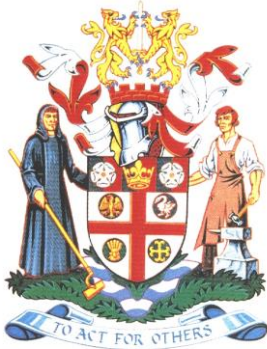


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 3 December 2020**
Time: **4.00 pm**
Venue: **Microsoft Teams - Remote (click [here](#))**
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair),
C Lunn, C Pearson and D Buckle**

1. **Apologies for Absence**

2. **Minutes** (Pages 1 - 6)

The Executive is asked to approve the minutes of the meeting held on Thursday 5 November 2020.

3. **Disclosures of Interest**

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

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

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

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

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

4. Leisure Services Planned Maintenance Programme Year 12 (Pages 7 - 18)

Report E/20/24 outlines the leisure services planned maintenance programme for year 12.

5. CIL/S106 Infrastructure Funding Statement (Pages 19 - 38)

Report E/20/25 sets out the details of how much monies have been collected from CIL and S106 obligations receipts over the course of the monitoring period and seeks approval for the publication of the Council's first Infrastructure Funding Statement.

6. Corporate Performance Report - Quarter 2 2020/21 (July to September) (Pages 39 - 60)

Report E/20/25 outlines the quarterly Corporate Performance Report provides a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of: progress against priority projects/high level actions; and performance against key performance indicators (KPIs).

7. Groundwork Merger (Pages 61 - 72)

Report E/20/27 outlines details of the proposed merger between Groundwork North Yorkshire, Groundwork Wakefield and Groundwork Leeds.

8. Draft Revenue Budget and Capital Programme 2021/22 and Medium Term Financial Plan (Pages 73 - 110)

Report E/20/28 presents the draft revenue budget; capital programmes and the Programme for Growth for 2021/22 to 2023/24.

Janet Waggott

**Janet Waggott
Chief Executive**

Date of next meeting
Thursday, 7 January 2021 at 4.00 pm

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

This meeting will be streamed live online. To watch the meeting when it takes place, click [here](#) and select the relevant date. At the time of the meeting click on the link under the 'Media' section.

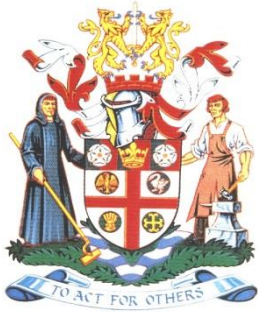
Recording at Council Meetings

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Agenda Item 2

Selby District Council



Minutes

Executive

Venue:	Microsoft Teams - Remote
Date:	Thursday, 5 November 2020
Time:	2.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, C Pearson and D Buckle
Also Present:	Councillors R Packham
Officers Present:	Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Suzan Harrington (Interim Director Corporate Services and Commissioning), Karen Iveson (Chief Finance Officer (s151)), Alison Hartley (Solicitor to the Council and Monitoring Officer), Stuart Robinson (Head of Business Development and Improvement), Leanne Cahill (Communications Officer) and Palbinder Mann (Democratic Services Manager)
Public:	3

NOTE: Only minute numbers 46 to 48 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 18 November 2020. Decisions not called in may be implemented from Thursday 19 November 2020.

42 APOLOGIES FOR ABSENCE

There were no apologies for absence.

43 MINUTES

The Executive considered the minutes of the meeting held on 1 October 2020.

RESOLVED:

To approve the minutes of the meeting held on 1 October 2020 for signing by the Chair.

44 DISCLOSURES OF INTEREST

The Monitoring Officer confirmed that all Members had been granted a dispensation in respect of the disclosable pecuniary interests Members had declared to her.

The Chief Executive stated that as well as being appointed by Members as the Chief Executive at Selby District Council, they appointed her as Assistant Chief Executive at North Yorkshire County Council (NYCC) for one day a week. To manage the risk of any potential actual or perceived conflict, she had not been involved in the Local Government Reform submission by NYCC and had taken no part in the Management Board at NYCC since July 2020.

45 LOCAL GOVERNMENT REFORM IN YORK AND NORTH YORKSHIRE

The Leader of the Council presented the report which sought the views of the Executive regarding the submission of the Case for Change to the Ministry of Housing Communities and Local Government ("MHCLG") in response to the letter received by all the District Councils from the MHCLG on 9 October 2020 inviting proposals for unitary local government for the York and North Yorkshire area.

The Leader of the Council stated that North Yorkshire County Council (NYCC) had agreed to submit their own proposal on local government reorganisation while the District Councils in the area had come together to submit a joint proposal.

Members discussed the report and the following comments were made during debate:

- Both proposals should be submitted to the Government to allow them to have options when making a decision.
- York not being included in the NYCC submission was a

weakness for that proposal due it being an important area in the region.

- Some Parish Councils had highlighted that the NYCC proposal could affect local level decision making. For example the NYCC proposal would include one local plan for the whole area which could make it difficult to take into account local planning issues.
- The NYCC proposal could allow services currently running such as children's and adult social care to be retained rather than having to be set up again as they would be for the District Councils submission.
- The NYCC proposal would have greater distances between one side of the area to the other compared to the District Councils proposal.
- There could be a reduction of Councillors in the NYCC proposal and that could impact local areas detrimentally.

RESOLVED:

That Executive recommend to Council:

- i) To determine that the function of responding to the invitation from the Secretary of the State pursuant to the Local Government and Public Involvement in Health Act 2007 is a function for the Council; and**
- ii) To note the letter from the Secretary of State and the issues as set out in this report; and**
- iii) To agree the submission to Government of the Case for Change set out in Appendix 1; and**
- iv) To agree to delegate authority to the Chief Executive in consultation with the Leader of the Council to make the initial submission, in line with the decision above, within the Government's timescale, i.e. by 9 November 2020; and**
- v) To agree to delegate authority to the Chief Executive in consultation with the Leader of the Council to make any necessary changes to the initial submission and to submit the final submission in line with relevant government guidance within the Government's timescale, i.e. by 9 December 2020.**

Reasons for recommendation:

To ensure that the proposal set out at Appendix 1 is submitted in accordance with the MHCLG timescales to include such further information as required following receipt of the letter dated 9 October 2020.

46 COUNCIL DELIVERY PLAN 2020-22

The Leader of the Council presented the report which sought the views of the Executive on the Council Delivery Plan 2020-2023.

The Executive praised the layout of the plan. In response to a query concerning the process of amending or reviewing the plan, it was stated that this would have to be made by Full Council.

RESOLVED:

To approve the Council Delivery Plan 2020-23 for implementation.

REASON FOR DECISION:

The Council Plan sets out our ambitions for the district for the next ten years. To ensure we meet those ambitions, and emerge strongly from the impact of the Covid-19 pandemic, it is important to set out the priority projects and initiatives that will provide the roadmap for delivery and the milestones that will ensure we know when we are being successful.

47 FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 30TH SEPTEMBER 2020

The Lead Executive Member for Finance and Resources presented the report which reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th September 2020 (Q2) and presents performance against the Prudential Indicators.

The Lead Executive Member for Finance and Resources reported that as a result of Covid-19, there was an impact of £3.6m across the General Fund and the Housing Revenue Account with the Council receiving £1.1m in funding from the Government to cover the impact however this then left a shortfall for the rest of the costs.

In relation to the current situation relating to the budget at the end of quarter two, it was noted that there was a £81k surplus in the General Fund and a surplus of £3,380k in the Housing Revenue Account.

In response to a query concerning the grants available for

businesses closed due to Covid-19, the Chief Finance Officer explained that there had been an announcement by Government regarding an indication of funding but no details or actual funding had been supplied to date.

RESOLVED:

- i) **To endorse the actions of officers and note the contents of the report;**
- ii) **To approve re-profiled capital programmes and Programme for Growth as set out at Appendices C and D.**

REASON FOR DECISION:

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

48 TREASURY MANAGEMENT - QUARTERLY UPDATE Q2 2020/21

The Lead Executive Member for Finance and Resources presented the report which reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th September 2020 (Q2) and presents performance against the Prudential Indicators.

The Lead Executive Member for Finance and Resources explained that at quarter two, the Council's investments totalled £73.9m with an average rate of 0.68%.

RESOLVED:

To endorse the actions of officers on the Council's treasury activities for Q2 2020/21 and approve the report.

REASON FOR DECISION:

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

The meeting closed at 2.38 pm.

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Report Reference Number: E/20/24

To: Executive
Date: 3 December 2020
Status: Non key decision
Ward(s) Affected: Selby and Tadcaster
Author: Aimi Brookes, Contract Team Leader
Lead Executive Cllr Mark Crane, Leader of the Council
Member:
Lead Officer: Suzan Harrington, Director of Corporate Services and Commissioning

Title: Leisure Services Planned Maintenance Programme Year 12

Summary:

In the contract with Inspiring healthy lifestyles (IHL) the Council holds landlord responsibility for Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park. The contract includes an indicative planned maintenance programme to 2024 / 2025, which is reviewed each year when the Council refreshes its Medium Term Financial Plan and rolling Capital Programme. The revised programme reflects the landlord responsibility for Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park.

The proposal for Year 12 includes work at each of these three sites.

Recommendations:

- i. To agree that the Year 12 Landlord Planned Maintenance Programme for Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park**
- ii. To fund the Year 12 programme from the Building Repairs Reserve within the budget proposals for 2021/22.**

Reasons for recommendation:

To ensure essential maintenance work required at the Council's leisure facilities is included in the Council's capital programme to enable the Council to discharge its duties as a landlord and ensure the facilities are maintained to an appropriate standard.

1. Introduction and background

1.1 The planned maintenance programme was revised in 2016/17 using condition survey data for Tadcaster Leisure Centre and Selby Park plus a 30 year lifecycle model for Selby Leisure Centre. Each planned maintenance programme sets out both 'landlord' and 'tenant' responsibilities and we are now approaching Year 12 of the programme. The Year 12 Planned Maintenance Programme has been drawn up which now needs to be considered by the Executive for inclusion in the 2020/21 capital programme.

2. The Report

2.1 The revised Planned Maintenance Programme includes estimated costs that may be subject to change as formal tenders are required when the actual work is procured. It is reviewed on an annual basis as decisions are made regarding actual works required. The revised Maintenance Programmes presented to the Executive for consideration are attached at Appendix A.

2.2 Minor repairs to service equipment and the central services cooling system which were deferred from last year are required along with testing proving and repair of gas services. The cladding works to the external enclosing walls have been deferred again following inspection.

2.3 At Tadcaster Leisure Centre works are required to the car park, boundary fencing and sports hall walls. This last item was deferred from last year.

2.4 Works at Selby Park to the bandstand and timber cladding of the pavilion have been deferred again to 2022/23 when they will be re-inspected, however the condition survey is required in 2021/22.

2.5 The proposed Year 12 Maintenance Programme is attached at Appendix B. The costs included are a 'best known' at this stage and will be confirmed following a formal tender exercise. There will be no loss of income associated with any of the works proposed.

3. Alternative Options Considered

N/A

4. Implications

4.1 Legal Implications

The Council, as Landlord, is required under the terms of the contract to ensure that essential maintenance work is carried out at the facilities leased by IHL.

4.2 Financial Implications

A detailed breakdown of indicative costs is contained in the Year 12 Maintenance Programme at Appendix B. In summary, they include;

Selby Leisure Centre

- Equipment repairs / replacement (essential)
- Services Central Cooling System – minor repairs (essential)
- Services – Gas – Testing, proving and repair (essential)

TOTAL – £3,257

Tadcaster Leisure Centre

- Re-panel glazing to sports hall (essential)
- Car park - new wearing course and marking (essential)
- Boundary fencing – replace chain link fencing (essential)

TOTAL - £42,849

Selby Park

- Condition survey (essential)

TOTAL - £1,785

Funding for the Council's landlord responsibilities within the terms of the contract with IHL is contained within the buildings repairs reserve.

4.3 Policy and Risk Implications

N/A

4.4 Corporate Plan Implications

The planned maintenance programme supports the Council's corporate priority to make Selby District a great place to enjoy life.

4.5 Resource Implications

The planned works will be co-ordinated by IHL on behalf of the Council.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

Planned maintenance for each facility is specific to the site and associated structures and is designed to provide a safe well maintained facility for the benefit of all customers and staff and can be regarded as providing a positive impact.

5. Conclusion

5.1 In the contract with IHL the Council holds landlord responsibility for Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park. The repairs detailed in the report fulfil the landlord obligations contained within the contract that enable continuity of service from the facilities.

6. Background Documents

N/A

7. Appendices

Appendix A Planned Maintenance Programmes

Appendix B Proposed Year 12 Maintenance Programme

Contact Officer:

Aimi Brookes
Contracts Team Leader
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Selby Leisure Centre

Indicative Planned Maintenance Programme

Yr 12

Yr 13

Yr 14

Yr 15

Element	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025	Total
External Enclosing Walls	Minor repairs cladding & fixings Essential - deferred from 2020/21 and deferred again	Minor repairs cladding & fixings Essential - deferred from 2020/21 and 2021/22 £2,987			
External Doors				Replace doors Essential £9,525	
Wall Finishes				Minor repairs / regrouting to tiled areas Essential £831	
External Works				Drainage minor works & survey Essential £1,835	
Services - Central Cooling System	Cooling system minor repairs - Deferred Essential £1,879			Cooling system minor repairs Essential £2,182	
Services - Space heating & air treatment					
Services - Equipment	Equipment repairs / replacement - deferred from previous year Essential - deferred from 2020/21 £437		Equipment repairs / replacement Essential £504		
Services - Cold Water				Cold water repairs & pipework Essential £1,204	
Services - Cold Water				Water tank & valve replacement Essential £10,196	
Services - Gas	Testing, proving & repair Essential £941		Repairs to installations Essential £5,092	Testing, proving & repair Essential £948	
Services - Heat source				Repairs to burners / pumps etc Essential	

Services - Ventilation			Repairs & replace fans & motors Essential £5,850	Replace Control systems Essential £12,639	£3,783	
Services - Specialised installations						
Services - Electric source & mains		Minor repairs to distribution systems Essential £3,402				
Services - Lifts & hoists		Repairs & componant replacement Essential £5,603				
Total	£3,257	£9,005	£11,446	£43,143	£89,347	

Tadcaster Leisure Centre

Indicative Planned Maintenance Programme

Yr 12

Yr 13

Yr 14

Yr 15

Element	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025	Total
Main roof and gutters					
Shallow pitched roof and gutters					
Gutters and downpipes				Repair identified defects Essential £5,712	
Walls (cladding)					
External Wall					
Car Park	New Wearing Course and Marking Essential £34,272			Reinstate line marking Essential £1,142	
Drainage					
Boundary Fencing	Replace Chainlink Fencing Essential £2,865				
Sports Hall Walls	Repanel Glazing - deferred from previous year Essential £5,712				
Car Park and building lighting					
Sports Hall radiant heating					
Boiler Controls					
Changing Room extractor					

Install TMV to changing					
Lift					
Condition survey					
Total	£42,849	£0	£0	£6,854	£59,985

Selby Park

Indicative Planned Maintenance Programme

	Yr 12	Yr 13	Yr 14	Yr 15
Element	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025
Pavilion Roof				Inspect and Repair Essential £2,000
Timber Cladding	Inspect Panels Essential - deferred from 2020/21 and to be deferred again	Inspect Panels Essential - deferred from 2020/21 and 2021/22 £850		
Car Parking				Patch repair and line markings Essential £5,000
Crazy Golf Course			Renew surfacing to individual holes Essential £6,300	
Bandstand	Roof Repair and Inspection Essential - deferred from 2020/21 and to be deferred again	Roof Repair and Inspection - deferred from previous year Essential - deferred from 2020/21 and 2021/22 £3,000		Roof Repair and Inspection Essential £3,000
Condition survey	Condition survey Essential - required £1,785			
Total	£1,785	£0	£6,300	£10,000

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Appendix B

Inspiring healthy lifestyles

Selby DC Year 12 Landlord Planned Maintenance Programme

Cost Plan Version 1: November 2020

Site	Element	Loss of Income	Current Best Known Cost
Selby Leisure Centre	<ul style="list-style-type: none">- Equipment repairs / replacement- Services Central Cooling System – minor repairs- Services: Gas – Testing, proving and repair	£0	£3,257
Tadcaster Leisure Centre	<ul style="list-style-type: none">- Re-panel glazing to sports hall- Car park - new wearing course and marking- Boundary fencing – replace chain link fencing	£0	£42,849
Selby Park	<ul style="list-style-type: none">- Condition survey	£0	£1,785

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Report Reference Number: E/20/25

To: Executive
Date: 3 December 2020
Status: Key Decision
Ward(s) Affected: All Wards
Author: Caroline Skelly, Planning Policy Manager
Lead Executive Member: Cllr Richard Musgrave, Lead Councillor for Place Shaping
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: CIL/S106 Infrastructure Funding Statement

Summary:

In September 2019 changes were made to the Community Infrastructure Regulations which require Local Planning Authorities to publish an Infrastructure Funding Statement from December 2020. This report sets out the details of how much monies have been collected from CIL and S106 obligations receipts over the course of the monitoring period and seeks approval for the publication of the Council's first Infrastructure Funding Statement.

Recommendations:

That Members;

- a) Approve the Draft Infrastructure Funding Statement as attached at appendix 1 for publication.

Reasons for recommendation

To meet the requirements of The Community Infrastructure (Amendment) (England) (No.2) Regulations 2019.

1. Introduction and background

- 1.1 The Community Infrastructure Levy (CIL) was formally adopted by Selby District Council on 1st January 2016, following public examination. The CIL has established 3 housing development charging zones of £10/£35/£50sqm with £110sqm for supermarkets and £60sqm for retail warehouses. The rates were based on a detailed analysis of up to date viability evidence.
- 1.2 Funds raised via the Levy can only be spent on 'strategic infrastructure' which includes transport, flood defences, schools, health and social care facilities, cultural

and sport facilities as well as the maintenance and improvement of facilities affected by development.

- 1.3 Section 106 obligations are private agreements made between the local authority and developers to make development acceptable. Unlike CIL, S106 planning obligations must be directly relevant to the proposed development. Until recently there were restrictions, which meant that S106 obligations could not be “pooled” from more than 5 developments for one piece of infrastructure. This pooling restriction was lifted when the CIL Regulations came into force on the 1st September 2019.

2. CIL and Section 106 Income

- 2.1 Although a slow process to begin with CIL receipts are building up year on year with the total CIL receipts received as of 13th October 2020 is £2.7m as set out in the table below:-

Table 1 CIL Receipts

CIL received to date	80% Share (Strategic Infrastructure to be utilised by Selby District Council)	15% Meaningful Portion (for our Parish/Town Councils)	5% Administration Fee (covers cost of CIL/S106 Officer and software)
£2,726,848.31	£2,181,478.65	£409,027.15	£136,342.42

- 2.2 S106 payments are usually paid in instalments and once the final payment is received we have 5 years in which to spend the funds or they will need to be returned to the developer. At present we have no funds which will be required to be paid back to the developers.

3. CIL Regulation Requirements

- 3.1 Under the previous guidance CIL receipts had to be in accordance with the published CIL 123 list. As it takes some time to build up the infrastructure funding pot Officers had not sought approval from Members on how CIL income should be prioritised.
- 3.2 New CIL Regulations came into force on the 1st September 2019 which removed the S106 pooling restrictions and allow local authorities to use both the Levy and S106 planning obligations to fund the same item of infrastructure, (S106 contributions must still directly relate to the development). In addition the new Regulations removed the provisions relating to the 123 list and introduced a requirement for all local authorities (not just CIL charging ones) to publish an annual Infrastructure Funding Statement. The Infrastructure Funding Statement replaces the Regulation 123 list.
- 3.3 Regulation 121A of the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 requires that no later than 31st December each calendar year a contribution receiving authority must publish an Annual Infrastructure Funding Statement which comprises the following:-

- a) a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) (“the infrastructure list”);
 - b) a report about CIL, in relation to the previous financial year (“the reported year”), which includes the matters specified in paragraph 1 of Schedule 2 (“CIL report”);
 - c) a report about planning obligations, in relation to the reported year, which includes the matters specified in paragraph 3 of Schedule 2 and may include the matters specified in paragraph 4 of that Schedule (“section 106 report”).
- 3.4 The first Annual Infrastructure Funding Statement must be published on the Council’s website by 31st December 2020. In addition to the requirement for Selby District Council to publish information, Parish Councils and North Yorkshire County Council will also be required to report details on CIL income and spend.
- 3.5 These requirements will help to provide transparency in how CIL and S106 obligations are being used to support the provision of new infrastructure.

4. Infrastructure Funding Statement

- 4.1 The Council’s first draft Infrastructure Funding Statement is attached at Appendix 1. The report confirms that between 1st April 2019 and 31st March 2020 a total of £1,127,704.32 was collected in CIL receipts, from this a total of £47,162 has been passed onto Parish Councils.
- 4.2 At the present time only £198,687 has been allocated for spend, which is to provide the roundabout on Bawtry Road, Selby in association with the development of the LIDL store. This contribution was agreed by Executive in August 2017 in order to improve the wider traffic issues on Bawtry Road. Although this has been allocated the payment will not be made until the requirements of the S278 agreement have been met.
- 4.3 As Members will be aware the Council is preparing a new Local Plan which will allocate sites to support the growth of the District up to 2040. As part of this process an Infrastructure Delivery Plan is being prepared which will identify the improvements required to local infrastructure to support future development. This Infrastructure Delivery Plan will be used as the basis for future discussions with Members about how CIL receipts should be allocated, however at this stage it is anticipated that CIL receipts will be used to fund strategic projects such as highways and flood defences.
- 4.4 Parish Councils are also required to publish an annual statement which sets out how CIL receipts have been spent. Examples of how funds have been utilised include improvements to footpaths, replacement street lighting, provision towards bus shelters, cycle racks at village green and the provision of a sports container for storage of sports equipment on a village sports pitch.
- 4.5 The Infrastructure Funding Statement also reports on S106 receipts. During the monitoring year £4,289,057.37 was received in S106 contributions. This consists of:-
- Affordable Housing - £3,046,860.70
 - Education - £1,030,907.12

- Health - £69,405.00
- Highways - £100,268.50
- Off -site Recreational Open Space - £12,412.00
- Waste and Recycling - £28,704.00)

4.6 S106 receipts have been used to bring seven Empty homes back into use, using Affordable Housing contributions with monies being used by the Selby District Housing Trust or the Council to provide 24 units for Affordable Housing stock. There is a current balance of £7,996,390.30 for Affordable Housing provision to be used from monies allocated but not yet spent and will be used to deliver the Council's Housing Delivery Programme.

4.7 A total of £1,606.157.08 was transferred to other organisations such as NYCC and NHS for use in Health and Education and Highways infrastructure. Details of school places provided and educational facilities for this reporting period, will be provided in detail by NYCC Education in their Infrastructure Funding Statement. Similarly, contributions relating to Highways infrastructure will be provided by NYCC Highways.

5. Alternative Options Considered

The new CIL Regulations came into force on 1st September and there are no transitional arrangements in place. There are not considered to be any alternative options as the publication of the Infrastructure Funding Statement is a requirement of the Regulations.

6. Implications

6.1 Legal Implications

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

6.2 Financial Implications

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

6.3 Policy and Risk Implications

The risks are that the Council would not fulfil the requirements of the CIL Regulations if it does not publish the IFS by 31st December 2020.

6.4 Corporate Plan Implications

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

6.5 Resource Implications

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

6.6 Other Implications

None

6.7 Equalities Impact Assessment

None

7. Conclusion

- 7.1** The publication of an Infrastructure Funding Statement is a requirement of the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 which came into force last year. The Infrastructure Funding Statement at Appendix 1 fulfils the requirements of the regulations, which state that this information must be published on the Council's website by 31st December 2020 and replaces the existing Regulation 123 list.

9. Background Documents

None

10. Appendices

Appendix 1 – Draft Infrastructure Funding Statement

Contact Officer:

Caroline Skelly
Planning Policy Manager
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01757 292137

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INFRASTRUCTURE FUNDING STATEMENT
2019/20

Introduction

The Infrastructure Funding Statement (IFS) is an annual report which provides a summary of all developer contributions relating to Section 106 agreements (S106) and the Community Infrastructure Levy (CIL) for a given financial year. **The Infrastructure Funding Statement replaces the Regulation 123 statement.**

Section 106 agreements are legal agreements which can be attached to a planning permission to mitigate the impact of development. Planning obligations within these agreements can only be sought where they are directly related to the development and necessary to make the development acceptable in planning terms. Contributions can either be provided on-site, for example by the provision of Affordable Housing, or off-site in the form of financial payments.

The Community Infrastructure Levy (CIL) is intended to fund more generalised, strategic infrastructure requirements across the District in order to support new development. It is a mechanism to secure financial contributions from developers on certain viable developments and CIL monies can be used to fund the provision, improvement, replacement operation and maintenance of infrastructure to support the development of the area.

CIL rates are set out in a published charging schedule and the Council's latest charging schedule was adopted in January 2016.

Funding for the delivery of infrastructure will be sought by the Council in several ways such as through planning conditions, Section 106 Agreements and through the Community Infrastructure Levy.

On the 1st September 2019 the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 came into force.

Under these regulations Local Authorities are required to produce an Infrastructure Funding Statement annually that sets out details about planning obligation receipts and anticipated expenditure. This is to provide clarity and transparency to local communities and developers on the infrastructure and expenditure and in aligning this to planned development, as envisaged in the Local Plan

The full details which the Council is required to published as set out in the Regulations is attached at the schedule in Appendix 1 of this report.

Definitions used with this statement are:-

Agreed – Contributions that have been agreed within a signed legal document. These contributions have not been collected/ delivered and if the planning applications are not implemented they will never be received.

Received – Contributions received, either non-monetary or monetary, that have been transferred to Selby District Council

Allocated – Contributions that have been received and allocated to specific projects.

Spent/ Delivered – Monetary or non-monetary contributions that have been spent/ delivered.

This Financial Year - refers to the period between 1.4.19 and 31.3.20.

1. S106 Obligations

Once a S106 agreement has been signed it becomes an obligation but will only be required if the planning permission is implemented and the trigger for payment has been reached. The agreement is also registered on the Local Land Charges Register as a land charge and will remain as such with that land – this means that the obligation will be required to be met in full by the owner of the land, whether that is the landowner at the time of permission or and future land owner.

Planning obligations assist in mitigating the impact of development to make it acceptable in planning terms. Obligations may only constitute a reason for granting planning permission if they meet tests that show they are necessary to make the development acceptable in planning terms.

The tests, as detailed below, are set out as statutory tests in Regulation 122 (as amended by the 2011 and 2019 Regulations) and as policy tests in the National Planning Policy Framework

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

It is not possible to provide a priority list of obligations or contributions which may be sought as these are dependant of the development proposal, but both S106 and CIL contributions can be placed on the same development.

As a District Council we monitor and collect contributions on behalf of the County Council. Where these are passed onto the County Council to be used as detailed in the agreements.

For the purposes of this report, where these are passed onto the County Council to be used for infrastructure provision which falls under the County Council remit , such as education and highways, details will be provided by the County Council in their own Infrastructure Funding Statement. This report will also not report on Section 278 Highways Agreements.

S106 Obligations – summary

In 2019/20 the Council received a total of £4,288,026.90 in S106 contributions.

This consists of:-

- Affordable Housing - £3,046,860.70
- Education - £1,030,376.71
- Health - £69,405.00
- Highways - £100,268.50
- Off -site Recreational Open Space - £12,412.00
- Waste and Recycling - £28,704.00

Of these, £3,046,860.70 (Affordable Housing) and £12,142.00 (Off-site recreational open space) has been received but not allocated to specific projects with £22,762.00 Health, £10,537.00 Highways allocated as per the details in the S106 agreements.

Two new agreements have been signed in this reporting year which provides for £154,076.00 of contributions due (£910.00 for Waste and Recycling and £153,166.00 for Education).

Seven empty homes have been refurbished and brought back into use, using Affordable Housing contributions with monies being used by the Selby District Housing Trust and the Council to provide 24 affordable housing units.

There is a current balance of £7,996.390.30 for Affordable Housing provision to be used from monies allocated but not yet spent.

Details of school places provided and educational facilities for this reporting period, will be provided in detail by NYCC Education in their Infrastructure Funding Statement. Similarly, contributions relating to Highways infrastructure will be provided by NYCC Highways.

A total of £1,606.157.08 was transferred to other organisations such as NYCC and NHS for use in Health and Education and Highways infrastructure.

Only one monitoring fee payment was received in this reporting period with no maintenance commuted sum being received or retained.

With regards to specific projects of spending for Off Site recreational Open Space contributions 7 Parish/Town Councils have provided play equipment in several play areas across the district ranging from one new item of equipment through to the provision of a MUGA (Multi-Use Game Area) . Village seating has been provided and additional waste bins. Sport pitches lighting was upgraded to improve the accessibility of the pitches and an area of open space had its access improved by means of provision of suitable pathways suitable for those with additional needs.

2. CIL

The council applies a charge on new development to help pay for infrastructure.

The Council's Infrastructure Funding Statement identifies the infrastructure projects or types of infrastructure which Selby District Council intends will be, or may be, wholly or partly funded by the Community Infrastructure Levy. The principles by which the council will allocate CIL receipts to infrastructure are:-

- Strategic priority and Local priority
- Deliverability
- % match funding

The Council is currently preparing a new Local Plan, alongside which an Infrastructure Delivery Plan will be drafted. The Infrastructure Delivery Plan will identify the improvements which are required to local infrastructure to support the growth identified through the plan and prioritise the use of CIL income to deliver improvements. However it is considered that CIL receipts will be prioritised as set out below:-

- Improvements to the Strategic Highways Network
- Strategic Flood Mitigation Measures

The regulations set out the methodology for how monies collected from the CIL are to be distributed as illustrated in the table below.

Purpose of funding	% Allocated
Administration	5% of all receipts
Neighbourhood Area Portion	15% of CIL receipts collected within that area for those areas which do not have an adopted Neighbourhood plan
Neighbourhood Area Portion	25% of CIL receipts collected within that area for those areas which have an adopted Neighbourhood plan
CIL Infrastructure	Remaining CIL receipts

To date Selby District Council has 1 Neighbourhood area which has an adopted Neighbourhood Plan (Appleton Roebuck).

In this reporting year the Council has collected a total of £1,127,704.32 in CIL receipts, with a total of £2,572,348.94 collected since 2016 when CIL was adopted to the end of this reporting year (1.1.16 – 31.3.20).

This year a total of £169,155.65 has been allocated to the neighbourhood areas (i.e Parish or Town Councils), with £47,162.78 having been being passed on.

Infrastructure projects funded or partially funded through CIL receipts have been reported by Parish Councils as footpath provision across a village green, provision of bus stop shelters, street lighting, cycle racks and a sports container. Parish Councils are required to produce their own report which will detail spend and projects for their own areas.

We have had no monies returned to the District Council as a result of monies not being spent by Parish Council and no payments in kind have been received in lieu of CIL payments.

A total of £40,740.00 has been spent on administration costs for this reporting year, with £44,697.72 being allocated for administration.

Only one infrastructure project has been identified and allocated CIL funds –This is contribution of £198,687.50 towards the improvement of issues on Bawtry Road although this has been allocated but it has not been spent to date.

SCHEDULE 2 Matters to be included in the annual infrastructure funding statement
(Regulation 121 Schedule 2)

The reporting year covered by this report is 1st April 2019 to 31st March 2020

	CIL Report	Amount
1	The matters to be included in the CIL report are—	
a	the total value of CIL set out in all demand notices issued in the reported year;	£811,370.10
b	the total amount of CIL receipts for the reported year	£1,127,704.32
c	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated;	£1,155,715.50
d	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year;	£288,925.92
e	the total amount of CIL expenditure for the reported year;	£0.00
f	the total amount of CIL receipts, whenever collected, which were allocated but not spent during the reported year;	£89,544.71
g	in relation to CIL expenditure for the reported year, summary details of—	
	i the items of infrastructure on which CIL (including land payments) has been spent, and the amount of CIL spent on each item;	£0.00
	ii the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0.00
	iii the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation;	£40,740.00 3.61%
h	in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item;	£198,687.50
i	the amount of CIL passed to—	
	i any parish council under regulation 59A or 59B; and	£47,162.78
	ii any person under regulation 59(4)	£0.00
j	summary details of the receipt and expenditure of CIL to	

	which regulation 59E or 59F applied during the reported year including—	
	i the total CIL receipts that regulations 59E and 59F applied to;	£0.00
	ii the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent, and the amount of expenditure allocated or spent on each item;	n/a
k	summary details of any notices served in accordance with regulation 59E, including—	
	i the total value of CIL receipts requested from each parish council;	£0.00
	ii any funds not yet recovered from each parish council at the end of the reported year;	£0.00
l	the total amount of—	
	i CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£0.00
	ii CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£0.00
	iii CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	£0.00
	iv CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year	£0.00
2	For the purposes of paragraph 1—	
a	CIL collected by an authority includes land payments made in respect of CIL charged by that authority;	£0.00
b	CIL collected by way of a land payment has not been spent if at the end of the reported year—	£0.00
	i development (within the meaning in TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	n/a
	ii the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent	n/a
c	CIL collected by an authority includes infrastructure payments made in respect of CIL charged by that authority;	£0.00
d	CIL collected by way of an infrastructure payment has not been spent if at the end of the reported year the infrastructure to be provided has not been provided;	£0.00
e	the value of acquired land is the value stated in the agreement made with the charging authority in respect of that land in accordance with regulation 73(6)(d);	£0.00
f	the value of a part of acquired land must be determined by applying the formula in regulation 73(10) as if references to N in that provision were references to the area of the part of the acquired land whose value is being determined;	£0.00
g	the value of an infrastructure payment is the CIL cash	

	amount stated in the agreement made with the charging authority in respect of the infrastructure in accordance with regulation 73A(7)(e).	£0.00
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S106 Obligations Report		Amount
3	The matters to be included in the section 106 report for each reported year are—	
a	the total amount of money to be provided under any planning obligations which were entered into during the reported year;	£154,076.00
b	the total amount of money under any planning obligations which was received during the reported year;	£4,289,057.37
c	the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;	£3,097,571.75
d	summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of—	These details will be provided and reported by NYCC
	i in relation to affordable housing, the total number of units which will be provided;	as above
	ii in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;	as above
e	the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;	£7,996,390.30
f	the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend);	£1,606,157.08
g	in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of money allocated to each item;	
h	in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of—	
	i the items of infrastructure on which that money (received under planning obligations) was spent, and the amount spent on each item;	£96,236.63 As detailed below.....
		Golden Garden project (Carlton PC) £11,166.50 Village seating (Fairburn PC) £3,544.00 Play equipment (Hambleton PC) £2,762.50 £420.00 – Picnic Benches(Selby Town) £1,390.00 Woodland Gate

		(Selby Town) £7,480.00 – Cone Climber (Selby Town) £23,238.70 – Super Space Net (Selby Town) £1,990.00 – Inclusive Play equipment (Selby Town) £670.13 – Heritage Bins (Selby Town) £2,825.00 – Town Hall Garden (Selby Town_ £18,335.50 – Rugby/Community club (Sherburn in Elmet) £5,939.80 – Finkle Hill lighting £3,225.00 – MUGA (Tadcaster) £13,250.00 – Play Area equipment (Thorpe Willoughby)
	ii the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0.00
	iii the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations;	£500.00
	i the total amount of money (received under any planning obligations) during any year which was retained at the end of the reported year, and where any of the retained money has been allocated for the purposes of longer-term maintenance (“commuted sums”), also identify separately the total amount of commuted sums held.	£0.00
4	The matters which may be included in the section 106 report for each reported year are—	
a	summary details of any funding or provision of infrastructure which is to be provided through a highway agreement under section 278 of the Highways Act 1980 which was entered into during the reported year,	This will be reported on by NYCC
b	summary details of any funding or provision of infrastructure under a highway agreement which was provided during the reported year.	as above
5	For the purposes of paragraph 3—	
a	where the amount of money to be provided under any planning obligations is not known, an authority must provide an estimate	N/A
b	a non-monetary contribution includes any land or item of infrastructure provided pursuant to a planning obligation;	N/A
c	where the amount of money spent in respect of	N/A

	monitoring in relation to delivery of planning obligations is not known, an authority must provide an estimate.”	
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Report Reference Number: E/20/26

To: Executive
Date: 3 December 2020
Status: Non-Key Decision
Ward(s) Affected: All
Author: Stuart Robinson, Head of Business Development & Improvement
Lead Executive Member: Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 2 2020/21 (July to September)

Summary:

The quarterly Corporate Performance Report provides a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs.

Recommendations:

- i. The report is noted and approved
- ii. Executive consider any further action they wish to be taken as a result of current performance

Reasons for recommendation

The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

1. Introduction and background

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Council Plan 2020-2030 – is a key element of the performance management arrangements.
- 1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:
 - progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
 - performance against KPIs (are targets being met; are we getting better)

1.3 The Corporate Performance Report (see Appendix A) sets out the detail in terms of progress (or otherwise) against the Council's priorities.

2. Reporting Period

2.1 The specific focus of this report covers the period July to September 2020. The Council Plan 2020-2030 has provided consistency in terms of the direction the Council is seeking to follow and the specific priorities.

2.2 Summary of progress

Quarter 2

To summarise progress in quarter 1:

- 58% of KPIs are showing improvement over the longer term, or have maintained 100% performance.
- 53% of KPIs are on target - a further 32% of KPIs are within acceptable tolerances.

2.3 What went well in quarter 2

2.3.1 Response to Covid-19

- Business Rate Relief - newly announced business rate reliefs to retail, hospitality and children's nurseries – relief has been awarded on 1050 accounts at just over £7 million (as of 28 October 2020).
- Environmental Health, Enforcement and Licensing have:
 - Received and responded to 160 complaints, in addition to daily requests from businesses and residents.
 - Pro-actively provided advice and support to over 300 businesses to help them comply with the new legislation through responding to emails, direct contact, mail shots, social media campaigns and targeted technical guidance.
 - Had dialogue/communication with organisers of events to persuade them to stop or impose restrictions on events taking place that would involve large public gatherings.
 - Used intel from complaint feedback to target sector specific businesses and undertaken spot checks and assessed compliance with the relevant Covid-19 regulations and government guidance.
- Town Centres - delivery of activity to welcome people back to the High Street, some of which is supported by our European funded Reopening the High Streets Safely Grant (£80k).

- Return to the workplace - supported staff through the return to the workplace – post Covid-19 lockdown. Safe systems of work put in place for services to operate safely during the pandemic; workplaces made Covid-19 secure; and all staff have been required to undertake risk assessments to ensure ongoing working arrangements (workplace and/or at home) are fit for purpose.
- Digital democracy – all councillors supported to attend virtual council meetings via MS Teams – including the first meeting of full Council held in September.

2.3.2 Positive Performance - KPIs

- Major planning applications – 100% were dealt with within statutory or extension of time (target 60%), compared to 75% in the previous quarter.
- Non-major planning applications – 78.57% were dealt with within statutory or extension of time (target 70%), compared to 73.77% in the previous quarter.
- Empty homes – 59 properties that have been empty for over 6 months have been reoccupied in the first six months of the year (quarterly target 5).
- Benefit claims – new claims were processed in an average of 15.63 days (target 22 days), compared with 26.35 in the previous quarter.
- Staff sickness - staff sickness has reduced for the fifth consecutive quarter – from 8.9 days/FTE in Q1 19/20 to 5.8 days/FTE in Q2 20/21.

2.3.3 Positive performance – Other

- Town centres - Selby High Street Heritage Action Zone has begun, with a national launch and coverage of Selby in both local and regional press, the officer is in post, The Community Engagement Plan is complete and our application for a pilot digital grant of £10,000 was successful.
- Digital workforce – phase one of the replacement Housing Management system went live in Q2.

2.4 **What did not go so well in quarter 2 – and what are we doing about it**

- Corporate complaints - Stage 1 - 78% (7 out of 9) were responded to within time, compared to 86% in the previous quarter, against a target of 90%. Stage 2 - 58.33% (7 out of 12) were responded to within time, compared to 100% in the previous quarter, against a target of 90%. This is mainly due to officers dealing with Covid-19 emergency work.
- Sundry debt collected – 50.61% (target 63.86%) – a large invoice for £258k was raised at the end of September which has significantly

impacted on the collection rate for Q2 – once payment is received the collection rate will be back on track with target.

- Repairs – The suspension of all but emergency repairs due to the coronavirus outbreak continues to severely impact performance in Q2 albeit we are making excellent progress in addressing the resultant backlog of works. At the current time, there are now only 30 outstanding urgent (P2) repairs within the system, compared to in excess of 300 in Q1; and as a result of this success, we have been able to re-introduce a return to normal delivery of P2 repairs from 1st October 2020. Delivery on the backlog of non-urgent (P3) repairs has also now commenced and significant progress is being made on reducing the backlog; with circa 540 repairs now outstanding in the system against in excess of 1,000 at the end of Q1.
- Voids - The Government suspension of all but essential house moves during the lockdown period continues to impact turnaround times on our void properties. Despite the prohibition on moving home, the number of properties being returned to the Council during the period remained relatively constant. Although progress has been made in reducing the overall numbers, there remain 66 ‘live’ voids in the system, of which the overwhelming majority (70%) fall within the ‘refurbishment void’ category. 23 of these properties have been allocated to our major works contractor for completion as they require significant damp and/or elemental replacement works.

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

Delivery of Corporate Plan priorities is reflected in the Medium Term Financial Strategy.

4.3 Policy and Risk Implications

Performance is a corporate risk. Failure to adequately perform will result in the corporate priorities not being delivered. Performance reporting is part of a suite of mitigating actions which make up our Performance Management

Framework.

4.4 Corporate Plan Implications

This report provides a progress update on delivery of the Council's Corporate Plan.

4.5 Resource Implications

Performance reporting highlights areas where we are not performing well or are performing too well. Where an under or over allocation of resource is highlighted as a reason for poor performance we can explore opportunities to adjust resources to support effective implementation of the Corporate Plan as part of our on-going business and budget planning.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

- 5.1** The performance data demonstrates continued performance improvement and delivery against Corporate Plan Priorities.

6. Background Documents

None

7. Appendices

Appendix A: Corporate Performance Report Quarter 2 2020/21

Contact Officer:

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Delivering corporate priorities

Corporate Performance Report

Quarter 2 2020/21

Delivering corporate priorities: Summary Q2 2020/21

Key

-  Corporate priority is on track
-  There are some concerns about this corporate priority
-  Significant concerns

Key focus of our work

What's gone well; what are we concerned about

Delivering Priority 1 - A great place to... **Live**

Housing Supply



What's gone well this quarter:

- Implemented the Housing Development Programme Board;
- In Q1 46 open market dwellings were completed, which increased to 98 completions in Q2. To date 144 dwellings have been completed;
- A total of 404 market dwellings have been granted permission in Q1 and Q2.

What are we concerned about:

- Impact of Covid on the construction industry and the number of dwellings which will be completed.

Affordable Homes



What's gone well this quarter:

- Work to refurbish 6 empty properties purchased by the Council commenced at the end of Covid lockdown. These will be ready for affordable rent on 1st November;
- In Q1 5 affordable dwellings were completed and 44 completed in Q2. To date 49 affordable dwellings have been completed;
- A total of 16 affordable dwellings have been granted permission in Q1 and Q2.

What are we concerned about:

- Impact of Covid on the construction industry and the number of affordable dwellings which will be completed.

Housing Stock



What's gone well this quarter:

- Work to recommence the housing improvement programme commenced in August following the Covid lockdown is progressing well.

What are we concerned about:

- The Covid lockdown has created a backlog of routine repairs.

Town Centres



What's gone well this quarter:

- Selby High Street Heritage Action Zone (HSHAZ) has begun, with a national launch and coverage of Selby in both local and regional press, the officer is in post, The Community Engagement Plan is complete and our application for a pilot digital grant of £10,000 was successful;
- The HSHAZ Cultural Consortium is in place and has begun work on developing a 4 year programme, for which additional support can be applied for from Historic England - submissions are due in December and can be for up to £120,000.
- Delivery of activity to welcome people back to the High Street, some of which is supported by our European funded Reopening the High Streets Safely Grant (£80k), has been ongoing:
 - The initial communications campaign "Let's get Selby District Back to Business" generated strong interaction on social media, with combined digital display advertising and sponsored social media posts recording 990,000 views in total. On the Council's own social media channels, the material was consistently the best performing of the year so far, in terms of engagement rates;
 - Lamp-post banners (Tadcaster & Selby) and flags (Sherburn) have been installed, which carry key safety messages, but also explicitly welcome people back to their High Streets;
 - Regular stakeholder meetings are ongoing;
 - A local campaign raising the profile of ShoAppy went live from 31st August and is now complete;
 - Initial baselining of footfall is complete and a programme of ongoing counts is ongoing. This will allow us to track recovery;
- Work on the longer-term town action plans continues:
 - Tadcaster's Town Action Planning group has begun work and Business & Customer surveys are currently live;
 - Sherburn's Town Action Plan is being finalised;
 - A new interpretation board for Selby town has been ordered and will be installed shortly.

What are we concerned about:

- With a rapidly changing situation it's too soon to understand completely what the impact of Covid-19 will mean for retail & hospitality businesses in the medium to long-term, but it will be a challenging picture over a sustained period.

Delivering Priority 2 - A great place to... **Enjoy****Environment****What's gone well this quarter:**

- A review of Sites of Importance for Nature Conservation is underway. This is a three year programme to review and assess sites;
- Data is being collated to help inform a strategy for bio-diversity offsetting and nature recovery networks to meet the requirements of the Environment Bill;
- Escrick Park Estate have been chosen by Natural England as a pilot of their Biodiversity Credits Scheme;
- An internal Green Space Audit has been completed and consultation will take place in March 2021;
- We are on track to take delivery of a new fleet of refuse trucks in Q3.

What are we concerned about:

- N/A

Community Safety & Wellbeing**What's gone well this quarter:**

- Full-time Community Safety Officer has been appointed;
- Bi-weekly Safer Selby Hub meetings continue to receive a good membership with useful discussions taking place both within the meeting and then ongoing;
- Work begun to share hub information to reduce ASB; as a result detached youth work provision has been deployed to Sherburn to engage local young people. Local police are also engaging with young people on the streets;
- The Road Safety Task Group has been re-established;
- Safer Streets fund: With support from SDC community safety, the Office of the Police and Fire Crime Commissioner received a government award of nearly £500k to develop a prevention project in the Whitley, Hensall & Beal areas to reduce the impact of dwelling burglary. Community & Partnership Officers are supporting the planning and development of the project.

What are we concerned about:

- N/A

Climate Change



What's gone well this quarter:

- The Low Carbon Working Group met virtually in July to discuss and agree priorities for the draft Low Carbon Action Plan;
- Programme for Growth budget approved for the Phase 1 project delivery fund to support approved projects flowing from the Low Carbon Working Group (projects subject to business case approval by the Executive);
- Programme for Growth budget approved for Low Carbon Project Officer to oversee Low Carbon work;
- APSE have now produced a Net Zero Carbon Emissions Trajectory Report which estimates that the Council could achieve net zero carbon emissions by 2030, within the allocated budget;
- Tenders have been received and awarded for the installation of the first Electric Vehicle charging points in Council car parks in Selby.

What are we concerned about:

- Resources available within the Assets and Property team to deliver/support delivery of a number of low carbon projects.

Green Infrastructure



What's gone well this quarter:

- Joined the White Rose Forest Partnership which has allowed us access to data across the District and wider authorities. This will assist us in developing our biodiversity and tree planting strategies for the district, identify key planting areas and ensure Selby District is factored into wider funding applications to the Northern Forest Initiative.

What are we concerned about:

- N/A

Delivering Priority 3 - A great place to... **Grow**

Local Plan

**What's gone well this quarter:**

- Preparation on the Local Plan Preferred Options document is progressing well. The draft document is due to be presented to Executive in January 2021 with public consultation to follow;
- A total of 436 sites have been submitted through the Call for Sites Exercise;
- A number of key pieces of evidence have been completed including the Housing and Economic Development Needs Assessment and the Retail, Town Centre and Leisure Study;
- In Q1 and Q2 a total of 9 Local Plan Programme Board Meetings have taken place through Microsoft Teams, 6 in Q2;
- Consultants have been appointed to undertake a review of 12 Conservation Areas. Consultation on the four Selby Town Conservation Areas prior to Christmas;
- The 5 year Housing Supply Report has been published which shows that the Council had 7.7 years supply at 31st March 2020;
- A new Statement of Community Involvement was adopted by Council in September 2020.

What are we concerned about:

- In August MHCLG consulted on its proposed reforms to the Planning System. The proposals propose significant changes to the current planning system, which will require primary and secondary legislation, which may have implications for the Local Plan;
- MHCLG have also consulted on proposals for a revised standard methodology for the calculation of housing requirements, which may have implications for the Council's 5 year housing supply.

Visitor Economy



What's gone well this quarter:

- The Visitor Economy Advisory Board (VEAB) is in place, with representatives from tourism & visitor businesses across the district - the VEAB will help to steer the District's tourism development priorities and act as ambassadors, within the local sector and regionally;
- Commenced development of a Visitor Destination branding and full marketing plan – a Brand Council is in place, there will be a series of workshops in Oct for stakeholders and the VEAB will take a lead in shaping the output of this work.
- Selby Abbey is open to visitors and, with early support from the Tourism Development Officer, has trained volunteers as tour guides. The first socially distanced tours have taken place and are a great success. The Abbey was successful in achieving a Covid-19 recovery grant from the National Lottery Heritage Fund (over £40k) and a government Culture Recovery Fund grant (amount not yet confirmed), which will both make a vital contribution to ensuring its continued viability;
- Selby Abbey has been awarded a Trip Advisor Travellers Choice award, placing it in Trip Advisor's top 10% (internationally) of visitor attractions;
- Selby 950 is a finalist in the White Rose Awards Arts & Culture category. The winner will be announced in November. This is a significant, prestigious award;
- Work on the first tranche of district wide niche trails is complete, with postcards and booklets detailing three trails: Heritage, Nature & Wildlife and Family Adventure. These are accompanied by a new section on SDC's website which has an interactive map of visitor attractions, food & drink providers and other businesses, which will grow over time;
- The trails are accompanied by a campaign: HOME at the heart of Yorkshire, which will appear on a number of buses, billboards (including at Selby Station and on the A64) and with a digital presence;
- The Tourism Development Officer has contacted more than 100 VE businesses to help them achieve Covid-19 secure opening. Individual enquiries from over 20 businesses have been received and actioned since the beginning of April. Over 25 businesses have achieved the 'We're Good to Go' industry standard mark/green tick;
- Engaged a new area manager at Welcome to Yorkshire (recently restructured) and have agreed our Strategic Support Agreement for this year – they are including the themes from our niche trails in their marketing for the region (including Welcome Back to Yorkshire & the new Walkshire campaign);
- Completed first phase of consultation for the Cultural Development Framework.

What are we concerned about:

- The impact of Covid-19 on the visitor, events, culture & creative sectors in the district at a time when we are beginning to unearth their presence and impact on the district.

Enterprise and Business Growth



What's gone well this quarter:

- Agri-Tech High Performance Opportunity status approved by Minister for Business for York and North LEP with Selby District as the epicentre for DiT inward investment projects;
- Approval for the first of three 5,000m² vertical farm units has been approved for the P3P Agri-tech site in Camblesforth;
- Italian owned Sedamyl based in Selby is progressing a £50m investment to expand facilities (subject to planning) with potential for 70 additional jobs;
- L&G Modular Homes are now increasing production and have a recruitment and training programme to employ a further 400 staff over the next 2 years;
- The St Francis Group developers of the Eggborough power station site have had approval for their site masterplan that will provide up to 2 million sq.ft. of development space and potential for up to 4,500 new jobs. Work on the site is scheduled to start by the end of the year;
- Harworth Estates have now started actively marketing the former Kellingley collier site as Konect@Kellingley;
- Canswick Foods, have taken on 8 apprentices and interviewed for potentially an additional 11;
- The Council funded scheme to fund membership of the Federation of Small Businesses successfully supported 85 businesses in need of legal, financial and business support advice - the programme was delivered under budget;
- 18 SME's have taken advantage of level 2 training across various sectors including building and construction, visitor economy and bio economy;
- Hobbies, crafts, DIY and trades have seen strong growth through the period driven by demand from people at home on furlough and focussing on home activities and home improvements. (this has also been mirrored in the significant increase in planning applications for home improvements).

What are we concerned about:

- Recent LEP forecasting for the impact of Covid-19 on the region and for individual authorities shows significant impacts for Selby District, with employment rising to 10.7% from 3.3% potentially 3,518 jobs and the GVA dropping by £178m. Right now we are not seeing these levels materialising but we must prepare for potentially significant damage to the local economy going forward, with both commercial and social consequences;
- There is potentially a pressure point building in relation to future redundancies. Over the last period there has, thankfully, been only one significant redundancy programme announced, DW Sport (Selby) announced 20 job losses due to their national closure. To date there are no known large scale redundancies and we continue to work with DWP to track the risk;
- Lack of small to medium sized industrial units across the district continues to limit growth opportunities with the increased risk that businesses will be forced to look outside the area to meet their growth potential;
- General concerns continue in relation to the ongoing viability of SME's across all sectors due to many businesses operating on levels well below pre-Covid performance. The precarious nature of the hospitality sector is well known however the risk to their supply chain continues to be of concern for businesses that are less well supported.

Skills



What's gone well this quarter:

- The regional Skills Support for the Work Force programme has been awarded a further £3.7 to deliver level 2 training to March 2023 they provide a high level of care sector training across the district;
- Selby College have put in an EOI as a business partner for the government's Kick Start programme to support re-employment in the region;
- Selby College have started a work short placement targeted at 16 to 24 year olds - SDC will work with the College to source placements wherever appropriate.

What are we concerned about:

- The potential for high levels of redundancies going forward across all sectors and that the pressure and demand for training and skills may be swamped;
- In the event that businesses across all sectors are shedding jobs then programmes that rely on training placements and placing apprentices may falter if contracting businesses are unable to take on the demand;
- Capacity within the business support team to adequately deal with increasingly high unemployment numbers.

Delivering Priority 4 - Delivering Great Value

Digital



What's gone well this quarter:

- Replacement Housing Management system went live 20th July 2020. The cutover was completed very smoothly with remote support from the supplier and all staff working from home;
- 80% of server upgrades completed with the remaining servers to be completed by end of October 2020;
- Application upgrades for Uniform & Public Access (planning); TLC (land charges), Information@Work (document management) & Northgate (taxation and benefits) - roll out of Northgate Office Connect;
- Progress of New Systems: Testing stage of implementing Citizens Access Revenues Portal for Revenues & NNDR (allowing online/automated processing of revenues); Project start up for implementing CivicaPay to replace Northgate PARIS (improving online payments), Assure replacement for M3 loaded into Test environment – once implemented will support better citizen reporting of environmental issues;
- Email and Personal drives for SDC officers migrated into the Office365 cloud, making it easier for officers to access and collaborate on information;
- All councillors able to use laptops to attend meetings remotely including full Council meeting held in September;
- All officers provided with necessary equipment to be able to work effectively at home as part of the longer-term response to the Covid-19 pandemic.

What are we concerned about:

- Issues with some current system versions not being compatible with new Microsoft cloud technology, workarounds being designed for business continuity and upgrades planned to systems.
- Ongoing capacity issues linked to the Covid-response may limit the pace at which the Council can support digital change

People Plan



What's gone well this quarter:

- Supported staff through the return to the workplace – post Covid-lockdown. Safe systems of work put in place for services to operate safely during the pandemic; workplaces made Covid-secure; and all staff have been required to undertake risk assessments to ensure ongoing working arrangements (workplace and/or at home) are fit for purpose.
- Re-instigated regular all staff briefings to ensure employees are kept up to date on new developments, e.g. local government reorganisation
- Agreed shift of focus on People Plan as response to LGR – focus will be on supporting the organisation through change.

What are we concerned about:

- Capacity, e.g. reduction in communications resources at this critical time.

Use of assets



What's gone well this quarter:

- Supported the delivery of flu vaccinations in South Milford through our community centre. Offered support to the wider primary care networks.
- Portholme Cresecnt car park has been made available for a Mobile Covid Testing Station to enable residents of Selby easy access to Covid testing;
- New Tariff Regulations Orders have been issued for Council car parks in Selby which will see the introduction of a new tariff and payment card for car park users.

What are we concerned about:

- N/A

Value for Money



What's gone well this quarter:

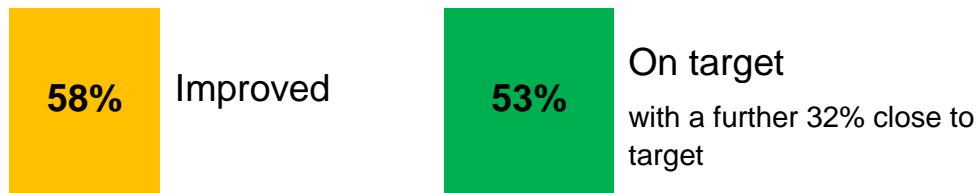
- Council has agreed updated budget and Medium Term Financial Strategy.
- We have awarded several contracts during Q2 for services across the Council including Planning Policy, Economic Development and Housing. Contracts include: Local Plan viability study; conservation area appraisals; Burn Airfield flood risk assessment; Station Masterplan development advice; Visitor Economy marketing; damp works; fixed phone line; carbon trajectory.

What are we concerned about:

- Response to ongoing pandemic continues to place pressure on current and future year budgets.

Delivering corporate priorities: Exceptions Q2 2020/21

KPIs Summary



Indicator/action	Exception	Actions/Comments
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Positive performance - KPIs

% of Major planning applications within statutory or extension of time	Target exceeded	100% of major applications received within Q2 (16) were dealt with within statutory or extension of time, against a target of 60%, and compared to 75% in the previous quarter.
% of non-major planning applications within statutory or extension of time limit	Target exceeded	78.57% of non-major applications (110 out of 140) were dealt with within statutory or extension of time, against a target of 70% and compared to 73.77% in the previous quarter.
Total number of Empty Homes (6 months +) brought back into use through direct action (Year to date)	Target exceeded	In the first 6 months of 2020/21 59 properties that have been empty for over 6 months have been reoccupied.
Average days to process new benefit claims (total)	Target exceeded	15.63 days, against a target of 22 days, compared with 26.35 in Q1, and 17.19 in Q2 the previous year.
Average days sick per FTE (full time employee) Rolling 12 months	Performance improved	Staff sickness has reduced for the fifth consecutive quarter – from 8.9 days/FTE in Q1 19/20 to 5.8 days/FTE in Q2 20/21. In addition to measures being taken pre-lockdown, a subsequent reduction in face to face (reducing contact with others) and the additional flexibility of staff working at home have supported an accelerated reduction in the first half of this year.

Positive performance - Response to Covid-19

New Self-isolation payment introduced	Commenced on target. A new scheme to pay those on low income £500 when they are required to isolate due to a positive Covid-19 test or due to contact with someone with Covid-19 has been introduced.
Business Rate Relief	Newly announced business rate reliefs to retail, hospitality and children's nurseries - to date relief has been awarded on 1050 accounts at just over £7 million.
Environmental Health, Enforcement & Licensing	Received and responded to 160 complaints, in addition to daily requests from businesses and residents. Pro-actively provided advice and support to over 300 businesses to help them comply with the new legislation through responding to emails, direct contact, mail shots, social media campaigns and targeted technical guidance. Had dialogue/communication with organisers of events to persuade them to stop or impose restrictions on events taking place that would involve large public gatherings. Used intel from complaint feedback to target sector specific businesses and undertaken spot checks and assessed compliance with the relevant Covid-19 regulations and government guidance

Delivering corporate priorities: Exceptions Q2 2020/21

Indicator/action	Exception	Actions/Comments
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Performance concerns - KPIs

% of Sundry Debt collected	Target not met	50.61% against a target of 63.86%. A large invoice for £258k was raised at the end of September which has significantly impacted on the collected rate for Q2 – once payment is received the collection rate will be back on track with target.
% stage 1 corporate complaints fully responded to in required timescale	Target not met	78% (target 90%) - 7 out of 9 complaints responded to within time, compared to 86% in the previous quarter.
Percentage of stage 2 corporate complaints fully responded to in required time	Target not met	58.33% (target 90%) - 7 out of 12 complaints responded to within time, compared to 100% in the previous quarter. This is mainly due to officers deadline with Covid-19 emergency work.
% of emergency/urgent repairs to council-owned properties completed within agreed timescales	Data not available	The suspension of all but emergency repairs due to the coronavirus outbreak continues to severely impact performance in Q2 albeit we are making excellent progress in addressing the resultant backlog of works. At the current time, there are now only 30 outstanding urgent (P2) repairs within the system, compared to in excess of 300 in Q1; and as a result of this success, we have been able to re-introduce a return to normal delivery of P2 repairs from 1 st October 2020. Delivery on the backlog of non-urgent (P3) repairs has also now commenced and significant progress is being made on reducing the backlog; with circa 540 repairs now outstanding in the system against in excess of 1,000 at the end of Q1.
Average days to re-let Standard and Major Void Types	Data not available	The Government suspension of all but essential house moves during the lockdown period continues to impact turnaround times on our void properties. Despite the prohibition on moving home, the number of properties being returned to the Council during the period remained relatively constant. Although progress has been made in reducing the overall numbers, there remain 66 'live' voids in the system, of which the overwhelming majority (70%) fall within the 'refurbishment void' category. 23 of these properties have been allocated to our major works contractor for completion as they require significant damp and/or elemental replacement works.

Delivering corporate priorities: KPIs Q2 2020/21

PI Status		Short Term Trends		Long Term Trends	
	Alert		Improving		Improving
	Warning		No Change/Not applicable		No Change/Not applicable
	OK		Getting Worse		Getting Worse

KPI	Direction of Travel	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
Residual household waste per household (kg)	Aim to Minimise	133	138	145	148	TBC	137			
% Household waste recycled	Aim to Maximise	48.72	36.23	32.14	49.02	TBC	30.12			
Number of SMEs supported	Aim to Maximise	45	47	13	106	48	50			
% of emergency/urgent repairs to council-owned properties completed within agreed timescales	Aim to Maximise	95.87	99.24	85.06	N/A	N/A	90			N/A
Total number of Empty Homes (6 months +) brought back into use through direct action (Year to date)	Aim to Maximise	34	36	39	0	59	5			
% of Council Tax collected	Aim to Maximise	56.99	84.40	98.33	28.96	56.40	57.90			
% of Council Housing Rent & Arrears collected	Aim to Maximise	94.83	97.22	98.34	92.95	TBC	92.76			
% of Non-domestic Rate collected	Aim to Maximise	54.41	81.27	99.18	25.86	51.52	55.00			
% of Sundry Debt collected	Aim to Maximise	63.86	69.24	99.1	45.79	50.61	63.86			
Amount of planned savings achieved (£)	Aim to Maximise	777k	786k	768k	156k	156k	156k			
Average days to process new benefit claims (total)	Aim to Minimise	17.19	24.00	19.12	26.35	15.63	22.00			
Average days to process Change of Circumstances	Aim to Minimise	3.82	4.29	2.10	3.15	3.13	8.40			
% of Major applications within statutory or extension of time	Aim to Maximise	77.78	100	80	75	93.75	60			
% of non-major applications within statutory or extension of time limit	Aim to Maximise	68.05	83.75	82.61	73.77	78.57	70			
% stage 1 corporate complaints fully responded to in required timescale	Aim to Maximise	73	100	29	86	78	90			
% of FOI responded to within 20 days	Aim to Maximise	89.19	86.84	90.96	92.19	85.16	86			
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	5.00	4.00	5.00	N/A	N/A	10			N/A

KPI	Direction of Travel	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.36	1.08	1.96	1.91	2.36	2			
% of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels	Aim to Maximise	32.41	34.66	54.38	70.15	64.06	50			
Corporate health & safety: The number of incidents reported	Aim to Minimise	3	3	1	0	1	3			
Average days sick per FTE (full time employee) Rolling 12 months	Aim to Minimise	8.49	8.16	7.76	6.9	5.8	5			
Amount of Business Rates retained (million £s)	Aim to Maximise	11.2	11.2	11.2	11.2	11.2	7.5			
Council Tax base	Aim to Maximise	31479	31565	31710	31469	31927	31808			
Percentage of stage 2 corporate complaints fully responded to in required time	Aim to Maximise	66.67	100	33	100	58.33	90			
Number of missed waste collections	Aim to Minimise	270	247	253	N/A	TBC	186			
Number of visits to combined leisure centres	Aim to Maximise	96.35k	87.3k	93.3k	N/A	27.3k	TBC			N/A
% of active members participating in one or more sessions a week	Aim to Maximise	43.3	46.01	N/A	N/A	N/A	51			N/A
% conversions to full membership from participants in health referral programmes	Aim to Maximise	36	36	N/A	N/A	N/A	30			N/A
% participants completing health referral programme	Aim to Maximise	72	66	N/A	N/A	N/A	54			N/A
Memberships at combined leisure centres	Aim to Maximise	4,324	4,393	N/A	N/A	2,441	TBC			N/A
Average days to re-let Standard Void Types	Aim to Minimise	22	25.3	23.3	N/A	N/A	26			N/A
Average days to re-let Major Void Types	Aim to Minimise	50.2	37.9	46.2	N/A	N/A	45			N/A

Context indicators

Q2 2020/21

These indicators are those which we may be able to influence, but not directly affect.

Indicator	Update frequency	Previous Value	Latest Value	Regional comparison
Resident population of the district	annual	89,100	90,600	n/a
% of the district population of working age (16-64)	annual	61.4	61.1	below average
% of the district population aged 65+	annual	19.9	20.1	above average
% working age population in employment	quarterly	72.6	73.4	below average
% working age population claiming Job Seekers Allowance	quarterly	0.6	0.7	below average
% working age population qualified to Level 4+ (annual measure)	annual	34.7	30	below average
% working age population with no qualifications (annual measure)	annual	8.3	6.9	below average
Total Gross Value Added (£)	annual	1,930m	2,110m	n/a
Business births	annual	480	580	n/a
% business survival rate (2-year)	annual	77.8	74	above average
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	584.1	582.4	above average
Unemployment Rate - % of 16-64 working age population	quarterly	2.8	2.5	below average
% adults defined as overweight or obese (annual measure)	annual	63.5	69.6	above average
% children defined as overweight or obese (at year 6) (annual measure) (reported in Q4)	annual	31.96	33.59	above average



Report Reference Number: E/20/27

To: Executive
Date: 3 December 2020
Status: Non key decision
Ward(s) Affected: All
Author: Angela Crossland, Head of Communities, Partnerships and Customers
Lead Executive Member: Cllr David Buckle, Lead Executive Member for Communities and Economic Development
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: Groundwork Merger

Summary:

This report outlines details of the proposed merger between Groundwork North Yorkshire, Groundwork Wakefield and Groundwork Leeds. Selby District Council is a Member of Groundwork North Yorkshire, along with Selby Town Council and Groundwork UK.

Selby District Council will, through its nominated proxy, be invited to vote on a poll on the Resolutions as outlined in the Extraordinary General Meeting (EGM) Notice of 23 October 2020. The EGM was scheduled to take place on 13 November, but has been adjourned to take place on 9 December 2020, so that Selby District Council's Executive can review the proposal and decide whether to support it.

The intention is to get all the necessary permissions in place in order to execute the Transfer Agreements on 31 December 2020.

Recommendations:

- i) **To support the merger between Groundwork North Yorkshire, Groundwork Wakefield and Groundwork Leeds.**
- ii) **To nominate Councillor Chris Pearson as the voting member for Selby District Council at the forthcoming EGM with Councillor Paul Welch as the substitute member.**

Reasons for recommendation

To do so in line with the Council Plan 2020-30 priority to make the district a great place to enjoy. To do so in line with the Plan priorities to work collaboratively and in a community centred way

1. Introduction and background

- 1.1 Selby District Council is a Member of Groundwork North Yorkshire, along with Selby Town Council and Groundwork UK.
- 1.2 It is being proposed that Groundwork North Yorkshire merge with Groundwork Wakefield and Leeds and Selby District Council, in its capacity as a member of Groundwork North Yorkshire, is being asked for its approval of the merger.

2. The Report

- 2.1 For a number of years Groundwork has been looking at ways to better deliver services throughout Yorkshire. Since 2015/16 they have been working together ever more closely and for each partner trust – Leeds, North Yorkshire and Wakefield – the importance of maximising benefit and the sustainability of local Groundwork activity has been at the heart of the discussion.
- 2.2 Financial performance has been improving over the past three years even though there have been unprecedented reductions in the resources of their major funding partners. All Trust charitable activity now makes a positive financial contribution.
- 2.3 By working more closely together Groundwork have stated that they have collectively saved over £500,000 of costs without impacting on the quality and quantity of their project activities. In some cases the quality and quantity of their work has actually improved. Further savings will be realised by the completion of the merger which will also allow Groundwork to operate more effectively within the Federation of Groundwork Trusts.
- 2.4 An independent report by BHP (published in March 2019) provided an options analysis of six potential ways forward in relation to the merger. Options 1-4 assumed that a merger would take place, Option 5 related to maintaining the status quo, and Option 6 related to de-merging.
- 2.5 BHP concluded that the option being proposed (Option 1), to merge Groundwork Leeds and Groundwork North Yorkshire into Groundwork Wakefield (which would then become Groundwork Yorkshire) was a better solution than Options 2 and 3 (which related to different forms of merging the current stakeholders).
- 2.6 They noted that Option 4, which outlined the potential to merge on a wider scale (for example, merging the Yorkshire Groundwork Trusts with

Groundwork North East & Cumbria) was not something that could be realistically achieved within a reasonable timescale.

2.7 The report concluded that Groundwork Leeds, Wakefield and North Yorkshire have already benefited from substantial synergies and breaking the Trusts apart would only load costs, which would likely be unaffordable. It was BHP's view that there was no reason for any of the participating trusts not to merge, and that the most viable option was Option 1 – that is to merge Groundwork North Yorkshire and Groundwork Leeds into Groundwork Wakefield, to form Groundwork Yorkshire.

2.7 Groundwork is currently working on the following projects in Selby:

- Brayton Barff
- Bondgate Community Woodland, Selby
- Central CEF Administration (finished Oct 2020)
- Charles Street Play Area, Selby
- Grange Road Play Area, Tadcaster
- Higher York – Selby High School and development of the programme
- Riverside Gardens, Selby
- Selby Garden Enterprise
- Selby Town Hall Planting Scheme
- Sherburn in Elmet Library Garden
- Sherburn In Elmet Village Centre Landscape Designs
- St James's Community Garden, Selby
- Supported Internships, Selby
- Thorpe Willoughby Play Improvements

2.8 Groundwork have stated that it is their hope that this relationship with the Council will continue, once the merger is complete. They have stated that they will continue to deliver Selby Garden Enterprises, the Alternative Curriculum and Supported Internship programmes and will support the local Town and Parish Councils to improve open spaces, the public realm and the natural environment. They will also continue our work with the Council to improve local play areas, by providing community consultation and engagement, and design and contract management for the schemes.

3. Alternative Options Considered

Other merger options considered by Groundwork but not proposed.

4. Implications

4.1 Legal Implications

4.1.1 The legal process to give effect to the merger requires SDC to confirm agreement in its capacity as a member of Groundwork North Yorkshire.

4.2 Financial Implications

4.2.1 The merger has no cost implications to the Council. Selby District Council currently provides £26,000 pa in core funding to support operations in Selby through a Grant Agreement between Groundwork North Yorkshire and the Council. This Agreement sets out how Groundwork supports the Council and works with local communities to improve local community spaces, supports community groups to be well governed, and works with community groups to access funding, improve their viability, self-sufficiency and sustainability, and garner local community interest to improve local spaces.

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

5.1 The Executive is asked to recommend approval of the merger between Groundwork North Yorkshire, Groundwork Wakefield and Groundwork Leeds.

6. Background Documents

None

7. Appendices

Appendix A – Due Diligence Report

Contact Officer:

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Groundwork North Yorkshire Board Meeting

Due Diligence Report: Groundwork North Yorkshire March 2020

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1. Introduction

This report provides details of the due diligence carried out on behalf of Groundwork North Yorkshire and sets out the next steps in the merger approval process.

2. Due Diligence

The purpose of the due diligence is:

- to provide reassurance that all relevant disclosures have been made by Groundwork Wakefield and Groundwork Leeds, and that the available information provides an accurate view of the current state of Groundwork Wakefield and Groundwork Leeds;
- to provide reassurance that the latest business projections continue to show that the beneficiaries of Groundwork North Yorkshire will be better served if the legal merger goes ahead, and that the merger continues to be in the best interests of Groundwork North Yorkshire.

The attached is a summary of the full due diligence file, which is available to view. Information is accurate at 12-Mar-20.

3. Approvals

The legal documentation for the merger needs to be reviewed and approved. These include:

- Deed of Transfer between Groundwork Wakefield and Groundwork North Yorkshire

- A resolution approving the Deeds of Transfer for the Board to formally adopt

Trustees will need to authorise one of their number to sign the Deeds of Transfer and the Loan Agreement on behalf of the Board.

Recommendation:

The Board is invited to:

- Confirm that the merger is in the best interests of Groundwork North Yorkshire;
- Approve the Deeds of Transfer and the associated resolutions;
- Authorise a Trustee to sign the Deeds of Transfer on the Board's behalf.

Summary of Due Diligence

1. Certificates of Incorporation & Articles of Association

Charity Articles of Association & Certificates of Incorporation included in file (A1).

Summary:

Charities	Company Number	Charity Number	Date of Incorporation	Registered Office
Leeds	2064992	518154	16-Oct-86	Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds LS27 9SL
North Yorkshire	4331238	1094878	29-Nov-01	Civic Centre, Doncaster Road, Selby, YO8 9FT
Wakefield	2202681	519846	04-Dec-87	County Hall, Wood Street, Wakefield, WF1 2QW

Subsidiaries	Owned By	Company Number	Date of Incorporation	Registered Office
Groundwork Environmental Services (Leeds) Limited	Groundwork Leeds (100%)	02847274	11-Jul-94	Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds LS27 9SL
Groundwork Pride	Groundwork Wakefield (51%); Groundwork North Yorkshire (49%)	02871169	12-Nov-93	Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds LS27 9SL
Whitwood Golf Club	Groundwork Wakefield (100%)	08114265	21-Jun-12	Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds LS27 9SL
Jobmatch (UK) Limited	Groundwork Wakefield (100%)	07677305	21-Jun-11	Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds LS27 9SL

2. Members, Trustees & Officers

Register of Members, Trustees and Officers included in file (A2).

Charities	Members	Trustees	Secretary
Leeds	Groundwork UK Leeds City Council	T Lincoln (Chair) A Blackburn A Garthwaite P Grahame R Hall J Illingworth L Strickland	S Munro
North Yorkshire	Groundwork UK Selby District Council Selby Town Council	J Readshaw (Chair) P Welch C Pearson S Shaw-Wright	S Munro
Wakefield	Groundwork UK Wakefield District Council	P Cooper (Chair) E Blezard S Heptinstall R Taylor	S Munro
Groundwork Environmental Services (Leeds) Limited	Groundwork Leeds	T Lincoln (Chair) A Curtis	S Munro

Groundwork Pride	51% Groundwork Wakefield 49% Groundwork North Yorkshire	P Cooper (Chair) D Queenan J Readshaw	S Munro
Whitwood Golf Club	Groundwork Wakefield	P Cooper (Chair) D Large B MacMillan	N/A
Jobmatch (UK) Limited	Groundwork Wakefield	J Readshaw (Chair) A Curtis E Thompson	S Munro

3. Statutory Accounts (3 Years)

Statutory Accounts for 2016/17, 2017/18 and 2018/19 included in file (A3) for all three charities.

Summary:

Leeds			
	2017	2018	2019
Income	£1,506,248	£1,486,978	£1,658,460
Expenditure	-£1,522,440	-£1,500,761	-£1,680,064
Surplus/Deficit	-£16,192	-£13,783	-£21,604
Pension Scheme Losses/Gains	£20,000	£4,000	-£39,000
Net Movement in Funds	£3,808	-£9,783	-£60,604
Balance C/F	£119,883	£110,100	£49,496

North Yorkshire			
	2017	2018	2019
Income	£399,009	£505,641	£255,663
Expenditure	-£391,784	-£525,290	-£238,250
Surplus/Deficit	£7,225	-£19,649	£17,413
Pension Scheme Losses/Gains	£0	£0	£0
Net Movement in Funds	£7,225	-£19,649	£17,413
Balance C/F	£67,305	£47,656	£65,069

Wakefield			
	2017	2018	2019
Income	£1,713,831	£2,257,458	£2,821,953
Expenditure	-£1,950,767	-£2,247,944	-£2,869,784
Surplus/Deficit	-£236,936	£9,514	-£47,831
Pension Scheme Losses/Gains	-£326,000	-£58,000	-£105,000
Net Movement in Funds	-£562,936	-£48,486	-£152,831
Balance C/F	-£435,110	-£483,596	-£636,427

4. Assets & Liabilities

The attached consolidated Balance Sheet shows that the consolidated assets (prior to pension adjustments) of the three charities amount to **£1,995,291**.

The main assets are:

	Leeds	Wakefield	North Yorkshire
Property	Freehold: Environment & Business Centre – estimated value £585,000	Leasehold to 2114: Kirkgate Station – estimated value £1,250,000	None
Fixed Assets	Vehicles & Computer Equipment: NBV at 31/12/19 £602	Vehicles & Computer Equipment: NBV at 31/12/19 £14,268	None
Debtors	Allerton Bywater Accrued Income £50,433 : 12.56% share of development profits (tbc)	Inter-Company Loans: <ul style="list-style-type: none"> • Pride £205,142 • Whitwood £53,102 • JobMatch £8,000 	Inter-Company Loans: <ul style="list-style-type: none"> • Pride £117,218

The main liabilities are:

	Leeds	Wakefield	North Yorkshire
Pension Deficit	Scheme deficit (as reported under FRS102) £569,000	Scheme deficit (as reported under FRS102) £1,495,000	None
Loans	Unity Trust Bank: Current balance outstanding is £60,792, and monthly payments are £5,231 until December 2020. Secured against Morley building.	Wakefield Metropolitan District Council: £635,000 (approval pending), over 10 years at 2.5% interest. Secured against Kirkgate Station (approval pending)	None

Confirmation of pension transfer position.

Following liaison with WYPF, LCC and WMDC officers the likely position of a merger leading to a reduction in overall pension liability has been established.

The final actuarial valuations will be triggered by confirmation from WMDC and LCC of the agreed merger date.

LCC and WMDC confirmation emails are available.

Details and supporting documentation in file (A4).

5. Insurances

Policy details and claims history on file (A5).

6. Compliance & Regulation

Up to date Health & Safety, Safeguarding and Data Protection reports are available on file (A6).

7. Transfer Agreement & Revised Articles

The legal documentation for the merger needs to be reviewed and approved. This includes:

- Deed of Transfer between Groundwork Wakefield and Groundwork Leeds
- Deed of Transfer between Groundwork Wakefield and Groundwork North Yorkshire

Trustees will need to authorise one of their number to sign the Deeds of Transfer and the Loan Agreement on behalf of the Board.

Copies are available on file (A7)

8. Board & Member Approvals

The following resolutions will be put to the Board for their approval:

- A resolution approving the Deeds of Transfer for the Board to formally adopt
- A resolution approving the new Articles of Association for the Board to formally adopt
- A resolution changing the name of Groundwork Wakefield to Groundwork Yorkshire
- A resolution accepting the terms of the loan agreement with Wakefield Metropolitan District Council.
- A resolution changing the Registered Office to the Environment & Business Centre.

9. Business Case for Merger

For a number of years Groundwork has been looking at ways to better deliver services throughout the region. From 2015/16 we have been working together ever more closely and for each partner trust – Leeds, North Yorkshire and Wakefield – the importance of maximising benefit and the sustainability of local Groundwork activity has been at the heart of the discussion.

As we reach the final stages of consideration regarding the proposed merger it is important to review that rationale behind some of the decisions and actions already taken.

i) Stabilisation of activity

The overall contribution made by our combined charitable services has increased from £469,000 in 2015/16 to an estimated £497,000 in 2019/20. At the same time our income has declined from £5,117,000 to £3,101,482. This increase in surplus from 9% of turnover to 16% has occurred despite all of our funding partners facing unprecedented reductions in their resources.

All Trust charitable activity now makes a positive financial contribution.

Areas of potential such as Design and Community Services have been developed, drawing on the experience and skills of former single Trust teams to create viable business units that annually generate returns based on staff costs of over 40%.

Areas of work critical to our traditional charitable mission, Jobs and Skills and Lifelong Learning have delivered significant social benefits albeit making only marginal financial contributions. Without the scale of the merged entity and the benefits that this scale allows this type of activity would be unsustainable.

We have now established stable funding platforms for activity in Hull and Scarborough – 3 year programmes have given us a base from which to commercially sell the wider range of Groundwork services to both deliver more charitable activity as Groundwork and reduce the overhead burden on services in Leeds, Wakefield and North Yorkshire.

We have now established all of the Groundwork Trading Companies owned by Wakefield and in the case of GPL Wakefield and North Yorkshire as regularly profit making. Losses of over £200,000 in 2014/15 have been transformed into an estimated profit of over £180,000 in 2019/20. This is despite a series of weather and other challenges outside of our control that have directly impacted on our trading businesses. These profits now make a major contribution to the overall costs of running

Groundwork and enable a higher level of charitable activity to be undertaken than would otherwise be possible.

ii) Overheads

By working more closely together we have collectively saved over £500,000 of costs without impacting on the quality and quantity of our project activities. In some cases the quality and quantity of our work has actually improved. Further savings will be realised by the completion of the merger which will also allow us to operate more effectively within the Federation of Groundwork Trusts.

iii) Development

By working more closely together we have used our shared and unique experiences to develop stronger programmes across the region.

Our GPL Landscape Contracting business now operates to the benefit of partners in Leeds. Its growth has been underpinned by a closer working relationship with other Groundwork professional service teams – especially Design.

Our Green Doctor service now delivers throughout the region and is recognised as a national and regional leader.

Our involvement in the nationally recognised Better Start Bradford Programme was only possible because we shared our experience to create a persuasive bid.

By combining our activity we have created a Yorkshire Marketing and Communications Team that now also supports (and is funded by) colleagues in the North East and plays a leading role in the development of national assets such as the refreshed Groundwork website, ensuring that our projects and priorities are reflected. By combining our resources over the past years we have created a sustainable base for Groundwork to continue delivering our important charitable services throughout the region. The alternative, a reversion to single trading entities, would if not impossible lead to a significant reduction in our charitable activity throughout the region.

iv) Budget 2020/21

We have completed the review of our budget for 2020/21 and agreed our financial targets with the regional Finance Committee. We estimate that a surplus of £98,575 is achievable compared with our January 2019 forecast for 2020/21 of £28,286. The main reasons for this increase are:

- Communities (West Yorkshire) benefiting from development work in 2019 where decision making has slipped.
- Continuing growth in Green Doctor and Design Services, both supported by regional and national development and marketing investment.
- Continuing recovery of Golf
- Full year effect of overhead savings as a result of merger and Groundwork in the North regional collaboration.

Our 2020/21 FOB compares favourably with the same analysis for 2019/20 with the level of our confirmed income higher in absolute cash terms and as a % of our target for the year. We also have a much stronger forward order book in terms of bid for and sought work.

The Consolidated Balance Sheet at 31/03/19; Management Information at 31/12/19 and Draft Budget for 2020/21 are attached.

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Report Reference Number: E/20/28

To: Executive
Date: 3 December 2020
Status: Non Key Decision
Ward(s) Affected: All
Author: Karen Iveson, Chief Finance Officer
Lead Executive Member: Councillor Cliff Lunn, Lead Executive Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Draft Revenue Budget and Capital Programme 2021/22 and Medium Term Financial Plan

Summary:

This report presents the draft revenue budget; capital programmes and the Programme for Growth for 2021/22 to 2023/24. Subject to the confirmation of the Local Government Finance Settlement and Council Tax level, the 2021/22 budget is expected to require £2.270m of funds earmarked in the Business Rates Equalisation Reserve (BRER) for revenue support.

For the purpose of this draft budget, a Council Tax freeze for 2021/22 is proposed. This is a departure from the approved Medium-Term Financial Strategy (MTFS) and has added £160k p.a. to the forecast deficits. A CPI+1% increase is assumed for housing rents.

In 2021/22 (subject to confirmation of these receipts) it is proposed that £9.2m of renewable energy business rates are transferred to the Business Rates Equalisation Reserve. This will help to provide future support to the revenue budget as capacity is, in the shorter term, diverted towards the on-going Covid-19 response and existing investment programmes.

The Medium Term Financial Plan (3 year draft budget) shows there is an underlying gap between core spending (with spending reflecting the budget risk highlighted in the MTFS) and current assumed core funding as a result of New Homes Bonus being phased out and the renewable energy business rates windfalls ceasing. Beyond 2021/22 we await the outcome of the Government's Fair Funding Review, further consultation on the future of New Homes Bonus and reform of the Business Rates Retention System, to confirm the need for and level of future savings.

There is capacity in reserves to smooth the impact of funding reductions and this draft budget proposes deferring savings until 2023/24 when the outcome of the fairer funding review should be known. However, the on-going use of reserves to support the revenue budget is not a long term sustainable solution and therefore achievement of efficiency savings and additional income generation remain crucial as plans for Business Rates and Council Tax growth are brought to fruition and opportunities for savings will continue to be captured as they arise.

The draft budget is subject to public consultation before the Executive finalise their proposals in February 2021.

Recommendations:

It is recommended that the draft budget proposals be approved for 6 weeks public consultation with effect from 4 December 2020 and submitted to Policy Review for comments.

Reasons for recommendation

To enable the views of the public, local businesses, Policy Review Committee and other stakeholders to be gathered through consultation, prior to the Executive finalising their budget proposals for Council consideration.

1. Introduction and background

- 1.1 The Council approved its Medium-Term Financial Strategy (MTFS) on 22 September 2020. The MTFS covers both General Fund activities and the Housing Revenue Account, and provides the strategic financial framework for medium term financial planning and annual budget setting.
- 1.2 The MTFS takes account of the Government's intended further one-year roll-over spending review which was announced in October 2020, in response to the wider economic uncertainty resulting from the Covid-19 pandemic. The MTFS is set in the context of the potential for Local Government re-organisation in North Yorkshire and the increasing prospect of a no-deal Brexit as the transition phase draws to a close. Against this backdrop of extreme uncertainty, it recognises on-going reductions to Government 'incentive' funding (New Homes Bonus and renewable energy business rates) along with risk and uncertainty surrounding the fair funding review and the business rates retention system reset as the key issues for the Council's finances.
- 1.3 At the time of writing this report we await the Government's provisional Local Government Finance Settlement – any necessary changes as a result of the settlement will be incorporated into the final budget proposals to be considered by the Executive in February 2021.
- 1.4 The draft budget proposals include provision for the emerging contractual risks identified in the MTFS and the resources needed to deal with backlogs

as a result of the Council's on-going response to Covid, but further work to fully assess the impacts is needed.

- 1.5 The MTFS also confirms the Council's strategic approach to securing financial sustainability by reducing its base net revenue budget in order to deliver services within its in-year resources; and investing 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth.
- 1.6 The MTFS includes an assumed Council Tax increase of £5 for a Band D property. From the HRA perspective the MTFS includes a Consumer Price Index (CPI)+1% increase in housing rents.
- 1.7 The MTFS also confirms the Council's reserves strategy - fundamentally avoiding the use of reserves to support the on-going revenue budget which is not sustainable in the long term. Instead it seeks to balance the set aside of sums to cover known commitments and financial risk, as well as earmarking resources to support delivery of the Council's Corporate Plan.

2. The Report

- 2.1 The draft revenue budgets for the 3 years from 2021/22 to 2023/24 are presented at **Appendix A**, the latest capital programmes are shown at **Appendix D** and the Programme for Growth is at **Appendix E**.

General Fund Revenue Budget

- 2.2 The draft budget includes provision for 'contractual' and other unavoidable rises in expenditure (e.g. inflation and changes in interest rates), as well as inflation on income from the Council's discretionary fees and charges. This includes:
 - the on-going impacts of Covid-19 – including £350k reduction in investment interest as a result of the reduced bank rate;
 - an increase in Internal Drainage Board (IDB) levies of 11.5% over the 3 years to 2023/24 (Danvm IDB's levy is increasing by £121k or 27.9% in line with their equalisation plan) – taking the total levies from £1.739m in 2020/21 to £1.940m in 2023/24;
 - a 2% provision for an annual pay award - although public sector pay restraint is anticipated as the longer-term impacts of the virus on the wider economy become clearer;
 - a 5% vacancy factor to help mitigate the rising pay bill and manage other cost pressures within the budget.
- 2.3 £1m growth is included where considered necessary (**see Appendix B**). This includes an indicative assessment of the emerging budget risks identified in the MTFS:

- A recurring £500k loss of income from IHL and an increase in costs due to the potential need for alternative arrangements for leisure services;
- A one-off increase in staffing capacity required to deal with service backlogs arising from the on-going impacts of Covid-19 £500k in 21/22 (the impacts in 20/21 will be addressed as part of the quarterly exception reports to the Executive).

Whilst the draft budget proposals include provision for these emerging risks, further work is needed to fully assess the impacts.

- 2.4 Given the prospect of Local Government Review and the operational challenges associated with the on-going response to Covid-19, the draft budget does not include any other bids for discretionary growth. Our focus for the coming year will be on delivering the programmes already in place.
- 2.5 Following deferral of the 3-year Spending Review and reset of the business rates system, the draft budget includes an assumed further £9.2m from renewable energy business rates in 2021/22. Given the risks the Council is facing it proposed that these windfall receipts are earmarked to support the revenue budget through the Business Rates Equalisation Reserve, with £500k diverted to the Contingency Reserve.

Indicative Local Government Finance Settlement

- 2.6 In October 2020 the Chancellor announced that the scheduled Comprehensive Spending Review would not go ahead this year and indicated that once again the Local Government Finance Settlement would be for one year. The following have been incorporated into the draft budget for 2021/22, pending the actual settlement announcement:
- Business Rates Baseline funding £2.326m (safety net level) to reflect Selby's continued non-pool status in 2021/22;
 - New Homes Bonus – £1.182m (legacy payments only);
 - Rural Services Delivery Grant £108k (roll-over of 20/21).
- 2.7 For 2021/22 the draft budget assumes the Council is at the safety net for the purposes of Business Rates Retention and therefore no Business Rates Growth is included. Beyond 2021/22 the funding system is subject to review. For 2022/23 onwards the draft budget assumes current Business Rates Baseline (plus inflation) plus a small amount of growth within the savings plan (£100k in 2022/23 plus a further £100k in 2023/24).
- 2.8 In line with indications from the Government, the MTFs and draft budget assumes that New Homes Bonus funding will taper out over the next 2 years. Given the spending pressures facing the Council, the draft budget applies New Homes Bonus to the revenue budget in the first instance, but we continue to plan for the full withdrawal of this income stream. Should the assumed receipts not be forthcoming then there are sufficient receipts in the Business Rates Equalisation Reserve to compensate.

Council Tax

- 2.9 The approved MTFs mid-case assumes a Council Tax increase of £5 for a Band D property for 2021/22. A £5 increase would take the Council average Band D charge from £183.22 to £188.22 – a rise of 9.6p per week, and generate an additional £160k in Council Tax income. However, due to the impact of Covid-19 on our communities, the Executive propose to freeze Council Tax for 2021/22. This will mean £160k p.a. recurring reduction in income from Council Tax against that assumed in the MTFs.
- 2.10 An indicative assessment of the tax base for Council Tax setting purposes is 32,065 - a 0.24% increase on 2020/21 which is more optimistic than that used in the MTFs – whilst further Council Tax Support claims are anticipated, property growth looks promising despite the effects of the virus. The Council Tax yield is estimated at £5.875m for 2021/22.

General Fund Summary

- 2.11 Taking the Council's overall service requirements and funding assumptions together, the estimated position for 2021/22 is summarised below with more detail at **Appendix A**:

General Fund	2021/22 £000's
Net Budget Before Contribution to/(from) Reserves	16,785
Contributions to Reserves	9,770
Contributions from Reserves	(5,576)
Net Draft Revenue Budget	20,979
Funding	
Business Rates Baseline (safety net)	2,326
New Homes Bonus	1,182
Special & Specific Grants	113
Rural Services Delivery Grant	108
Renewable Business Rates Income	9,172
Council Tax (Tax Base 32,065 x Band D £183.22)	5,875
Collection Fund Deficit – Council Tax*	(67)
Total Funding	18,709
Net Budget Deficit to be funded from BRER**	2,270

* 2020/21 deficit spread over 3 years

** Includes £184k savings

- 2.12 Subject to the assumptions and risks within the budget, the General Fund Deficit after delivery of planned savings, is estimated at £2.270m for 2021/22. It is proposed that this be funded from the Business Rates Equalisation Reserve.

Housing Revenue Account Budget

- 2.13 The HRA budgets have been prepared using the same assumptions on pay and price inflation as included in the General Fund and assumptions on rent changes are based on the Government's formula. In 2021/22 the CPI+1% increase has been applied.
- 2.14 Again, the draft HRA budget includes no new bids for discretionary growth – as with the General Fund our focus over the next year will be to deliver the improvement programme already in place.
- 2.15 The estimated position on the HRA for 2021/22 is shown below. The HRA savings plan is on track to achieve, although opportunities for further efficiency will continue to be sought in order to maximise the resources available for investment in the service.

HRA	2021/22 £000's
Net Budget Before Contribution to/(from) Reserves	7,088
Contribution to Reserves	1,625
Net Draft Revenue Budget	8,713
Less Dwelling Rents	(12,302)
Net Surplus available for Major Repairs	(3,589)

- 2.16 Before consideration of the Housing Investment Programme requirements, a surplus position is anticipated for 2021/22. HRA surpluses are used to fund the HRA investment programme, which are smoothed annually through transfers to and from the Major Repairs Reserve. Investment plans for 2021/22 total £12m and will require a £8.1m drawdown from the Major Repairs Reserve. **Appendix F** shows the forecast on this reserve assuming all plans are delivered.
- 2.17 Looking ahead the refreshed HRA Business Plan sets out the long-term requirements for the Housing Revenue Account whilst balancing savings and investments within the context of a sustainable HRA.

Savings

- 2.18 The MTFS highlights the major uncertainty arising as a result of Covid-19 and the growing prospect of a no-deal Brexit, along with the potential for Local Government re-organisation. Against this backdrop, financial risk is increasing and savings continue to feature strongly in the Council's strategic and operational plans. Delivering on-going efficiencies is a key part of the Council's 'Great Value' priority – being as efficient as possible and living within our means, whilst using the financial capacity created to generate long-term gains to improve outcomes for citizens. The MTFS identifies recurring savings of £2.4m - £2.9m p.a. will be needed by 2023/24. Taking into account

the freeze in Council Tax and provision for the emerging service risks, this has risen to £3m, but this remains very much dependent upon the longer-term funding regime for local government.

2.19 The Council's approach to savings will continue to cover three key strands:

- **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs;
- **Growing** our resources through investment in economic and housing growth to drive growth in Council Tax and Business Rates and through charging for services and trading externally;
- **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.

2.20 However organisational capacity is undoubtedly stretched as we continue to respond to the pandemic and growing backlogs in some service areas mean that capacity to deliver the savings required, is severely diminished. This coupled with the need to accelerate delivery of our approved investment programmes means that savings will be profiled beyond the next Comprehensive Spending Review when the future local government finance settlement is known. This does not mean that savings will not be captured as and when opportunities arise but the phasing of planned savings will be pushed out to 2023/24 and reserves will be used to bridge the gap in the short term.

2.21 The savings plan has been reassessed as part of the budget process and the revised plan is set out at **Appendix C**. Key changes include:

- Reprofile of saving from Market Cross to 2023/24 to align with lease expiration
- Permanent reduction in the planning service saving following a review of the staffing requirements - £89k (all years);
- Reprofile of business rates growth of £100k p.a. year-on-year from 2021/22 to 2022/23 onwards (subject to business rates reset);
- Reduction and reprofiling of environmental contract saving to reflect additional round capacity needed;
- Reprofile to 2023/24, all other savings not yet delivered.

2.22 Taking the proposals for Council Tax, committed growth, planned reserve transfers and assumptions on Government funding, the table below summarises the current plan and shows the estimated funding gap based on this draft Medium-Term Financial Plan:

GF Savings Summary	2021/22 £000's	2022/23 £000's	2023/24 £000's
Low risk/completed	11	11	11
Medium risk/in progress	173	173	273
High risk/not started	0	100	362
New target – to be identified	0	0	2,389

Cumulative Savings	184	284	3,035
Annual Savings	184	100	2,751

HRA Savings Summary	2021/22 £000's	2022/23 £000's	2023/24 £000's
Low risk/completed	0	0	0
Medium risk/in progress	195	195	195
High risk/not started	0	0	0
New target – to be identified	0	0	0
Cumulative Savings	195	195	195
Annual Savings	195	0	0

2.23 The plan will continue to be monitored closely and further savings will be captured as opportunities arise. Progress against the current savings plan is presented at **Appendix C**.

General Fund Capital Programme

2.24 As stated previously, given the prospect of Local Government Review and the operational challenges associated with the on-going response to Covid-19, the General Fund capital programme includes previously approved projects and a bid for an additional refuse collection vehicle; no other new growth is proposed at this time. Phasing of the programme is reviewed quarterly, and the latest capital programme is attached at **Appendix D**.

2.25 Much of the programme is of a relatively routine nature and accordingly, officers have authority to progress schemes based on the bid information previously submitted to Council. There are however, projects for which Detailed Business Cases will be required for Executive consideration before actual work commences. These are:

- Industrial Units improvement programme – a full review of industrial unit assets will be undertaken before expenditure is approved;
- Purchase of land;
- Selby and District Housing Trust loans – these loans are subject to viable business cases and variable subsidies within the overall funding package available.

For these 'non-routine' schemes, detailed business cases will be brought to the Executive for approval in due course.

2.26 There is limited room for additional revenue contributions to support the capital programme and therefore it is largely supported by capital receipts, external grants and earmarked reserves. Housing development loans are mainly funded through borrowing. The following table presents a summary of the programme:

Programme	2021/22 £000's	2022/23 £000's	2023/24 £000's
Asset Management	1,543	116	18
Grants & Loans	3,697	9,314	401
ICT Replacement	302	89	90
Waste Collection Fleet	200	0	0
Total Programme	5,742	9519	509
Funding			
Capital Receipts	1,118	180	
Grants	817	402	402
Reserves	807	106	107
Borrowing	3,000	8,831	
Total Funding	5,742	9,519	509

2.27 Projects include: acquisition of land to facilitate affordable housing; the enhancement of existing assets such as the car parks, play areas and industrial units; Disabled Facilities Grants and ICT projects. The latter cover a range of replacement and new systems, hardware and infrastructure – funding for ICT projects is covered by the ICT Replacement Reserve.

Housing Investment Programme

2.28 The Housing Investment Programme (HIP) includes the projects necessary to ensure our homes continue to meet the decency standard. The year 2023/24 programme (adjusted for any slippage expected from years 2021/22 or 2022/23) is taken from the approved HRA Business plan. Again the phasing of work is reviewed quarterly and the latest HIP is at **Appendix D**. Financing of the programme will be reviewed annually and should there be insufficient funding within the Major Repairs Reserve, adjustments to previous voluntary sums set-aside for debt repayment will be done in line with the business plan. The following is a summary of the programme:

Programme	2021/22 £000's	2022/23 £000's	2023/24 £000's
Energy Efficiency Programme	500	510	520
Health & Safety Improvement Prog	957	555	566
Property Refurbishment Prog	5,103	3,678	3,741
Investment Programme	1,373	427	436
Empty Home Programme	842		
Community Centre Refurbishment	54		
St Wilfrids Court Refurbishment	94		
Housing Development Programme	3,028		
Total Programme	11,951	5,170	5,263

Funding	2021/22 £000's	2022/23 £000's	2023/24 £000's
Major Repairs Reserve	8,081	5,170	5,263
Borrowing	3,028		
Capital Receipts	336		
HCA Grant	253		
S.106 Commuted Sums	253		
Total Funding	11,951	5,170	5,263

2.29 As with the General Fund, much of the HRA programme is of a relatively routine nature and again officers have authority to progress schemes based on the information previously approved by Council. Projects for which Detailed Business Cases will be required for Executive consideration before actual work commences are:

- HRA new build programme

For these 'non-routine' schemes, detailed business cases will be brought to the Executive for approval in due course.

Programme for Growth

2.30 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to 'make Selby a great place'. The current Programme was originally approved as part of the 2018/19 budget and regular progress reports have been presented to both Executive and the Overview and Scrutiny Committee. The Programme was extended in September 2020 to incorporate resources earmarked in 2019/20.

2.31 The latest approved programme totals £19.472m over the 7 years from 2017/18 to 2023/24. Latest forecasts show that, £10.259m will be spent by 31 March 2021, leaving £9.213m over the coming 3 years. Where possible investment plans will be accelerated so that outcomes can be delivered within the next 2 years.

2.32 The Programme is funded by previously received New Homes Bonus and some business rates receipts from renewable energy facilities. In September 2020 full Council approved an extended Programme.

2.33 The current budget is summarised below:

Special Projects/Programme for Growth	To 2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £000's
Staffing Resources	2,434	1,134	1,152	1,174	0
Project Delivery	2,605	3,683	3,119	3,223	545
Unallocated		403	0	0	0
Total Programme	5,039	5,220	4,271	4,397	545

2.34 **Appendix E** sets out the current programme.

Reserves

2.35 The Council has a robust reserves strategy which is reviewed annually as part of the refresh of the MTFs. A forecast of reserve balances based on the MTFs assumptions and draft budget, is set out at **Appendix F**. As at 31 March 2021 reserves are forecast at:

Reserves	Forecast 31 March 2021 £000's
General Fund	
Commitments	4,248
Growth and improvement	18,313
Risk	6,999
Total General Fund Reserves	29,560
HRA	
Balances	1,500
Major Repairs	7,456
Total HRA Reserves	8,956
Capital receipts (from asset sales)	5,942
Restricted Funds (s106/CIL)	9,944

2.36 Reserves to fund commitments are replenished by regular revenue contributions to ensure they remain sustainable.

2.37 At the end of 2020/21 reserves for growth and improvement are forecast to include £9.178m for the Programme for Growth which is committed to staffing and projects (with £403k remaining unallocated) and £8.5m in the Special Projects Reserve which is available for allocation. Reserves to manage risk include £4.767m from Business Rates to support the revenue budget (per MTFs) and £1.5m General Working Balance.

2.38 These earmarked reserves provide the financial capacity to fund the capital programmes and other irregular expenditure. Including the proposals within this draft budget for 2021/22 it is estimated that in total £7.853m will be required from General Fund and £1.707m from Capital and Restricted reserves to fund on-going projects and new proposals.

2.39 The HRA reserves are General Balances and the Major Repairs Reserve (MRR) which are ring-fenced for the HRA. The HRA capital programme will require £8.081m from the MRR in 2021/22.

- 2.40 Contributions to reserves (including capital receipts) of £13.908m are forecast for 2021/22 (subject to the receipt of £9.2m renewable energy business rates), which includes resources set aside to support future revenue budgets and subject to savings delivery, future investments.

3. Alternative Options Considered

The MTFS sets out scenarios and options for key assumptions including Council Tax. Whilst this report proposes a freeze in Council Tax for 2021/22, subject to the Government's referendum principles, reasonable alternatives for Council Tax are:

- 2% increase in the Band D charge from £183.22 to £186.88 - £3.66 p.a. and equivalent to 7p per week, which would generate additional receipts of £118k p.a.
- £5 increase in the Band D charge from £183.22 to £188.22 – 2.7% and equivalent to 9.6p per week, which would generate additional receipts of £160k p.a.

4. Implications

4.1 Legal Implications

None as a result of this report.

4.2 Financial Implications

As set out in the report

4.3.1 Policy and Risk Implications

- 4.3.1 As part of the annual budget process a risk assessment of the Council's major budgets is undertaken. The continuing uncertainty in the wider economy from the impacts of the pandemic and as the Brexit transition phase draws to a close, means greater uncertainty within the public sector funding regime, and therefore greater financial risk for the Council. Areas that are particularly high risk are central government funding and income (across key services such as planning, car parking and leisure) along with savings, and inflationary and demand led cost pressures – in services such as waste and recycling. The MTFS identified additional financial risk and £500k provision has been made within the draft budget proposals, pending a more detailed assessment. A further £500k contingency has been included within the draft budget proposals to mitigate the risk to service delivery as potential backlogs arise due to the on-going response to Covid-19.

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

4.4 Corporate Plan Implications

The draft budget aims to support delivery of the Council's 'Corporate Plan'.

4.5 Resource Implications

The draft budget proposals include provision for the resources necessary to deliver the Council's objectives.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

5.1 The draft General Fund Net Revenue Budget for 2021/22 totals £16.785m. It assumes a Council Tax freeze for 2021/22 and after the application of Central Government funding, savings, and planned transfers to and from reserves is a deficit of £2.270m. The deficit is the result of the phasing out of New Homes Bonus, on-going impacts of Covid-19, assumed increased costs of leisure services, and the proposed Council Tax freeze.

5.2 It is proposed that £2.270m is drawn from the Business Rates Equalisation Reserve, to balance the budget as the majority of savings are deferred to 2023/24. Savings of £184k are forecast for the General Fund and £195k for the HRA.

5.3 With the further top-up of the Business Rates Equalisation Reserve proposed as part of this draft budget, resources are available to support the revenue budget over the medium term, should this be necessary. The level and need for future savings will be reassessed following the outcome of the Fairer Funding Review and reset of the Business Rates Retention system. However, efficiency remains important and savings opportunities will continue to be captured as they arise.

5.4 The budget also includes a capital programme to meet General Fund and HRA needs and includes the latest Programme of Growth – the Council's strategic programme which aims to deliver its Corporate Plan priorities, generating economic growth and sustainable income for the Council as core government funding reduces.

6. Background Documents

Medium Term Financial Strategy approved by Council September 2020

7. Appendices

A – Revenue estimates

B – Growth (commitments to follow)

C – Savings

D – GF Capital programme and Housing Investment Programme

E – Programme for Growth

F – Reserves

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GENERAL FUND SUMMARY 2021/22 - 2023/24

	2021/22	2022/23	2023/24	Comments
	Original	Original	Original	
	£	£	£	
Leadership & Extended Leadership Team	890,670	899,880	862,600	Management Team. Leadership Team Support moved to Operational Services in 20/21.
Operational Services	3,899,480	3,954,480	3,711,120	Environmental Health, Property Management, Benefits & Taxation, Contact Centre, Strategic Housing.
Business Development & Improvement	1,556,500	1,561,760	1,312,300	ICT, Data & Systems, HR, Marketing & Transformation
Commissioning, Contracts & Procurement	4,275,710	4,386,910	4,465,380	Waste & Recycling Contracts, Grounds Maintenance & Leisure.
Community, Partnerships & Customers	260,600	262,000	92,860	P4G funded posts plus miscellaneous grants
Economic Development & Regeneration	418,350	421,490	43,750	P4G funded posts.
Planning	489,540	411,690	1,880	Development Management & Planning Policy (Local Plan). Impact on income and backlog costs in 20/21.
Finance Services	2,384,820	2,565,320	2,512,610	Finance, Audit & Internal Drainage Boards, 19/20 includes £3.047m of Affordable Housing Contributions of which £2.745m is transferred to reserves below.
Legal & Democratic	773,430	780,540	945,350	Legal, Licensing & Dem. Services - 19/20 & 23/24 includes District Election
Service Budgets	14,949,100	15,244,070	13,947,850	
CEC Charged to HRA	(2,719,910)	(2,748,090)	(2,790,490)	CEC to HRA
Net Service Budget	12,229,190	12,495,980	11,157,360	Reducing mainly due to P4G contracts ending
Investment Income	(300,000)	(288,000)	(278,000)	Includes reduction in investment interest due to low rates / covid-19
External Interest Paid	75,200	75,200	75,200	
Capital Adjustments	(1,233,300)	(275,070)	(96,520)	MRP / Depreciation & Capital Receipt funding towards capital programme
Capital Programme Funded from Reserves & Receipts	2,009,893	370,205	191,746	Approved Capital Growth excluding P4G
P4G Revenue Projects	1,704,170	1,498,850	345,000	Excluding Salaries included in Services above
P4G Capital Projects	1,450,000	1,689,420	200,000	
Contingencies	850,000	200,000	200,000	£500k additional resource requirements & £150k for LGR 21/22 only, £100k operational contingency & £100k commissioning contingency
Net Budget before contribution to/(from) Reserves*	16,785,153	15,766,585	11,794,786	
Contribution To Reserves				
Asset Management	200,000	200,000	200,000	Per MTFS
ICT	213,000	250,000	250,000	Per MTFS
Revenue Carry Forwards				
Pension Equalisation Reserve	96,810	185,060	185,060	Contributions proportion of the pension revaluation saving
District Election	38,000	38,000	38,000	Per MTFS
Business Rates Equalisation	9,172,000			Business rates collection fund
Local Plan	50,000	50,000	50,000	Per MTFS
Business Development				
Affordable Housing				2019/20 Net Reserve Transfer, Income received in Finance Services above after SDHT scheme funding grant.
Programme for Growth				
Contingency				
Contribution From Reserves				
District Election Reserve			(153,000)	
Asset Management	(508,163)	(16,000)	(17,746)	
Business Development Reserve	(67,600)	(68,160)	0	
Revenue Carry Forwards				
Pension Equalisation Reserve				
ICT	(387,000)	(174,000)	(174,000)	
PFI	(167,000)	(177,000)	(186,000)	Updated per Year end model
Contingency	(100,000)	(100,000)	(100,000)	Funding for commissioning contingency - subject to annual review and sufficient funds in reserve.
Local Plan	(75,000)	(150,000)	0	
Affordable housing commuted sums	0	0	0	
Programme for Growth	(4,270,860)	(4,396,800)	(545,000)	Remaining project and salary costs
Business Rates Equalisation	0	(266,080)	0	Previously approved drawdown
NET REVENUE BUDGET	20,979,340	11,141,605	11,342,100	
NNDR	(2,326,370)	(2,565,300)	(2,616,610)	Funding Baseline
New Homes Bonus	(1,182,000)	(767,000)	-	Per MTFS.
Special and Specific Grants*	(113,000)			Per MTFS.
RSDG	(108,000)			Per MTFS.
Covid emergency / new burdens				
Business Rates Collection Fund Deficit/(Surplus)	(9,171,820)	(100,000)	(200,000)	Per Latest Estimate plus savings plan from 22/23
Council Tax to be Levied	(5,874,949)	(6,021,820)	(6,203,071)	Based on tax base below
Council Tax Collection Fund Deficit/(Surplus)	67,000	67,000	67,000	Draft budget profiles the £201k over 3 years from 21/22 to 23/24
Shortfall / (surplus)	2,270,201	1,754,485	2,389,419	

 Tax Base
 Band D Council Tax

 32,065.00
 183.22

 32,225.33
 183.22

 32,547.58
 190.58

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APPENDIX A : HOUSING REVENUE ACCOUNT SUMMARY 2021/22 to 2023/24

	2021/22 Original £	2022/23 Original £	2023/24 Original £	Comments
Operational Services	3,170,910	3,189,020	3,203,170	All salary costs removed (except Cleaners & Enforcement Officer), only inflation increases reflected.
Commissioning, Contracts & Procurement	114,410	117,540	119,890	Increase in grounds maintenance contract
Service Budgets	3,285,320	3,306,560	3,323,060	
CEC Recharges from GF	2,719,910	2,748,090	2,790,490	Reflects charges for salaries and overheads attributable to the HRA
Net Service Budget	6,005,230	6,054,650	6,113,550	
Capital A/c Adjustment Capital Chgs	(1,296,640)	(1,296,640)	(1,296,640)	Reversal of Depreciation Charges
Contingency	75,000	76,500	78,030	To support housing development costs / properties held for redevelopment
Debt Management Expenses	6,000	6,120	6,240	Support TM costs, part of NYCC contract
Investment Income	(38,000)	(34,000)	(30,000)	Based on MTFs assumptions
HRA Debt - Payment of Interest	2,065,380	2,123,190	2,182,150	Assumes borrowing for self financing debt and housing development at current PWLB Maturity rate.
Provision for Bad & Doubtful Debts	270,650	276,060	282,960	Assume increase in provision for tenants on benefits as a impact of Universal Credit
Net Budget before contribution to/(from) Reserves	7,087,620	7,205,880	7,336,290	
Contribution To Reserves				
Comp Development Cont	50,000	50,000	50,000	Contribution to ICT Reserve
HRA Debt - Voluntary MRP	1,575,310	2,682,220	2,769,180	Provision to repay self financing debt
NET HRA REVENUE BUDGET	8,712,930	9,938,100	10,155,470	
Dwelling Rents	(12,302,040)	(12,548,080)	(12,861,780)	CPI + 1% from 2020/21
Net Surplus available for Major Repairs	(3,589,110)	(2,609,980)	(2,706,310)	Transfer (to) / from MRR to meet demands of capital programme and new build

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GENERAL FUND NEW GROWTH BIDS 2021/22 - 23/24

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term
		21/22	22/23	23/24	21/22	22/23	23/24		
Purchase of 26 Tonne Refuse Vehicle					200,000			The additional vehicle is referenced in the VO to be replaced and a further reduction in the contract price to reflect this.	One-Off
Additional resources		500,000	0	0				Additional short-term staffing capacity to deal with service backlogs arising from the Council's response to Covid-19.	One-Off
Net Cost of Bid		500,000	0	0	200,000	0	0		
Total Value of new GF Bids		500,000	0	0	200,000	0	0		

Funding	20/21	21/22	22/23	20/21	21/22	22/23
Revenue	500,000					
Borrowing				200,000	0	0
Total	500,000	0	0	200,000	0	0

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Appendix B - General Fund Commitments

	Description	Budget Movements			Comments
		21/22	22/23	23/24	
INFLATION	Pay award	143,237	144,065	145,941	
	Income	-50,840	-37,811	-36,823	
	Expenditure	287,516	315,176	204,384	Trade waste contract assumed at lower inflation in 23/24. Reduced costs in the leisure contract in 23/24. Drainage boards inflation reduces in 23/24.
	Total Inflation Commitments	379,913	421,430	313,502	
GROWTH	Leisure contract	500,000			Ongoing commitment on leisure from 21/22
	Planning fee income	143,000	-143,000		One year income reduction due to covid-19.
	Investment income	350,000	12,000	10,000	Reduced returns on cash and property funds due to covid-19.
	Land charges	35,000	700	714	Ongoing reduction in income due to change to the charging of fees.
	NNDR	-7,480			Disposal of Portholme Road and former bank in Selby. Ongoing reduction to NNDR.
	Employer National Insurance	-26,400			Change in the thresholds over which National Insurance is payable from 21/22
	Total Growth Commitments	994,120	-130,300	10,714	
Total Commitments	1,374,033	291,130	324,216		

Appendix B - Housing Revenue Account Commitments

	Description	Budget Movements		
		21/22	22/23	23/24
Inflation	Expenditure inflation incl insurance	35,820	70	10

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Appendix C : Planned Savings

Strategic Category	Lead	General Fund - Potential Saving	Budget Risk	2021/22 Planned Savings £000's	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Commentary
Growing resources	Suzan Harrington	Asset rationalisation	Medium	0	0	100	This saving relates to the lease for the Contact Centre at Market Cross Selby. The saving will be realised when the lease expires and has therefore been reprofiled to 2023/24.
Growing resources	Dave Caulfield	Business Rates Growth	High	0	100	200	The Council's Economic Development Strategy will proactively foster new inward investment and indigenous business growth. This 'saving' is however high risk due to uncertainties regarding the BRR system reset. This cautious target assumes that the reset brings the Council out of its current safety net position and enables modest year on year growth to be realised. Delays to business rates retention system reset mean that this target is delayed a further year and proposed targets have been reprofiled accordingly.
Total Growing Resources			0	0	100	300	
Transforming	Suzan Harrington / Alison Hartley	Process improvements /on-line transactions	High	0	0	162	The Channel shift project is currently being delivered and savings from this are starting to be recognised. Further programmes to role out digitalisation are delayed due to covid-19, and any potential benefits from this may not be made in the short term due to additional workload pressures as a result of the pandemic across the Council. Saving reprofiled to 2023/24.
Transforming	Suzan Harrington	Introduce CT Penalty Scheme - NEW	Medium	5	5	5	Council Tax Penalty Scheme was not being enforced due to covid-19 but has now been reintroduced.
Transforming	Dave Caulfield	Planning service review	Medium	11	11	11	The planning service review has concluded with an annual recurring saving of £11k
Total Transforming				16	16	178	
Commissioning	Suzan Harrington	Contract renegotiations	Low	168	168	168	Estimated savings subject to contract negotiations
Total Collaboration & Commissioning			0	168	168	168	
Total				184	284	646	

Low Risk	11	11	11
Medium Risk	173	173	273
High Risk	0	100	362
Total	184	284	646

Strategic Category	Lead	HRA - Potential Saving	Risk	2021/22 Planned Savings £000's	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Update/Comments
Transforming	Suzan Harrington	Process improvements /on-line transactions	Medium	195	195	195	The new housing/asset management system is in the process of being implemented and went live in 2020/21.
Total			-	195	195	195	

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Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020

**Approved Programme & Carry Forward
Proposal**

General Fund	Revised Budget	Year to date Revised Budget	Year to date Actual	YTD Variance	Forecast	Carry Forward	Year End Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
Transforming Customer Services	110,000	55,000	2,700	-52,300	110,000	0	0	Covid-19 has prevented the start of work on the reception alterations delaying the contact centre move. It is hoped that procurement of the contractor will be progressed with work being completed at the end of Jan 2021 with the contact centre operating from the Civic as soon as possible Covid allowing. The project is expected to be on budget. In addition the Call centre on the first floor of the extension is now operational able to work within Covid guidelines			
Website Development	10,000	5,000	0	-5,000	10,000	0	0	This project is to enhance the platform to allow for future development of the website. We are in discussions with NYCC to deliver the new platform.			
Industrial Units - Road Adoption	0	0	0	0	0	0	0	Further information being sought from NYCC Highways regarding detailed specification requirements and contribution to enable formulation of an estimate of costs. Budget costings received from contractor. This budget has been rolled forward for a number of years and a decision is now required as to whether to invest in upgrading the highway provision to adoptable standard. The current condition of the road is such that significant investment at the current time merely to enable adoption is not appropriate. It is proposed not to progress at this juncture and to seek to re-secure funding for the works when the condition dictates those works are appropriate and necessary. There are no plans to carry out this work at present as the road still has a significant useful life. A report will be prepared recommending to remove this budget.			
GIS System	37,131	18,566	0	-18,566	37,131	0	0	The project still to be scoped for this budget. Decision to be made is dependant on the decision for an Appointment System for the new Customer Contact Centre.			
Benefits & Taxation System upgrade	16,475	8,238	3,242	-4,996	16,475	0	0	This budget is linked to software upgrade supporting Channel Shift Phase 2.	15,000	15,000	15,000
IDOX Planning System	19,250	9,625	19,250	9,625	19,250	0	0	To support the IDOX suite of software applications for upgrades and patches as part of the IDOX Roadmap. This will ensure that we remain PSN compliant throughout 2020/21	15,000	15,000	15,000
ICT - Servers	7,590	3,795	0	-3,795	7,590	0	0	Servers are being upgraded to align to Microsoft licencing requirements. 50% of idox upgrade has been paid but the remaining £7.5k will be paid in Q4 of 2020/21 when the work is completed.	30,000		
ICT - Software	29,694	14,847	8,000	-6,847	29,694	0	0	Budget committed to the Digital Workforce Project and the implementation of Microsoft 365 Tools. The project is underway for the implementation of Microsoft 365 tools. The project has been delayed due to Covid-19, however it is anticipated that the project will be completed in the current financial year.			
Adobe Licence Replacement	0	0	0	0	15,000	0	0	Replacement due 2021/22.	15,000		
Finance System Replacement	0	0	0	0	150,000	0	0	Replacement for the finance system proposed for 2021/22 in the current programme.	150,000		
Committee Management System	3,000	1,500	0	-1,500	3,000	0	0	ModernGov software now live as of 2019/20, the final £3k budget to cover final costs to upgrade the software due Q3 2020/21.			
Upgrade to Assure from M3	20,000	10,000	10,000	0	20,000	0	0	This budget is to migrate from M3 to Assure software, this project will commence in Q3 2020/21 to be completed in the current year.			
Cash receipting System	32,500	16,250	0	-16,250	32,500	0	0	Income Management Software replacement project. The capital budget for this project will be used for training and consultancy on the new software commencing in Q3 with delivery completing in Q4 2020/21.			
Northgate Revs & Bens	3,606	1,803	0	-1,803	3,606	0	0	Budget required for system upgrades following legislative changes in relation to e-billing. The budget will be to complete the software changes / upgrades.			

Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020

General Fund	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
Asset Management Plan - Leisure & Parks	32,780	16,390	572	-15,818	32,780	0	0	There are a number of planned maintenance works to be carried out this year at both Selby and Tadcaster leisure centres. The works are being co-ordinated by IHL and are expected to be completed on time.	47,891	9,005	17,746
Committee Room Microphone system	65,000	32,500	0	-32,500	65,000	0	0	Specification is written and tenders have been invited for the Committee Room microphone system. However, the project is currently on hold due to Covid-19.			
Car Park Ticket Machines	36,000	18,000	0	-18,000	36,000	0	0	The purchase of new ticket machines is linked to changes to the Car Parking Strategy, new tariffs etc. Given the delays to all services as a result of coronavirus it is currently unclear when the policy changes required prior to the acquisition of new machines will occur at which time revised costings will be required.			
Industrial Units Maintenance	20,000	10,000	0	-10,000	20,000	0	0	An initial report presenting options has been provided to LT for consideration. Further work is now required to develop a formal business case for each option. Given the nature of the options being considered it is considered inappropriate to seek approval to invest the existing capital funds at this time. The outturn forecast has therefore been revised accordingly and a carry forward will be requested. Improvements to the industrial units are subject to the outcome of a report to Executive in respect of the future direction. We are awaiting information regarding demand from colleagues in ED to inform the recommendations of the report. The budget has currently been re-forecast of the basis of expected essential spend for the year.	227,200	7,200	
Car Park Improvement Programme	300,000	150,000	0	-150,000	300,000	0	0	Work to progress improvement to Back Micklegate, Micklegate and Portholme Crescent car parks has been placed on hold in order to maximise funding options through external funding bids such as the Heritage Action Zone funding. Delays have been encountered due to discussions with Landowners, in the meantime engagement with the Landscape Architects will take place to progress designs for Portholme Crescent. The funds will be required in 20/21 as match funding for the wider investment programme being considered.	230,096		
ICT - Channel Shift 2 Website & Intranet	57,500	28,750	40,775	12,025	57,500	0	0	Channel shift Phase 2 (Customer portal) project which has been delayed from 19/20 as per the business case and project plan. Citizens Access Portal (Revenues) will be LIVE in Q3 2020/21 with Citizens Access Portal (Benefits) in Q4 2020/21. A commitment of £22.5k will be made once the software is LIVE. This budget will be used for Scanstation/CAB/CAR and CA_LL and e-forms development through 2020/21			
ICT - Channel Shift 3 Website & Intranet	0	0	0	0	0	0	0	Channel shift Phase 3 (Housing management CX integration) project which has been delayed from 19/20 as per the business case and project plan. This will follow the implementation of Channel shift phase 2 (Customer portal project) expected to be during 2020/21. This budget will be used as the Digital Front Door Options Appraisal, however, due to Covid-19 it is anticipated that this will not commence until 2021/22.	18,000		
ICT - Disaster Recovery Improvements - Software / Hardware	24,786	12,393	6,992	-5,401	24,786	0	0	Design changes have enabled lower costs for this project. This budget is for improvements aligned to Microsoft requirements & DR Improvements including new server in 2020/21.			
ICT - End User Devices - Software / Hardware	25,341	12,671	19,930	7,260	25,341	0	0	Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy.	49,500	49,500	49,500
ICT - Digital Workforce - Telephones - Mobile Working	16,000	8,000	920	-7,080	16,000	0	0	Budget is for replacement Mobile phone hardware in relation to the digital workforce strand of the digital strategy. Replacements are scheduled to happen in Q4 2020/21.	9,500	9,500	9,500

Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020

General Fund	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
South Milford Retaining Wall	15,000	7,500	0	-7,500	15,000	0	0	We are still awaiting confirmation from the parish priest as to whether approval for the improvement works to the wall will need to go through a Faculty application (similar to Listed Building Approval). It is currently unknown how long the process will take. Given the relatively small amount of funding involved, no alteration to the outturn forecast has been made at this time.			
Waste Collection Fleet	4,200,000	2,000,000	0	-2,000,000	4,000,000	200,000	-200,000	An order was placed last year via a framework for the purchase of 21 x RCV's and 1 x mechanical sweeper. The fleet is likely to be delivered between September and November 2020 with the first delivery on 30th September. A further vehicle is required following a rerounding exercise, and a bid has been put forward for this as part of the 21/22 budget process for £200k. This would be expected to be spent in 21/22.	200,000		
Council Play Area Maintenance	105,000	52,500	0	-52,500	105,000	0	0	Groundwork have been commissioned to project manage this project and the design and consultation stages have been completed for the first site which is Grange Road, Tadcaster. Groundwork will shortly be going out to tender for the works. Design work is starting on the second site which is Charles Street, Selby.	100,000	100,000	
Replacement of Vehicle Fleet	7,950	3,975	0	-3,975	7,950	0	0	Delivery of the replacement vehicle fleet has been delayed until November / December due to coronavirus.			
Purchase of Land	0	0	0	0	0	0	0	To facilitate affordable housing development and acquisitions and will be subject to business case.	937,500		
New Build Projects (Loans to SDHT)	400,000	200,000	0	-200,000	0	400,000	-400,000	Sites have been identified for potential acquisition. However, the Covid lockdown has delayed negotiations. There are also small sites identified for development and are with the Planning Team, when approved, tenders can be completed to attain absolute costs, this has also been delayed due to the Covid lockdown. Tenders are due to be issued during September / October. Discussions will then take place with SDHT to decide if they wish to progress them. Until the SDHT Business Plan is finalised current assumptions have been used to not commence with any units in 2020/21 due to the delays in the development sites, with 30 units in 2021/22 and 2022/23 with the balance of the funding in 2023/24.	2,800,000	8,830,940	
Private Sector - Home Improvement Loans	39,031	19,516	-916	-20,432	39,031	0	0	There has been a slow start to RAS Loans in 2020/21, due in part to Covid-19 but also due to RAS loans been somewhat seasonal during the winter months and difficult to profile, despite this we would still expect full spend of the budget in 2020/21. RAS loans are repaid to the council upon sale of the property and then recycled into new loans. This allows more vulnerable households to receive the help they need.-In 2019/20 we received 4 repaid loans totalling £12,117 which meant that around 3 additional households were able to receive essential assistance. We would expect to receive at least a similar number of repayments in 2020/21.			
Empty Property Grants	80,000	40,000	32,465	-7,535	80,000	0	0	We have completed 3 Empty Homes Grants during quarter 1 & 2 of 2020/21. The Empty Homes Officer has progressed a number of enquiries leading to around 6 expressions of interest from empty property owners which we would expect to convert into full grants in due course. Empty Homes Grants remain popular and are an excellent way of sourcing private rented accommodation for vulnerable households at risk of homelessness. It is expected that the full budget be spent in 2020/21.	80,000	80,000	
Disabled Facilities Grants (DFG)	680,317	340,159	78,356	-261,803	265,700	414,617	-414,617	Covid-19 is having a significant impact on the delivery of DFGs. Currently 22 are approved, on averaged there are 3 contractors on site a week. YTD 9 have been completed, this is significantly down compared with previous years therefore the anticipated outturn will not achieve the forecast annual spend. It is hoped that by the end of this year we will see a reasonable recovery but the overall the current year forecast has been reduced to £266k with the balance being carried forward to 2021/22.	816,977	402,360	402,360
Total General Fund	6,393,951	3,096,976	222,286	-2,874,690	5,544,334	1,014,617	-1,014,617		5,741,664	9,518,505	509,106

Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020

Housing Revenue Account	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Approved Programme & Carry Forward Proposal		
									Forecast 21/22	Forecast 22/23	Forecast 23/24
Housing & Asset Management System	132,375	66,188	28,710	-37,478	132,375	0	0	The remaining capital of £132k will be invoiced in Q3 2020 following the Rents module Go Live in July 2020. The repairs module will commence in September 2020, with the remaining revenue expenditure to be used to implement this by a scheduled date of January 2021.			
St Wilfrid's Court	19,267	9,634	17,969	8,336	19,267	0	0	The programme scoping meeting identified requirement for significantly more investment than is available in the current budget. The current budget will therefore be utilised to address some of the higher priority issues identified during visit, as well as any essential health and safety related works. Work to replace the Tunstall system within the property has now been completed as this was deemed an emergency due to increasing false/no alarm reports. Progress in identifying additional improvement works at the scheme are however still on hold due to coronavirus. Due to the nature of the scheme and protect the safety of the residents it is felt essential to limit the works being undertaken whilst the Covid situation remains uncertain.	93,733		
Environmental Improvement Plan	108,152	54,076	0	-54,076	108,152	0	0	This funding is earmarked to support a scheme being led by colleagues in the Contracts and Procurement Team. Work to progress the scheme has however been delayed by the coronavirus outbreak. Currently awaiting a revised programme from colleagues in the Contracts and Procurement team, it is expected that this work will be completed in this financial year.			
Housing Development Project	400,000	200,000	0	-200,000	400,000	0	0	Programme for the development of up to 10 HRA properties on small sites, Starts on these sites is anticipated in 2020/21. Work including, feasibility studies, asbestos surveys and garage clearance are being progressed. Planning permission for development of three schemes has now been secured and work is underway to progress these through to tender. The coronavirus pandemic will result in delays in progressing these projects to site however.	3,027,643		
Usegate Hostel	10,394	5,197	0	-5,197	10,394	0	0	An upgrade of the CCTV within the building was undertaken with Fire Risk Assessment and communal area refurbishment works progressing in tandem. This budget is required to complete the final elements of the works identified within the Fire Risk Assessment and will be assessed for Covid compliance.			
Phase 1 HDP Byram Park Road	0	0	-5,805	-5,805	0	0	0	Final Retention invoice received £5k lower than anticipated			
Community Centre Refurbishment	64,377	32,189	0	-32,189	10,000	10,000	-54,377	The Fire Risk Assessment works identified at Grove House have now been completed except for the installation of the new entrance doors and door entry system which are on order. Work to identify further requirements outlined for other community centres under the FRA process is currently underway. Further progress on delivery of this programme has been delayed due to the coronavirus outbreak.	54,377		
Empty Homes Programme - Improvements to Property	1,094,740	547,370	0	-547,370	252,632	842,108	-842,108	This supports the Empty Homes Programme and is available to purchase Empty properties that will be brought back in to use and let through the HRA and former council properties sold through the Right to Buy. This is part of a 3 year programme to fund the purchase of 20 properties and includes S106 and Homes England Grant funding. We purchased 7 properties in 2019/2020, the work to improve these properties to a lettable position has been delayed due to the Covid lockdown, there was 1 long term empty property and 6 former Right to Buy, buy backs. We are also still progressing with the Compulsory Purchase of a long term empty property. These properties have been added to the HRA and will be let at an affordable rent once the works are complete. The Q2 forecast assumes a further 3 properties will be purchased in 2020/21 in line with the approved funding from Homes England with the balance of the budget forecasted to be spent in 2021/22. A revised programme is being drawn up for those further acquisitions.	842,108		
Assets Vehicle Fleet	60,950	30,475	0	-30,475	60,950	0	0	Delays in obtaining the new vehicle fleet due to coronavirus have resulted in underspend on this budget YTD. The fleet is now estimated to arrived in November / December at the earliest			

Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020

Housing Revenue Account	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
Energy Efficient Programme	701,869	350,935	112,882	-238,053	701,869	0	0	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We have issued the scope of works to our contractor partners about programme delivery and are pushing for this programme of works to be completed in the current financial year.	500,224	510,225	520,430
Health and Safety Improvement Programme	598,000	299,000	159,136	-139,864	886,724	288,724	288,724	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. At Q1 £289k was forecasted to drop into the next financial year for re-wire works linked to the delays on the Property Refurbishment Programme, however we have now identified a programme of re-wires with our major works contractor and this work is again scheduled for the current financial year.	957,376	554,675	565,770
Property Refurbishment Programme	3,131,094	1,565,547	390,889	-1,174,658	4,200,000	1,068,906	1,068,906	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. Q1 estimations were to deliver 60% of the programme in the current financial year, this has now been reassessed with our main contractor and additional kitchen, bathroom, window and door replacements are to be completed this financial year. This will be monitored and reviewed with our contractors for future Covid impacts. The forecast includes £600k Covid impact based on 5% increase in costs as a result of project delays	5,103,140	3,677,796	3,740,890
Property Investment Programme	350,000	175,000	203,988	28,988	350,000	0	0	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. Current estimations are to deliver 30% of the programme in the current financial year, however at this stage the programme has been paused due to resource pressures, this will continue to be re-assessed.	1,373,310	427,133	435,680
Total HRA	6,671,218	3,335,609	907,769	-2,427,840	7,132,363	2,209,738	461,145		11,951,911	5,169,829	5,262,770
Total Capital Programme	13,065,169	6,432,585	1,130,055	-5,302,530	12,676,697	3,224,355	-553,472		17,693,575	14,688,334	5,771,876

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Appendix E : Programme for Growth 2020/21 Financial Year Project Updates
Multi Year schedule for the project lifespan

Project	Lead Officer	Remaining Funding as at 01/04/2020	Position @ 30 September 2020		Project Budget Remaining	Update	Phasing of future spend Q2			
			In Year Spend 20/21	Forecast			Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Healthy Living Concepts Fund	Angela Crossland	53,291	0	53,281	53,291	Of the remaining £53,281 in this fund - £10k allocated to develop active travel sustainable travel packs in line with the visitor economy niche trails work, £30k allocated to development of project with Yorkshire Wildlife Trust for Barlow Common (Barlow Common delayed due to Covid). Remaining £13k will support health initiatives identified as part of covid recovery plans.	53,291	0	0	
Visitor Economy (Tourism & Culture)	Angela Crossland	352,912	38,821	352,912	314,091	Delivery of the Visitor Economy Strategy is a 3 year programme, which will complete in October 2021. Projects to complete in 2020/21 include: Visitor Economy Place-branding and first year of the marketing plan A suite of niche trails (heritage, outdoor/nature, family fun etc.) which, in light of COVID-19, encourage local people to explore their district. These exist as postcard and an online interactive map with functionality on a mobile phone. The development of a Cultural Development Framework for the District (part-funded by Arts Council England) A programme of support & development for the Food & Drink/hospitality sector Creation of a Visitor Economy business toolkit to support VE businesses to develop their product and their audiences Project delivery on target against Covid-reset of Visitor Economy, which accelerates much of the work and emphasises sector-support activity and the need to engage local audiences. The Tourism Development Officer is working with Welcome to Yorkshire, the LEP, Visit Leeds, Visit York etc. to maximise opportunities from partnership working and joined up thinking regarding Covid-recovery planning.	200,000	152,912	0	
Celebrating Selby 950	Angela Crossland	30,311	5,571	30,311	24,740	Final reports have been submitted to funders. All delivery is complete, including an Audience Development Plan which builds on the findings in the Evaluation Report. National Lottery Heritage Fund have approved final activity report and financial evidence. Their final payment of (10%) will be made shortly. NLHF describe the activity as "brilliant". Arts Council England have different financial reporting requirements, which are not yet complete.	30,311	0	0	
Retail Experience - Tadcaster Linear Park	Angela Crossland	0	0	0	0	On receipt of project update report and feasibility of project, Members and Tadcaster Town Council have agreed to close this project due to risks to delivery from cost increases and the impacts of longer term flood defence work now being progressed by the Environment Agency. £80k to be returned to Tadcaster Town Council. Outstanding P4G funds returned to reprofile against new projects.	0	0	0	
Marketing Selby's USP	Stuart Robinson / Communications	157,753	4,841	157,753	152,912	The final elements of the first phase of the campaign have now been completed, apart from one remaining case study which was put on hold due to the flooding and Coronavirus emergencies, we are awaiting the final invoices. The 2019/20 phase of the place branding work has delivered the following: human interest marketing materials linked to the Council's strategic development sites, on-going positive regional coverage about opportunities in the district through media partnerships, new media partnerships focusing on the benefits of growth to existing residents and businesses, national coverage for the district in partnership with LEPs and the LGA, and the development of a new 'business portal website, linked through the Council's main website. A further £150k has been allocated to this budget as we continue to invest in place branding for the Council to present a consistent positive story of the district as a great place to do business. Business confidence is now the 2nd highest in the Leeds City Region & we've been recognised nationally by the LGA as good practice. Also important in helping with covid-19 economic recovery. This additional budget will enable the Council to continue to invest in good quality material to tell the story of investment, enabling us to invest in good quality images and films that create our story of place.	32,753	50,000	50,000	25,000
Retail Experience - STEP	Angela Crossland	76,749	2,085	76,749	74,664	Town centre revitalisation and strategy work is underway. Noticeboard element of street scene work completed in line with car park refurbishment. Work to deliver on priorities in line with the town centre strategy and revitalisation action plan. Anticipate that plans for local delivery will align with reprioritisation for town centres as part of new Corporate Plan period 2020+ Town centre baseline reports completed for Selby and Sherburn. Selby action plan in draft. Work being prioritised on digital development in line with recent LEP support and post Covid19 planning.	76,749	0	0	
Towns Masterplanning (Regeneration)	Angela Crossland	102,257	19,330	102,257	82,927	Work has been commissioned in 2019/20 from the People and Places consultancy (Chris Wade) to develop town centre revitalisation plans and prepare for Future High Streets Fund applications throughout 2019. The first stage of work for Selby has been completed. Sherburn action plan draft now to finalise and Tadcaster engagement due to commence Sept 2020. Work will identify where match fund and further commission is needed and establish the further multi-partner governance model needed to deliver the strategies and action plans for each town centre. Places and movement study with Highways to commence Sept 2020 and supported from this funding allocation, circa £30k match funded from the LEP. Anticipate that plans for local delivery will align with reprioritisation for town centres as part of new Corporate Plan period 2020+ and covid recovery planning. Funding of £50k to support reopening high streets scheme with MHCLG funding to support this, awaiting payment schedule for that scheme from MHCLG	65,000	37,257	0	

Project	Lead Officer	Remaining Funding as at 01/04/2020	In Year Spend 20/21	Forecast	Project Budget Remaining	Update	Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Strategic Sites Masterplanning	Iain Brown / Duncan ferguson	254,833	8,241	254,833	246,592	Funded due diligence work for Selby Station Masterplan area and Selby TCF revenue costs (in partnership with NYCC). Future costs will include consultancy costs for development to Full Business Case stage, surveys, design, legal and valuation fees. A large proportion, if not all, of Selby TCF revenue costs should be reimbursed back to this budget by WYCA. A further £150k budget has been allocated to this programme. Future costs will include consultancy costs for development to Full Business Case stage, surveys, design, legal and valuation fees. A large proportion of this Council's Selby TCF revenue costs should be reimbursed back to this budget by WYCA.	204,833	25,000	25,000	0
Access to Employment	Iain Brown / Duncan ferguson	19,282	0	19,282	19,282	Projects within this budget will be targeted at supporting social mobility to give unemployed people in areas of higher deprivation in Selby District access to current and future employment opportunities e.g. connecting people to employment opportunities at Sherburn, the former Kellingley Colliery, Church Fenton etc. Future initiatives being reviewed against this budget include the opportunity to support future LCWIP projects linking residential communities with employment hubs and opportunities related to electric bike programmes.	19,282	0	0	
Growing Enterprise	Iain Brown / Duncan ferguson	270,521	(3,991)	270,521	274,512	Budget to support one of the 10 priorities in Economic Development Framework (EDF) 2 year delivery programme as approved at the January 2019 Executive. It helps to match-fund small business support with the Leeds City Region LEP and unlock assistance for small businesses through the Ad-Venture and Digital Enterprise. New initiatives that will be funded through the coming year will include a widening of the skills support programme and work with any businesses that could be affected by the TCF programme around Selby Station. The year to date spend is showing a credit due to a cancelled and refunded Business Conference event invoice due to the Covid Pandemic, it is hoped that the event can be rearranged in due course.	95,521	70,000	70,000	35,000
Selby TCF Revenue	Iain Brown / Duncan ferguson	0	62,219	0	(62,219)	Current year to date costs to the end of September are recoverable from WYCA, these will be submitted and recovered in the next quarter.				
Empty Homes	June Rothwell Simon Parkinson	3,846	1,853	3,846	1,993	Overall the project is progressing well and the Empty Homes Officer has directly helped bring empty homes back into use in line with the targets set by offering advice and assistance to owners. Homes England Grant funding has been secured to support the options of voluntary and compulsory purchase. A total of £390,000 has been secured, subject to individual business cases for the properties, to purchase and repair the empty homes, bringing them to a habitable standard. This indicative funding is to bring back in to use 10 empty properties up to 2020, providing up to £39,000 per property. We can also use the funding to purchase 'right to buy' buy backs and this is something we will consider on a case by case basis. We are currently pursuing our first Compulsory Purchase Order - although this has been delayed due to the current Coronavirus crisis. If successful it is hoped that this will send a strong message that tackling empty homes are a priority for us. In 19/20 we brought 5 properties back into use through the Empty Homes Grants/Loans service. These provided homes to vulnerable households who were at risk of homelessness.	3,846	0	0	
Selby District Housing Trust	June Rothwell Phil Hiscott	34,850	0	34,850	34,850	This fund is to support SDHTs role in the more ambitious HDP approved by Executive in January 2018. A new officer has now been appointed to support the SDHT. The Trust have taken occupation of an additional 17 new affordable homes in 2018/19 delivered through new build and Section 106 acquisitions and a further 12 Section 106 acquisitions in Q1 2019/20. SDHT continue to work with SDC colleagues on the affordability and viability of new properties coming forward via the Housing Development Programme. Discussions with external providers regarding possible S106 acquisitions are also ongoing.	10,000	10,000	14,850	
Stepping Up' Housing Delivery	June Rothwell Phil Hiscott	7,052	113	7,052	6,939	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018. Seeking opportunities to maximise the social and economic benefits of the Council's asset portfolio.	7,052	0	0	
Olympia Park	Iain Brown / Duncan ferguson	4,733	0	4,733	4,733	Following further detailed information about costs and technical issues at the Olympia Park development site in Selby, Selby District Council, the landowners and developers involved have reluctantly concluded that conditions attached to a government housing infrastructure grant towards site costs cannot now be met. Despite the best endeavours taken by the Council, its advisers and Olympia Park Development (OPD), the project in its current form cannot be delivered within the timescales required to access the grant offered towards infrastructure costs. Everyone involved remains fully committed to effective use of the site in the future to support existing businesses and enable the delivery of appropriate new employment space and homes. The Council and OPD now have the benefit of significant detailed technical information regarding the site and continue to work together to unlock its significant potential for development, particularly given the close proximity to the town centre and railway station. The Council is in discussion with OPD regarding the scope for a significant employment development on the site and, on this basis, has retained a pedestrian and cycle footbridge to the site from the town centre and station in the TCF proposals. Further details will be provided once further discussions have taken place.	4,733	0	0	

Project	Lead Officer	Remaining Funding as at 01/04/2020	In Year Spend 20/21	Forecast	Project Budget Remaining	Update	Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Making our Assets work	Iain Brown / Duncan ferguson	100,000	2,738	100,000	97,262	The budget is targeted at funding due diligence work to bring the Council's own land assets to the market and see them developed. These include small garage sites, Portholme Rd, Egerton Lodge, Barlby Rd depot, Bondgate and Burn airfield. A further £100k has been allocated to this budget to continue the ongoing work, this will be used to fund the feasibility, surveys and technical work to enable the Council's own land assets to be brought forward for development to deliver housing and other beneficial uses.	80,000	10,000	10,000	0
Housing development Feasibility Work	Phil Hiscott	303,546	38,371	303,546	265,175	Housing development feasibility project to identify viability of sites for development. Phase 2 feasibility costs have been transferred to the individual development budgets for three identified sites; Camblesforth, Hambleton and Sherburn in Elmet. Burn is still in planning awaiting a decision and West Haddlesey has not yet been submitted. There is further work required at Burn. A large proportion of the costs have been incurred as abort fee against sites which will not be progressing. A further £300k budget has been allocated to progress the feasibility work on the Housing Development Project, costs will be allocated to the individual development budgets as the sites progress through planning and into development.	53,546	100,000	100,000	50,000
Asset Strategy	Phil Hiscott	80,000	0	80,000	80,000	Budget for the production of the Asset Management Strategy This funding is required to support development of the Council's new Asset Management Strategy. Work to agree the brief has been completed. however progressing this to tender has been delayed by coronavirus.	80,000	0	0	
Commercial property acquisition fund	Iain Brown / Duncan ferguson	3,039,424	455,580	3,039,424	2,583,844	This budget will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities and to match fund acquisitions as part of the TCF bid submission. The current live project and spend to date relates to the purchase of a site near Selby Station to provide new access to platform 2 and additional car parking. A significant amount of funding from this budget has been put forward as match funding within the Council's TCF proposals for Selby Station including contingency for the purchases of property.	1,000,000	1,000,000	1,039,424	
High Street shop fronts	Angela Crossland	100,000	0	100,000	100,000	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone (HAZ) bid. Programme delivery commenced 1st April and this fund is part of a 4 year programme profile. HAZ Officer started in post August 2020	0	50,000	50,000	
New lane - Public Realm	Angela Crossland	200,000	0	200,000	200,000	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone (HAZ) bid. Programme delivery commenced 1st April and this fund is part of a 4 year programme profile. HAZ Officer commenced in post August 2020. Experimental road closures in place as part of Reopening High Streets project (ERDF Funded)	0	0	200,000	
Town Centre Action Plans	Angela Crossland / Julian Rudd	2,600,000	0	2,600,000	2,600,000	A Forward Framework and Action Plan is being prepared for each of the 3 town centres - work led by Chris Wade funded from the current Town Master planning P4G project. Two elements to this new ask: 1) Feasibility pot to work up project ideas e.g as required for the TCF bid; 2) Delivery budget - for implementation of projects - split as follows: Selby - £1m; Sherburn - £500k; Tadcaster - £500k along with a feasibility budget allocation.	1,200,000	700,000	700,000	
Visitor economy arts and culture delivery programme	Angela Crossland	870,000	0	870,000	870,000	The Visitor Economy and Selby 950 projects have delivered significant benefits for the district. Arts Council England & the National Lottery Heritage Fund want to invest further in the district but are looking for match-funding commitments from SDC and partners. The ask is in three parts: 1) An Events Officer to oversee the bids and delivery, 2) An investment pot to be used as match funding for future bids, 3) Extending the existing Visitor Economy posts.	120,000	290,000	340,000	120,000
Low Carbon resources	Dave Caulfield	135,000	0	135,000	135,000	Low carbon/Environmental Projects Officer to oversee Low Carbon work	22,000	45,000	45,000	23,000
Low Carbon projects (Phase 1) CAPITAL	Dave Caulfield	1,200,000	0	1,200,000	1,200,000	Phase 1 project delivery fund to support approved projects flowing from the Low Carbon Working Group - projects subject to business case approval by the Executive.	200,000	400,000	400,000	200,000
New programme resources	Extended Leadership Team	539,000	0	539,000	539,000	Additional staffing resources	89,000	179,000	179,000	92,000
Funding for the 15% parish council contribution for the new Bawtry roundabout - £35062	Caroline Skelly	35,062	35,062	35,062	0	Funding for the 15% parish council contribution for the new Bawtry roundabout	35,062			

Project	Lead Officer	Remaining Funding as at 01/04/2020	In Year Spend 20/21	Forecast	Project Budget Remaining	Update	Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Staffing costs		3,459,475	200,480	3,459,475	3,258,995	This covers all the P4G funded posts across SDC including the extensions to contracts approved in the budget. These posts support delivery of this P4G programme. It also covers the additional core staffing costs in a number of teams required to deliver the Council's corporate growth ambitions including the Economic Development and Regeneration team (to deliver the Economic Development Framework 2 year action plan) and key posts in Communities and Partnerships, Planning and Marketing and Communications.	1,134,265	1,151,690	1,173,520	
Contingency		402,698	0	402,698	402,698	The funding we are receiving from the West & North Yorkshire Business Rates pool for the Tour de Yorkshire and UCI £200k has been put back into P4G contingency to fund essential work on the asset management strategy. Also the balance remaining on Tadcaster Linear Park has been transferred back to P4G contingency.	402,698	0		
		14,432,595	871,314	14,432,585	13,561,281		5,219,942	4,270,859	4,396,794	545,000

Appendix F : Reserve Balances 2020 - 2024

Description	Estimated Balance	Use	Transfers	Contribs	Estimated Balance	Use	Transfers	Contribs	Estimated Balance	Use	Contribs	Estimated Balance	Use	Contribs	Estimated Balance	Comments
	31 March 20				31 March 21				31 March 22			31 March 23			31 March 24	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Revenue Reserves																
General Fund																
Reserves to fund future commitments:																
PFI Scheme	3,393,599	-153,000			3,240,599	-167,000			3,073,599	-177,000		2,896,599	-186,000		2,710,599	Reserve expected to be fully spent by 2035/36.
ICT	392,012	-471,000		227,000	148,012	-387,000		263,000	24,012	-174,000	300,000	150,012	-174,000	300,000	276,012	Aligns with Digital Strategy
Asset Management	1,072,002	-510,000		200,000	762,002	-508,163		200,000	453,839	-16,000	200,000	637,839	-17,746	200,000	820,093	Subject to refreshed Asset Management Strategy
GF Carried Fwd Budgets	271,356	-271,356			0				0			0			0	
Election	63,686			34,000	97,686			38,000	135,686		38,000	173,686	-153,000	38,000	58,686	
Total Reserves to fund future commitments	5,192,655	-1,405,356	0	461,000	4,248,299	-1,062,163	0	501,000	3,687,136	-367,000	538,000	3,858,136	-530,746	538,000	3,865,390	
Reserves to fund growth and improvement:																
Special Projects/Unallocated	8,042,921	0	-8,569,000	9,018,996	8,492,917	0	-8,492,917		0	0		0			0	In 2021/22 £8.08m transferred to BRER to support the revenue budget/savings plan, £500k to contingency.
Programme for Growth	5,601,220	-5,219,942	8,569,000	228,000	9,178,278	-4,270,859			4,907,419	-4,396,794		510,625	-545,000		-34,375	Remainder of Approved P4G Programme, reprofiled over remaining years. £6.483m to be allocated from 2021/22
Discretionary Rate Relief Fund	240,003				240,003				240,003			240,003			240,003	
NYCC Collaboration	50,000				50,000				50,000			50,000			50,000	
Spend To Save (Business Development)	419,208	-67,660			351,548	-67,600			283,948	-68,160		215,788			215,788	Held to support upfront investment or transitional costs to deliver savings/efficiencies/income generation - spend subject to business case approval
Total Reserves to fund growth and improvement	14,353,353	-5,287,602	0	9,246,996	18,312,747	-4,338,459	-8,492,917	0	5,481,371	-4,464,954	0	1,016,417	-545,000	0	471,417	
Reserves to mitigate financial risk:																
Pensions Equalisation Reserve	0				0			96,810	96,810		185,060	281,870		185,060	466,930	Phased provision following 2019 valuation
Business Rates Equalisation	4,976,748	-208,080			4,768,668	-2,270,200	7,992,917	9,172,000	19,663,385	-2,020,565		17,642,820	-2,389,419		15,253,401	Funds held to support revenue budget - drawdown is subject to savings delivery
Local Plan	649,083	-242,500		50,000	456,583	-75,000		50,000	431,583	-150,000	50,000	331,583		50,000	381,583	Funding for new local plan
Contingency	370,409	-100,000			270,409	-100,000	500,000		670,409	-100,000		570,409	-100,000		470,409	
General Fund	1,503,222				1,503,222				1,503,222			1,503,222			1,503,222	Minimum working balance £1.5m
Total Reserves to mitigate financial risk	7,499,463	-550,580	0	50,000	6,998,883	-2,445,200	8,492,917	9,318,810	22,365,410	-2,270,565	235,060	20,329,905	-2,489,419	235,060	18,075,546	
Total GF Revenue reserves	27,045,471	-7,243,538	-	9,757,996	29,559,929	-7,845,822	-	9,819,810	31,533,917	-7,102,519	773,060	25,204,458	-3,565,165	773,060	22,412,353	
HRA																
HRA Unallocated Balance	1,500,000				1,500,000				1,500,000			1,500,000			1,500,000	Minimum working balance £1.5m remainder transferred to MRR to support housing improvement programme
C/fwd Budgets (HRA)	2,167,201	-2,167,201			-				-			-			-	
Major Repairs Reserve - Capital Programme	6,937,285	-2,823,725		3,341,970	7,455,530	-8,081,160		3,589,110	2,963,480	-5,169,841	2,609,980	403,619	-5,262,770	2,706,310	-2,152,841	Spend profile subject to approved capital programme - aligns to HRA Business Plan Mid-Case - Anticipated in Bus Plan to go overdrawn at 23/24 funded through cash set aside for debt repayment.
Total HRA Reserves	10,604,486	-4,990,926	-	3,341,970	8,955,530	-8,081,160	-	3,589,110	4,463,480	-5,169,841	2,609,980	1,903,619	-5,262,770	2,706,310	652,841	
Total Revenue Reserves	37,649,957	-12,234,464	-	13,099,966	38,515,459	-15,926,982	-	13,408,920	35,997,397	-12,272,360	3,383,040	27,108,077	-8,827,935	3,479,370	21,759,512	
Capital Reserves	5,579,882															
Total Useable Capital Receipts	5,797,909	-401,769		500,000	5,896,140	-1,454,348		500,000	4,941,792	-180,000	500,000	5,261,792		500,000	5,761,792	
Capital Receipts (HRA Reserved)	45,901				45,901				45,901			45,901			45,901	
Total GF Capital Receipts	5,843,810	-401,769	-	500,000	5,942,041	-1,454,348	-	500,000	4,987,693	-180,000	500,000	5,307,693	-	500,000	5,807,693	
Restricted Reserves																
S106 Affordable Housing Commuted Sums	7,996,390	-295,792			7,700,598	-252,630			7,447,968			7,447,968			7,447,968	Funds ring-fenced and spend subject to progress on housing developments
Other s106 contributions	135,019				135,019				135,019			135,019			135,019	New reserve to be created
Community Infrastructure Levy	2,108,260				2,108,260				2,108,260			2,108,260			2,108,260	New reserve to be created
Total Restricted Reserves	10,239,669	-295,792	0	0	9,943,877	-252,630	0	0	9,691,247	0	0	9,691,247	0	0	9,691,247	

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