36	128,016.49	130,576.82	133,188.35	
Roof Replacements	1,357,577.39															
Energy Efficiency Programme																
Planned and/or cyclical																
Damp Surveys & Works	296,091.03	302,012.86	308,053.11	314,214.17	320,498.46	326,908.43	333,446.60	340,115.53	346,917.84	353,856.19	360,933.32	368,151.99	375,515.02	383,025.33	390,685.83	
Door & Window Replacements																
Window Replacements	777,373.55	32,946.86	29,405.07	34,277.91	30,593.03	35,662.74	686,596.85	700,328.79	941,408.86	960,237.04	979,441.78	999,030.61	1,019,011.23	1,039,391.45	1,060,179.28	
Kitchen Replacements	881,274.59	399,480.64	407,470.25	651,280.29	664,305.89	677,592.01	691,143.85	704,966.73	719,066.06	733,447.39	748,116.33	763,078.66	778,340.23	793,907.04	809,785.18	
Door Replacement	456,303.20	233,785.41	238,461.11	243,230.34	287,865.89	293,623.21	319,199.33	325,583.32	332,094.99	338,736.88	345,511.62	352,421.85	359,470.29	366,659.70	373,992.89	
Void Property Repairs																
Fencing & Gates	53,834.73	54,911.43	56,009.66	57,129.85	58,272.45	59,437.90	60,626.65	61,839.19	63,075.97	64,337.49	65,624.24	66,936.72	68,275.46	69,640.97	71,033.79	
Bathroom Replacements	688,869.25						742,676.51	64,931.15	66,229.77	67,554.36	68,905.45	70,283.56	71,689.23	73,123.02	318,231.37	
Pointing Works	403,760.50	411,835.71	420,072.43	428,473.87	437,043.35	445,784.22	454,699.90	463,793.90	473,069.78	482,531.17	492,181.80	502,025.43	512,065.94	522,307.26	532,753.41	
Pre Paint & Cyclical Repairs																
Laurie Backhouse Court Refurbishment																
Aids & Adaptations	242,256.30	247,101.43	252,043.46	257,084.32	262,226.01	267,470.53	272,819.94	278,276.34	283,841.87	289,518.70	295,309.08	301,215.26	307,239.57	313,384.36	319,652.04	
Community Centre Refurbishment	40,376.05					44,578.42					49,218.18					
Sheltered Homes Adaption						245,181.32	227,349.95									
Investment																
Empty Homes Programme																
Estate Enhancements						148,594.74										
Ousegate Refurbishment																
St Wilfrids Court Refurbishment																
New Build Projects																
Environmental Improvement Plan																
Co Detection Installation Programme																
Co Detection Replacement Programme		51,891.30	52,929.13				57,292.19	58,438.03				63,255.20	64,520.31			
Communal Area Refurbishment Programme	309,549.72	315,740.71	322,055.53	328,496.64	335,066.57	341,767.90	348,603.26	355,575.32	362,686.83	369,940.57	377,339.38	384,886.17	392,583.89	400,435.57	408,444.28	
Footpath Repairs	232,162.29	236,805.53	241,541.64	246,372.48	251,299.93	256,325.93	261,452.44	266,681.49	272,015.12	277,455.43	283,004.53	288,664.62	294,437.92	300,326.68	306,333.21	
Sewage Pumping Station Replacement Programme						178,313.69	181,879.96	185,517.56								
TOTAL	7,578,539.75	3,892,671.15	3,966,323.84	4,231,607.98	4,351,640.65	5,059,799.48	10,223,169.49	4,384,243.75	4,535,319.97	4,857,641.34	4,964,637.80	4,800,869.23	4,968,575.84	4,808,882.96	5,796,001.90	
SUMMARY OF FUNDING																
Revenue Contributions	7,578,539.75	3,892,671.15	3,966,323.84	4,231,607.98	4,351,640.65	5,059,799.48	10,223,169.49	4,384,243.75	4,535,319.97	4,857,641.34	4,964,637.80	4,800,869.23	4,968,575.84	4,808,882.96	5,796,001.90	
Borrowing																
Capital Receipts																
HCA Grant Funding																
S.106 Commuted Sums - affordable housing subsidy																
TOTAL	7,578,539.75	3,892,671.15	3,966,323.84	4,231,607.98	4,351,640.65	5,059,799.48	10,223,169.49	4,384,243.75	4,535,319.97	4,857,641.34	4,964,637.80	4,800,869.23	4,968,575.84	4,808,882.96	5,796,001.90	

Summary of feedback

(Approximately 40 respondents – combination of survey results and qualitative feedback).

Objective 1

- There was unanimous approval of the decision to increase Selby's Decent Homes Standard. However, there was discussion in the focus group as to whether 15 years was too long. It was explained that this was to introduce a cyclical process of upgrades and does not mean tenants will be waiting 15 years to have this work done – ensure this is clear in the plan.
- 79% wanted SDC to consider ways to be more energy efficient. Only 2 respondents were against this proposal; however it should be noted that this question was specifically focused on off-gas properties, so will not have been relevant to all respondents. Having a more general discussion in the focus group, it was suggested that energy efficiency should also consider loft insulation and adequate windows and doors - ensure this is also made clear in the plan.
- 91% agreed that we should increase property inspections to learn more about our properties. There was no opposition to this proposal; but it was stressed that it is not just about the number of properties that are inspected but the quality of the inspection – this needs to be thorough and consider the whole of the property. Agreed this is important and will be included more in the plan.
- 79% of respondents agreed that we need to focus more on specialist housing needs (rural and supported housing). The remaining 21% were non-committal. In the focus group it was stressed that people who live outside of the larger villages are 'forgotten' about, especially in terms of needing more affordable housing for younger people wanting to buy their first home but being priced out of rural markets. They also felt that the district should offer more in terms of supported housing for both elderly and younger people, to gain or maintain independence.
- In terms of additional things tenants wanted to raise for Objective 1, these were:
 - To increase free play areas for children and young adults.
 - To be more flexible on the eligible age for bungalows and to help single people in big properties find smaller accommodation.
 - Focus more on estate security, such as good fencing, quality locks and doors and lighting over doors.

Objective 2

- 89% of respondents want SDC to increase their relationship with tenants. This should be secured by the publication of our Tenant Participation Strategy.
- 89% also agreed that we should look to improve our responsive repairs programme through the use of new IT provisions. Only 1 respondent was against this proposal. In the focus group, communication between tenants and staff in the Property Services team was noted as an issue. This was surrounding updates on repairs and when workmen are planning to attend. It is hoped these issues will be improved by the use of our new automated system. Another issue born from this

discussion was around the different levels of communication and service provided in regards to Council versus contractor repairs. This issue will be passed to the Property Services team to look into further.

- 89% again agreed that fire safety in communal areas should be provided additional funding. No respondent opposed the plan, the rest neither approved nor disapproved.
- 82% agreed with plans to initially prioritise people with local connection for available properties on the housing register.
- In terms of additional things tenants wanted to raise for Objective 2, these were:
 - Wanting us to utilise empty buildings more, helping to lower the housing waiting list.
 - Stressing that not all residents have access to IT or the knowledge to use it, when looking at feedback opportunities.
 - Wanting SDC to act on the reports given to Neighbourhood Officers by local residents, making them feel valued.
 - The need to get younger tenants involved in engagement opportunities.

Objective 3

- 91% agreed we should be building more affordable housing in partnership with the Housing Trust. No one opposed this proposal. This need was also stressed in the focus group.
- 91% also agreed that we should commit to the 'one for one' replacement promise. Only 1 respondent did not agree.
- 85% agreed that housing need should be the deciding factor in regards to the type, size and location of the properties we build. In the focus group it was also stressed that new build properties should have a focus on green energy. The group also felt we needed to do more to ensure that empty homes are brought back into use to replenish stock lost through Right to Buy. The focus group were not supportive of this initiative. There was also a discussion in regards to modular housing and the group were interested in how this works and what kind of quality it offers.
- When discussing the definition of Affordable housing, the focus group felt that the Council needed to be as flexible as possible on this definition to ensure local people were truly able to access affordable housing. They also questioned why more social housing was not being built, or one bedroom properties for single and young people.
- 88% agreed SDC need to look at reducing void times in our properties.
- In terms of additional things tenants wanted to raise for Objective 2, these were:
 - To ensure properties are fit for purpose prior to tenancy signing.
 - To increase the amount of workmen available so that voids are made available faster.
 - Stressing that community cohesion is more important than housing need.



Report Reference Number: C/19/09

To: Council
Date: 17 December 2019
Author: Stuart Robinson, Head of Business Development and Improvement
Lead Executive Member: Cllr Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development and Improvement

Title: Council Plan 2020-30

Summary:

The Council Plan sets out our big ambitions for our district. The current Plan is due to expire in 2020. A new Council Plan had been developed, following a public consultation. On 5 December 2019 the Executive agreed the final draft Council Plan (Appendix A) prior to proceeding to Council. This report presents the proposed Council Plan 2020-30 to Council for approval.

Recommendation:

It is recommended that Council approves the proposed Council Plan 2020-30 following endorsement from the Executive.

Reasons for recommendation:

The Council Plan is a key part of the Corporate Budget and Policy Framework and sets out our big ambitions for our district. It focuses our work on delivering the things that are important.

Full Council is responsible for the approval of the individual policies and strategies which form the statutory Budget and Policy Framework as set out in the Council Constitution.

1. Introduction and background

- 1.1 The Council Plan sets out our big ambitions for our district. It focuses our work on delivering the things that are important. The current Corporate Plan set out a vision: "to make Selby district a *great place*" supported by three key priorities: *to do business*; *to enjoy life*; and *to make a difference*. These were underpinned by a Council *delivering great value* which was formally incorporated as the fourth priority at the 2018 update. The current Plan expires in March 2020.
- 1.2 A new Council Plan which sets out the Council's ambition and direction up to 2030 has been developed. It sets out the proposed strategic policy framework for the next ten years. It will guide the Council's short, medium and long term resourcing priorities and provides a framework against which delivery will be tested.

- 1.3 The draft Plan was presented to the Executive on 3 October 2019. At the meeting Executive agreed that officers undertake a consultation exercise on the draft Council Plan 2020-30 – and the strategic framework.
- 1.5 On 5 December 2019, a final draft Council Plan, which took account of the consultation responses, was endorsed by the Executive for final consideration at Full Council.

2.0. The Report

2.1 Developing the Council Plan

The proposed Council Plan 2020-30 is attached at Appendix A. A Plan on a Page is attached at Appendix B. The proposed change from *Corporate* Plan to *Council* Plan is suggested as it is considered to be simpler and easier to understand for stakeholders.

2.2 The Council Plan has been informed by the following:

- progress on delivering the Corporate Plan 2015-20 – including the quarterly performance reports;
- a desire to continue good work and plans already in place – an evolutionary approach;
- analysis of contextual data on what it is like to live in the Selby district;
- feedback from others, including external reviews (e.g.: IIP; LGA) and the views of stakeholders (e.g.: staff survey; residents; businesses);
- service plans; and
- the national policy context.

2.4 Plan Duration

The new Council Plan set the ambition and direction up to **2030**. This longer term perspective will provide certainty and align more effectively to other long term planning documents such as the Local Plan.

By necessity, the detailed delivery of the Council Plan will focus on the short and medium term and will be updated every 3 years.

The first Delivery Plan will cover April 2020 to March 2023 and will be published in March 2020.

2.5 Vision

The Council Plan retains the current vision of the Selby district as “***a great place***”.

This helps maintain a sense of continuity from the previous Plan and builds on wording that resonates with stakeholders.

2.6 Strategic Priorities

The following strategic priorities are proposed:

- “a great place ***to live***”
This prioritises the current focus on housing; not only building new homes but ensuring the quality of council homes, neighbourhoods and towns.
- “a great place ***to enjoy***”
This provides a new focus on a cleaner, greener and safer environment agenda mirroring the increased national emphasis on this area.

- “a great place **to grow**”

Building on the previous priority “to do business”, “to grow” shifts the intent to a more inclusive statement that will resonate with both businesses and residents alike.

- “with **a Council delivering great value**”

This places the Council central to making the district a great place and ensures a priority focus on the elements that make a great organisation.

2.7 Objectives

SMART objectives help stakeholders to understand the key focus of each priority. They help demonstrate what ‘good’ looks like in pursuing the priorities and help the Council create a performance framework to measure, monitor and manage performance in delivering against the priorities. Proposed objectives are set out below.

Priority	Objective
a great place... to live	improved housing supply
	better quality council homes
	improved town centres
a great place... to enjoy	improved environmental quality
	safe neighbourhoods
	more sustainable transport
a great place... to grow	more investment in the district
	more well paid jobs
	higher skills levels
a great place... with a Council delivering great value	digitally enabled customer service
	good quality services
	financially sustainable

At this stage we have not ascribed numbers/targets to these objectives; this will be done as part of developing the Performance Framework in advance of implementation.

2.8 Delivery Priorities

Proposed Delivery Priorities are included in the Plan at Appendix A along with more specific actions that will form the delivery plan for the first three years. These are a combination of current and emerging actions arising from service plans.

Successful delivery of these short, medium and longer term actions will be critical to achieving the Council’s ambitions. On that basis, these areas will be priority areas for funding and will be the focus of increased scrutiny over the coming months and years.

It is expected that the actions will be periodically refreshed as current actions are delivered and new priority actions emerge.

2.9 Principles

The priorities, objectives and actions set out WHAT we want to achieve; our Principles will guide us in terms of HOW we might go about delivering the priorities.

A number of these Principles allow us to maintain a continued focus on a number of themes previously identified as Priorities, such as engaging with our communities and supporting the health agenda.

Proposed principles are as follows:

- Collaboration – we cannot be experts in everything and so we will be outward-focused and work with others to get things done for our residents.
- Community-focused – building on our previous priority “to make a difference”, we will empower and involve people in decisions about their area and their services.
- Customer-centred – again, building on “to make a difference”, we will facilitate people to use self-service channels to widen access to services and use the most appropriate digital tools to deliver better services to residents.
- Wellbeing-led – building on aspects of our previous priority “to enjoy life”, we will consider the impact on residents health in our decision-making, e.g. implementing the ‘Health in all Policies’ approach we have been working towards with Selby Health Matters – taking account of health and well-being in everything we do.

We will embed these Principles in our decision-making by ensuring each Report to Executive, Council or other decision-making forum makes reference to our Principles.

2.10 Consultation

Consultation commenced following the meeting of Executive on 3 October and continued through to 22 November. The primary feedback mechanism was via an online form – via which 163 responses were received. Hard copy forms were also received through Libraries across the district.

In addition, both Policy Review Committee (13 October) and Scrutiny Committee (21 November) considered the draft proposals.

Around three quarters of respondents agreed that the proposed Plan covers the right things. Of the four priorities ‘Enjoy’ received the most support – rated most important by over a third of respondents – followed by ‘to Live’, ‘to Grow’ and then ‘Great Value’.

Of those respondents suggesting alternatives; suggestions tended to be around the level of ambition – particularly on environmental/low carbon issues – and specific requests for priorities already proposed, e.g. developing the retail offer in Selby town centre or providing more activities for families in town centres.

Following consultation, the proposals were changed slightly – with changes reported to Executive on 5 December. Many of the additional suggestions will be picked up in the detailed Delivery Plans.

2.11 Implementing the Plan - Next Steps

2.11.1 A detailed Delivery Plan is currently being developed. This will set out the specific actions to be delivered over the next three years. The Delivery Plan will be published in March 2020 following approval of the Council Budget.

Approval of the Delivery Plan will be the responsibility of the Executive, provided that it is in line with the approved Budget and Policy Framework. The Delivery Plan will be renewed and agreed every three years as a minimum.

2.11.2 The Council Plan Performance Framework will be published alongside the Delivery Plan. The Performance Framework will be based around:

- Progress on delivering the ‘Objectives’ as measured by the relevant ‘Measures of Success’. Collectively they will form a basket of Key Performance Indicators (KPIs) which will be supplemented by a secondary set of performance indicators where required to provide a sufficiently detailed and timely view of progress.
- Progress on implementing the activity outlined in the ‘Delivery Plan’.

3. Implications

3.1 Equality Implications

To ensure compliance with the Council's Public Sector Equality Duty, an Equality, Diversity & Community Impact Assessment (EDCI) screening document has been completed. The EDCI screening document has been reviewed and updated throughout the development of the Council Plan 2020-30. There are no negative impact scores identifying as high impact/priority so a full Impact Assessment is not required. In addition, each priority action will be subject to EDCI screening as detailed delivery proposals emerge.

3.2 Financial Implications

It is important to fully resource the delivery of the Council Plan. This will require choices to be made if new priority actions are to be funded at a time of limited budgets. Development of Council budgets for 2020-21 and beyond has been aligned to the draft Plan.

3.3 Legal Implications

The Council Plan is a central part of the Council's Budget and Policy Framework and informs all subsequent policies and strategies. Full Council is responsible for the adoption of the Budget and Policy Framework. Once in place, it is the responsibility of the Executive to implement it.

4. Conclusion

4.1 The draft Council Plan 2020-30 sets the proposed strategic policy framework for the next ten years. It will guide the Council's short, medium and long term resourcing priorities and provides a framework against which delivery will be tested.

A period of consultation was undertaken in order to test the proposals. On 5 December, following public consultation, the Executive approved the draft Council Plan.

6. Appendices

5.1 Appendix A: Proposed Draft Council Plan 2020-30

Appendix B: Proposed Plan on a Page

Contact Officer:

Stuart Robinson, Head of Business Development & Improvement

APPENDIX A:

Selby District Council Plan 2020-30

Introduction [note: due to purdah, this introduction will be tabled at Council]

Leader of Selby District Council
Cllr Mark Crane

Chief Executive of Selby District Council
Janet Waggott

A new strategic framework

This new Council Plan sets out our ambitions for the district for the next ten years. It sets out our vision of the Selby district as “**a great place**”; our priorities; and how we plan to deliver those priorities.

Our strategic priorities highlight four key ambitions for Selby district in 2030; they are that Selby district is:

- **a great place to live;**
- **a great place to enjoy;**
- **a great place to grow;** and that
- **Selby District Council delivers great value.**

The Plan sets out our approach to delivering our ambitions:

- **we will work collaboratively with others** – recognising we are not experts in everything, we will use the best expertise, resources and skills across our partners and communities;
- **we continue to be close to our communities** – involving more people in decisions about their area and their services;
- **we will put the customer at the heart of service delivery** – supporting residents to be more self-sufficient and maximising use of digital technology in service delivery; and
- **we will support the wellbeing of our residents** – considering how our decisions impact on healthy life choices and the environment.

These Principles of: *collaboration*; *community-focused*; *customer-centred*; and *wellbeing* will be formally considered and tested as part of our decision-making in delivering the Council Plan.

Delivery Plans

Delivery of the Council Plan will be underpinned by detailed three year Delivery Plans. These will set out the specific actions that the Council will deliver in that period in order to reach the stated ambitions by the end of the decade. These Delivery Plans will be the basis for performance monitoring and reporting.

The first Delivery Plan will cover the period 2020 – 2023 and will be published in March 2020.

Performance Monitoring

The Council's Executive will receive quarterly updates on performance. Performance reports will focus on:

- Progress on delivering the 'Objectives' as measured by the relevant 'Measures of Success'. Collectively they will form a basket of Key Performance Indicators (KPIs) which will be supplemented by a secondary set of performance indicators where required to provide a sufficiently detailed and timely view of progress.
- Progress on implementing the activity outlined in the 'Delivery Plan'.

A great place to LIVE

The Selby district is a great place to live – with a Council providing the leadership, the local planning framework, the commitment to both facilitating house building and building our own affordable homes and delivering a programme of council home improvements to ensure the district has enough homes of the right size and quality to enable our residents to live locally to fulfil their ambitions and aspirations. At the same time, working with residents and businesses to ensure our town centres and villages are places people want to live, visit and invest in.

Objective	Measure of success:
Improved housing supply	Number of additional homes in the district. Number of additional affordable homes in the district
Better quality council homes	% of council owned homes exceeding the ‘decent homes’ standard
Improved town centres	% increase in footfall within Selby town, Tadcaster and Sherburn % increase in the proportion of the population of working age

Delivery Priorities for the first three years

Accountable Director

Enable the delivery of increased housing supply through close working with strategic partners to ensure alignment with infrastructure, transport and environmental approaches and, with landowners and developers, promote sustainable development and support improved environmental standards for housing and development in line with new national standards.

Corporate Services & Commissioning

- Deliver the Selby District Action Plan element of the Regional Housing Strategy.
- Maximise the number of available homes in the Selby district through delivering the Empty Homes Strategy.

Increase the number of affordable homes in the Selby district through delivery of our housing development programme - including the strategic acquisition of existing homes - to ensure all households in the district can access sustainable accommodation that supports them to fulfil their ambitions and aspirations.

Corporate Services & Commissioning

- Create and implement a Selby District Council Housing Development Programme to help ‘step up’ housing delivery across Selby District.

Invest in improving the quality of Selby District Council housing stock through implementing the revised Housing Revenue Account Business Plan

Corporate Services & Commissioning

- Deliver the housing improvement programme element of the Housing Revenue Account (HRA) Business Plan 2025 to ensure good quality council housing which helps meet the needs of our local community.

Develop a long-term programme of market town regeneration to support development of vibrant town centres and places in Selby, Tadcaster and Sherburn and the provision of high quality leisure, service and accommodation offers for residents, their families, visitors and businesses.

Economic Regeneration & Place

- Develop and implement Key Town Masterplans and partnership plans for:
 - Selby (focusing on the station area through the Transforming Cities Fund, High Streets Heritage Action Zone and access and movement planning);
 - Tadcaster; and
 - Sherburn-in-Elmet

A great place to ENJOY

The Selby district is a great place for residents and visitors to enjoy – with the Council actively reducing its carbon footprint, providing the leadership, commitment to high local environmental standards and close working with local partners to ensure the Selby district is clean, attractive, and is safe for residents, businesses and visitors – now and into the future.

Objective	Measure of success:
Improved environmental quality	% reduction in the tonnes of carbon per capita % reduction in the amount of household waste collected per household % increase in the proportion of household waste that is recycled
Safe neighbourhoods	% reduction the number of incidents of anti-social behaviour per 1000 residents % reduction the number of recorded crimes per 1000 residents
Improved sustainable transport	% increase in the proportion of journeys made in the district by active and sustainable travel.

Delivery Priorities for the first three years

Accountable Director

Deliver improved environmental standards through working closely with delivery partners to significantly reduce household waste, improve recycling and uphold the cleanliness of Selby district streets and public spaces.

Corporate Services & Commissioning

- Respond to emerging DEFRA Waste Strategy and implement the revised approach to recycling collections to reduce landfill
- Review the environmental service contracts and secure improved environmental standards
- Strengthen enforcement to reduce environmental crime

Enhance community safety and feelings of community wellbeing through working closely with strategic partners, building on co-location with the Police and enhancing town centres and public spaces.

Economic Regeneration & Place

- Deliver locally, the North Yorkshire Community Safety Partnership Plan priorities.
- Strengthen existing 'Safer Selby' hub working arrangements to tackle the underlying issues of anti-social behaviour and crime
- Implement intelligence-led public campaigns and multi-agency operations which target specific locations and community safety themes.
- Strengthen the approach to use of community safety powers

Respond to our developing understanding of the impacts of climate change to foster local resilience and assurance through identifying and promoting low carbon – including aiming for the Council to be Carbon neutral before 2050 - and working with strategic partners to explore the economic potential of a M62 low carbon energy corridor.

Economic Regeneration & Place

- Implement the recommendations of the Low Carbon Working Group.
- Identify and promote public and private sector low carbon projects, initiatives and funding schemes to support the District's transition to a low-carbon economy.
- Work with the local enterprise partnership and neighbouring councils to explore the economic potential of a M62 Energy Corridor linking key energy assets across Yorkshire & the Humber.

- Implement the New Street Air Quality Action Plan and learn lessons for improving air quality across the district.
- Review and consider available options to prioritise investment in solar and/or green energy.

Protect and promote Green Infrastructure to support wider health and socio-economic benefits through the setting of robust minimum standards and promotion of sustainable transport to support climate change adaptation.

Economic
Regeneration
& Place

- Complete a Green (and Blue) Infrastructure study that sets robust minimum standards for provision.
- Work with others to increase the use of active and sustainable travel through the Transforming Cities Fund.
- Improved cycling and walking connections through developing and implementing Local Cycling and Walking Infrastructure Plans and improving the appeal and use of cycling and walking corridors.
- Work with local partners to maintain and enhance local parks, play areas and open spaces.

A great place to GROW

The Selby district is a great place to grow - with the Council providing the leadership, the local planning framework, the support to enable others to invest in the district and our own direct delivery to ensure Selby district has a strong and sustainable economy that delivers benefits for the residents of the district.

Objective	Measure of success:
Increased investment in the district	% increase in private sector investment into the district % increase in the total business floor space
More well paid jobs	% increase in the number of working age adults who are in work % increase in the average weekly wage for full time employment.
Higher skill levels	% increase in the proportion of working age adults educated to NVQ Level 4 or above % reduction in the proportion of working age adults with no qualification

Delivery Priorities for the first three years

Accountable Director

Deliver a new Local Plan for the Selby District to set out the strategic priorities for sustainable development - including those covering housing, commercial, public and private development, transport infrastructure and protection for the local environment.

Economic Regeneration & Place

- Deliver the Local Plan by 2023

Enable a growing visitor economy underpinned by a sustained focus on enhancing the district's cultural, retail and leisure offer.

Economic Regeneration & Place

- Accelerate delivery of Phase 3 of the 'Selby District Visitor Economy Strategy 2018-22 – and beyond'.
- Develop and implement the Selby District Cultural Development Framework.

Support enterprise and business growth that benefits the residents of the district through development of the necessary infrastructure and support to attract new business investments and support local business to grow.

Economic Regeneration & Place

- Work with partners to improve infrastructure in the district, e.g. through an Infrastructure Masterplan for Sherburn-in-Elmet
- Deliver the key strategic sites and place making schemes as set out in the Selby District Economic Development Framework 2022...and beyond
- Support new enterprise space and effective sign posting to encourage SME growth in the district's town centres and rural locations;
- Establish a 'Key Account Management' approach to build effective relationships with major partners and business.

Support the local workforce to reach their potential: increasing apprenticeship and vocational training, including in emerging clean growth industries, removing health and transport barriers and supporting those out of work to drive productivity and growth.

Economic Regeneration & Place

- Produce a skills needs assessment to benchmark current/future skills needs across priority growth sectors, and develop appropriate training interventions
- Utilise planning obligations and funding bids to increase employment and training opportunities for residents in the district on key development schemes.
- Support unemployed adults into work, e.g. through encouraging local

businesses to provide work experience/ volunteering placements; working with local training providers; and improving accessible transport options;

- Implement projects to connect key employment sites to housing areas, town centres and services by active and sustainable transport.

A Council delivering great value

Selby District Council is delivering great value – a well-managed Council that supports and develops its staff, maximises the benefits from digital technology, invests resources wisely and uses its assets effectively to ensure the Council is financially sustainable and delivers high quality services to residents through an accountable governance framework.

Objective	Measure of success:
Digitally enabled customer service	all core services accessible online % of all customer transactions are delivered digitally
Good quality services	all core services performing in the top 25% of comparable councils % residents satisfied with the way that Selby Council runs things
Financially sustainable	all planned savings delivered annual revenue spend is within +/- 2% of planned

Delivery Priorities for the first three years

Accountable Director

Adopt a digital first approach to delivering on customer needs, utilising digital technology to provide help, advice, information and easy access to services in a way that suits our customers.

Corporate Services & Commissioning

- Deliver Digital Strategy 2020 and develop a new Strategy up to 2025
- Develop the Selby District Council Customer Strategy 2030 and implement
- Deliver Contact Centre move to ensure continued access to quality services

Support and develop a workforce to deliver our ambitions with the right people in the right roles with the right skills and supported by digital technology.

Corporate Services & Commissioning

- Deliver People Plan 2025

Implement a strategic approach to the use of our physical and financial assets to ensure they support the future financial sustainability of the Council and realisation of our ambitions, with recognition of the importance of promoting a sustainable environment.

Leadership Team

- Develop and implement the Asset Strategy 2030.
- Deliver the 'Programme for Growth' to ensure a balanced programme of projects that deliver enhanced benefits for the residents and businesses of the district whilst supporting the future sustainability of Selby District Council.

Ensure service delivery maximises value for money for residents, keeping service design and delivery under review, encourage innovation and improvement and maximise the benefits of a mixed economy of provision to keep costs down, build in resilience and maintain standards.

Leadership Team

- Re-procure contracts for waste and street cleaning.
- Explore further opportunities to build on existing Better Together arrangements with North Yorkshire councils

Resourcing the Plan

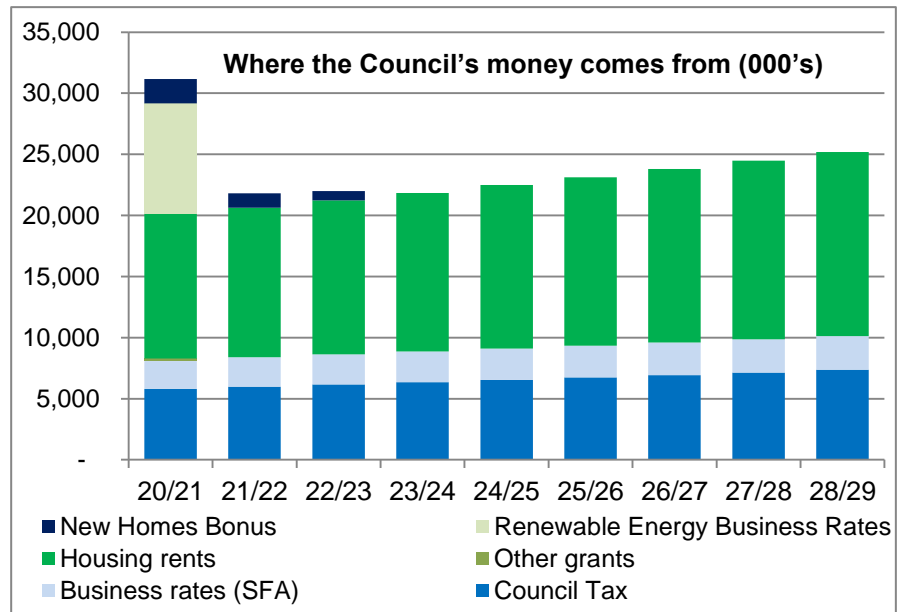
The Council Plan is underpinned by the Medium Term Financial Strategy (MTFS). The MTFS provides a high level forecast of resources and spending for both the General Fund and Housing Revenue Account (HRA) and the strategic framework for medium term financial planning (3 year draft budgets) and annual budget setting.

The outlook for Local Government finance is uncertain as we await the Government’s review of funding allocations and the current Business Rates Retention system. The Council is currently benefitting from significant windfalls from renewable energy business rates and new homes bonus which is being used to deliver our corporate objectives and invest in front line services.

In broad terms the Council funding for the next 10 year is forecast as per the graph below:

We review these forecasts annually and will update the MTFS if and when the funding regime changes.

In addition to these resources we also set money aside and draw money from our earmarked reserves – ensuring we can afford our commitments for the longer term and plan for more significant investments.



Spending allocations are considered on 3 year basis which allows us to better understand service needs, although we plan for larger programmes of spend such as ICT and asset management over 10 years and Council homes over 30 years.

In broad terms our net General Fund Revenue Budget is about £11m and our HRA about £7m and in total recurring savings of £2.4m p.a. are planned over the next 3 years.

Capital spending fluctuates from year to year depending on requirements but on average we set aside around £400k for our building and ICT assets each year and then supplement this with other external grants and contributions and where appropriate prudential borrowing.

We are also investing in a 'Programme for Growth' – a strategic programme to support our Council Plan. Spending is subject to available resources (for example from renewable energy business rates) and currently the programme totals £10.9m spread

Medium Term Financial Strategy (Sept 2019)	2020/21
Revenue – General Fund (net)	£11m
Revenue – Housing Revenue Account	£7m
Capital - Housing	£5m
Capital – General Fund	£650k

over multiple years. Further funding windfalls are expected which means there is the potential to extend the programme to support this refreshed Council Plan and proposals for an additional £8.5m will be considered as part of the budget round for 2020/21.

Further information on our spending plans is available in the Medium Term Financial Strategy approved by Council in September each year.

APPENDIX B – COUNCIL PLAN 2020-30 ON A PAGE

Our **VISION** is...

The Selby district is *a great place*

Our **STRATEGIC PRIORITIES** are...

a great place to
LIVE

a great place to
ENJOY

a great place to
GROW

a great place with a Council delivering
GREAT VALUE

Our **OBJECTIVES** for successful delivery are...

- improved housing supply
- better quality council homes
- improved town centres

- improved environmental quality
- safe neighbourhoods
- improved sustainable transport

- increased investment in the district
- more well paid jobs
- higher skills levels

- digitally enabled customer service
- good quality services
- financially sustainable

Our **HEADLINE DELIVERY PRIORITIES** for the first three years to deliver those objectives are...

- **Enable the delivery of increased housing supply** through close working with strategic partners and with landowners and developers to promote sustainable development, support improved environmental standards for housing and development in line with national standards.
- **Increase the number of affordable homes** in the Selby district through delivery of our housing development programme - including the strategic acquisition of existing homes - to ensure all households in the district have access to sustainable accommodation that supports them to fulfil their ambitions and aspirations.
- **Invest in improving the quality of Selby District Council housing stock** through implementing the revised HRA Business Plan.
- **Develop a long-term programme of market town regeneration** to support the development of vibrant town centres and places in Selby, Tadcaster and Sherburn and the provision of high quality leisure, service and accommodation offers for residents, visitors and businesses.

- **Deliver improved environmental standards** through working closely with delivery partners to significantly reduce household waste, improve recycling and uphold the cleanliness of Selby district streets and public spaces.
- **Enhance community safety** and feelings of community wellbeing through working closely with strategic partners, building on co-location with the Police and enhancing public spaces.
- **Respond to our developing understanding of the impacts of climate change** to foster local resilience and assurance through identifying and promoting low carbon – including aiming for the Council to be Carbon neutral before 2050 - and working with strategic partners to explore the economic potential of a M62 low carbon energy corridor.
- **Protect and promote Green Infrastructure** to support wider health and socio-economic benefits through the setting of robust minimum standards and promotion of sustainable transport to support climate change adaptation.

- **Deliver a new Local Plan for the Selby District** to set out the strategic priorities for the sustainable development of the district - including those covering housing, commercial, public and private development, transport infrastructure and protection for the local environment.
- **Enable a thriving visitor economy** underpinned by a sustained focus on enhancing the district's cultural, retail and leisure offer.
- **Support enterprise and business growth** that benefits local residents through development of the necessary infrastructure and support to attract new business investments and support local business to grow.
- **Support the local workforce to reach their potential:** increasing apprenticeship and vocational training, including in emerging clean growth industries, removing health and transport barriers and supporting those out of work to drive productivity and growth.

- **Adopt a digital first approach to delivering on customer needs**, utilising digital technology to provide help, advice, information and easy access to services in a way that suits our customers.
- **Support and develop a workforce to deliver our ambitions** with the right people in the right roles with the right skills and supported by digital technology.
- **Implement a strategic approach to the use of our physical and financial assets** to ensure they support the future sustainability of the Council and realisation of our ambitions with recognition of the importance of promoting a sustainable environment.
- **Ensure service delivery arrangements maximise value for money for residents**, keeping service design and delivery under review, encourage innovation and improvement and maximise the benefits of a mixed economy of provision to keep costs down, build in resilience and maintain standards.

Our staff will demonstrate the following **VALUES**...

Customer focused

"I'm happy that people get the help they need"

Business-like

"I feel like everything I do at work adds value"

One team Selby

"I feel I am an important part of something bigger"

Flexible

"I feel energised and positive about change"

Forward thinking

"I feel encouraged to come up with new ideas and that I am listened to"

Trustworthy

"I am treated fairly and honestly, so that's how I treat others"

In delivering these priorities we will be guided by our **PRINCIPLES**...

Collaborative

"We will be outward-focused and work with others to get things done"

Community-focused

"We will empower and involve people in decisions about their area and their services"

Customer-centred

"We will utilise digital technology to improve access to services and enable people to use self-service channels"

Wellbeing-led

"We will consider the impact on encouraging healthy life choices in our decision-making"

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Report Reference Number: C/19/10

To: Council
Date: 17 December 2019
Ward(s) Affected: All
Author: Palbinder Mann, Democratic Services Manager
Lead Executive Member: Councillor David Buckle, Lead Executive Member for Communities and Economic Development
Lead Officer: Angela Crossland, Head of Communities, Partnerships and Customers

Title: Community Engagement Forums Annual Reports: 2018-19

Summary:

The Council has five Community Engagement Forums (CEFs) which have been in place since 2009. Each CEF is required to submit an annual report to Council detailing their work for the past year including progress with their Community Development Plans (CDPs), key achievements and details of the community initiatives, projects and other proposals that the CEF has supported through funding. The membership for each CEF in 2018-19 is attached at **Appendix A** while the annual reports are attached at **Appendices B to F**.

Recommendation:

To note the contents of the reports and make any comments.

Reasons for recommendation

To ensure that the work of the CEFs is recognised and they are working towards the delivery of their Community Development Plans.

1. Introduction and background

1.1 There are currently five CEFs covering the Selby District area; all North Yorkshire County Council Councillors and Selby District Councillors for the respective CEF areas are automatically admitted as voting members of the CEF. In addition, each CEF can co-opt eight partners on to the Partnership Board; these may be representatives from local Town or Parish Councils, or community activists. The Chair of each CEF is determined by Council. Details of each CEF and its membership in 2018-19 can be found at **Appendix A**.

2. The Report

2.1 A key part of the CEFs is to allow for collaboration between local and regional service providers, local businesses, community groups and individual residents. Through this, the CEFs can help to make a positive impact on residents' lives and their respective communities, and help to empower local people to shape their own communities so that they reflect the needs and aspirations of those who live there.

2.2 Each CEF holds the following meetings:

Community Forums

These allow the opportunity for residents of the CEF to raise issues relating to the area. Residents are also able to learn more about opportunities and services available within the CEF area by listening to presentations and discussions based on key themes affecting the residents and based around the respective CDP. Forums take place across the CEF areas.

Partnership Boards

Partnership Boards allow for the planning of the Community Forums and to discuss the key issues raised at the meetings. They also allow for the consideration of funding applications and monitoring of the CDP.

2.3 In order to assist in the development and delivery of the CDP, each CEF is allocated a yearly funding sum of £20,000 which they can allocate to projects and initiatives in their area in accordance with the CEF Funding Framework.

2.4 Each report details the respective CEF's activity for the year 2018-19 including a summary of funding granted and an overview of the Community Forum events. Outlined also are each CEF's key priorities in terms of their CDP.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

The decision making process and rules governing the administration for CEFs has to be in line with the Council's Constitution.

4.2 Financial Implications

Each CEF is allocated £20,000 per year to spend on the initiatives in their area as well as on developing the CDP.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. Effective and meaningful engagement with local communities underpins the work of the Council.

4.5 Resource Implications

Not applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

5.1 The Council is asked to note the reports and make any comments.

6. Background Documents

None.

7. Appendices

Appendix A – Details of CEF Membership 2018-19
Appendix B – Central CEF Annual Report 2018-19
Appendix C – Eastern CEF Annual Report 2018-19
Appendix D – Southern CEF Annual Report 2018-19
Appendix E – Tadcaster and Villages CEF Annual Report 2018-19
Appendix F – Western CEF Annual Report 2018-19

Contact Officer:

Palbinder Mann
Democratic Services Manager
pmann@selby.gov.uk
01757 292207

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CEF MEMBERSHIPS 2018-19

Central Partnership Board Members

District and County Councillors (11)

Name	Representing
Ian Chilvers (Chair)	Selby District Council
Karl Arthur	Selby District Council / North Yorkshire County Council
Judith Chilvers*	Selby District Council
Mark Crane	Selby District Council
Stephanie Duckett	Selby District Council / North Yorkshire County Council
Clifford Lunn	Selby District Council / North Yorkshire County Council
Brian Marshall	Selby District Council
Wendy Nichols	Selby District Council
Jennifer Shaw-Wright	Selby District Council
Jude Thurlow	Selby District Council
Paul Welch**	Selby District Council

Co-opted Members (8)

Name	Representing
Margaret Bontoft	Brayton Parish Council
Pat Chambers	Co-opted member
Melanie Davis*	Selby Town Council
Michael Dyson*	Selby Civic Society
Fred Matthews	Selby Town Council
Keith Watkins	Co-opted Member
Anthony Wray*	Barlow Parish Council
Steve Shaw-Wright (Vice Chair)	Selby Town Council

*denotes member of Funding Sub-Committee

**denotes Chair of Funding Sub-Committee

Eastern Partnership Board Members
District and County Councillors (9)

Name	Representing
Liz Casling	Selby District Council
Karl Arthur (Vice Chair)	Selby District Council
John Cattanach	Selby District Council
James Deans	Selby District Council
Stephanie Duckett	Selby District Council
Mike Jordan	Selby District Council
Andrew Lee	North Yorkshire County Council
Richard Musgrave	North Yorkshire County Council / Selby District Council
Ian Reynolds	Selby District Council

Co-opted Members (8)

Name	Representing
Howard Adamson	Co-opted Member
John Cook	Co-opted Member
Mike Cowling	Co-opted Member
Brian Keen	Co-opted Member
Gillian Little	Co-opted Member
Bob Proctor (Chair)	Co-opted Member
Lesley Senior	Co-opted Member
Kate Urwin	Co-opted Member

Western Partnership Board Members

Councillors (8)

Name	Representing
David Buckle	Selby District Council
Mel Hobson	Selby District Council / North Yorkshire County Council
David Hutchinson	Selby District Council
John Mackman	Selby District Council
John McCartney	North Yorkshire County Council
Bob Packham	Selby District Council
Chris Pearson	Selby District Council / North Yorkshire County Council
Bryn Sage	Selby District Council

Co-opted Members (8)

Name	Representing
Andrew Pound (Chair)	Fairburn Parish Council (PC Chair)
Howard Ferguson	Co-opted Member
Jenny Mitchell*	Byram cum Sutton Parish Council
David Nicklin*	Byram cum Sutton Parish Council
Jenny Prescott**	Sherburn Parish Council
Rita Stephenson*	Fairburn Parish Council
VACANCY	VACANCY
Stuart Wroe*	Burton Salmon Parish Council

*denotes member of Funding Sub-Committee

**denotes Chair of Funding Sub-Committee

Tadcaster & Villages Partnership Board Members**Councillors (6)**

Name	Representing
Richard Sweeting (Chair)	Selby District Council
Keith Ellis (Vice Chair)	Selby District Council
Andrew Lee	North Yorkshire County Council
Donald Mackay	Selby District Council / North Yorkshire County Council
Chris Metcalfe	Selby District Council
Richard Musgrave	Selby District Council / North Yorkshire County Council

Co-opted Members (8)

Name	Representing
Steve Cobb	Tadcaster Town Council
Zoe Devine	Co-opted Member
Elizabeth Dixon	Co-opted Member
Bea Rowntree	Co-opted Member
Kirsty Perkins	Co-opted Member
Trevor Phillips	Parish Councils
Avis Thomas	Parish Councils
Sue Sheriff	Co-opted Member

Southern Partnership Board Members

District and County Councillors (7)

Name	Representing
Mike Jordan	Selby District Council / North Yorkshire County Council
Clifford Lunn	Selby District Council / North Yorkshire County Council
John McCartney	North Yorkshire County Council
Mary McCartney	Selby District Council
Chris Pearson*	Selby District Council / North Yorkshire County Council
Dave Peart (Chair)*	Selby District Council
Debbie White	Selby District Council

Co-opted Members (8)

Name	Representing
Michael Rodger	Co-opted Member
Steve Carr*	Co-opted Member
Fiona Conon* (Vice Chair)	Co-opted Member
Steve Laurenson	Co-opted Member
Gillian Ivey	Co-opted Member
Dave Perry*	Co-opted Member
Josh Windle	Co-opted Member
Keith Westwood	Co-opted Member

*denotes member of Funding Sub-Committee

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Annual Report 2018 - 2019

Introduction

Our key objectives for the year 2018/2019 were:

- Tidy Environment
- Community Safety
- Health and Well-Being
- Public Transport, Traffic and Speed

A Community Development Plan was agreed ensuring we utilised the Central Area budget to maximise impact and investment in our area. Within the plan there were a number of projects that a member of the Board took a lead on, and subsequently delivered and reported back on. This arrangement has worked well.

Community Engagement Forums

The Central Area CEF has held five Forums since April 2018 and these have been held across the area to try and capture different audiences. Meetings commence with an array of service providers. They are given the opportunity for 5 minutes updates and questions from the floor. The main meetings are then usually themed around a subject of particular interest and relevance. Forums were held as follows:

- 4 April 2018 at Selby Community Centre. The Councils Communities Team talked about their latest projects. Selby Big Local talked about a new youth project.
- 13 June 2018 at Barlow Village Hall. Cllr Crane talked about prosperity within Selby.
- 12 September 2018 at the Cuncliffe Centre. The theme was around funding for community groups and the Police gave a talk on fraud prevention.
- 12 December 2018 at Barlby Bridge Primary School. Flooding and Community Resilience.
- 13 March 2019 at Selby Community Centre. The Community Economic Team talked about the Future High Street Fund.

Attendance has been varied, with Forums being poorly attended by members of the public; despite a significant investment in direct mail.

Partnership Board Meetings

The Partnership Board has met on four occasions. These meetings were held at Selby Civic Centre on: 4 July 2018, 3 October 2018, 22 January 2019 and 27 March 2019.

Our Priorities for 2018-2019

We have continued to build on our priority from last year in that we tried to engage with more residents through the Forums through providing more stimulating and “themed” agendas.

Grants Awarded to March 2019

Poppy Appeal – Waterfall of Poppies £5000 - 'The Selby Waterfall of Poppies'

2018 will see Selby Abbey transformed into a beacon of remembrance for the First World War with thousands of knitted poppies cascading down from the tower to the grass.



Selby Park Picnic Brass Band - £3000 - A summer season of brass band concerts featuring some of the region’s best bands was delivered in Selby Park to help the Abbey celebrate its 950th anniversary.

The programme of concerts was delivered by Selby’s leisure providers, Inspiring healthy lifestyles. As well as the band performances there was also traditional and fun children’s entertainment including clowns and magicians. All the events were free.

The Summer Picnic Brass Sunday afternoon concerts in the Park will take place on Sunday May 26, Sunday June 23, Sunday 21 July and Sunday 25 August.



Selby Big Local – The Empowerment Project - £4000 (*Report pending*)

The Friendship Café (Selby Youth Council) £336 - Funding was used to support the development of a 'soup kitchen' at Flaxley Road (Selby Big Local) for young people to attend. The café gives young people the opportunity to come together to socialise in a safe environment. (*Report pending*)

Childrens Reading Festival - £5000 - The Selby District Children's Reading Festival had two key outcomes. These were the promotion of literacy and books to children and their families who would not otherwise have had access to an event like this, and also the promotion of Selby Town, bringing communities together, also promoting wellbeing and provisions for the youth of the town. All 42 schools within the Selby District were invited to attend the families and communities day that was held at Selby Abbey on the Saturday. In addition in January all 42 schools were invited to take part in writing an eight-line poem about Selby Abbey to help celebrate 950 years.

We held an evening with the artists event at Selby Town Hall with special guest Michael Bradley who flew in from Ireland especially for the event. Michael is one of the patrons of Children's Literature Festivals. I was pleased that Deputy Mayor Malik Rofidi was able to attend this event and was received positively by all. The Mayor of Selby, Eva Lambert also attended the event opening on the Wednesday with Mailk, both Eva and Malik are two true dedicated individuals and asset to the town.

In the run up to the families and communities day, we held two days of author read aloud interactive sessions, inviting children via the schools. The event is held for the children and not the school. We decided that the best way to ensure all children had an equal opportunity, was to invite via the school, as some parents may not have attended or brought their children to the families and communities day.

There were a series of read aloud sessions with authors who covered all primary school age ranges, as well as book signings and other activities. In addition to reading aloud, the authors also answered questions. The children who were unable to attend with their family on the Saturday received their book via their school.

Schools who received free books: Selby Community Primary: Selby Abbey Primary: Barwick Parade: Barlby Bridge: St Marys Primary: Staynor Hall: Thorpe Willoughby: Staynor Hall

£5,000 helped to provide 1643 Books.

The impact of this event on the children and their families is hard to measure quantitatively, but the feedback from parents has been extremely positive and there have been calls for another event. The aim of the event was to get the books directly to the children and to give them an opportunity to experience a reading-centred event that they would not otherwise have had. Children and families from Selby and the district attended and in addition families travelled from Leeds, Hull, Doncaster and York. The event reached children both from deprived areas and those that are more affluent, promoting equal opportunities for all. This has had a positive impact on the children. The event brought people into the Abbey and the town in general thus having a positive impact on the town on that day in particular.




Parent Power – Empowering Parents to Support Themselves - £970



PPP aims to support parents who have children with additional needs.

We provide a voice for parents and are keen to ensure services are developed across Selby district to meet the needs of families in the area.

Yorkshire Energy Green Doctor – Community Energy Ambassadors £2670



FREE Training

To become an Energy Ambassador

A new and exciting opportunity for residents in Selby District. Ignite new skills, make a difference and be part of our energy saving revolution!

A fun 6-session course covering energy efficiency, saving money and supporting others to do the same. Enabling you to make savings in your home, for your family and friends, as well as for any community organisations you're involved with.

The course will run locally on the following dates:

Mondays 10am – 2pm
Commencing 25th September 2017





Or

Wednesdays 12.30pm – 4.30pm
Commencing 15th November 2017

Venues will be confirmed, to suit participant needs, travel expenses can be reimbursed.

Due to funding restrictions, participants must not be in paid employment, need to be aged over 18 (there is no upper age limit) and not be in any other training of more than 8 hours per week at the time of the course.

For more information and to sign up contact:
 Kate at: kate@yorkshireenergydoctor.org.uk or Emily on: 07538253398
 Explore further at: www.yorkshireenergydoctor.org.uk

Between July and November 2019 we ran two Community Energy Ambassadors training courses in Selby, jointly funded by the ESF, WEA and Stronger Communities. The first course started on 16th July 2019 and the second on 15th October 2019. Both ran for 5

weeks and were held at Community House in Selby. In total we had 16 people attend across the two courses, these included volunteers involved with Selby Food Bank, Horton Housing Community Cafes, Big Local, Selby District Disability Forum, Selby AVS, St Wilfrid's Wellbeing Café, Over 50s Computing Club, Hands of Hope, Selby Abbey, Selby Community Choir, Friendship Friday, and Horizons, as well as a few interested residents. The course covered issues around debunking myths around energy use, understanding how much appliances cost to run, heating types and fuel poverty in the Selby District, understanding energy bills, switching energy supplier, renewable energy technologies, and schemes available to help residents with their energy bills and heating.

Feedback collated from the attendees showed that:

- Knowledge around energy increased from 2.15/5 before the course to 4.77/5 after the course
- Course content was rated at 5/5 and 100% of attendees would recommend the course to others
- Nearly 85% of attendees had already spoken to at least one other person about some of the topics we covered throughout the period of the course. On average they had shared information with 4 other people, thus reaching an extra 64 people through the project

During the session on energy bills and switching, attendees brought in their own energy bills and we reviewed their tariffs. Actual savings were generated of £1,865 just from people on the course switching their own energy supplier or tariff, applying for financial help towards their bills or getting a water meter fitted. This was a vital part of the course as, by going through the process themselves, attendees are much better equipped to then talk to others, to be able to share their own experience, and to allay any fears.

Our project met the Community Development Plan objectives of:

HEALTH AND WELL-BEING: Raise awareness and break down barriers around community health and well-being and encourage practical support activities.

- a) Ultimately the main aim of supporting residents with their energy costs is to ensure that everyone can afford to heat their homes to a comfortable and safe temperature, and to minimise the stress and anxiety that energy bills can cause. We have delivered a very practical and interactive course to teach local people all about energy, how people can reduce their costs and still be warm and well at home. Attendees have reduced their own bills and are now equipped to share information and practical energy saving tips further afield through community groups and their own social networks. Attendees are also now fully informed of local support schemes and thus would be able to signpost friends, family, neighbours or clients to appropriate services should more in-depth advice be needed.
- b) The course is designed to be participatory and interactive and offers an opportunity for attendees to not just learn about energy but also to build confidence and improve communication skills, as well as empowering people to make changes in their own households.
- c) In some cases the project has also contributed to alleviating social isolation and created practical support activities. This was a new opportunity in Selby where residents could attend a five-week course, learn new skills, meet new people, build relationships, share experiences and feel part of a new initiative. Going forward we will give the Community Energy Ambassadors opportunities to be involved in a number of community engagement activities in early 2020.

We were really pleased to have such a good mix of people attend the course who were very positive and engaged with the topic. It was particularly beneficial to have a large number of people who are involved with different community groups in Selby. We will

now be looking at opportunities to work with the Energy Ambassadors to link up with attendees of these groups and to potentially organise awareness events or talks. One unexpected outcome came from a discussion around solar panels which led to one attendee discovering that her elderly father had been persuaded to pay £1000s to have un-necessary equipment fitted to his existing solar PV installation. With our support the participant has subsequently felt empowered to take the case on to try and get him some money back.



Feedback comments:

What was most useful?

- “to learn how to save money and to switch suppliers [and] how much energy we do actually use”
- “Everything was useful”
- “how to understand my energy bills”
- “the way the course was presented with quizzes, facts and slide information”
- “info on insulation and heating improvements”
- “learning what appliances cost to run”
- “learning about what help there is”

Other comments:

- “Totally brilliant course”
- “I now feel confident to address my finances and bills”
- “Very informative, well set out, tutor was very knowledgeable”
- “Very informative, well run course”
- “Loved it!”
- “I really enjoyed the course”
- “The course was very good”

Thanks to the Central CEF for providing funding for this project.

Selby Under 15's RUFC Tour £500 - Getting Selby Active

The whole team played rugby games against Kirkby Lonsdale and Stafford, these games were on Saturday and Sunday. Parents were supporting the teams from the sidelines. We also played parents versus boys at Rugby Rounders and touch rugby. Everyone played Rugby Golf. We all ate together in a marquee set up by the club so it was great to see everyone bonding.



Flaxley Road Tenants Association – Community Defibrillator £1000.

This was installed with a cabinet into the Coultish Centre on Charles Street.

Groundwork (Central CEF) Steam Crane Feasibility Study - £2000.

A feasibility study was carried out by Bridgway Consulting Limited in March 2019. This comprehensive report advised costs to restore and transport to a new location would be around £57,000. It was agreed unanimously that the District Council would not be supporting this. The report has been circulated to the Selibians for their consideration.



Magnetic Arts - £1000 awarded to fund a 6 week week structured course at Selby Town Hall, during the project St Leannard's Hospice asked the group to produce artwork for exhibition and sale at Selby Abbey. 11 people attended many of whom had mental health issues. Evaluation was positive.



2019 - 2020 Focus

- We are reviewing the Community Development Plan (January 2020).
- We are reviewing the forums and how we engage. Within that we are reviewing how we get the message out to applicants re CEF Funding.

The Board

The following people make up the current Board for the Central CEF:

Councillor	Representing
Ian Chilvers (Chair)	Selby District Council
Karl Arthur	Selby District Council/North Yorkshire County Council
Judith Chilvers	Selby District Council
Mark Crane	Selby District Council
Stephanie Duckett	Selby District Council/North Yorkshire County Council
Clifford Lunn	Selby District Council/North Yorkshire County Council
Steven Shaw Wright (Vice Chair)	Selby District Council

Wendy Nichols	Selby District Council
Jennifer Shaw-Wright	Selby District Council
Keith Franks	Selby District Council
Paul Welch	Selby District Council

Co-opted Members

Name	Representing
Margaret Bontoft	Brayton Parish Council
Pat Chambers	Co-opted member
Melanie Davis	Selby Town Council
Michael Dyson	Selby Civic Society
Fred Matthews	Selby Town Council
Keith Watkins	Co-opted Member
VACANCY	Co-opted Member
Anthony Wray	Barlow Parish Council

Budget 2018-19

Central Community Engagement Forum Financial Report. 1 April 2018 to 31 March 2019

	Balance carried forward from 2017/18	£14,671.00
	Grant from SDC for 2018/19	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2018/19	£34,671.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	14-Mar-18	11-Apr-19	Groundwork / Central CEF	Steam Crane Feasibility Study (awaiting invoice from Groundwork)		£2,000.00
	14-Mar-18	12-Apr-18	Magnetic Arts	Spring into Art	£1,000.00	
	N/A	12-Apr-18	Selby Community Centre	Hire of Lounge for Forum 04.04.18	£28.00	
	N/A	21-Jun-18	Barlow Village Club	Room Hire and Tea/Coffee for Forum 13.06.18	£45.00	
	20-Aug-18	06-Sep-18	Poppy Appeal Selby	Poppy Waterfall at Selby Abbey	£5,000.00	
		11-Jul-18	Cunliffe Centre	Room Hire for Forum 12.09.18	£30.00	
	03-Oct-18		Inspiring Healthy Lifestyles	Selby Park: Picnic Brass Events Programme 2019	£3,000.00	£2,000.00
	03-Oct-18	14-Feb-19	Selby Big Local	Big Aspirations - The Empowerment Project	£4,000.00	
	03-Oct-18		Youth Council (Groundwork)	Friendship Café	£336.00	
	03-Oct-18		Wild Studios	CEF Promotional Videos		£595.00
	03-Oct-18		N/A	Budget agreed by Board to trial leaflets and refreshments for forthcoming forums		£400.00
	25-Oct-18	25-Oct-18	Petty Cash	Cakes for Central - I Chilvers	£10.00	
	01-Nov-18	01-Nov-18	Barby Bridge School	Hire of School for 12/12/18 Forum	£87.50	
	06-Dec-18	06-Dec-18	CreateTVT	Print and distribute leaflets	£276.00	
	22-Jan-19	14-Feb-19	Childrens Reading Festival	Selby District Childrens Literature Festival	£5,000.00	
	22-Jan-19	14-Feb-19	Parent Power Project	Empowering Parents to Support Themselves	£970.00	
	22-Jan-19	14-Feb-19	Yorkshire Energy Doctor CIC	Central CEF Community Energy Ambassadors	£2,670.00	
		14-Feb-19	Petty Cash	Refreshments	£26.99	
	27-Feb-19	07-Mar-19	CreateTVT	Print and distribute leaflets for Forum on 13 March	£315.00	
		07-Mar-19	Reach	Flyer Design	£65.00	
		07-Mar-19	Selby Community Trust	Hire of Hall	£70.00	

Total Actual Spend to date £22,929.49

Remaining Commitments not paid £4,995.00

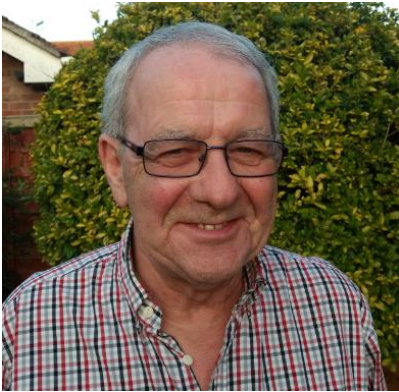
This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining £6,746.51

This figure is the total budget available minus actual spend.

Total balance remaining £11,741.51

Eastern CEF Annual Impact Report 2018 -19



Chair's Foreword

This was my first full year as Chair and we had another busy one. Some excellent applications for funding were considered and, in the main, granted.

In addition we have had a wide variety of subjects for our Forums and we hope to promote these better in the coming year to improve attendance. If members and supporters could help by promoting our events on their Social Media pages it would be very helpful.

Thanks to all the board members, Karl Arthur – Vice Chair, Dawn Drury and Chris Hailey Norris for their support throughout the year.

Bob Procter – Chair Eastern CEF Partnership Board

Introduction

Community Engagement Forums are a collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents.

The Eastern Area CEF commenced in April 2010 and covers a large rural area including the following parishes: Barlby, Cawood, Cliffe, Escrick, Hemingbrough, Kelfield, Lund, North Duffield, Osgodby, Riccall, Ryther, Skipwith, South Duffield, Stillingfleet, Thorganby and Wistow

Partnership Board Work

Our Community Development Plan focuses on the following overarching priorities;

- Highlight and act upon local issues
- Support our villages to provide a vibrant range of activities
- Encourage involvement and volunteering in our community
- Address transport issues
- Encourage information sharing between communities, activities and organisations
- Address issues of loneliness and isolation
- Increase activities for young people

Grants Awarded Total for 2018/19 £12,382

PAROCHIAL CHURCH COUNCIL OF ST HELEN'S CHURCH, ESCRICK 'ESCRICK HERITAGE HUB', £982

Provision of 11 folding tables to be used for a number of activities. The current tables were both very old and very heavy making them difficult for the volunteers to manoeuvre into the different formations needed for the activities run at the Church.

**CLIFFE VILLAGE INSTITUTE,
ROOF REPAIRS £1,000**

Towards the cost of replacing the lower level of a flat roof over the kitchen area.

**AGE UK SELBY DISTRICT
AGE UK SELBY DISTRICT SHOPPING BUS SERVICE, £5,000**

To provide a weekly shopping bus service to cover the villages of Riccall, Ryther and Kelfield. The service would help to tackle loneliness and isolation, maximise social inclusion and independence, enable people to get out of the house and be more active.

**PROJECT: WILD C.I.C.
"SCHOOLS GO WILD!" £5,400**

For the provision of wildlife workshops in primary and secondary schools across the Eastern CEF area. The purpose of the workshops was to encourage young people to understand, appreciate and protect the wildlife in the rural area.

Impact

Escrick & Deighton Social Club

New kitchen

The Eastern CEF gave a £9,750 grant to replace the dated existing kitchen at the Escrick & Deighton Social Club. This has helped increase the club capacity and adhere to the latest catering standards.

Selby Tiger Sharks Swimming Club

Coaching Course Costs

We could never have afforded to improve our coaching capabilities without the money and would have had to focus on the children's welfare alone. Our coaches have learned so much from the courses they have attended and it is reflected in the diversity in training sessions which has been to the benefit of all our swimmers. Our Head Coach is now able to split her time between the Junior & Senior Squads – taking time to develop and enhance techniques amongst the Junior's and then really challenging the Senior Squad confident in the knowledge that our other coaches can oversee the sessions organised and set out.

1st Cliffe Brownies

Funding to assist with the opening of a new Brownie unit in Cliffe.

Without the funding provided with this grant we would not have been able to provide the girls with experiences they have had so far. We are so grateful for the great start that this gave our unit and look forward to many years of having a very successful Brownie unit. Thank you.

Hemingbrough Outdoor Bowling

Bowling For All initiative

I did not expect the positive feedback so soon. We already have had 5 new junior members join.

Hemingbrough Hagg Lane Green Conservation Trust

This Project which involved the removal of dead and fallen trees from the pond provided an opportunity for Volunteers and Members of the Group to meet during the winter days to get out in the open air and chat. The renovated area has provided an additional amenity that has been used by the group to hold The Easter Egg Hunt and The Pond Dipping at the Annual Open Day.



PlayStillingfleet

Stillingfleet village defibrillator project

The inclusion in the project of a training event provided 40 residents with the opportunity to learn essential life-saving skills.

The skills covered in the training session are transferable to any emergency situation a participant may find themselves in, thus increasing the impact of the project and the chances of a life being saved.



St Helen's Escrick

Escrick Church Heritage Project

The provision of the folding tables in our

Heritage Hub will help us deliver a wide range of social, educational and heritage activities for the benefit of both the local community and those from surrounding villages.

We have received enthusiastic responses to our requests for volunteers. Specific training is being provided for the roles to be undertaken, providing both social and educational benefits for the local community.

Cliffe Village Institute

Roof Repairs

The project has been successful in providing a safe, soundly constructed and water-sealed environment for those wishing to use the institute. With the successful completion of the work, all regular activities and privately hired events can continue to be held in the building for many years to come.

Public Forums

During the year 3 public meetings have been held providing the opportunities for local residents to find out more about local initiatives.

At each forum we have a "Market Place" area with stalls staffed by North Yorkshire Police, Highways, Selby District Council and Community organisations.

This provides a wonderful opportunity for residents to discuss the issues that affect them with the appropriate organisation.

June 2018

Message in a bottle

This CEF forum focused on marketing and social media to raise the profile of your organisation and to maintain good communication networks.

You are warmly invited to the Eastern CEF Public Forum

Message in a bottle

Eastern Area
Community Equipment Trust

This event will include presentations and practical advice about how to utilise social media and other marketing methods.

Free Food and Refreshments

Alison Copsey is a freelance sales and marketing consultant with over 20 years experience across a number of industry sectors. She has worked freelance for the last 7 years and provides business support to a number of clients increasing sales through effective marketing. Alison will present on the benefits of social media in reaching your target customers along with ideas of how traditional marketing techniques can compliment this.

Paul Stringer is a freelance IT consultant, and trainer, with over a decade of experience in technical support and training. Paul is interested in exploring the untapped potential of existing technologies, and finding new ways to use them in conjunction. Paul's talk will be an overview of ways to use social media effectively and intelligently, to reach a wider audience while minimising unnecessary duplication of work, and saving time.

The Regen Centre, Landing Lane, Riccall, YO19 6PW

6.30pm Wednesday 20th June 2018

Also the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations

Please contact the Democratic Services team for further information on 01757 705101 or DemocraticServices@selby.gov.uk

Body Talk

An overview of community services to improve the health of residents. Presentations were given from the Parish Nurses and new Diabetes Type 2 prevention initiative.

You are warmly invited to the Eastern CEF Public Forum

Body Talk

This event will include presentations and practical advice about new services to address and prevent diabetes, as well as health support available.



Speakers
Alison Wimbles: Selby District Parish Nurses
Scott Walker: Diabetes Project Officer, Humber, Coast & Vale Health & Care Partnership

The Parish Nurses will be available to carry out blood pressure checks. Also the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations

Hemingbrough Methodist Church,
Main Street, Hemingbrough, YO8 6QE
Thursday 27th September 2018 from 6.30pm

Free Food and Refreshments

Please contact the Democratic Services team for further information on **01757 705101** or DemocraticServices@selby.gov.uk



To find out more about the work that we do and the community funding that is available please visit www.selby.gov.uk/cefs

Reduce your risk of Type 2 diabetes.

“Healthier You— NHS Diabetes Prevention Programme”


can help you put your health back in your hands by supporting you to make changes to your diet, weight and the amount of physical activity that you do.

Taking this kind of action now is very important as it can reduce your risk of, or even stop you, developing the very serious health condition of Type 2 diabetes.



To find out more about this exciting, free, healthy lifestyle programme please come along to meet with Scott Walker — Diabetes Project Officer (Humber, Coast & Vale Health & Care Partnership) & Jan Gould Martin. (ICS Health & Wellbeing)

HEALTHIER YOU
NHS DIABETES PREVENTION PROGRAMME



January 2019

Developing Our Future

This was an interactive workshop to discuss what the priorities should be for the new Community Development Plan.

The following people make up the Partnership Board for the Eastern CEF:

District Councillors

Cllr John Cattanach, Cllr John Duggan, Cllr Neil Reader, Cllr Mark Topping,

District / County Councillors

Cllr Karl Arthur, Cllr Steph Duckett, Cllr Mike Jordan, Cllr Andrew Lee, Cllr Richard Musgrave

Community Activists

Howard Adamson, John Cook, Mike Cowling, Brian Keen, Gillian Little, Bob Procter, Lesley Senior, Kate Urwin

You are warmly invited to the Eastern CEF Event

Developing Our Future



The Community Development Plan (CDP) allows the CEF partnership board to concentrate its efforts on the issues, projects and improvements that Parish Councils, community groups and local organisations wish to progress within their area.

The Eastern CPD has had many successes in particular funding Community buildings, Youth events, health and welfare projects, and community cafes.

The Board would like to invite all Parish Councils and local groups to be involved in forming the new CPD and as such will be holding an interactive workshop.

The Riccall Regen Centre,
Landing Lane, Riccall, York, YO19 6PW

Wednesday 23rd January 2019
from 6.30pm onwards

Free Food and Refreshments

To confirm your attendance please email chris@selbydistrictcouncil.org.uk

www.selby.gov.uk/cefs

2019-20 Focus

We have successfully completed our consultation to develop a new Community Development Plan.

Our 5 priority areas of work moving forwards are;

- Developing activities for Young People
- Developing community organisations and facilities
- Crime and Crime Prevention
- Public Transport
- Addressing loneliness and isolation

Our public forums, funding allocations and campaign work will be focused on these priority areas, working with partner organisations to find practical solutions and encourage new development.

How Can You Get Involved?

Information about the work of the CEF, future events and details about accessing funding can be found at www.selby.gov.uk/cefs

All of our meetings and events are open for the public to attend. Minutes and agendas can be accessed through the CEF website pages.

You can join the CEF mailing list to be sent all the latest news by emailing cefadmin@selby.gov.uk

You can also use the email address to let us know about any issues you feel need addressing in your community, or to suggest ideas for future Public Forums.

We look forward to hearing from you.



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Southern CEF Annual Impact Report 2018-19



Southern Area
Community Engagement Forum



Chair's Foreword

It has been another busy year for the Southern CEF. We have continued to tour the area consulting with residents on the issues they face and the speakers they would like to see.

We have funded an array of activities and organisations to improve community facilities, address loneliness and isolation, and increase community participation.

We have also commenced preparing a new Community Development Plan which will help us to agree on the priorities that residents would like us to focus on.

Cllr Mike Jordan, Chair Southern CEF Partnership Board

Introduction

Community Engagement Forums are a collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents.

This rural area comprises of the following parishes: Balne, Beal, Burn, Camblesforth, Carlton, Chapel Haddlesey, Cridling Stubbs, Drax, Eggborough, Gateforth, Heck, Hambleton, Hensall, Hirst Courtney, Kellington, Kirk Smeaton, Little Smeaton, Long Drax, Newland, Stapleton, Temple Hirst, Thorpe Willoughby, Stubbs Walden, West Haddlesey, Whitley and Womersley

Partnership Board Work

Our Community Development Plan has continued to focus on 3 key areas;

- Youth Service Provision
- Addressing Loneliness and Isolation
- Increasing access to community transport for residents

As well as specific activities taken place the CEF has also created a series of Public Forums and funded a range of new projects to address these themes.

Grants Awarded

Through the year the CEF Partnership Board has considered and awarded a range of grants to local initiatives that enhance the work of their Community Development Plan. This year a total of £24,269.48 has been awarded.

WEST BANK DE-FIB FUND £1,700

To purchase a defibrillator and a steel lockable box in which to store it, within the parish of Hirst Courtney. Training costs will be self-funded on a three year rolling programme by an annual fund raising event.

HENSALL WEDNESDAY CLUB, £1,000

To provide two coach trips for the elderly members of the group; along with help towards the cost of having speakers for the group meetings.

CARLTON RAINBOWS AND BROWNIES GIRLGUIDING, £600

To support the group to ensure all members would be able to attend their 'Kings Wood' trip event.

MAKING THINGS HAPPEN C.I.C., £4,930

Wellbeing and Fitness project to support and develop vulnerable individuals in the community and to teach them how physical fitness and nutrition could improve the quality of their life.

YORKSHIRE ENERGY DOCTOR C.I.C., £4,911

A series of training courses will be delivered in the Southern CEF area to train 14 local residents as Community Energy Ambassadors, to create a network of people who would have the skills and knowledge to be able to advise others on energy saving. The ambassadors will also be fully trained to cascade energy saving advice to friends, family and across the community.

WEST SELBY MINERS WELFARE SCHEME, £5,000

To help with the modernisation and re-decoration of the function room at the Sports and Social Club in Thorpe Willoughby.

THORPE WILLOUGHBY CRICKET CLUB, £3,000

To provide a ride on side discharge mower. The new mower was more efficient and would reduce the cutting time from three to one hour, this would free up time for rolling of the outfield to give a safer playing surface for the players. In response to a query regarding the age of the present mower.

HAMBLETON PLAYERS, £2,128.48

To provide new "painting with colour" lighting and a stage backdrop rig. The current lights were very bulky, heavy to move and also became extremely hot.

HAMBLETON MOTHERS, BABIES AND TODDLER GROUP, £1,000

To provide an advertising 'A' board, banners, leaflets and posters to promote the group, along with soft furniture designed specifically for babies; and toys, activities and games.

Impact

Little Owls Cinema Club

A village film club funded by the Southern Community Engagement Forum is celebrating a successful six months of operation after welcoming dozens of film fans through their doors.

The Hambleton Little Owls Cinema Club (LOCC) is a monthly themed cinema club that offers much more than just a film once a month.



Selby District Vision

Vision on Tour - taking the eye health, sight loss prevention message and visual awareness out to the Southern CEF villages

This has been an incredibly successful outreach project and genuinely enabled services to be taken out into some of the hardest to reach areas of the Selby District. Over the course of this project we have delivered directly and diversely to all 24 villages in the Southern CEF area. For SDV this has been an awareness project, getting our services out to the most isolated villages and reaching individuals in new and practical ways.

We have had excellent feedback from individuals and groups, who have been impressed that this service has been delivered directly to them, removing the many issues surrounding transport and rural isolation.

This project has had a direct impact on reducing loneliness and isolation by educating the local community in how to reduce their own risk of unnecessary sight loss. We have also talked to communities about how they can best support those with sight loss, to improve the quality of life for those living in the Southern CEF area with a visual impairment.

Having visually impaired volunteers helping to deliver at community events gave this project more weight and allowed individuals to talk to those with visual impairments, learn from them and become all the more engaged with our work and message. The volunteers themselves thoroughly enjoyed being involved and gained experience by helping to deliver information sessions and stalls.

Yorkshire Energy Doctor CIC

Re-energised roadshows (On Tour with the Southern CEF)

Through this project we have worked with Selby District Vision to go into all 26 villages in the Southern CEF area to provide information on reducing energy bills and reducing the risk of unnecessary blindness. Our engagement activities are shown below:

We talked to over 100 people through our community events, disseminating information and giving advice to residents, some of whom we would like to think would have then taken action themselves. In total we helped residents to save £7,791 through the engagement activities provided through this project. Many more have been provided with useful tips and information so that they can take actions such as switching energy supplier or getting a water meter installed themselves if they want to.

Selby Boxing Academy

The funding had enabled the club to buy protective equipment so the young people attending the club can use when sparring and during organised matches.

It has ensured the club is up to date on first aid and safeguarding requirements to upskill volunteers and coaches within the club to ensure it continues to be a safe, fun and engaging place for everyone involved.

The club continues to tackle loneliness and isolation by using the safeguarding training to identify any vulnerable people and/or situations within the club and ensure they are being included, involved and supported in the best way possible.

Harrogate Hospital and Community Charity

Nuture Group Sessions

A total of 23 children and families took part in our pilot project. 5 children and their families went on to receive more specialist help.

All children who took part in the nurture group sessions were assessed on a weekly basis and improvements were seen in a number of areas and in particular in their emotional health and wellbeing. Teachers noted that the children who attended the group had been more positive and confident in school and that in turn impacted on their peers and the school community.

This has been a very successful project and in today's climate of children displaying poor mental health a lot of valuable lessons have been learned for the future.

Selby Park Run

In total 1049 participants have taken part in a total of 2245 runs, covering a total distance of 11,225 km, averaging 140 people per event. Given the miserable weather we have experienced this winter, we are very pleased with that outcome.

Each week around 6% of the participants are taking part in parkrun for the first time, so each week a new people are getting up, getting out and getting active on a Saturday morning - despite the wind, snow, rain and mud and puddles! As the weather improves and the course dries out we expect that number to rise, and hopefully we will continue to see more and more people starting to engage in regular exercise.

Carlton Towers Cricket Club

Equipment Focus Scheme

It is quite satisfying to be able to report, that completion of this part of the project has delivered its objective in a number of respects, increasing community participation in all areas, including appointment of dedicated scorers at all levels, all of whom are of Secondary School age and with the ability to use electronic as opposed to manual and paper recording materials, including the scoreboard and tablets.

There has also been increased and active interest in the Club by members of the local community using the facilities as Spectators and, of great significance for our future development, enabled us to add teams at under 13 and under 15 level, complementing the under 11 side who were successful last season. The introduction of the Club becoming part of and running the ECB All Stars programme for 5 to 8 year olds is also very encouraging, with 22 young participants taking part. Being able to enjoy and see the Club being able to provide up to date equipment, is, in no limited way, a demonstration that Carlton Towers Cricket is able to meet their and everyone else's needs at every level.

The kind generosity of the Southern CEF, without whom this would not have been possible, amounts in our view to clear evidence of a commitment to local Communities and certainly in our case, with the outcome which we have seen, advocates that this can provide significant benefits for everyone.

Eggborough Methodist Church

What's "IT" All About - Computers for the Over 50s

We have created a safe space in the community for people who would otherwise have no access to support with technical issues. The visitors feel welcome, and have often said how much they enjoy, and look forward to, the weekly sessions. Several times we have had regulars come to see us with no technical issues, simply to say hello and have a catch up.

Additionally, by giving them confidence with their various devices, we have seen visitors helping each other with issues they have previously had support on, and also several of them have commented how they are now more regularly in touch with friends and family who they previously struggled to stay in touch with because of their hesitance with or the lack of the technology.

Public Forums

During the year 4 public events have been held providing the opportunities for local residents to discuss their concerns and to find out more about local initiatives.

At each forum we have a “Market Place” area with stalls staffed by North Yorkshire Police, Highways, Selby District Council and Community organisations.

This provides a wonderful opportunity for residents to discuss the issues that affect them with the appropriate organisation.

April 2018

Addressing Community Issues in Hensall

Following a community consultation the public forum focused on 3 areas of need;

- Crime
- Planning
- Fly Tipping

Speakers from NY Police and Selby District Council were in attendance to answer residents’ concerns regarding these issues

Southern Community Engagement Forum Roadshow

Let's Talk About...

CRIME! Planning Fly Tipping

Southern CEF Public Forum

Thursday 26th April 2018 from 6.30pm onwards
Hensall Community Primary School, Church Lane, Hensall, DN14 0QQ.

Free Food and Refreshments

The Southern CEF is a partnership of District, County and Parish Councillors, and co-opted members of the community.

Following consultation with residents three key issues emerged that people want to discuss. Residents will be able to put their questions to representatives from Selby District Council, North Yorkshire Police and North Yorkshire Highways.

This is a chance for you to have your say about the issues that are important to you and the place where you live. Also an opportunity to speak to your Councillors, staff from Selby District Council, and other Community and Voluntary Organisations



Southern Community Engagement Forum Roadshow

Let's Talk About...

Traffic Planning Activities for Young People Community Facilities

Carlton Roadshow Event

Thursday 14th June 2018 at 6.30pm
Carlton Methodist Church, 15 High Street, Carlton, Goole, DN14 9LU

Free Food and Refreshments

Following consultation with residents four key issues emerged that people want to discuss.

Residents will be able to put their questions to representatives from Selby District Council, North Yorkshire Police, North Yorkshire Highways, BeeAble and Selby District AVS.

This is a chance for you to have your say about the issues that are important to you and the place where you live.

Also an opportunity to speak to your Councillors, staff from Selby District Council, and other Community and Voluntary Organisations

Visit www.selby.gov.uk/cefs - Please contact the Democratic Services team for further information on 01757 705101 or DemocraticServices@selby.gov.uk



June 2018

Addressing Community Issues in Carlton

Our consultation followed by roadshow visit in Carlton covered;

- Traffic
- Planning
- Activities for Young People
- Community Facilities

Speakers from NY Highways, Selby District Council and Selby District AVS were in attendance to address residents’ concerns and to provide information on local community resources available.

October 2018

Addressing Community Issues in Thorpe Willoughby

Our consultation followed by roadshow visit in Carlton covered;

- Traffic
- Fly Tipping
- Activities for Young People
- Community Facilities

Speakers from NY Highways, Selby District Council Dementia Forward, and Selby District AVS were in attendance to address residents' concerns and to provide information on local community resources available.



Following consultation with residents four key issues emerged that people want to discuss.

Residents will be able to put their questions to representatives from Selby District Council, North Yorkshire Police, North Yorkshire Highways, BeeAble and Selby District AVS.

Also an opportunity to speak to your Councillors, staff from Selby District Council, and other Community and Voluntary Organisations

Visit www.selby.gov.uk/cefs - Please contact the Democratic Services team for further information on 01757 705101 or DemocraticServices@selby.gov.uk



January 2019

Consultation regarding our new CDP

This was an interactive workshop used to discuss issues and ideas for the Southern CEF to address in its new Community Development Plan.

The following people make up the Partnership Board for the Southern CEF:

District Councillors

Cllr Mike Jordan, Cllr Mary McCartney, Cllr Paul Welburn

District / County Councillors

Cllr Cliff Lunn, Cllr John McCartney, Cllr Chris Pearson

Community Activists

Steve Carr, Fiona Conor, Gillian Ivey, Dave Perry, Michael Rodger, Keith Westwood, Josh Windle

2019-20 Focus

We have been working on a new Community Development Plan. Following a workshop and online questionnaire 4 priorities have emerged;

- Crime and Crime Prevention
- Fly tipping
- Developing community organisations / facilities
- Activities for Young People

A combination of forums, campaigns, partnership development and funding will aim to increase awareness, provide practical solutions and fund opportunities to address these priorities.

How Can You Get Involved?

Information about the work of the CEF, future events and details about accessing funding can be found at www.selby.gov.uk/cefs

All of our meetings and events are open for the public to attend. Minutes and agendas can be accessed through the CEF website pages.

You can join the CEF mailing list to be sent all the latest news by emailing cefadmin@selby.gov.uk

You can also use the email address to let us know about any issues you feel need addressing in your community, or to suggest ideas for future Public Forums.

We look forward to hearing from you.



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Tadcaster & Villages CEF Annual Impact Report 2018-19



Tadcaster & Villages
Community Engagement Forum



Chair's Foreword

It continues to be a pleasure being the Chair of the Tadcaster and Villages CEF.

We have had another busy year holding a range of themed events and funding a diverse range of community projects and initiatives.

I am particularly delighted at the successful impact we have made with the establishment of a U3A for the CEF area, following a successful themed event on Adult Learning.

We have continued to champion increased partnership work providing opportunities for residents to be kept informed of new community services and practical advice to address the issues we face.

Cllr Richard Sweeting, Chair, Tadcaster and Villages CEF Partnership Board

Introduction

Community Engagement Forums are a collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents. Our aim is to encourage, assist and empower the local community to create the environment and services they would like and need.

The Tadcaster & Villages Community Engagement Forum covers the following parishes: Acaster Selby; Appleton Roebuck; Barkston Ash; Biggin; Bilbrough; Bolton Percy; Catterton; Church Fenton; Colton; Grimston; Healaugh; Kirby Wharfe with North Milford; Lead; Little Fenton; Newton Kyme cum Toulston; Oxtun; Saxton with Scarthingwell; Steeton; Stutton with Hazlewood; Tadcaster; Towton; and Ulleskelf.

Partnership Board work

During the year the Partnership Board has been addressing issues raised in the Community Development Plan. This included the funding and development of a range of activities, services and events.

Grants Awarded and Projects Developed

Across the year a total of £12,649 has been awarded to a range of projects and activities to further develop the ambitions of the Community Development Plan.

2434 (CHURCH FENTON) SQUADRON, ROYAL AIR FORCE AIR CADETS £999

To install a public access defibrillator at the site of the squadron.

MOOR LANE VERGES, TADCASTER, £1,250

For information boards for the flower-rich grass verges at Moor Lane, Tadcaster wide variety of flowers on the verges at Moor Lane, especially rare species such as the bee orchid.

1ST TADCASTER SCOUT GROUP £2,400

Repairs to Tadcaster Scouts Minibus and for external hard landscape at the Scout Hut.

We have been able to repair our minibus so that we can continue to use this to transport scouts cubs beavers and equipment to and from camps and other activities.

The completion of the toilet refurbishment has galvanised us to pursue further improvements to the facilities at the scout hut.

Widening the use of the scout hut as a community venue supports the ongoing development of both the Scouts and the Stutton playgroup along with the active inclusion of senior citizens in activities at the play group to promote community cohesion and understanding



CHURCH FENTON COMMUNITY HUB, 'WHITE HORSE PUB', £5,000

To assist with the development of the former pub to be developed as a Community Hub.

TADCASTER MAGNETS CARNIVAL COMMITTEE, 'TADCASTER CARNIVAL', £1,000

To contribute towards this community event.

TADCASTER PCC (THE PAROCHIAL CHURCH COUNCIL OF ST MARY'S CHURCH) £2,000

For flexible seating and tables for St Mary's Church, Tadcaster. It was hoped that the new seating would allow the church to use space more flexibly and efficiently, and allow better access for more community groups and organisations.

Impact

Stutton Social Committee

Projector and PA system

This grant has made a big difference to what Stutton Social Committee has been able to provide for people of the Parish and those further afield. The equipment has been extremely beneficial to us. We feel very much encouraged to make future applications as and when the right projects arise. Thank you very much for your support on this occasion.

2434 Squadron Air Cadets

Support to purchase a new minibus

The minibus has enabled Cadets to attend a wider range of events and activities. We have also been able to recruit more Cadet and volunteer staff members

Friends of Tadcaster Library

Tadcaster Library Community Development

We have been able to work with a small number of volunteers who we are encouraging to take on further roles, organise events etc. Our new staff member is also helping us with social media and promotion of the library services and activities.

Tadcaster Rainbows, Brownies and Guides

Girl Guide Flags

Our original application for assistance with funding was due to opening two new Rainbow units in Tadcaster, Rainbows are girls aged 5-7yrs. Rainbow units were first introduced 25 years ago but until recently they did not have unit flags but processed with a small 'mascot' doll called Olivia. The Rainbows attended Remembrance Parade in Tadcaster for the first time last November and several of them asked why they didn't have a flag, they were very keen to take part and practised their marching with great enthusiasm.

We began to look at how out dated our Brownie and Guide flags were, the girls are all wearing the new uniform which are bright and modern and agreed we should look at replacing all our flags.

With so many extra-curricular activities available to young people these days we need to stay current and appealing to ensure our future.

Our new flags are modern and appeal to our young people. Feedback from the girls has been very positive;

'They're nice!'

'The new flags are bright!'

'I love the Rainbow flag!'

'They don't smell like the old ones!'

'I would like to carry it!'

All sections of Girl Guiding will be able to take part in civic services and parades.

4th Tadcaster Brownies



1st Tadcaster Rainbows



1st Tadcaster Guides



2nd Tadcaster Rainbows



Kelcbar Centre – Tadcaster

Dementia Friendly Café

There was a request from several local people in Tadcaster, who are either afflicted with or are carers for people effected with Dementia to have a place to meet within Tadcaster whereby carers and sufferers can meet, have a social time and to have a safe environment for themselves and loved ones.

The management committee of Kelcbar Social Centre took up the challenge to provide a place to meet. With the help of a grant from the Community Engagement Forum the management committee set up a weekly café on a Wednesday to meet the need of these local people, are providing volunteers to help with the café, as well as a light meal and refreshments throughout the café operating times.

Friends of Riverside School

Stone Circle Restoration Project

This has preserved a piece of history for the town and is being used by the school, especially for community events.

St Mary's, Church, Tadcaster

Replacement of Church Tower Floodlights

This iconic part of the town can now be seen throughout the day in both daylight and at night, a symbol of the history and the hope of the town.



Tadcaster Stingrays

Coach Funding

The growth of the Stingrays with the help of Jemimas' Coaching has seen a growth in opportunity for many younger swimmers with disabilities.

This is something that was sadly lacking in the area. We now have 3 swimming classes for those with Special Needs within the Junior Lesson Programme for those between the ages of 4 years and 11 years with the Stingrays available when they become confident in water and are a little older.

By having Jemima as a qualified coach, and the help of some volunteers who have expressed a wish to help with Stingrays, the continuation of the group is now assured.

Stutton Playgroup

Relocation costs following the move

In a practical sense we have now got a secure setting which meets the safeguarding requirements for Early Years and storage for our equipment.

Our children are particularly enjoying our larger outdoor area and the wealth of opportunities this offers for outdoor (and messy) play. This has also enhanced the environment within the Scout Hut for other users.



Tadcaster Gateways Project

To provide a 2 sleeper high bed in line with the two flower beds at the entrance to Station Road. This has made a wonderful addition in improving the vibrancy of a main entrance into Tadcaster and encouraged local businesses and residents to work together to maintain this new feature.

St John's Church Kirkby Wharfe

Window Restoration Project

There have been several outcomes:

- the successful completion of the work which has greatly enhanced the appearance of the church by bringing in full daylight through two of the main windows and removing green mould and damp ingress from one window.
- Strengthening of the local community's interest in the church and commitment to its restoration; this was shown by a very large support from a fundraising walk by three Ulleskelf people and a large participation in a fund raising event in December 2017. The CEF support added to the feeling of community backing.
- A new commitment to making the church more visible and tied to its benefice, by two recent PCC decisions - to open the church on Heritage Days and to set aside £500 a year for charitable giving to the needy in Tadcaster benefice.

Tadcaster Riverside Project

The flower bed will now become an integral part of the riverside and compliment the Riverside Project. The delivery of the Riverside Project in 2019 will promote Tadcaster bringing families from Tadcaster and surrounding villages to the Riverside. The increased footfall will have a positive impact on local businesses and the Town.

Public Forums

During the year 4 public meetings were held providing the opportunities for local residents to find out more about local initiatives.

Tadcaster & Villages Community Engagement Forum

Where to Turn When You Want To Learn

An exciting event to find out about the wide range of adult learning opportunities in our area.

With speakers from:

- W.E.A. (Workers Educational Association)
- USA (University of the 3rd Age)
- NYCC Adult Learning and Skills Service
- Tadcaster and Rural CIC

Monday 11th June 2018 at 6.30pm
Riley Smith Hall, 28 Westgate,
Tadcaster, LS24 9AB

Free Refreshments

Also at the event you will have the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations.

Visit www.selby.gov.uk/cefs Please contact the Democratic Services team for further information on 01757 705101 or DemocraticServices@selby.gov.uk

Tadcaster & Villages Community Engagement Forum

June 2018

Adult Learning

This forum provided a wonderful opportunity to learn about the different adult learning organisations and services.

From this forum it was agreed there was a need to create a U3A for the Tadcaster and Villages area.

The CEF worked with the national U3A to create an awareness campaign and the hosting of an inaugural event, attended by 100 residents, to recruit volunteers and establish a steering committee.

September 2018

Church Fenton Community Shop

The event told the story of the local community coming together to take over the ownership and running of their local shop.

Tadcaster & Villages Community Engagement Forum

Church Fenton Community Shop

The story of how local residents saved a vital service for their village.

Monday 24th September 2018 at 6.30pm

Church Fenton Village Hall, Main Street, Church Fenton, Tadcaster LS24 9WD.

Also at the event you will have the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations.

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Tadcaster & Villages Community Engagement Forum

CHURCH FENTON COMMUNITY SHOP

"So many people love the shop and depend on it... it feels great to help deliver that...to be part of something really, really good." Jo

"I have lived in the village for 25yrs but have met more people and made more friends since working in the shop than ever before" Sally

"...this amazing shop! It's everything from our wonderful team to our great customers - this shop is an absolute gem...I'm so proud of what we've all achieved!" Jane

To find out more about the work of the Tadcaster and Villages CEF please visit www.selby.gov.uk/cefs

Tadcaster & Villages Community Engagement Forum

January 2019

Inspiring Healthy Lifestyles

The forum focused on the work of IHL and new opportunities coming to the area. Attendees were able to participate in some seated chair exercises, led by one of the IHL coaches.

Tadcaster & Villages Community Engagement Forum

Dementia Forward
Care and Support for Life

Dementia Forward is a local charity that currently supports around 3000 people in North Yorkshire who are living in our communities and who have dementia.

You are invited to attend an interactive workshop that will cover;

- Who are Dementia Forward and what they do?
- What is dementia?
- Dementia and communication - why it's important to keep the lines of communication open with people living with dementia and tips on how to do this.
- How can I help to make my community dementia friendly and the importance and advantages of this?
- At the end of the workshop there will be time to put questions to the Dementia Forward team.

Monday 11th March 2019 at 6.30pm

Riley Smith Hall, 28 Westgate, Tadcaster, LS24 9AB

Also at the event you will have the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations.

Please contact the Democratic Services team for further information on **01757 705101** or **DemocraticServices@selby.gov.uk**

Visit **www.selby.gov.uk/cefs**

Tadcaster & Villages Community Engagement Forum

Tadcaster & Villages Community Engagement Forum

A New You For 2019

Inspiring healthy lifestyles

The event will include a taster chair based exercise class, led by qualified Fitness Instructor, Elliot

www.northyorkshiresport.co.uk/strong-and-steady

Inspiring Healthy Lifestyles (IHL) will also talk about their other health/physical activity services.

"Inspiring healthy lifestyles (IHL) are the delivery partner for the Strong and Steady programme in the District of Selby. Their classes aim to build strength and balance in people aged 65 and over through a variety of exercises. In September 2018 IHL launched their first classes, one taking place at Selby Town Hall and the other at Sherburn Community Centre. They are now looking to develop the programme to include a class in a Tadcaster community venue".

Monday 14th January 2019 at 6.30pm

Riley Smith Hall, 28 Westgate, Tadcaster, LS24 9AB

FREE Food & Refreshments

Also at the event you will have the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations

Visit **www.selby.gov.uk/cefs** Please contact the Democratic Services team for further information on **01757 705101** or **DemocraticServices@selby.gov.uk**

Tadcaster & Villages Community Engagement Forum

March 2019

Supporting People with Dementia

This thought provoking session was facilitated by Dementia Forward. They talked about the latest research on Dementia, how it affects people and their loved one, and what the community can do to become more Dementia friendly.

The following people make up the Partnership Board for the Tadcaster and Villages CEF:

District Councillors

Cllr Keith Ellis, Cllr Richard Sweeting

District and County Councillors

Cllr Andrew Lee, Cllr Donald Mackay, Cllr Richard Musgrave.

Community Activists

Steve Cobb, Zoe Devine, Elizabeth Dixon, Kirsty Perkins, Trevor Phillips, Avis Thomas

2019-20 Focus

This year we will be creating a new Community Development Plan.

This will involve consulting with residents and groups about their needs and what the priorities of the CEF should be. This will include a workshop and online survey.

We will also continue to promote the work of the CEF, funding available and host a range of engaging Public Forums.

How Can You Get Involved?

Information about the work of the CEF, future events and details about accessing funding can be found at www.selby.gov.uk/cefs

All of our meetings and events are open for the public to attend. Minutes and agendas can be accessed through the CEF website pages.

You can join the CEF mailing list to be sent all the latest news by emailing cefadmin@selby.gov.uk

You can also use the email address to let us know about any issues you feel need addressing in your community, or to suggest ideas for future Public Forums.

We look forward to hearing from you.



Western CEF Annual Impact Report 2018-19



Chair's Foreword

It is great to see the positive impact our work has had across the Western CEF area.

We have funded another inspiring mix of community organisations, who are all committed to making a positive difference to the lives of residents in our area.

We have also continued to challenge accountable organisations on key issues affecting our area. This has included transport, flooding and fly tipping. We have gathered local information and successfully ensured that our issues are a priority for being addressed.

Andy Pound, Chair Western CEF Partnership Board

Introduction

Community Engagement Forums are collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with community activists. Our aim is to encourage, assist and empower the local community to create the environment and services they would like and need.

The Western CEF started in October 2010, our CEF covers the following towns and villages: Birkin, Brotherton, Burton Salmon, Byram cum Sutton, Fairburn, Hillam, Lumby, Monk Fryston, Huddleston with Newthorpe, Sherburn in Elmet and South Milford

Partnership Board work

The Western CEF has a Community Development Plan. This details the overarching priorities which are to support and develop initiatives which;

- Improve the quality of life for individuals across the Western CEF area
- Provide solutions for community issues
- Trial new ideas that will benefit residents and improve the local area

Grants Awarded

Across the year a total of £12,200.34 has been awarded for Community Initiatives and Development work, these have included;

FAIRBURN CHURCH HALL, £1,000

For accessible toilet funding and upgrade to existing facilities.

FAIRBURN CRICKET CLUB, £1,000

Safety netting to surround children's playground.

SHERBURN COMMUNITY GYMNASTICS CLUB LTD., £972

For gymnastics apparatus for local people of all ages who want to try gymnastics.



Since receiving the grant funding and the purchase of the coaching blocks, these have been used on a daily basis for the continual development of our Gymnasts. They have been used for skills development especially the coaching the progressions of flicks, somersaults and handstands.

We have noticed a rapid improvement from the gymnasts with these moves resulting in gymnast being able to perform the completed move much more quickly than before. The coaching blocks have enabled the coaches to use different coaching methods to develop key skills in a fun way for the gymnasts.



It is noticeable how much more confident the gymnasts have become in trying new moves with the introduction of varied coaching techniques.

BURTON SALMON VILLAGE HALL, £8,228.34

To install four Digital Smart Storage Heaters and provide insulation in the main hall roof. Once the heating system had been installed, this will provide an opportunity for the venue to accept bookings for activities.

To also provide a disabled toilet, refurbish a second toilet and add a baby changing facility.

By providing a fully working heating system for the hall, the management committee has been able to offer the hall for use at all times over the winter months. There has been no cancellations of any events due to cold.

We have experienced an increase in bookable hours per week from an average of five up to 16 hours. This is beyond our most optimistic plans.

We are now commencing with the refurbishment of the small meeting room to accommodate smaller groups who wish to hire the hall.

BROTHERTON & BYRAM ALL STARS JUNIOR FOOTBALL CLUB, £1,000

To provide two aluminium frame, goal posts complete with nets. The new posts will bring the club in line with the FA guidelines; and help to maintain an affordable sports facility in the village for local children.

Impact

Eversley Park Centre

CEF funding to replace damaged flooring has enabled us to increase bookings which in turn secures the sustainability of this essential community facility.

South Milford Memorial Park

Improvement works has improved access for young families and people with disabilities, as well as installing new play equipment ensuring we continue to have a well-used community resource.

Peter Pan Nursery

CEF funding has enabled us to complete the refurbishment of our charity shop which raises funds for our local nursery for children and families with additional needs including disabilities, illness, learning difficulties and behavioural issues.

Pictured here are volunteers (L-R) Anne Snowdon (deputy shop co-ordinator), Gary Mercer and Emma Daltry.



Positive Youth

We facilitated in partnership with NYCC youth provision, on alternate Tuesdays and Thursday throughout the school summer holidays.

Activities included:

- Bike Maintenance- enabling young people to learn new skills in maintenance, bike safety and be able to fix their own bike.
- Arts and crafts –To create banners or bunting or other art work that could be displayed as part of Sherburn Food Festival in August. With the aim to develop artistic skills, patience, team work, build self-esteem and confidence and provide the opportunity for young people to be part of a large community event.
- Sport-To encourage a healthier lifestyle, team work, positive play, and develop sporting skills.

In total 81 young people engaged with the project

Young people who do not normally engage in the local youth provision had the opportunity to meet staff, chat about their interests, participate in the UK Youth Parliament's national ballot of young people Make your Make.

The top three issues in Sherburn were Protect LGBT+ people, improve access to mental health services and create work experience hubs.

Fairburn Community Café



The community café, funded by the Western Community Engagement Forum, celebrated its successful first anniversary.

The Fairburn Community Pop-In Café is a welcoming meeting place for all, bringing together young families and older people, as well as residents from neighbouring villages.

TIEMPO ESPANA DANCE ACADEMY C.I.C

We ran a set of 5 projects in villages within the Western CEF which allowed local community members to participate in a new activity which has not been offered in the region before and engage people from a wide age range.

We received a lot of positive feedback from students, especially students who were older who mentioned that they had always wanted to learn to dance but could not find any dance classes in the region which were suitable for older people and which they could get to within a reasonable distance from where they lived.

All of our students were impressed at how much of a work out they got through the dance classes, even at a beginner level and even those with certain pre-existing injuries were able to participate fully in our classes.

Monk Fryston Time Team

The production of the village history trail has spread awareness of local heritage and local walks – the booklet is titled *Monk Fryston Past and Present* at one end and at the other is titled *Monk Fryston Village Walks*

It has signposted visitors to key features and buildings to view and understand when in the area.

It has drawn attention to local hospitality services offered by six local businesses – these provide either take away food and beverages, or table food service and overnight accommodation as well as toilets for visitors.

It provides a pictorial record of past and present scenes of village life. It provides a keepsake for former residents to link them to their past in the village and provides a souvenir for non-residents who visit the area.

Fairburn Church Hall

The upgrading of our toilet facilities has enabled us to improve access and inclusion for local residents with disabilities.



Public Forums

During the year 3 public meetings have been held providing the opportunities for residents to find out more about local initiatives.

At each forum we have a “Market Place” area with stalls staffed by North Yorkshire Police, Highways, Selby District Council and Community organisations. This provides a wonderful opportunity for residents to discuss the issues that affect them with the appropriate organisation.

Speakers and workshops have included;

Western Community Engagement Forum Roadshow

Let's Talk About

Traffic, Planning, & Community Facilities

Following our consultation regarding with residents the 3 issues above emerged.

Our panel of speakers from North Yorkshire Highways, Selby District Council and Selby District AVS will discuss their work and answers your questions.

Village Hall, Burton Salmon, Leeds, LS25 5JX

Free Food and Refreshments

Tuesday 22nd May 2018
From 6.30pm onwards

Village Hall, Burton Salmon, Leeds, LS25 5JX

If you want to know more about the CEF please visit <http://www.selby.gov.uk/western-area-cef>

May 2018

Addressing the Issues in Burton Salmon

We consulted with residents in Burton Salmon regarding the issues they wished to discuss and created a Public Forum for their voices to be heard.

Speakers from North Yorkshire Highways, Selby District Council and Selby District AVS answered questions on;

- Traffic
- Planning
- Community Facilities

July 2018

Transport Issues

This forum included speakers from Arriva, Northern Rail and Selby District Community Transport to hear about latest developments and opportunities in relation to local transport issues and concerns

You are warmly invited to the Western CEF Public Forum

Ticket to Ride

Addressing Transport Issues in rural areas

An interactive opportunity to explore and discuss transport, latest developments, and plans for the future.

With speakers from, Arriva, Northern Rail & Selby District Community Transport

Also the opportunity to speak to your Councillors, staff from Selby District Council, North Yorkshire Highways, North Yorkshire Police, and other Community and Voluntary Organisations.

Fairburn Sports and Community Centre, North Road, Fairburn, WF11 9LA

Free Food and Refreshments

Tuesday 10th July 2018
From 6.30pm onwards

Visit www.selby.gov.uk/cefs Please contact the Democratic Services team for further information on 01757 705101 or DemocraticServices@selby.gov.uk

You are warmly invited to the Western CEF Event

Developing Our Future




The Community Development Plan (CDP) allows the CEF partnership board to concentrate its efforts on the Issues, Projects and improvements that parish councils, community groups and local organisations wish to progress within their area.

The Western CPD has had many successes in particular Youth development, health and welfare projects through gyms and activity classes and community cafes.

The Board would like to invite all parish councils and local groups to be involved in forming the CPD going forward and as such will be holding an interactive workshop.

Old Girls' School Community Centre & Tearoom, Kirkgate, Sherburn in Elmet

Tuesday 23rd October 2018
from 6.30pm onwards

Free Food and Refreshments

To confirm your attendance please email chris@selbydistrictcouncil.org.uk

www.selby.gov.uk/cefs

October 2018

A New CDP

This was an interactive workshop to explore the latest issues and ideas to be added to a new Community Development Plan for the Western CEF area.

The following people make up the Partnership Board for the Western CEF:

Selby District Council

Cllr. Dave Brook, Cllr. David Buckle, Cllr. Tim Grogan, Cllr Ellie Jordan, Cllr. John Mackman, Cllr Bob Packham,

Selby District Council and North Yorkshire County Council

Cllr. John McCartney, Cllr. Chris Pearson

North Yorkshire County Council

Cllr. Mel Hobson

Community Activists

Howard Ferguson, Jenny Mitchell, David Nicklin, Andrew Pound, Jenny Prescott, Rita Stephenson, Stuart Wroe

2019-20 Focus

During the year we will be creating our new Community Development Plan. We will be consulting online following our workshop held in the autumn.

The plan will focus on the top four priorities identified by the community and a special summary document will be prepared for residents.

How Can You Get Involved?

Information about the work of the CEF, future events and details about accessing funding can be found at www.selby.gov.uk/cefs

All of our meetings and events are open for the public to attend. Minutes and agendas can be accessed through the CEF website pages.

You can join the CEF mailing list to be sent all the latest news by emailing cefadmin@selby.gov.uk

You can also use the email address to let us know about any issues you feel need addressing in your community, or to suggest ideas for future Public Forums.

We look forward to hearing from you.



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Report Reference Number: C/19/11

To: Council
Date: 17 December 2019
Ward(s) Affected: All
Author: Alison Hartley, Monitoring Officer and Solicitor to the Council
Lead Officer: Alison Hartley, Monitoring Officer and Solicitor to the Council

Title: Report of the Monitoring Officer 2019 – Standards Arrangements

Summary:

This report covers the operation of the current standards regime for Selby District Council, and Town and Parish Councils within Selby District. It considers the complaints history and concludes that the arrangements are satisfactory and meet legal duties but the Council must maintain efforts to speed up the complaints process.

Recommendations:

To note the content of the Report

Reasons for recommendation

To ensure that high standards of conduct by Councillors and co-optees are promoted and maintained.

1. Introduction and background

1.1 Under *section 27 of the Localism Act* the Council is under a duty to promote and maintain high standards of conduct by Councillors and co-optees. The primary responsibility for the discharge of this duty falls to the Monitoring Officer.

1.2 The Monitoring Officer ensures that Councillors are provided with information about what interests must be registered and declared, compiles and maintains a register of such interests and deals with complaints about the conduct of Councillors when acting in the capacity of Councillor. Under the legislation the District Council Monitoring Officer is also responsible for registering interests for and dealing with complaints relating to Town and Parish Councillors.

2. The Report

- 2.1 In 2019 five complaints were received. Four of the complaints concern Town and Parish Councillors. The District Councillor complaint has been rejected at assessment stage. Four are currently being assessed by the Monitoring Officer in consultation with the Independent Persons. An unresolved complaint from 2018 was resolved in 2019 with no further action being taken following an investigation.
- 2.2 By way of comparison, in 2017, (December 2016 – December 2017), the Monitoring Officer received eight complaints; two complaints were made against District Councillors; six related to Parish Councillors involving four Parish Councils. Two were not upheld and four were still awaiting a decision at the time of the annual report. Two of those were in respect of the same Parish Council and were resolved locally by the MO attending the Parish Council to meet with Councillors and discuss the conduct of meetings. The other two were also locally resolved.
- 2.3 In 2018, (December 2017 – December 2018), the Monitoring Officer received four complaints; one complaint was made against a District Councillor and three were made against Parish Councillors. The complaint against the District Councillor was not upheld. Two of the complaints against Parish Councillors were rejected at the assessment stage while another result in an investigation however following which, no breach of the code was found.

3. Implications

3.1 Legal Implications

The Council should take positive steps to discharge the s27 duty. The report indicates that the duty is being discharged correctly.

4.2 Financial Implications

None

4.3 Policy and Risk Implications

None

4.4 Corporate Plan Implications

None

4.5 Resource Implications

None

4.6 Other Implications

None

4.7 Equalities Impact Assessment

None

5. Conclusion

That the regime is operating effectively.

6. Background Documents

None

7. Appendices

None

Contact Officer:

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Selby District Council
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STANDARDS REPORT 2019

Alison Hartley
Monitoring Officer
December 2019



Introduction – Ethical Standards

The Localism Act 2011 introduced a duty placed upon all councils to promote and maintain high standards of conduct by councillors and co-opted members.

Personal and Prejudicial interests were replaced by a set of nationally defined “Disclosable Pecuniary Interests” – reinforced by new criminal sanctions - and locally determined “other interests”.

All Councils were required to develop and adopt their own local Code of Conduct based upon the Seven General Principles of Public Life.

In addition, principal councils were required to adopt their own arrangements for dealing with complaints against councillors alleged to have breached their council’s code of conduct.

The initial standards arrangements adopted by Selby District Council came into force on 1 July 2012 and dealt with complaints against Selby District Councillors and Town and Parish Councillors in the District of Selby. In May 2017 the Council approved updated arrangements.

The Council’s Monitoring Officer is responsible for advising the Council on its duty to maintain high ethical standards; for advising councillors on their responsibilities to conduct themselves appropriately, register and declare their interests and not otherwise jeopardise the proper decision-making of the Council; and for managing the arrangements for dealing with complaints.

The Council has appointed three Independent Persons to provide an independent view on how the Council manages its ethical standards.

This report covers the period December 2018 to December 2019.

Code of Conduct

Selby District Council adopted a local Code of Conduct on 24 April 2012. The Code came into effect from 1 July 2012.

Town and Parish Councils in Selby District have generally either adopted the same Code as the District Council or they have adopted the model code issued by the National Association of Local Councils (NALC).

The Localism Act 2011 required that all codes of conduct should be based upon the seven principles of public life:-

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

A copy of the Selby District Council Code of Conduct is available on the Council website which also sets out details of how complaints about Councillor Conduct can be made and will be considered.

Monitoring Officer

Alison Hartley, Solicitor to the Council is the Council's Monitoring Officer. Palbinder Mann, Democratic Services Manager is the Deputy Monitoring Officer.

The Monitoring Officer ("MO") is a statutory role and is required to ensure that the Council, its Councillors and Officers carry out their functions in a proper and lawful manner. The MO has an important role to play in ensuring that high standards of conduct are promoted and maintained throughout the organisation.

The MO is responsible for establishing, maintaining and publishing the Register of Councillors' Interests for District, Town and Parish Councils and for ensuring that the Council's Constitution is effective.

Monitoring Officers across North Yorkshire meet periodically to share best and emerging practice, co-ordinate training and development and co-operate in the investigation and hearing of complaints.

Independent Persons

In July 2017 the Council re-appointed Hilary Putman and Wanda Stables as independent persons along with Philip Eastaugh as a new third independent person.

Hilary has been involved with Standards for Local Authority Councillors since March

2009, initially as an Independent Member and then the Chair of the Standards Committee for Selby district. Since July 2012, she has been one of the Independent Persons for Selby District Council. Hilary has a background in people orientated employment and a portfolio of public appointments and voluntary commitments. She is an active member of Soroptimist International. Hilary is also a member of the Out - of - Court Disposals Scrutiny Panel for North Yorkshire.

Wanda has been an Independent Member of the Standards Committee and then Independent Person for Selby District Council since 2009 and has attended many meetings and several hearings. She is a retired Statutory Officer of the Crown, a role which she performed for 25 years, latterly as Superintendent Registrar of Births, Deaths and Marriages for the County of North Yorkshire. Since 2009, she has worked as a volunteer in charitable sector employment at the Citizens Advice Bureau in Selby.

Philip was appointed as an Independent Person in 2017. He retired from HMRC in 2016 where he worked as a Criminal Investigator dealing with offences of tax and excise offences. These offences required liaison with foreign law enforcement agencies and local authorities. Philip has worked on cases in Courts across the North of England and in London. He also volunteers for the Coroners Court Support Service for North Yorkshire.

The role of the Independent Persons is to:-

- Be consulted by the Monitoring Officer as part of the complaint handling process
- Be consulted by the Council before it makes a finding about whether a Councillor or co-optee has failed to comply with the Code of Conduct.
- Advise the Council, when consulted, on the effective working of the Code of Conduct and the Council's arrangements for dealing with complaints;
- Be available to be consulted by a Councillor against whom a complaint has been made; and
- Have a freestanding remit to offer comment to the Council on its performance of the general duty to promote high standards of ethical conduct.

The MO and Independent Persons meet quarterly to share their experience, consider best and emerging practice and discuss training and development.

The Independent Persons have also attended meetings of Audit & Governance Committee and have contributed to training sessions.

The positive working relationships between them and the MO and the District Council are of great assistance in meeting the legal duty to promote high standards of conduct.

Registration of Interests

The Localism Act 2011 requires all Councils to adopt a local Code of Conduct which includes provisions for the registration and disclosure of pecuniary interests and other interests.

Councillors with disclosable pecuniary interests in the business of their Council are prohibited from participating in such business unless they have a dispensation. The Act also introduced a criminal offence relating to failure to register disclosable pecuniary interests. Councillors convicted of such offences are liable for a scale five fine (up to five thousand pounds) and may also be disqualified from being a councillor for up to five years.

Training has previously been provided to District, Town and Parish Councillors explaining the obligations, the procedures for registering and disclosing interests and the consequences if the obligations are not met. Specific training on this subject was included in the District Councillors Inductions Programme following the elections in May.

Councillors have also been made aware that even if a Councillor's interest does not amount to a disclosable pecuniary interest, the interest might lead them to predetermine a decision or give rise to a perception of bias. In such cases, it would not be appropriate for them to participate in the decision. If they do participate, the decision could be vulnerable to challenge.

The Monitoring Officer has a legal duty to establish and maintain a register of interests for the District Council and also for Town and Parish Councils in the District. The Register(s) must be available for inspection at all reasonable hours and must be published on the District Council's website. Where a Town or Parish Council also has a website a copy of the Register for that Town or Parish Council must also be published on their website. For convenience many Parish and Town Councils opt to provide a link to the District Council's website to comply with this requirement.

In 2018 the Council introduced a new software system supporting the publication of agendas and minutes alongside information on registered interests and councillors attendance at meetings. As part of this process, District and Parish Councillors have been invited to review and update their registers. All District and Parish Councillor registers of interests are published on the Council's website through the new system.

Dispensations

No requests for dispensations have been received during the period covered by this report.

Sensitive Interests

No requests for interests to be withheld from publication as 'sensitive' have been received during the period covered by this report.

Standards Arrangements

The Local Government Act 2000 previously required all principal authorities to establish a Standards Committee as the body with responsibility for promoting high standards of ethical conduct.

The Localism Act 2011 removed the obligation to appoint a Standards Committee. Many local authorities chose to retain a Standards Committee as part of their new local arrangements.

Selby District Council initially decided not to appoint a Standards Committee. Subsequently in 2017 Council resolved to review those arrangements amid concerns that the process was becoming increasingly remote from Councillors and particularly from Parish Councillors. As a result, the process of dealing with complaints did not raise the profile of proper councillor conduct.

The Standards Committee now operates when required as a sub-committee of the Audit & Governance Committee. The Arrangements include target timescales for assessing and dealing with complaints. When the complaints involve Parish Councillors, the Arrangements include the ability to co-opt one of a number of Parish Council representatives onto the Panel to ensure that the Parish Voice is heard in decision making. This has addressed the previous concerns.

No hearings have been required in the period covered by this report.

The Monitoring Officer continues to strive to improve the timescales for considering responses but where a full investigation report is required this is often challenging.

The Committee on Standards in Public Life

The Committee on Standards in Public Life undertook a comprehensive review local government ethical standards and published a report in January 2019. The Committee made 26 formal recommendations to the Prime Minister and 15 Best Practice recommendations. A number of the recommendations would require legislative changes to be implemented.

The Council's Audit and Governance Committee considered the report of the Committee on Standards in Public Life at their meeting on 10 April 2019. The Audit and Governance Committee agreed the suggested amendments to the Council's Code of Conduct and the arrangements for dealing with standards allegations. It is now understood that a model Code is to be published shortly by the LGA, and therefore the Monitoring Officer will await this before progressing further amendments to the Code.

Parish and Town Councils

There are 74 Town or Parish Councils and Parish Meetings in Selby District. Town and Parish Councils are under the same obligation to promote and maintain high standards of conduct and to adopt a local code of conduct for councillors.

All Parish and Town Councillors have an obligation to register their DPs and other interests.

The Council holds bi-annual Parish Liaison meetings where the Chairs and Clerks of each Parish Council are invited to further enhance the communication and support to Parish Councils. Parish Council contact information and their registers of interests are published on the Council's website.

Parish Council complaints continue to feature heavily amongst issues considered by the MO in 2019. Although Parishes are ably supported by their clerks, the usually part time nature of the roles and lack of other paid staff means that Councillors themselves are largely responsible for implementing the resolutions of Parish Councils.

This can lead to questions about whether Councillors have the correct authorities and are acting within them.

Training and Development

It is aimed that specific training on standards will be arranged for Parish Councils in the next year. Training for District Councillors was included as part of the Member Induction Programme following the elections in May.

Complaints History

The table overleaf shows complaints dealt with under the Arrangements in the period covered by this report

Update on complaints in 2018 from the last report

	Council	Allegations	Outcome
4	Parish Council	Disrespect and bullying	Investigation conducted however no breach of code found.

2019 Complaints

	Council	Allegations	Outcome
1	District Council	Disrespect and bullying	Rejected at assessment stage
2	Town Council	Disrespect and bullying	Currently being assessed.
3	Parish Council	Disrepute	Currently being assessed
4	Parish Council	Disrepute Disrespect and bullying Improper use of resources Improperly conferring advantage or disadvantage	Currently being assessed
5.	Parish Council	Disrepute Compromising impartiality of Council Officer	Currently being assessed

Future Developments

The government has announced it is to strengthen rules preventing people found guilty of serious crimes or misbehaviour from serving on local councils. The current rules make clear that anyone convicted of an offence carrying a prison sentence of more than three months is banned from serving as a local councillor. The new measures will see the disqualification rules changed to include those subject to an Anti-Social Behaviour Injunction, a Criminal Behaviour Order, a Sexual Risk Order or who are on the Sex Offenders' Register.

The Government has said it will make the changes when there is sufficient parliamentary time available as revisions to 3 separate Acts of Parliament are needed. The changes will not apply retrospectively.

The changes follow a consultation in 2017 to which this Council responded, broadly welcoming the proposals but suggesting that certain fraud offences should also be included and that the rules for disqualifying people from standing as MPs should be brought into line with the rules for council candidates.

The Committee for Standards in Public Life made recommendations on the contents of Codes of Conduct and the availability of effective sanctions. Changes to primary legislation will be required for some of the recommendations to be implemented. The final report of the CfSPL was discussed at the Audit & Governance Committee. Since then, it is understood that the Local Government Association are producing a Model Code very shortly, and therefore the Monitoring Officer will await this before making amendments to the Code for consideration by Audit & Governance at a future meeting..

Alison Hartley

Monitoring Officer

December 2019

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