



Meeting: **SCRUTINY COMMITTEE**  
Date: **THURSDAY, 26 NOVEMBER 2020**  
Time: **5.00 PM**  
Venue: **MICROSOFT TEAMS - REMOTE**  
[\(Click here\)](#)  
To: **Councillors S Shaw-Wright (Chair), W Nichols (Vice-Chair),  
A Lee, N Reader, M Topping, R Sweeting, K Ellis and  
J McCartney**

## Agenda

### 1. Apologies for Absence

### 2. Disclosures of Interest

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

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

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

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

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

### 3. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the meeting of the Scrutiny Committee held on 24 September 2020.

### 4. Chair's Address to the Scrutiny Committee

**5. Work Programme (Pages 9 - 16)**

To consider the Committee's work programme.

**6. Yorkshire Wildlife Trust - Barlow Common Activity Review April 2019 to September 2020 and the Wildlife Habitat Protection Trust - Hambleton Hough Annual Report 2019-20 (Pages 17 - 72)**

The Scrutiny Committee is asked to consider the annual reports of the Yorkshire Wildlife Trust (YWT) and Wildlife Habitat Protection Trust (WHPT) about the activity taking place at Barlow Common (managed by YWT) and Hambleton Hough (managed by WHPT).

Martin Blakey (WHPT) and David Craven (Yorkshire Wildlife Trust) will both be in attendance at the remote meeting.

**7. Financial Results and Budget Exceptions Report to 30th September 2020 (Pages 73 - 94)**

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which sets out Financial Results and Budget Exceptions Reports for Quarter 2 to 30 September 2020.

**8. Treasury Management - Quarterly Update Q2 2020/21 (Pages 95 - 110)**

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which reviews the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 September 2020 (Q2) and presents performance against the Prudential Indicators.

**9. Council Delivery Plan 2020-23 (Pages 111 - 122)**

The Scrutiny Committee is asked to consider the Council Delivery Plan 2020-23.

**10. Update on delivery of the 2018 - 2021 Visitor Economy Strategy (Pages 123 - 134)**

The Committee are asked to note the update of the progress on delivery of the Selby District Visitor Economy Strategy (VES).

**11. Recommendations from Scrutiny Training on 9 October 2020 (Pages 135 - 138)**

The Committee are asked to consider the report which summarises the recommendations that came about as a result of the scrutiny training for Members held on 9 October 2020 by Link UK Ltd.

*Janet Waggott*

**Janet Waggott, Chief Executive**

<p><b>Dates of next meeting (5.00pm)</b> Thursday, 17 December 2020 (Provisional)</p>
---

Enquiries relating to this agenda, please contact Victoria Foreman on [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk) or 01757 292046.

### **Live Streaming**

This meeting will be streamed live online. To watch the meeting when it takes place, [click here](#).

### **Recording at Council Meetings**

Selby District Council advocates openness and transparency as part of its democratic process. Anyone wishing to record (film or audio) the public parts of the meeting should inform Democratic Services of their intentions prior to the meeting by emailing [democraticservices@selby.gov.uk](mailto:democraticservices@selby.gov.uk)

This page is intentionally left blank



---

Venue:	Microsoft Teams - Remote
Date:	Thursday, 24 September 2020
Time:	5.00 pm
Present remotely via Teams:	Councillors Shaw-Wright (Chair), W Nichols (Vice-Chair), R Sweeting, A Lee, N Reader and M Topping
Officers present remotely via Teams:	Suzan Harrington – Director of Corporate Services and Commissioning, Stuart Robinson – Head of Business Development and Improvement, Peter Williams – Head of Finance, Drew Fussey – Operational Service Manager, Keith Cadman – Head of Commissioning, Contracts and Procurement, Aimi Brookes – Contract Teams Leader, Angela Crossland – Head of Community, Partnerships and Customers, Victoria Foreman – Democratic Services Officer

---

**13 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**14 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**15 MINUTES**

The Committee considered the minutes of the meeting held on 13 August 2020.

**RESOLVED:**

**To approve the minutes of the Scrutiny Committee meeting held on 13 August 2020 for signing by the Chair.**

**16 CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE**

There was no Chair's address to the Committee.

## **17 WORK PROGRAMME**

The Democratic Services Officer presented the work programme for 2020-21 to Members.

The Committee considered the work programme and proposed and seconded that it be agreed.

### **RESOLVED:**

**The Committee noted the Scrutiny Committee Work Programme 2020-21.**

## **18 CORPORATE PERFORMANCE REPORT - QUARTER 1 2020/21 (APRIL TO JUNE) (S/20/5)**

The Committee received the report of the Head of Business Development and Improvement which asked Members to consider and comment on the performance information contained in the report.

Members noted that the quarterly corporate performance report provided a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions, and performance against KPIs.

Officers gave an overview of the report and detailed what had went well in Quarter 1, as well as aspects of performance had not been as good in some areas.

Members considered the report and asked Officers to relay the Committee's thanks to all staff that had been working particularly hard during the Covid-19 pandemic.

### **RESOLVED:**

**To note the Corporate Performance Report for Quarter 1 2020-21 (April to June).**

## **19 FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 30TH JUNE (S/20/6)**

The Committee received the reports of the Chief Finance Officer which asked Members to consider and comment on the financial information that covered Quarter 1 of 2020-21.

Officers explained that Covid-19 had substantially impacted the 2020-21 financial year. The Council had been reporting monthly to the Ministry of Housing, Communities and Local Government (MHCLG) and the Executive the estimated impacts on income streams and cost base, affecting both the General Fund and the HRA.

The Committee noted that at the end of Quarter 1, taking into account

Covid-19 and other issues, current estimated full year revenue outturn estimates indicated deficits of £1,164k for the General Fund and £374k for the Housing Revenue Account.

Officers explained that General Fund planned savings were showing a forecast shortfall of £603k, whilst the Housing Revenue Account was forecasting savings to be £195k lower. Much of this related to staff capacity at the Council to deliver savings this year where Covid-19 had led to a requirement for additional resources to deal with backlogs, where otherwise savings would have been expected to be made. There had been delays to negotiations on the environmental contract negotiations plus Covid-19.

Members acknowledged that the capital programme was currently forecasting an underspend of (£9,329k); (£3,641k) General Fund and (£5,688k) Housing Revenue Account. In the General Fund, the majority related to loans to the Housing Trust and the purchase of land whilst the HRA variance was due to much lower expected spend on the housing development and property improvement programmes in this financial year.

The report set out that Programme for Growth projects continued, but progress in terms of financial spend had been mostly staff cost in quarter 1.

Officers confirmed that the MHCLG return submitted for July indicated an overall estimated gross impact on Council finances of £3,759k across both the General Fund and HRA.

Members asked a number of queries about the report in relation to the HRA deficit, the adaptations budget, budgetary underspends and reasons for these, and the retail and hospitality grants issued by the Council during lockdown.

Officers explained that there were three main sources of funding for the HRA, and that in relation to the receipt of rents this was doing relatively well but would be monitored on a monthly basis. Savings across a number of budgets were due to the lack of staff in the offices due to Covid-19. Officers confirmed that they would provide further information to Members on savings and housing adaptations after the meeting.

In relation to retail and hospitality grants, Members noted that during the first round of such grants the Council was given some flexibility in how it could spend any residual funds left. Some of the £40k that remained was being spent on late grant applications for funding, and no definitive response had yet been received from the government about whether it could be used to support businesses in other ways.

The Committee were also informed that a new support scheme had been announced that would provide a £15,00 payment to businesses

in case of a local lockdown; no specific guidance had yet been received on how these funds could be used, but Officers would consider it carefully when it was.

**RESOLVED:**

**To note the Council's financial results and budget exceptions in Quarter 1 in 2020-21.**

**20 TREASURY MANAGEMENT - QUARTERLY UPDATE Q1 2020/21 (S/20/7)**

The Committee received the report of the Chief Finance Officer for Quarter 1 of 2020-21, which asked Members to consider and comment on the information contained therein.

The report reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 June 2020 (Q1) and presented performance against the Prudential Indicators.

Members noted that on average the Council's investments totalled £75.0m over the quarter at an average rate of 0.77% and earned interest of £143.9k (£103.9k allocated to the General Fund; £40k allocated to the Housing Revenue Account (HRA) which was £22.7k above the year to date budget. Cash balances were expected to gradually reduce over the year, and interest rates were now at unprecedented low levels, so forecast returns could be in the region of £260k, a budget deficit of £225k. The Bank Rate of 0.10% was expected to remain in place for at least the next two years, and a Brexit trade deal was yet to be agreed. The position would be kept under review.

Officers explained that in addition to investments held in the pool, the Council had £4.69m invested in property funds at 30 June 2020. The funds achieved 3.59% revenue return and 2.91% capital loss. This resulted in revenue income of £41.7k to the end of Quarter 1 and an 'unrealised' capital loss of £136.6k. These funds were long term investments and changes in capital values were realised when the units in the funds were sold.

The Committee acknowledged that long-term borrowing totalled £52.833m at 30 June 2020, (£1.6m relating to the General Fund; £51.233m relating to the HRA). Repayment was made in May 2020 of £6.5m in HRA debt. Interest payments of £1.917m were forecasted for 2020/21, a saving of £0.871m against budget. This was due to HRA budgets allowing for borrowing to support housing delivery, which had not been required to date. The Council had no short term borrowing in place at 30 June 2020.

Lastly, Members noted that the Council's affordable limits for borrowing were not breached during this period.

**RESOLVED:**

**The Committee endorsed the actions of Officers on the Council's treasury activities for Quarter 1 2020/21 and approved the report.**

**21 OUTCOME OF HOUSING CENTRE REVIEW BY TASK AND FINISH GROUP WITH RECOMMENDATIONS (S20/8)**

The Committee considered the report of the Operational Service Manager which asked Members to agree the recommendations for subsequent referral to the Executive for consideration and approval.

Officers explained that in March 2019 Selby District Council's Scrutiny Committee had agreed to establish a Task and Finish Group, to work in partnership with the Tenant Scrutiny Committee, in order to facilitate a review of Council-owned Housing Centres. This review took place between November 2019 and February 2020, with the aim of making recommendations to the Council's Executive as to the future management of the centres.

The recommendations of the Group were set out in the report and summarise by the Operational Service Manager.

The Committee considered the report and agreed that it had been useful to visit all of the Housing Centres in the district in order to inform the recommendations set out in the report. It was proposed and seconded that the report be referred to the Executive.

**RESOLVED:**

**That the recommendations set out in the report be referred the Executive for consideration and approval.**

**22 INSPIRING HEALTHY LIFESTYLES - SELBY ANNUAL REVIEW 2019-20 AND VERBAL UPDATE ON URGENT DECISION TAKEN DURING COVID-19 RELATING TO LEISURE SERVICES MADE IN MAY 2020 (S/20/9)**

The Committee received the report of the Head of Commissioning, Contracts and Procurement which asked Members to consider and comment on the content of the Annual Review 2019-20, and note the information provided by Officers on the urgent decision taken during Covid-19 in May 2020 relating to the waiving of a portion of the management fees for the Leisure Services Contract.

Members noted that the review covered the period April 2019 to March 2020 inclusive. Inspiring healthy lifestyles (IHL) worked in partnership with Selby District Council (SDC) to deliver leisure facilities across the Selby district. Services included leisure centre management at Selby Leisure Centre and Tadcaster Leisure Centre, Selby Park and the development of sport and health interventions and outreach work through the Wellbeing team. 2019/20 marked the fifth full year of the extended 15-year contract.

Officers explained that this was the third year in which the annual review had been reported to Scrutiny Committee, and that the report contained information and examples of a number of positive achievements by IHL in 2019-20.

Members asked if Officers were aware of any financial difficulties being experienced by IHL in light of the current Covid-19 pandemic. Officers advised that there was weekly dialogue between the Council and IHL on this matter, and that in response to the reduced income the management fee had been waived by the Council between April and June 2020. Officers explained that they were working with IHL to establish how the service would operate in the coming weeks and months.

**RESOLVED:**

**The Committee considered and commented on the content of the Annual Review 2019-20, and noted the information provided by Officers on the urgent decision taken during Covid-19 in May 2020 relating to the waiving of a portion of the management fees for the Leisure Services Contract.**

**23 INFORMATION ON LOCAL GOVERNMENT REORGANISATION - DISCUSSION ITEM**

*The Chairman amended the order of business on the agenda to take the Local Government Reorganisation item next.*

The Committee were informed by the Director of Corporate Services and Commissioning that since the discussions at full Council on 22 September 2020, there had been no further developments on the government's proposed local government reorganisation.

The Committee agreed that an update should be given at a future Scrutiny Committee meeting when appropriate.

**RESOLVED:**

**To note the update.**

**24 NORTH YORKSHIRE SAFEGUARDING CHILDREN BOARD AND NORTH YORKSHIRE SAFEGUARDING ADULTS BOARD ANNUAL REPORTS 2018-2019 (S/20/10)**

The Committee considered the report of the Head of Community, Partnerships and Customers which asked Members to note the content of the annual reports for the North Yorkshire Safeguarding Children and North Yorkshire Safeguarding Adult's Boards.

Officers explained that consideration of the 2018-19 annual reports had been delayed due to the Covid-19 pandemic.

The Committee noted that the North Yorkshire Safeguarding Boards had

a statutory duty to publish annual reports, accounting for the activities of the Board for the previous year. The reports covered 2018/19 activity and provided evidence of the key areas of focus for the current year. Both reports discussed the governance arrangements across North Yorkshire, the work of the sub-groups and outlined the activity and partnership working in the Selby District.

Members were informed that the reports highlighted the governance changes agreed in 2018, and the timeframe for which they would be enacted. The changes included the following:

- Adults: New Multi-Agency Protocols (i.e. A reduction of the number of stages in the process, and shifting the focus to be person-centred, to 'Make Safeguarding Personal').
- Children: Following the changes in legislation, the Board would be revised and replaced by an Executive function by September 2019, with the co-ordination of children's safeguarding undertaken by all organisations that featured in the report.

Members discussed the reports and agreed that further scrutiny on the topic in the future could be worthwhile, perhaps as a half or full 'scrutiny in a day' session.

**RESOLVED:**

**The Committee noted the content of the annual reports for the North Yorkshire Safeguarding Children and North Yorkshire Safeguarding Adult's Boards.**

The meeting closed at 5.40 pm.

This page is intentionally left blank



**Scrutiny Committee Work Plan for 2020-21**

Please note that any items 'called in' will be considered at the next available meeting. Councillor Call for Action will also be considered at the next available meeting. **PROVISIONAL DATES FOR 2020-21** – 22 October, 17 December, 25 February, 15 April

Date of meeting	Topic	Action required
13 AUGUST 2020	Annual Report 2019-20	To consider and approve the Scrutiny Committee Annual report for 2019-20.
	Work Programme 2020-21	To consider the Scrutiny Committee's Work Programme for 2020-21.
	Corporate Performance Report – Q3 and Q4	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Treasury Management Monitoring Report – Q3 and Q4	To consider the Council's Treasury Management Activity for Q4 and the performance against the prudential indicators.
	Financial Results and Budget Exceptions – Q3 and Q4	To consider the financial results and budget exceptions report for Q4. This report now also includes the Programme for Growth quarterly update.
24 September 2020	Work Programme 2020-21	To consider the Committee's work programme for 2020-21.
	Housing Centres Working Group Report	To consider the final report and recommendations of the Housing Centre Working Group before referral to the Executive. <b><i>Moved to September meeting from August to give more time for changes to be made after Working Group on 30 July.</i></b>

6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <b><i>There is no update to give so at this time, so this item has been removed from the agenda.</i></b>
North Yorkshire Safeguarding Adults and Children Boards Annual Reports 2018-19	To consider the annual reports of the North Yorkshire Safeguarding Adults and Children Boards for 2018-19. <b><i>(Delayed due to Covid-19 from 2019-20 meeting year).</i></b>
Corporate Performance Report - Q1	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
Financial Results and Budget Exceptions - Q1	To consider the financial results and budget exceptions report for Q1. This report now also includes the Programme for Growth quarterly update.
Treasury Management - Monitoring Report - Q1	To consider the Council's Treasury Management Activity for Q1 and the performance against the prudential indicators.
Leisure Services Contract Annual Review and Urgent Decision taken during Covid-19 relating to Leisure Services (Waiving of Management Fee Payments, taken in May 2020)	To discuss the Annual Review of the contract for the Council's leisure services, and to provide the Committee with further information (verbal update) on the urgent decision taken during Covid-19 relating to leisure services, namely the waiving of management fee payments for 1 April to 30 June 2020.
Programme for Growth (P4G)	To receive an update and information on the latest position of the Programme for Growth (P4G). <b><i>Update on P4G contained in Q1 Financial Results and Budget Exceptions report – update will also be provided at Full Council in September, so Officers suggest no update to receive at Scrutiny Committee.</i></b>

	Information and Update on Local Government Reorganisation – Verbal Update	Following the Government’s announcement on devolution and reorganisation, Members have asked for some information on this.
	<del>Housing Development Programme (6 Monthly)</del>	<del>To receive an update on the Housing Development Programme, including changes to North Yorkshire Home Choice. <b>There is no update to give so at this time, so this item has been removed from the agenda.</b></del>
<b>26 November 2020</b>	Council Delivery Plan 2020-23 and Monitoring Framework	To consider and comment on the Council’s Delivery Plan 2020-2023 and Monitoring Framework, following consideration by Executive.
	Recommendations from Scrutiny Training on 9 October 2020	To discuss the recommendations resulting from the Scrutiny Training held on 9 October 2020.
	Financial Results and Budget Exceptions - Q2	To consider the financial results and budget exceptions report for Q2. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report - Q2	To consider the Council’s Treasury Management Activity for Q2 and the performance against the prudential indicators.
	Barlow Common and Hambleton Hough Annual Reports 2019-20 – Yorkshire Wildlife Trust and Wildlife Habitat Protection Trust	To consider the annual reports by the Yorkshire Wildlife Trust and Wildlife Habitat Protection Trust for Barlow Common (YWT) and Hambleton Hough (WHPT).
	Work Programme 2020-21	To consider the Committee’s work programme for 2020-21.
	Visitor Economy Strategy and Action Plan – Annual Review (including Tour de Yorkshire) –	To consider the annual review of the Visitor Economy Strategy and Action Plan, including an assessment of the Tour de Yorkshire 2019.

21 January 2021	Economic Development Framework Update	To receive an update on the progress of the Council's Economic Development Framework. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
	Covid-19 in Selby District	To look at the work of the Council during the COVID-19 pandemic – how things progressed, what work was undertaken and how it affected the work of the Council (across all areas, i.e. housing, street cleansing, working from home, decision making/virtual meetings etc, should these become the new norm?) Written report and Officer attendance to answer queries.
	CEF Covid-19 Community Group Support Funding	To examine the CEF Covid-19 community support funding offered by the Council between July and September 2020 to provide a 'community float', to enable local voluntary groups to access financial assistance to support their activities that help communities to connect again.
	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
	Corporate Performance Report – Q2	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Scrutiny Committee Work Programme 2020-21	To consider and plan the Committee's work plan for 2020-21.
25 February 2021	Education in Selby District - Revisited	Following on from the successful education themed meeting in February 2020, a chance to revisit education in Selby District and what the Council can do to work better with local schools and colleges that young people from Selby District attend.

		Attendees invited from Selby College, Scunthorpe College, Pontefract College, York College, Ebor Academy Trust, Hope Learning Trust York, NYCC Education Services.
<b>25 March 2021</b>	North Yorkshire Safeguarding Adults and Children Boards Annual Reports 2019-20	To consider the annual reports of the North Yorkshire Safeguarding Adults and Children Boards for 2019-20.
	Update on the Contact Centre Move (if moved by this point)	An update on the Contact Centre's move to the Civic Centre.
	NYCC Director of Public Health Annual Report 2019-20	To consider the annual report of the Director of Public Health from NYCC.
	Scrutiny Committee Work Programme 2020-21 and Planning for 2021-22	To consider and agree the Committee's work plan for 2020-21 and the next municipal year, 2021-22.
	Corporate Performance Report – Q3	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Housing Development Programme (6 Monthly)	To receive an update on the Housing Development Programme, including changes to North Yorkshire Home Choice. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
	Financial Results and Budget Exceptions – Q3	To consider the financial results and budget exceptions report for Q3. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report – Q3	To consider the Council's Treasury Management Activity for Q3 and the performance against the prudential indicators.
6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <b><i>If there is no</i></b>	

		<b>update to give, this item will be removed from the agenda.</b>
	Programme for Growth (P4G)	To receive an update and information on the latest position of the Programme for Growth (P4G). <b>If there is no update to give, this item can be removed from the agenda.</b>

**Other issues to be added to the work plan as appropriate in 2020-21/2021-22:**

- Public Engagement
- Police and Fire Services - Before Covid-19, the plan for this was to invite the newly elected Police, Fire and Crime Commissioner, and representatives from North Yorkshire Police and the Fire Service to update the committee on their work. However, with the PCC elections delayed, representatives could still be invited for an update. (Potential guests to invite - Andrew Blades, Group Manager York and Selby District, NY Fire and Rescue Service Supt. Lindsey Robson (Butterfield), York and Selby Commander, NY Police Service).
- Police Complaints Handling by the PCC: Report from Police, Fire and Crime Panel – tie in with work of the Police, Crime and Fire Panel (PFCP) on examining this; add to work plan when PFCP look at the matter in 2019-20.
- Loneliness – future theme for the Committee to consider, older and younger people.
- Safety Advisory Group – suggested as a future topic at mid-cycle briefing; what they do, who is involved, how they offer advice to groups and what advice they offer.
- Programme for Growth – suggested by Executive at Quarterly Scrutiny Chairs/Executive meeting in January 2020.
- MP Nigel Adams – was meant to attend in March 2020 but cancelled due to Covid-19. To be rearranged for as soon as possible.
- Community Partnerships – was provisionally due for consideration in April 2020 but cancelled due to Covid-19. Mr Adams’ office contacted for rescheduled date twice.
- Industrial Units for rent owned by the Council – Require upgrading and improvements, currently void/empty and not generating income. Added to work programme following 13 August 2020 meeting.

**‘Deep Dives’/‘Scrutiny in a Day’ Reviews**

- Review of Safer Selby Hub and Anti-Social Behaviour – **suggested in 2018-19**
- Exploring the case for the provision of a temporary travellers site in the District – **suggested in 2018-19**
- CEFs – **suggested in 2019-20**
- Devolution, LEPs and Northern Powerhouse – All day/half day at Selby College with guest speakers from NHS, LEPs, Central Government, PCC, HS2, NYCC etc. Delayed due to Covid-19.
- Housing Centres Working Group – **set up in 2019-20 and work concluding in 2020-21**

- Voluntary Sector - Contracts, SLAs the Council has with the sector, amount awarded to the sector via CEFs and other grants or commissions – ***suggested by the Chair in May 2020***

This page is intentionally left blank





**Report Reference Number:** S/20/11

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Author:** Laura Cobb, Partnerships Project Officer  
**Lead Officer:** Angela Crossland, Head of Community, Partnerships and Customers

---

**Title:** Yorkshire Wildlife Trust - Barlow Common Activity Review April 2019 to September 2020 and the Wildlife Habitat Protection Trust - Hambleton Hough Annual Report 2019-20

**Summary:**

The Scrutiny Committee is asked to consider the annual reports of the Yorkshire Wildlife Trust (YWT) and Wildlife Habitat Protection Trust (WHPT) about the activity taking place at Barlow Common (managed by YWT) and Hambleton Hough (managed by WHPT).

**Recommendation:**

**The Scrutiny Committee is asked to consider the content of the reports and make any comments.**

**Reasons for recommendation**

The Committee is asked to consider the information as set out in the reports as part of their role in scrutinising the performance of partner organisations and other agencies delivering services within the Selby District.

**1. Introduction and background**

- 1.1** Barlow Common has been leased out to the YWT since 1 March 2013 on a 99-year peppercorn agreement. They report annually into the Council on their activity.
- 1.2** Hambleton Hough has been leased out to the WHPT since 17 September 2012. This agreement is a 99 year; peppercorn agreement lease and the WHPT provide the Council with an annual activity report.

**2. The Report**

- 2.1 Barlow Common:** See Appendix A.
- 2.2 Hambleton Hough:** See Appendix C.

### **3. Alternative Options Considered**

None applicable.

### **4. Implications**

#### **4.1 Legal Implications**

Effective Scrutiny arrangements form part of the governance framework of the Council.

#### **4.2 Financial Implications**

None.

#### **4.3 Policy and Risk Implications**

None.

#### **4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council.

#### **4.5 Resource Implications**

None.

#### **4.6 Other Implications**

Not applicable.

#### **4.7 Equalities Impact Assessment**

N/A

### **5. Conclusion**

#### **5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for scrutinising the performance of the Council and that of its partner organisations and other agencies delivering services within the Selby District.

The Committee's comments and observations on the reports and documents attached at Appendices A – D are welcomed.

### **6. Background Documents**

None.

## 7. Appendices

Appendix A – Yorkshire Wildlife Trust - Barlow Common Activity Review – April 2019 to September 2020

Appendix B – Yorkshire Wildlife Trust Annual Plan 2013-2023

Appendix C – Wildlife Habitat Protection Trust: Hambleton Hough Annual Report 2019-2020

Appendix D – Forestry Commission Woodland Management Plan – Hambleton Hough

### **Contact Officer:**

Laura Cobb  
Partnerships Project Officer  
Selby District Council  
[lcobb@selby.gov.uk](mailto:lcobb@selby.gov.uk)  
01757 292014

Angela Crossland  
Head of Community, Partnerships and Customers  
Selby District Council  
[acrossland@selby.gov.uk](mailto:acrossland@selby.gov.uk)  
01757 202215

This page is intentionally left blank



# Yorkshire Wildlife Trust

## Barlow Common activity review April 2019 – September 2020



Prepared by Andrew Gibson, Living Landscapes Officer, Yorkshire Wildlife Trust  
October 2020

## 1. Executive Summary

This report covers a longer period than previously, as it makes sense to incorporate the impacts of Covid-19 and the lockdown.

Much of the regular management had to be suspended during the summer due to necessary restrictions, but we are now catching up with this during autumn.

Barlow Common has been included in YWT's bid to the National Lottery Green Recovery Fund, and if successful this should see some positive developments in 2021/22.

## 2. Reserve management

Fences to meadows were repaired and a further area of scrub clearance was undertaken to retain the mosaic of habitats on the site. This is primarily done with our volunteers.

As lockdown was starting a site survey of all trees and structures was undertaken with 3 trees being felled to ensure no foreseeable issues with them.

Butterfly surveys were suspended but resumed towards the end of the season so we can use these as part of our assessment on targeting management work.

As lockdown restrictions changed and we started volunteering up again the meadow cutting resumed. With the uncertainty of further restrictions we have cut and removed the annual growth on an area in each meadow, anticipating that restrictions may be brought back in and did not wish to neglect one meadow as all have different floral composition.

## 3. Public engagement

In common with many nature reserves, the instruction that people should keep local for exercise meant we saw unprecedented numbers of visitors to this site in the late spring and summer, but it has now fallen back to its usual levels.

In a break from meadow cutting and racking we started on the paths again at their narrowest points, again in the event of restrictions the site will as a result be accessible to a wide range of visitors.

The scouts continue to be present on site but have not opened this season due to Covid restrictions. Unfortunately, they have suffered at least one break in and two acts of vandalism in this period. Thankfully, it appears to have stopped now.

The fishing lake continues with its current lease holder who has played an ever-important role of doing his daily exercise on the site and reporting any issues. Unfortunately, the role his water bailiffs undertook of toilet daily cleaning and checking has stopped as they are all over 70 and thus currently the toilets are closed.

## 4. Health and safety and management issues

Following on from a comment made by a visitor who used the site regularly with people who needed assistance around the paths we decided to cut back the vegetation as shown below.



This proved a real bonus, and we completed the task before we suspended volunteering due to Covid measures.

The site was heavily used in lockdown and, again in common with patterns seen across the country, this did create teething issues through more users than these sites usually experience. However, the winter work we undertook was a real winner here as it allowed access for all with social distancing to be undertaken. We shall continue this path management for the future. We have also continued to maintain the public right of way from the car park to the site.

This page is intentionally left blank





**Barlow Common  
Management Plan  
2013-2023**

## **1: VISION STATEMENT & EXECUTIVE SUMMARY**

The majority of Barlow Common Nature Reserve is a reclaimed ballast tip, formerly owned by British Rail, rising around 15m above the surrounding land. The low lying parts of the reserve along its northern and western boundaries are remnants of the original common and form a mosaic of wetland and woodland.

Habitat management in this plan focuses on three key habitats: Woodlands will be managed to improve their diversity, both in structure and composition. Grassland will be managed to aim to improve its botanical diversity, with a long term aim to introduce conservation grazing across the area. Wetlands will be managed for their biodiversity, with invasive species being controlled within the ponds, and a management regime being put in place on the reedbeds.

Visitor engagement also forms a key part of this plan, with lots of opportunities to improve the information visitors receive on site, and the ways in which they are involved with the reserve and with YWT.

## **2: POLICY STATEMENTS**

The reserve will be managed according to the Trust policies. Current relevant Trust policies can be found within the document 'Policies of the Yorkshire Wildlife Trust'. The following wildlife policies are the most relevant to this reserve:

- Visitor and facilities strategy
- Control of Species
- Collection of Specimens on Reserves
- Feeding of Wild Animals on Nature Reserves
- Introduction of Alien Flora
- Plant and Animal Rarities
- Species Introductions to Yorkshire Wildlife Trust Reserves
- Volunteer Policy

- Health and Safety Policy
- Acquisition of Nature Reserves and Management Agreement Sites

Control of species, health and safety and volunteer policies can be accessed in file 5 'Policies and Procedures' in the Y-drive on the Yorkshire Wildlife Trust computer system.

### **3: DESCRIPTION**

#### **3.1: General information**

##### **3.1.1: Location & site boundaries**

<b>County</b>	North Yorkshire
<b>District</b>	Selby
<b>Parish</b>	Barlow
<b>Local planning authority</b>	Selby District Council
<b>Watsonian vice county</b>	VC64 Mid-west Yorkshire
<b>Grid reference</b>	SE 630 288 (reserve centre)

Barlow Common is located in North Yorkshire, in Selby district, Watsonian vice county VC64. It is approximately 2.5 miles south east of Selby itself, close to the village of Barlow. The reserve area is 32.4ha. See map at Appendix 1 for location and site extent.

##### **3.1.2: Tenure**

This is not a legal document, but does form part of the lease agreement with EA. Please refer to the original tenure documents (copies held on the Yorkshire Wildlife Trust electronic files) before taking any decision or any action which may have legal implications.

**Owners:** Selby District Council

**Type of Holding:** Leasehold

**Leaseholder:** Yorkshire Wildlife Trust

**Area:** 32.4ha

**Lease date:** 1<sup>st</sup> March 2013

**Payment:** One peppercorn per annum (if demanded).

**Access:** Rights of access along railway line and to use car park within area edged in blue on plan

Appendix 2 shows map of leasehold area in red, and area over which there are access rights in blue. Part of the area sub-let to Scouts - see lease and map at Appendix 3

### **3.1.3: Management/organisational infrastructure**

Day to day management of the site is currently the responsibility of the Vale of York wetlands officer, overseen by the Vale of York regional manager. The regional field officer will also have some responsibility for assisting in leading work days, and carrying out tree safety surveys and any resulting works.

### **3.1.4: Site infrastructure**

The reserve has two car parks – one for visitors with disabilities located at the north west corner of the mere, accessed from Barlow Common road. Provision for approx 6 vehicles. A second car park for general use is located at the south-eastern corner of the reserve, with access off Barlow Road. This has provision for approx 50 vehicles. This second car park is not within the leasehold area, but YWT have full rights for them-selves and their visitors to use.

A surfaced track runs between the two car parks for vehicle access. This access is gated at both ends and only accessible by key holders (currently YWT, Selby District Scouts Association and the fishery manager of the mere).

Buildings on site comprise of the visitor/information centre. Located close to the mere and disabled car park. This is made up of an exhibition/activity/classroom, male and female/disabled toilets, a small office, a utility room/kitchen and a tool store. There is also a small store in the main car park.

Within the area sub-let to the Scout Association there are several portable buildings, units and containers managed, maintained and insured by the Scout Association.

There is approx 1.2 miles of surfaced paths, several seats, picnic benches, steps and a stretch of boardwalk for use by visitors.

Infrastructure around the mere consists of 18 fishing pegs, one suitable for three anglers with disabilities.

A perimeter fence exists around the site and several small enclosures have also been fenced within the body of the reserve.

### **3.1.5: Map coverage**

1:50 000 OS Landranger 105 York & Selby

Digital maps and an aerial photo of the area are held on the YWT computer server drives.

### **3.1.7: Zones or compartments**

The reserve can be split broadly into three habitat types – woodland and scrub, grassland and open areas and wetland.

The reserve is not easily split into compartments as these habitats are scattered across the site at various locations. It does perhaps make sense to zone off the mere and consider this as a separate management parcel – as it will be managed by a licensee. The Scout Association area can also be considered as a separate compartment. This is managed by the Scouts, but should fit with YWT’s wider aims for the reserve and nature conservation therein. There are some small fenced off enclosures across the reserve, which were installed by the Selby Ranger Service when they managed the site. These are numbered and mapped as will be referred to later in the plan. See appendix 4

## **3.2: Environmental information**

### **3.2.1: Physical**

#### *3.2.1.3 Geology*

The Vale of York was extensively glaciated during the last Ice Age and Triassic Bunter Sandstone is overlain by approximately 15 metres of drift comprising sands, gravels, silts and clays.

#### *3.2.1.4 Geomorphology*

<http://www.naturalareas.naturalengland.org.uk/Science/natural/profiles/naProfile16.pdf>

The ballast tip forms an artificial plateau rising 15metres above the mostly flat farmland which surrounds it.

### 3.2.1.5 Soils

<http://www.landis.org.uk/soilscapes/>

Soils are derived from the drift rather than the bedrock. The resultant soils in the Barlow Common area are sands, mostly with a high ground water table, underlain by clay at 1-2 metres. This is seen in the soils of the original common on the northern and western boundaries. The tip overlies these soils. The tip was capped with earth to seal in hazardous blue asbestos, and this soil was excavated from a neighbouring field of similar soil type. It was applied and spread at random, so there is variety in the top soil on capped area of the reserve from solid clay to pure sand. Some of the more clay-ey soils were consequently covered with sandy soils at a later date.

## 3.2.2: Biological

### 3.2.2.1: Habitats/communities

#### **Woodland and scrub:**

Occurs in patches and shelter belts across the reserve. Much of this was planted as shelter belts and copses after the reclamation of the tip in the early 1980's. Some semi-natural woodland is also present on the lower margins of the site, on the remnant of the original common. The woodland areas can be split as follows:

**Semi-natural woodland:** Located outside of the capped tip on northern fringe. Mostly silver birch (*Betula pendula*) with English oak (*Quercus robur*) and some goat willow (*Salix caprea*) and rowan (*Sorbus aucuparia*). Ground flora reflects the acidic sandy conditions with wavy hair grass (*Deschampsia flexuosa*) and tomentil (*Potentilla erecta*) present.

**Shelter belts:** Originally planted in 1984 to help prevent wind erosion on the reclaimed tip surface. These are bands of woodland predominantly around the edges of the capped area. Predominantly made up of grey alder (*Alnus incana*), white willow (*Salix alba*) and goat willow (*Salix caprea*) with occasional common alder (*Alnus glutinosa*). Hawthorn (*Cretaceous monogyna*) and elderberry

(*Sambucus nigra*) were included in the original planting scheme, though reportedly few of these survived.

**Coppice/block planting:** Carried out between 1988 and 2002 to supplement the shelter belts, and are mostly contiguous with the belts. Species present are silver birch, English oak, common alder, wild cherry (*Prunus avium*), rowan (*Sorbus aucuparia*), hawthorn and hazel (*Coryllus avellana*).

**Boundary screening:** Black Italian poplar (*Populus X euramericana*) were planted around much of the boundary, put in by British rail to screen the ballast tip. These are some of the largest, most mature trees on the reserve.

**Scrub:** Patches of gorse (*Ulex* sp) and broom (*Cytisus scoparius*) scrub have developed within some of the enclosures that have been erected on the reserve. There are also patches of bramble (*Rubus fruticosus* agg) and scattered hawthorns, with some planted within two of the enclosures recently.

#### **Grassland:**

Grassland covers much of the reclaimed tip surface. It appears to be dry and acidic in character and probably reflects the sandy soils capping the tip, on which it grows. Teasel (*Dipsacus fullonum*) appears to be dominant in places. Much of the sward is grazed very hard by rabbits. Some enclosures have been created, keeping rabbits out, where the grassland is able to grow longer. One of these enclosures appears to have been sown with a wildflower seed mix. Others are rough grassland with scattered planted hawthorn. There are some areas within the grassland that were never capped and ballast is still exposed. Rabbit digging has added to this.

#### **Wetland:**

**Semi-natural wetlands:** Outside of the capped tip there are several areas of semi natural wetland. To the western edge of the reserve there are several shallow pools, surrounded by what looks to be a thriving reedbed. The most southern of these is the deepest and is know as 'Reedmace pond', for obvious reasons.



In the north east part of the reserve are two pools under or next to the woodland. The most easterly of these (known as 'the marshes') is dominated by reedmace (*Typha*) in its southern half. Common reed (*Phragmites australis*) and *Typha* also cover much of the western pond (or 'Crowfoot pond') too.

**The Mere:** Open water covering approximately 1.5ha. Originally an arable field, this pool was created as a borrow pit when soil was dug from here to cap the ballast tip. The pond was created with deep areas to benefit fish stocks, and shallow areas for wildlife. The Mere is managed as a fishery.

### 3.2.2.2: Flora

An impressive list of over 200 species of wildflowers has been recorded at Barlow Common, and this is excluding grasses, sedges, rushes, tree and shrub species.

There are many species typical of open and wasteland such as teasel, soapwort, weld and great mullein. Some finer plants of interest such as zigzag clover, hare's-foot clover, salad and great burnet, kidney vetch and burnet saxifrage have all been recorded.

### 3.2.2.3: Fauna

There is a good list of bird species using the reserve. Great spotted (*Dendrocopus major*), green woodpecker (*Picus viridus*) and cuckoo (*Cuculus canorus*) regularly breed. Farmland birds including grey partridge (*Perdix perdix*), skylark (*Alauda arvensis*), tree sparrow (*Passer montanus*), yellow hammer (*Emberiza citronella*), corn bunting (*Miliaria calandra*) and linnet (*Carduelis cannabina*) have all bred. Reed bunting (*Emberiza schoeniclus*), reed warbler (*Acrocephalus scirpaceus*), sedge warbler (*Acrocephalus schoenobaenus*) and willow warbler (*Phylloscopus trochilus*) are associated with the carr and wetland. Teal (*Anas crecca*), shoveler (*Anas clypeata*) and wigeon (*Anas penelope*) use the wetlands, but few ducks breed. A full list of bird records is held on the YWT Y drive in the files for the site.

Great crested newt (*Triturus cristatus*) have been recorded in the pond known as 'Crowfoot pond', as has water vole (*Arvicola terrestris*). Field signs of otter have recently (Mar 2013) been recorded around the Mere.

The wetlands also provide good habitat for damsel and dragonflies. Twenty species of butterfly have been recorded on the reserve, the most notable of these being purple hairstreak (*Quercusia quercus*).

### **3.2.3: Cultural**

#### *3.2.3.1: Archaeology*

There are no archaeological records on site.

#### *3.2.3.2: Past land use*

Barlow Common nature reserve is mostly a reclaimed former ballast tip, formerly owned by British Rail. Reclamation of the tip took place in the early 1980's. As described earlier in the plan the ballast tip was capped with local soils of clay and sand to help contain the blue asbestos found there. The mere was created when this soil was excavated. The lower lying northern and western fringes of the reserve are outside of the ballast tip, and are remnants of the original common land.

Selby District Council acquired the site in 1986 when it saw its potential as a nature reserve and area for recreational activity. The site was officially opened in 1990. Since then it has been managed as a nature reserve for wildlife and for local residents to enjoy.

#### *3.2.3.3: Present land use*

The site is managed as a YWT nature reserve.

#### *3.2.3.4: Past management for nature conservation*

**Woodland:**

As detailed in section 3.2.2.1 parts of the reserve have been planted up with shelter belts and blocks of woodland.

Selby District Council's Management Plan for the site covering the period 1992 – 2007 list aims for the management of the woodlands including:

- Thinning the birch in the semi-natural birch/oak woodland and encouraging oak regeneration.
- Thinning of shelter belts and planted woodland blocks. Favouring native species over *Alnus incana*. Further thinning plus replanting appears to have taken place within some of these blocks more recently.
- Inspecting and keeping safe the trees, especially the mature boundary poplars.

**Wetland:**

Aims for the wetland in the same plan were as follows:

- Controlling emergent vegetation where it becomes invasive – including *Phragmites* and *Typha*.
- Removing Himalayan balsam where it occurs on the west of the site
- Maintaining *Typha* in the shallow southern half of Crowfoot pond.
- Measuring water depths
- Creating an un-fished zone around the northern and eastern boundaries of the mere and establishing a zone of marginal vegetation. These edges still remain free of fishing pegs, but look to have limited value for wildlife at time of writing.
- Excavate an area of 700 square metres to a depth of 60cm within the reedbed annually. Though this doesn't look like it has taken place recently.

**Grassland:**

Aims from 1992 – 2007 plan:

- Cut sward annually in second half of September to 10cm. Dense cuttings to be raked and removed.
- Existing isolated shrubs will remain

Since this plan it appears several enclosures within the grassland have been set up. One has been planted with a wildflower seed mix and has reportedly been cut in parts each year. Other enclosures have established areas of scrub mostly consisting of broom, gorse and bramble, which look to have been unmanaged. Two enclosures near the visitor centre contain grassland with planted scattered shrub species. The management of these are unclear, but presumably the enclosures were set up to release the pressure from grazing rabbits and improve diversity in habitat type, structure and in species present.

#### *3.2.3.5: Past status of the site*

None

#### *3.2.3.6: Present legal status of the site*

Local Nature Reserve/Site of Interest for Nature Conservation

### **3.3: Current public use & interest**

#### **3.3.1: Public interest/relationship with local communities**

It is estimated that Barlow Common receives approx 15,000 visits a year. Regular users seem to come from the very local villages, but also from Selby itself and the wider Selby area. I expect that little is known of the site much further afield. Though naturalist groups such as East Yorkshire RSPB group have visited the site regularly over the last 10 years or so.

The reserve is used a lot for dog walking and there are dog bins at both car parks that are emptied by Selby District Council.

Angling is a key interest here with the Mere being well used by local fishermen. Selby District Council ran the angling there on a non commercial basis, letting tickets at cheap rates and using their on site staff and volunteer bailiffs to help warden the angling. Following a tender process YWT have licensed the fishing to a local resident and fisherman Peter Taun. He will be running the fishery on a non-commercial

basis, and his initial license is dated for a period of three years from 18<sup>th</sup> May 2013. Details of the license and his management proposal are held on YWT's electronic files.

Selby District Scout Association sub-lease a part of the site – the lease currently needs renewing with YWT (April 2013). Their interest is principally in their leased parcel, but scout groups have helped with some site management in the past and we hope to work in partnership with them in future.

### **3.3.2: Access & tourism**

Access is good around the reserve with surfaced paths providing an easy circular walk round. Other none surfaced tracks exist, and some of a previous way marked nature walk remain. The main car park and disabled car park allow access for all. Though the track leading up onto site from the disabled car park is rather steep for self propelling.

### **3.3.3: Current interpretation provisions**

Interpretation panels installed by Selby District Council can be found by the visitor centre and when leaving the main car park. Some leaflets, again produced by Selby District Council can still be found in the visitor centre. YWT have installed some limited welcome signage and branding at entrances to the reserve and around the visitor centre.

### **3.3.4: Current educational use**

The site was well used by school and community groups in the past, and has the potential to be so again in the future. With the classroom space in the visitor centre, and easy access on to site there are opportunities for this to occur.

### **3.3.5: Current research use & facilities**

None known.

### **3.4: Landscape**

Barlow Common lies within a large area dominated by intensively managed arable farmland, typical of much of the Vale of York. Only about 3.5% of the land in Selby District supports semi-natural vegetation. Barlow rises around 15m above the surrounding flat landscape, being an obvious landmark, though well landscaped by trees.

## **4: FEATURES OF INTEREST**

### **4.1: Identification/confirmation of nature conservation features**

#### **4.1.1: List of recognised conservation features**

(Taken from the SINC citation for Barlow Common)

Woodland & scrub

Neutral to acidic grassland

#### **4.1.2: Provisional list of additional conservation features**

Wetlands

#### **4.1.3: Evaluation of additional features**

Wetlands:

There are several wetlands at Barlow Common including small ponds, larger pools and lakes, a reedbed and the mere. These are found off the capped area of the reserve, mostly on the remnant common.

The wetlands support a semi-natural vegetation, breeding bird species, great crested newt, water vole and otter. Without management these wetlands would ultimately go through the process of natural succession and lose condition. For this reason they should be considered within the management plan.

#### **4.1.4: Confirmed list of the conservation features**

Woodland and scrub

Grassland – neutral to acidic in character

Wetlands

### **5: SERVICES, FACILITIES, OBLIGATIONS ETC.**

#### **5.1: Identification/confirmation of other focus points of plan**

##### **5.1.1: Provisional list of other focus points of plan**

Access, interpretation and education.

Legal obligations

##### **5.1.2: Evaluation of other focus points of plan**

###### **Access, interpretation and education:**

Barlow Common is well accessed by locals, and has been used by local school groups and for environmental education in the past. The site has facilities for visitors and groups. These facilities need to be managed and there is much scope and desire to improve the information available to visitors and the experience they have at the reserve, so for this reason needs to be included in the management plan.

###### **Legal obligations:**

Yorkshire Wildlife Trust must comply with all relevant legal obligations; some of the most relevant are listed below:

## 1. Wildlife and Countryside Act (1981) (as amended 1986; CROW Act 2000)

Under this act generally it is an offence to kill, injure or take any wild bird, take, destroy or damage any nest, or take or destroy an egg of any wild bird. However there are specific schedules that details exceptions to this general rule. Schedule 1 lists birds that are protected by specific penalties and birds that can not be shot during the closed season. Schedule 2 list birds that can be shot during the open season and birds that can be shot by authorised persons at all times. Management operations, including monitoring, must take these into account.

## 2. Occupier's Liability Acts (1957; 1984)

The 1957 Occupiers Liability Act applies to both invitees and licensees (including visitors), laying down a common duty of care:

*"The common duty of care is a duty to take such care as in all the circumstances of the case is reasonable to see that the visitor shall be reasonably safe in using the premises for the purposes for which he is invited or permitted by the Occupier to be there."* (Section 2(2))

The Occupiers Liability Act 1984 applies to non-visitors (i.e., trespassers). A duty is owed to the entrant if:

- a) the Occupier knows of a danger on his land, or has reasonable grounds to believe that it exists;
- b) the Occupier knows, or has reasonable to believe the entrant is in, or may come into, the vicinity of danger;
- c) the risk is one against which, in all circumstances of the case, he may reasonably be expected to offer the entrant some protection.

Where these three conditions apply, the duty owed is *"to take such care as is reasonable in all circumstances of the case to see that the entrant does not suffer injury on the premises by reason of the danger concerned."*



### 3. The Weeds Act (1959)

This act empowers the Minister for Agriculture, Fisheries and Food to serve upon the occupier of the land a notice in writing, requiring him, within a specified time, to take such action as may be necessary to prevent the spreading of injurious weeds on agricultural land. The Act applies to the following:

Spear Thistle (*Cirsium vulgare*)

Creeping Thistle (*Cirsium arvense*)

Curled Dock (*Rumex crispus*)

Broad-leaved Dock (*Rumex obtusifolius*)

Ragwort (*Senecio jacobaea*)

### 4. The Town and Countryside Planning Act (1990)

This empowers the Local Planning Authority to require '*the proper maintenance of land*' (Section 215).

### 5. Health and Safety at Work Act (1974)

Under the Health and Safety at Work Act, employers have a duty to ensure so far as is reasonably practicable, the health, welfare and safety at work for all employees. The Trust has a duty to manage the reserves in a manner to ensure that non-employees are not exposed to any risk to their health and safety.

### 6. Charities Act (1992)

The Trustees have an obligation to prevent a diminution of the value of the charity's assets. For example, this means that agricultural tenancies or public rights of way should not be created by negligence.

#### **5.1.3: Confirmed list of other focus points of plan**

Access, interpretation and education

Legal obligations

## Feature 1 – Woodland and scrub

### Objective 1 – Improve diversity in structure and composition of woodlands and scrub

#### Management Prescriptions

- a. **Fully assess structure and composition of woodlands on site:** Record and map areas that have been recently managed (some areas appear to have been cleared and re-planted) and ascertain species planted into these areas. Record areas that would benefit from thinning – even aged or closely spaced woodlands. Record areas that would benefit from increase in species diversity. For example many of the planted belts and blocks consisted of only two or three species.
- b. **Implement programme of thinning and replanting in planted woodlands:** Plan out a rotational programme over the next ten years to thin and re-plant areas of the planted woodlands. Where non-native *Alnus incana* occurs this should be selectively removed rather than any native species.
- c. **Implement programme of thinning and replanting in semi-natural woodland:** Thin out the semi-natural birch woodland located off the mound, on the old common. Clear around any oak saplings to encourage natural generation of oak. If required oak saplings could be planted into cleared areas. This woodland lacks an understory and species such as hawthorn could be planted in to improve its structural diversity.
- d. **Manage mature Poplars:** Fell and take any side branches necessary from the mature boundary poplars to maintain access to the northern ditch or for health and safety reasons. Retain these trees as much as possible as they are the most mature on site. In time pollarding may be though suitable to extend the life of these trees.

- e. **Areas of scrub to be retained:** Where gorse and broom have become established naturally these areas should be retained. Some have become rather overgrown with bramble and these may benefit from a little bramble control. Bramble should be cut back where it is invading diverse grassland or swamping gorse and broom, but otherwise provides some good cover and habitat on the reserve. Scattered planted hawthorns planted within the grassland enclosures on site should be retained as breeding and feeding habitat for birds.

**In all woodland work:**

- Felling works should be carried out between 1<sup>st</sup> October and 28<sup>th</sup> February.
- Timber should be left on site to help increase the amount of dead wood. Ideally where it falls, but if this looks particularly unsightly it could be stacked.
- Brash should be burnt in non-sensitive areas, or on any existing fire sites. Fire sites should be kept to a minimum.

## **Feature 2 - Grassland**

### **Objective 2 – To maintain and where possible improve the species diversity of the grassland**

#### **Management Prescriptions**

##### **Short term:**

- a. **Manage open areas of grassland:** Cut a third of the grassland each year and rake up arisings. Grass piles should be left in species poor areas. The grassland looks like it is fairly heavily grazed by rabbits, and may not require cutting. YWT will need to assess the impact of rabbit grazing on this grassland over the first year of the management plan. Rabbit control may be required if the rabbits are having a detrimental effect on the biodiversity of the grassland.
- b. **Manage enclosed areas of grassland:** Enter these areas into a rotational cutting regime. They are fenced off from rabbits, so will not be kept short by their grazing. A third of the area of each enclosure should be cut each year and more if resources allow. Cutting should be raked and removed.

### **All grassland management:**

- Cutting should take place after grassland has set seed – late summer/autumn.
  
- c. **Control weeds:** Control ragwort and balsam by hand pulling. Control Japanese knotweed by pesticide application. There are other ruderal species that are dominant in places on site such as teasel. YWT will need to assess the value of these plants and a control regime may be implemented if it is thought the grassland would benefit from this.
  
- d. **Control scrub regeneration:** Cut back and treat stumps where tree and scrub saplings are invading grassland areas. Cuttings can be stacked, or if there are a lot, burnt on fire sites.

**Longer term:** YWT have longer term aspirations to manage the grassland on the reserve in a more efficient manner. We will look to secure funding to help us implement grazing across the whole site. This would require the installation of stock fencing, water supply and stock handling facilities. It would allow for a less labour intensive grassland management – it is envisaged grazing would largely replace cutting. The existing enclosures would be taken out and the grassland grazed as one extensive parcel. Grazing on dry acidic type grasslands usually takes place across the summer months at a low grazing pressure. YWT would look to use rare breed and native stock that are suited to the rough grassland found at Barlow Common.

## **Feature 3 – Wetlands**

### **Objective 3 – Maintain a diverse range of wetlands**

- a. **Manage ponds by maintaining a range of open water, emergent and submerged vegetation:** Maintain ponds at a maximum of 40% emergent vegetation to 60% open water.
  
- b. **Control non-native invasive species:** Remove Himalyan balsam (*Imaptiens glandulifera*) from wetlands by annual pulling.
  
- c. **Manage reedbed by introducing a rotational cutting regime:** Survey reedbed to establish management requirements. It would likely benefit from a winter cutting regime to encourage reed and remove thatch. The reedbed should be cut on a rotation of between 3-5 years.

Cuttings should be removed from the reedbed, and could be burnt if a suitable fire site can be found nearby. After survey a rotation period will be established and a mapped plan will be produced.

- d. **Manage Mere with wildlife in mind:** Work with the licensee of the fishing rights to manage the Mere with wildlife in mind where possible. Maintain the northern and eastern margins as no fishing zones. Look at other options to improve value to biodiversity within the mere and it's margins.
- e. **Monitor water quantity and water quality across the wetlands.**

## **Feature 4 - Access, interpretation and education**

**Objective 4 – Engage with visitors to inform them about the reserve, inspire them about the natural environment and pass on YWT and SDC key messages**

- a. **Maintain access routes and infrastructure:** Maintain surfaced paths, roads, steps, gates and benches. Carry out any repairs where necessary. Ensure access gate to car park for visitors with disabilities is opened daily during office hours. This forms part of the license for the fishery management so is carried out through that.
- b. **Manage visitor facilities:** Ensure visitor toilets are opened daily during office hours. This is also forms part of the fishery management license. Maintain visitor centre and use as base for events and for YWT staff when on site.
- c. **Install signage to brand site as YWT reserve (with SDC partnership):** Produce and install welcome signs, basic info boards, branding around the visitor centre, using YWT's design guidelines and incorporating SDC logo.
- d. **Improve interpretation on site:** Maintain the current interpretation panels in good condition. Look to gain funding to improve signage and interpretation on site. There is the potential to produce boards, leaflets, guided trails using digital platforms, website etc. Information in the visitor centre will be updated and renewed, when funding allows too.
- e. **Run a programme of events:** Run events throughout the year to engage with visitors to the site and educate them about the wildlife value of the reserve and the work of YWT & SDC.

- f. **Run programme of practical volunteer days:** Regular days throughout the year will be scheduled and advertised as practical volunteer days for locals, members and volunteers to come and help with the site and habitat management at Barlow Common.
- g. **Look to form a reserve supporters group:** Work towards having a supporters group for the reserve. A core group of volunteers who may help with practical work, wardening, events, litter picking, informing visitors, local fundraising etc.
- h. **Work with fishery manager:** Ensure fishery management is being carried out according to the license and management proposal. Work with fishery manager to promote joint events and activities.
- i. **Work with Selby Scout Groups:** Renew lease with the scout group for their holding at Barlow Common. Work with the scout groups to promote joint working and events.
- j. **Work with schools when possible:** Although at the time of writing YWT currently do not have the resources to provide for school visits to the reserve, this is an aspiration we would like to aim towards in the future.

## **Feature 5 - Legal obligations**

### **Objective 5 – Ensure all legal obligations are met**

- a. Carry out annual site safety assessment, and ensure any actions/repairs required are carried out.
- b. Carry out annual tree safety survey, and ensure any required works are completed.
- c. Report any damages, repairs, unsafe structures after other visits to site, and repair as soon as possible.
- d. Ensure all staff, volunteers and contractors working on site adhere to health and safety guidelines and practices.
- e. Work with fishery manager to ensure they are meeting their health and safety obligations.

## APPENDIX C

**FROM:**

**Wildlife Habitat Protection Trust  
Willow Farm  
Church Fenton  
Tadcaster  
North Yorkshire  
LS24 9WD**

**Reg Charity No: 1122151**

### **HAMBLETON HOUGH ANNUAL REPORT 2019-20**

**11/09/2020**

I have very little to report this year as most of the hard work has now been done to restore Hambleton Hough back to a native woodland.

We employed a specialist company to finish the replanting programme of works which included the planting of around 4000 native trees including, Oak, Alder, Beech, Birch and Blackthorn. All trees are fitted with protectors and the area around each tree sprayed to restrict growth of weeds that would hinder growth of the saplings.

The pathways are all clear and accessible to members of the public although it has been an unusual year with the Covid-19 restrictions. Schools and other organisations that would normally be making full use of the Hough facilities have obviously kept away but will return as soon as it is safe to do so.

Any trees that die or are stolen will be replaced; we did have quite a lot stolen when we first started planting last year but we have planted in a density that takes this loss into account. We are making regular visits to monitor the situation, but all looks well and the majority of trees have taken and look well.

That is about all we have to report for this year as we have just concentrated on the replanting programme which is now complete so apart from regular visits to maintain the site it requires very little input now the majority of hard work is complete.

Kind Regards

Martin Blakey

This page is intentionally left blank




# Woodland Management Plan

<b>Woodland Property Name</b>	Hambleton Hough	
<b>Case Reference</b>		
<b>Plan Period dd/mm/yyyy (ten years)</b>	<b>Approval Date:</b>	<b>To:</b>
<b>Five Year Review Date</b>		

Revision No.	Date	Status (draft/final)	Reason for Revision
The landowner agrees this plan as a statement of intent for the woodland			<input checked="" type="checkbox"/>

## User Support

### To maximise the functionality available:

- Connect to the internet;
- Enable macros as prompted;
- Where the text is blue and underlined additional information is available, hover over the text with your mouse and double click to open;
- Where you see the  symbol, left click on either the symbol or the adjacent cell and press the F1 key for a further explanation of the detail required;
- Throughout the document where you see '**Add Box**' double click on the text and additional boxes will appear.



## UKFS Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

No	UKFS Management Plan Criteria	Minimum Approval Requirements	Applicant Check
1	<p><b>Plan Objectives</b></p> <p>Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.</p>	<p>Management plan objectives stated.</p> <p>Consideration given to environmental, economic and social objectives relevant to the vision for the woodland.</p>	☒
2	<p><b>Forest context and important features in management strategy</b></p> <p>Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.</p>	<p>Management intentions communicated in Section 6 of the management plan are in line with stated objective(s) section 2.</p> <p>Management Intentions should take account of:</p> <ul style="list-style-type: none"> <li>• Relevant features and issues identified within the woodland survey (section 4)</li> <li>• Any potential threats to and opportunities for the woodland identified under woodland protection (section 5).</li> <li>• Relevant comments received through stakeholder engagement documented in section 7.</li> </ul>	☒
3	<p><b>Identification of designations within and surrounding the site</b></p> <p>In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.</p>	<p>Survey information (section 4) identifies any designations impacting on woodland management</p> <p>Management Intentions (section 6) have taken account of any designations.</p>	☒
4	<p><b>Felling and restocking to improve forest structure and diversity</b></p> <p>At the time of felling and</p>	<p>Felling and restocking is consistent with UKFS design principles (for example scale and adjacency).</p> <p>Current diversity (structure,</p>	☒

	<p>restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.</p> <p>Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.</p> <p>Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve age class range.</p>	<p>species, age structure) of the woodland has been identified through the survey (section 4). Management intentions aim to improve/maintain current diversity (structure, species, and ages of trees).</p>	
5	<p><b>Consultation</b></p> <p>Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.</p>	<p>Where appropriate - Consultation is in line with current FC guidance and recorded in section 7. The minimum requirement is for statutory consultation to take place and this will be carried out by the Forestry Commission. Plan authors are encouraged to undertake stakeholder engagement (FC Operations Note 35) relevant to the context and setting of the woodland.</p>	☒
6	<p><b>Plan Update and Review</b></p> <p>Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<p>5 year review period stated on the 1st page of the plan. Section 8 completed with 1 indicator of success per management objective.</p>	☒

## 1. Property Details

<a href="#">Woodland Property Name</a>			
Name	Hambleton Hough	Owner <input type="checkbox"/>	Tenant <input checked="" type="checkbox"/>
Email	mdblakey11@hotmail.co.uk	Contact Number	07813996794
Agent Name (if applicable)		Wildlife Habitat Protection Trust	
Email		Contact Number	
County	North Yorkshire	<a href="#">Local Authority</a>	Selby District
Grid  Reference	SE5529	Single Business Identifier 	
Management Plan Area (Hectares)		5	
Have you included a Plan of Operations with this management plan?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
List the maps associated with this management plan			
Do you intend to use the information within the management plan and associated plan of operations to apply for the following		Felling Licence	<input checked="" type="checkbox"/>
		Thinning Licence	<input type="checkbox"/>
		Woodland Regeneration Grant	<input type="checkbox"/>
Tick to declare management control and agreement to public availability of the plan		<input type="checkbox"/>	

## 2. Vision and Objectives

To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

### 2.1 Vision

Describe your long term vision for the woodland(s).

It is a strategy which aims to make the most of the woodland management that has come before and the woodland as it is today. The results of the management suggested here will be implemented over the next ten years. As such it is an important document but one that will remain open to revision and improvement  
Under the outlined plan we aim to fulfil all legal and contractual obligations committed to within the plan period.

The benefits of such a management plan are - to set management in the context of the nature and condition of the woodland itself;

#### 2. Aims

Identified aims of the woodland's management are as follows, in order of priority (i.e. an aim can only be pursued in ways which do not compromise higher priority aims):

1. Ecological management and protect and improve the biodiversity and habitat value of the woodland. We will also undertake management on the site that delivers the maximum bio and geo-diversity.

2. Amenity and deep ecological education value. Woodlands are inspirational places that can have profound effects on people. These sorts of experiences are an important part of individual's routes to adopting more ecologically sound lives.

3. Regular Safety Works. To maintain the woodland to ensure it does not pose any safety risk to the general public.

4. Pollution. To ensure that the woodland is kept tidy and clean from litter at all times.

3.Amenity and deep ecological education value.

Amenity use of the woodland is to be expected and encouraged. To minimise detrimental effects on the ecology, paths and facilities will be maintained and upgraded. The existing tracks are a good starting point for this. In addition a couple of extra footpaths and picnic areas could be added. Maintenance of the facilities would discourage the uncontrolled use of woodland and associated erosion etc. The woodland's diversity is an important for its amenity and educational value. Preserving and enhancing this diversity by combining high forest with coppice and retaining healthy conifers, will benefit both ecological and amenity values.

#### 4. Public Access.

Hambleton Hough is very popular with the general public for many activities, including dog walking, horse riding and off road cycling. This will continue as before and all access paths and routes will be maintained on a regular basis.

As lease holders of Hambleton Hough we would prepare and carry out the following points as and when required.

- Attend relevant and appropriate meetings (expected two meetings a year)
- Prepare an annual report that will clearly state the progress made toward achieving the aims, objectives and outcome of the Management Plan.
- Present the Annual Report to the Council Executive and other Committees as requested.
- The leaseholder will use the Management Plan and Annual Report to assist in the completion of grant and other funding applications to enhance the site and deliver the Management Plans Aims, Objectives and Outcomes.

#### Summary

Having initially looked at the woodland, it is in reasonable condition but does need general maintenance. There are some trees that require felling, although they are not a concern at the moment, but will take priority during the first two years of the ten year plan. The woodland is not used for removal of timber or any form of farming practices, so is therefore quite straight forward as far as maintenance is concerned.

## 2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	CULTURAL ENVIRONMENT – We will characterise, conserve and enhance the cultural environment of the site
2	LANDSCAPE - Improve the landscape to develop the character & distinctiveness of the site
3	INFORMATION - Provide a high standard of information and interpretation so as to enhance understanding of the site’s cultural and natural heritage and of how they are linked
4	ACCESS - Demonstrate this linkage by improving sustainable access to the site.
5	BEST PRACTICE – do all that is reasonably practicable to raise the profile of the site meeting appropriate quality standards / best practice for the management and presentation of natural and cultural heritage.

#### Add Box

No.	Objectives (including environmental, economic and social considerations)
6	PARTNERSHIP - Demonstrate that a wide variety of public bodies can work

No.	<b>Objectives (including environmental, economic and social considerations)</b>
	effectively together and with the private sector and local communities in pursuit of a common purpose.
7	SUSTAINABILITY - Encourage high standards of environmental good practice in terms of resource protection, renewable energy, waste management and minimising resource inputs
8	CO-ORDINATION - Ensure that no actions are implemented in isolation and that consideration is given to linking other aims, objectives and actions and to the environmental, social and economic impacts as far as possible
9	HEALTH & SAFETY - Ensure all relevant, appropriate and proportionate measures are in place for the benefit and protection of all.
10	<p>REVISION OF MANAGEMENT PLAN - This would complete the ten year plan, however during the period of the original plan it will remain open to revision and improvement, as and when conditions and circumstances dictate that work needs to be carried out to maintain original conditions as set out in the plan.</p> <p>Upon completion of the first ten years, a full survey of the woodland would be undertaken to ascertain how effective and efficient the plan had been, also to highlight what needs to be implemented to maintain and enhance the woodland.</p> <p>A full wildlife survey would also be carried out to monitor how effective the nesting and feeding sites had been in sustaining and encouraging new wildlife into the woodland.</p> <p>Local knowledge and feedback would also be sourced to document what people who use the wood regularly feel could be done to improve the area, and what improvements could be carried out to encourage a wider audience to take advantage of the surroundings available.</p>
11	
12	
13	
14	
15	
16	

### 3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

<b>Objectives</b>	<b>Achievement</b>
To clear fell old and damaged trees and	The wood has been cleared with some


replant with native trees.	difficulty due to unnecessary interference by some local people meaning the whole job was made far more difficult than it should have been. Replanting has now started.
	05/04/18
	The replanting programme for this planting season has now finished with around 1500 trees planted. Planting will begin again in October 2018 and by the end of March 2018 we expected the replanting programme to be completed with around 3000 trees planted.

**Add Box**

## 4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

### 4.1 Description

Brief description of the woodland property 


Hambleton Hough is a small hill which was supporting a plantation of Scots Pine, this has been cleared and is now being planted with native trees.

### 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the ['Magic'](#) website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
<a href="#">Biodiversity</a> - <a href="#">Designations</a>				



Site of Special Scientific Interest	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Special Area of Conservation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tree Preservation Order	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Conservation Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Special Protection Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Ramsar Site 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
National Nature Reserve	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Local Nature Reserve	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Notes</b>						

Feature	Within Woodland(s)	Cpts	Map No	Notes
<b>Biodiversity - <u>European Protected Species</u></b>				
Bat   Species (if known)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Dormouse	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Great Crested Newt	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Otter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Sand Lizard	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Smooth Snake	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Natterjack Toad	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b>Biodiversity - <u>Priority Species</u></b>				
<u>Schedule 1 Birds</u>   Species	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Mammals (Red Squirrel, Water Vole, Pine Marten etc)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Reptiles (grass snake, adder, common lizard etc)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Plants	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Fungi/Lichens	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Invertebrates (butterflies, moths, beetles etc)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Amphibians (pool frog, common toad)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b><u>Historic Environment</u></b>				
Scheduled Monuments	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Unscheduled Monuments	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Registered Parks and Gardens	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Boundaries and Veteran Trees	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Listed Buildings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b><u>Landscape</u></b>				
<u>National Character Area</u> (please Specify):				
National Park	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Area of Outstanding Natural Beauty	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>People</b>					
CROW Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Public Rights of Way (any)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Other Access Provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Public Involvement	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Visitor Information	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Public Recreation Facilities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Provision of Learning Opportunities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Anti-social Behaviour	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Water</b>					
Watercourses	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lakes	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Ponds	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

## 4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Feature	Within Woodland(s)	Cpts	Map No	Notes
<b>Woodland Habitat Types</b>				
Ancient Semi-Natural Woodland	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Planted Ancient Woodland Site (PAWS)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Semi-natural features in PAWS	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Lowland beech and yew woodland	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Lowland mixed deciduous woodland	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Upland mixed ash woods	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Upland Oakwood	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Wet woodland	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

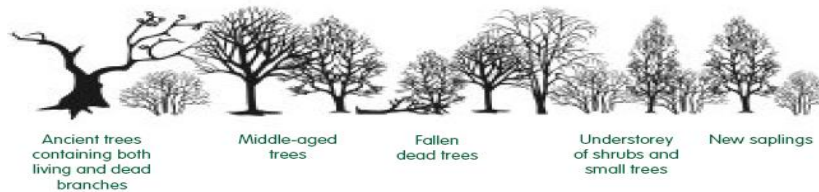
Wood-pasture and parkland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Non Woodland Habitat Types</b>					
Blanket bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Fenland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland calcareous grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland dry acid grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland raised bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Rush pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Reed bed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wood pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland hay meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Unimproved grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Peat lands	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wetland habitats	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type	Percentage of Mgt Plan Area	Age Structure	Notes (i.e. understory or natural regeneration present)
Native Broadleaves		Uneven Aged	The wood is currently being replanted
Please Select....		Please Select...	
Please Select....		Please Select...	
Please Select....		Please Select...	
Please Select....		Please Select...	

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



## 5. Woodland Protection





Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

### 5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

<b>Impact</b>	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
<b>Likelihood of Presence</b>				

### 5.2 [Plant Health](#)

Threat 	Please Select....
(Other Please Specify)	
Likelihood of presence 	Please Select....
Impact 	Please Select....
Response (inc protection measures) 	

**Add Box**

Threat	Other
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

**Add Box**

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

**Add Box**

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....

Impact	Please Select....
Response (inc protection measures)	

### 5.3 [Deer](#)

Likelihood of presence	High
Impact	Low
Response (inc protection measures)	No action required

### 5.4 [Grey Squirrels](#)

Likelihood of presence	High
Impact	Low
Response (inc protection measures)	No action required

### 5.5 Livestock and Other Mammals

Threat	Please Select....
(Other Please Specify)	none
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	No action required

#### **Add Box**

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

### 5.6 Water & Soil

Threat	Soil Erosion
(Other Please Specify)	
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	No action required

#### **Add Box**

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

#### **Add Box**

Threat	Please Select....
--------	-------------------

(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

## 5.7 Environmental

Threat	Anti-social Behaviour
(Other Please Specify)	
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	Will monitor

### Add Box

Threat	Fire
(Other Please Specify)	
Likelihood of presence	Medium
Impact	Medium
Response (inc protection measures)	will monitor

### Add Box

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

## 5.8 [Climate Change](#) Resilience

Threat	Other
(Other Please Specify)	none
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	none

### Add Box

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

### Add Box

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....

Impact	Low
Response (inc protection measures)	

## 6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

<b>Management Obj/Feature</b>	<b>Management Intention</b>
2012 -2013	<p>During this period, priority would be given to maintenance of the woodland including general safety works. This would include any trees that could endanger visitors to the wood. A complete overall of the pathways would also be undertaken to ensure that they are free from debris that would restrict access. Weather conditions play a major part in how woodlands behave, and regular inspections will be carried out after extreme conditions involving high winds.</p> <p>Targets for this period would include completion of safety works, and a system put in place to monitor conditions that could cause a threat to the general public.</p>
2014- 2016	<p>Once any felling work had been completed we would be looking to plant new trees within the woodland where deemed necessary. The woodland is predominately Scots Pine, however there are around 20% of hardwood trees, including ash and oak, and it is these areas that need consideration, as they are very important for supporting a wide range of wildlife.</p> <p>Areas would be identified during this period that require re-planting, and also we would look to carry out pollarding on certain trees that would benefit from this practice. Double the amount of trees would be planted in areas that have been cleared, this would then allow for coppicing at a later date. During this period we would look to have an open day for the public to show progress being made on the site.</p>
2017-2019	<p>This period would concentrate on developing and maintaining habitats for the varied range of wildlife present on the site. We would work from the template followed by the Wildlife Habitat Protection Trust that involves providing suitable nesting and feeding areas to accommodate species contained within the wood. This practice has proved hugely successful in our other woodland sites, and is a solid yardstick with respect to</p>



	<p>how healthy the woodland is from an environmental and conservation point of view.</p> <p>During this period we would look to have between 75 and 100 bird boxes and nesting sites in place. This work would be carried out by our staff and also volunteers including cub, scouts and other organisations that have worked with us on our other sites. Open days would be held during this period to encourage members of the public to become actively involved in various works being carried out.</p>
2020- 2022	<p>The new saplings originally planted would be coppiced where necessary and a thorough inspection of the woodland would be carried out to determine which trees have deteriorated during the initial ten year management plan. Those deemed unhealthy or dangerous would be removed and new stock planted.</p> <p>At this point we would carry out a survey within the local community to see what could be added to the woodland to improve and enhance the facility.</p>
End 2017 to March 2018	<p>This period was taken up with planting and we had to have a change of plan as to how we accomplished this following difficulties getting rid of the branches and left over wood after interference from some local people which stopped lorries entering the site.</p>
	<p>A track machine was bought in to clear areas to make re-planting easier and also create habitats using the left over wood and branches.</p>

**Add Box**

	<p>We did have cause for concern during the summer of 2017 after some dogs became sick after walking through the Hough and one dog unfortunately died. What caused this is still unknown and we are still unsure as to if this problem was from the Hough at all. This was not an isolated case and many similar problems were reported in different areas of the country in woodlands and it appears to be a fungal problem although scientists are yet to identify exactly what is causing this. As a result of these concerns we decided to close the wood for a short period during the summer at a time when any fungal growth would most likely to be present. We will monitor this problem again this year and take the necessary measures if required.</p>
--	--

	<p>Overall the wood is now taking shape and will require very little maintenance once the majority of work has been completed. At the time of taking over the Hough from SDC it was a neglected piece of woodland used mainly by dog walkers, once all work is completed it will still just be a wood used by the general public but maintained in a way that greatly increases the woodland experience. The parking area that was created so lorries could access the site to remove timber will remain in place to ease parking problems during busy periods. There were one or two complaints from locals residents with regards people parking on the private road so opening up this new parking area should alleviate that problem.</p>
	<p>We will continue to encourage local people to get involved and see the benefits that have been created by the re-planting programme, also we will put out regular bulletins to the local Parish Councils in order to provide more information to the local communities. This should help create a much more positive relationship moving forward following initial negative response which was inevitable when carrying out such a big project that included felling so many trees.</p>

## 7. Stakeholder Engagement

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal	Individual/ Organisation	Date Contacted	Date feedback received	Response	Action
	Schools				
	Scouts/cubs etc				
	General Public				

**Add Box**


## 8. Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

<b>Management Objective/Activities</b>	<b>Indicator of Progress/Success</b>	<b>Method of Assessment</b>	<b>Frequency of Assessment</b>	<b>Responsibility</b>	<b>Assessment Results</b>
CULTURAL ENVIRONMENT – We will characterise, conserve and enhance the cultural environment of the site					
LANDSCAPE - Improve the landscape to develop the character & distinctiveness of the site					
INFORMATION - Provide a high standard of information and interpretation so as to enhance understanding of the site’s cultural and natural heritage and of how they are linked					
ACCESS - Demonstrate this linkage by improving sustainable access to the site.					

<b>Management Objective/Activities</b>	<b>Indicator of Progress/Success</b>	<b>Method of Assessment</b>	<b>Frequency of Assessment</b>	<b>Responsibility</b>	<b>Assessment Results</b>

**Add Box**


## FC Approval – FC Office Use Only

UKFS Management Plan Criteria	Approval Criteria	Yes	No	Notes
<b>Plan Objectives</b> Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Management plan objectives stated. Consideration given to environmental, economic and social objectives relevant to the vision for the woodland.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Forest context and important features in management strategy</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Management intentions communicated in Section 6 of the management plan are in line with stated objective(s) section 2. Management Intentions should take account of: <ul style="list-style-type: none"> <li>Relevant features and issues identified within the woodland survey (section 4)</li> <li>Any potential threats to and opportunities for the woodland identified under woodland protection (section 5)</li> <li>Relevant comments received through stakeholder engagement documented in section 7.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Identification of designations within and surrounding the site</b> In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Survey information (section 4) identifies any designations impacting on woodland management  Management Intentions (section 6) have taken account of any designations.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Identification of designations within and surrounding the site</b> In designated areas, for example national parks, particular account should be taken of landscape and	Survey information (section 4) identifies any designations impacting on woodland management	<input type="checkbox"/>	<input type="checkbox"/>	

<p>other sensitivities in the design of forests and forest infrastructure.</p>	<p>Management Intentions (section 6) have taken account of any designations.</p>			
<p><b>Felling and restocking to improve forest structure and diversity</b> At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.</p> <p>Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.</p> <p>Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve age class range.</p>	<p>Felling and restocking is consistent with UKFS design principles (for example scale and adjacency). Current diversity (structure, species, age structure) of the woodland has been identified through the survey (section 4). Management intentions aim to improve/maintain current diversity (structure, species, and ages of trees).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Consultation</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.</p>	<p>Where appropriate - Consultation is in line with current FC guidance and recorded in section 7. The minimum requirement is for statutory consultation to take place and this will be carried out by the Forestry Commission. Plan authors are encouraged to undertake stakeholder engagement (FC Operations Note 35) relevant to the context and setting of the woodland.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Plan Update and Review</b> Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<p>5 year review period stated on the 1st page of the plan. Section 8 completed with 1 indicator of success per management objective.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Approving Officer Name</p>		<p>Plan approved</p>		<input type="checkbox"/>

This page is intentionally left blank





**Report Reference Number:** S/20/12

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Executive Member:** Councillor Cliff Lunn, Lead Member for Finance and Resources  
**Lead Officer:** Karen Iveson, Chief Finance Officer

---

**Title: Financial Results and Budget Exceptions Report to 30th September 2020**

**Summary:**

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which sets out Financial Results and Budget Exceptions Reports for Quarter 2 to 30 September 2020

The Quarter 2 report was considered was considered by the Executive at its meeting on 5 November 2020.

**Recommendation:**

**The Scrutiny Committee is asked to consider the content of the reports and make any comments on the Council's financial results and budget exceptions.**

**Reasons for recommendation**

The Committee is asked to consider the information as set out in the reports as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The financial information contained in the reports enables the Council to monitor its financial and budgetary position and to ensure that budget exceptions are brought to the attention of Councillors.

**1. Introduction and background**

**1.1** Please see the summary and introduction and background sections of the report considered by the Executive on 5 November 2020 attached as appendices to this report.

**2. The Report**

**2.1** Please see section 2 of the report considered by the Executive on 5 November 2020 attached as appendices to this report.

### **3. Alternative Options Considered**

None.

### **4. Implications**

#### **4.1 Legal Implications**

Please see section 4 of the report considered by the Executive on 5 November 2020 attached as appendices to this report.

#### **4.2 Financial Implications**

Please see section 4 of the report considered by the Executive on 5 November 2020 attached as appendices to this report.

#### **4.3 Policy and Risk Implications**

Not applicable.

#### **4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The financial information contained in the reports enables the Council to monitor its financial and budgetary position and to ensure that budget exceptions are brought to the attention of Councillors.

#### **4.5 Resource Implications**

None applicable.

#### **4.6 Other Implications**

Not applicable.

#### **4.7 Equalities Impact Assessment**

Not applicable.

### **5. Conclusion**

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing the Council's performance; the Committee's comments and observations on financial results and budget exceptions are welcomed.

**6. Background Documents**

None.

**7. Appendices**

Appendix A – Executive Report – 5 November 2020

Appendix B – Appendices A to D of the Executive Report 5 November 2020

**Contact Officer:**

Victoria Foreman  
Democratic Services Officer  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)  
01757 292046

This page is intentionally left blank



**Report Reference Number: E/20/22**

---

**To: Executive**  
**Date: 5 November 2020**  
**Status: Key Decision**  
**Ward(s) Affected: All**  
**Author: Peter Williams –Head of Finance**  
**Lead Executive Member: Cllr C Lunn, Lead Member for Finance and Resources**  
**Lead Officer: Karen Iveson - Chief Finance Officer**

---

**Title: Financial Results and Budget Exceptions Report to 30th September 2020**

**Summary:**

As a consequence of Covid-19, a revised budget was approved at Full Council on the 22<sup>nd</sup> September. Accordingly, quarter 2 outturn forecasts are largely in line with the revised budget with a few exceptions which are detailed in the report and appendices.

The estimated financial impacts for the year as a result of Covid-19 are additional costs, delayed savings and income losses of £3,624k across both the General Fund and HRA. To date the Council has received £1,068k emergency Covid funding from the Government with further compensation for losses in sales, fees and charges income expected. The revised estimate draws down £1,440k New Homes Bonus from reserves, and reduces the planned transfer to the HRA Major Repairs Reserve by £374k, to help offset these costs and losses pending further potential funding from the Government.

At the end of Q2, the forecast full year revenue outturn shows a (£81k) surplus in the General Fund, and a HRA surplus of (£3,380k) for transfer to the Major repairs Reserve. The key variances are highlighted in the report with further detail in Appendix A.

General Fund and HRA planned savings are on target to be achieved against the revised budget targets of (£156k) and (£23k) respectively. Appendix B has additional details of the programme.

On the General Fund capital programme, the spend for new build projects and disabled facilities grants have been revisited and a further (£815k) has been forecast to now spend in 21/22. In the HRA, slippage in the empty homes programme is more than offset by an increase in the capacity to deliver additional carry out works on the

housing stock. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth projects continue and additional projects approved by Full Council on the 22<sup>nd</sup> September are now included in a project by project analysis shown in Appendix D.

## **Recommendations:**

Recommendations:

It is recommended that:

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

## **Reasons for recommendation**

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

### **1. Introduction and background**

- 1.1 The revenue budgets and capital programmes included in this report were approved by Council on 22 September 2020, this report and associated appendices present the financial performance as at 30 September 2020 against these budgets and updated forecasts for the year based on the latest information available.
- 1.2 In the year to date, the Council has administered over £18m in emergency grants for businesses, council tax hardship funds, provided business support and assisted communities to reopen. This increase in workload has put pressure on capacity to deliver the planned expenditure programmes and this has been reflected in the revised estimates for the capital programmes and Programme for Growth.
- 1.3 The estimated financial impacts for the year as a result of Covid-19 have been recorded in monthly returns to the Ministry for Housing, Communities and Local Government (MHCLG). The latest September return shows estimated additional costs, delayed savings and income losses of £3,624k across both the General Fund and HRA. To date the Council has received £1,068k emergency Covid funding from the Government with further compensation for losses in sales, fees and charges income expected. The revised estimate draws down £1,440k New Homes Bonus from reserves, reduces the planned transfer to the HRA Major Repairs Reserve by £374k, to help offset these costs and losses pending further potential funding from the Government.

## 2. Main Report

### General Fund Revenue

2.1 Latest forecasts against the approved revised estimates, show a (£81k) surplus, (£38k) higher than the revised budget. The table below summarises the General Fund position at the end of Q2:

General Fund Account Q2 2020/21	Latest Approved Budget	Forecast	Forecast Variance
<b>Net Service Expenditure</b>	<b>10,849</b>	<b>10,811</b>	<b>(38)</b>
Contribution to / from reserves	7,398	7,398	0
Other Accounting Adjustments	(954)	(954)	0
Council Tax	(5,861)	(5,861)	0
Business Rates & Associated Grants	(2,382)	(2,382)	0
Collection fund Deficit / (Surplus)Share	(9,093)	(9,093)	0
<b>Shortfall / (Surplus)</b>	<b>(43)</b>	<b>(81)</b>	<b>(38)</b>

2.2 The main forecasted variances against the General Fund are:

- £166k forecast overspend in salaries, primarily due to anticipated under-achievement of vacancy factor in the second half of the year as capacity is required to continue to cope with impacts of Covid-19 plus 1.0fte in the housing enforcement team which was omitted from the budget in error;
- (£57k) increase in planning income following a reassessment of volumes of planning applications;
- (£51k) increase in investment return from cash balances due to the average rates achieved reducing at a slower rate than anticipated;
- Drainage board levies (£21k) as inflation increases are lower than estimated in the budget.
- There are a number of other smaller income increases and cost reductions which contribute (£65k) to the surplus including savings on the lifeline programme, contact centre and printing costs. Further detail can be found in Appendix A.

### Housing Revenue Account (HRA)

2.3 Latest forecasts show an (£3,380k) surplus is expected by the year end, (£38k) higher than the budget.

2.4 The table below shows the summary position at the end of September 2020. Full details of forecast variances against budget are set out at Appendix A.

<b>Housing Revenue Account – Q2 2020/21</b>	<b>Budget £000's</b>	<b>Forecast £000's</b>	<b>Variance £000's</b>
Net Revenue Budget	8,649	8,611	(38)
Dwelling Rents	(11,991)	(11,991)	0
<b>Net (Surplus) / Deficit transferred to Major Repairs Reserve</b>	<b>(3,342)</b>	<b>(3,380)</b>	<b>(38)</b>

2.5 The forecasted variance is made up of a number of small movements detailed in Appendix A, including improved investment returns.

### **Planned savings**

2.6 The significantly reduced General Fund and HRA savings plans are on target to deliver as per the approved revised budget. Details of all planned savings can be found in Appendix B.

### **Capital Programme**

2.7 The capital programme shows forecast slippage of (£353k) which is expected to be spent in 2021/22. This is a net figure across a small number of projects with some expected to spend less and some more than had been assumed at quarter 1. Details are below and in appendix C.

2.8 In the General Fund the variance of (£815k) is made up of:

- loans to the Housing Trust were expected to be £400k in year but the delays in negotiating sites means that these are unlikely to commence spend until 2021/22.
- It was expected that more disabled facilities grants would complete in 2020/21 when the revised budget was set, but due to fewer completions and contractors on site it is expected that £415k more of this will slip into 2021/22.

2.9 The HRA variance of £461k is made up of:

- An additional £1,358k is expected to be spent this year on the property improvement and health and safety programmes. The assumption of 60% programme delivery at Q1 has been reassessed with the contractor and it is now anticipated that £5,087k of improvements will be made this year;
- The Q2 forecast for the empty homes programmes assumes that a further three properties will be purchased in 2020/21. This is less than forecast at Q1, and it is now anticipated that the remaining balance of £842k for the three-year programme will be spent in 2021/22;
- Following completion of the fire works at Grove House, no further works are expected on community centres in 2020/21. Work to identify further requirements this year will mean that the remaining budget of £54k will be carried forward to be spent in 2021/22.



## **Programme for Growth (P4G)**

- 2.10 The value of the current multi-year programme has increased following Council approval of new projects on the 22<sup>nd</sup> September. £14,433k is currently allocated to the programme from 2020/21 onwards of which £10,031k is project costs, £3,998k resourcing costs and after allocation of £35k towards the new Bawtry Road roundabout, £403k is available for allocation to projects.
- 2.11 At quarter 1, due to Covid-19 there had been little project spend but there has now been spend in quarter 2 across a range of projects including:
- £466k has been spent on an area of land close to Selby station as part of the Council's Transforming Cities Fund (TCF) programme for improvements in the station area. In addition, spending on the TCF programme is underway with monies to be recovered from West Yorkshire Combined Authority (WYCA) in the following quarter.
  - A places and movement study has been commissioned for the Towns masterplanning project with match funding received from the Local Enterprise Partnership (LEP).
  - A contribution towards the new Bawtry Road roundabout for £35k has been funded through P4G.
- 2.12 Project by project detail can be found in Appendix D.

### **3. Alternative Options Considered**

Not applicable.

### **4. Implications**

#### **4.1 Legal Implications**

There is a legal requirement to balance the budget. In addition, any actions to tackle the deficit position need to avoid any potential for contractual or legal dispute as well as following appropriate governance.

#### **4.2 Financial Implications**

As set out in the report.

#### **4.3 Policy and Risk Implications**

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

#### **4.4 Corporate Plan Implications**

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

#### **4.5 Resource Implications**

The pandemic has put considerable pressure on the Council to deliver all of its priorities from the Council Plan, in addition to the new requirements as a result of Covid-19. The latest assessed resource requirements have been incorporated into the revised budget and forecasts, but the impacts of the pandemic will be kept under review.

#### **4.6 Other Implications**

None.

#### **4.7 Equalities Impact Assessment**

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

### **5. Conclusion**

5.1 The revised budget approved at full Council on the 22<sup>nd</sup> September has incorporated the estimated financial impacts of Covid-19 as reported at Q1.

5.2 Whilst the additional Covid-19 funding received from Central Government to date is welcomed, it is not sufficient to cover the forecasted impacts and therefore the revised estimates include the drawdown of £1,440k New Homes Bonus from General Fund reserves and reduces the planned transfer to the HRA Major Repairs Reserve by £374k, to help mitigate the additional costs and income losses.

5.3 At quarter 2, the forecast indicates a higher surplus on both the General Fund and HRA compared to the revised budget although further changes are expected as the year progresses.

5.4 There have been some changes to the expected in year spend on the capital programme with further delays in some projects but improving positions in others and further reprofiling is proposed as part of this report.

### **6. Background Documents**

None.

### **7. Appendices**

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

Appendix B – General Fund and Housing Revenue Account Savings.

Appendix C – General Fund and Housing Revenue Account Capital Programme.

Appendix D – Programme for Growth.

**Contact Officer:** Peter Williams, Head of Finance [pwilliams@selby.gov.uk](mailto:pwilliams@selby.gov.uk)

**GF Management Accounts 2020-21  
Results as at 30th September**

General Fund

Appendix B

(Appendix A of Executive Report)

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	
<b>Income</b>								
Investment Income	-502	-583	-234	-230	-634	-4	-51	Return for first half of year is 0.68% which is better than expected in the revised budget but is expected to drop to 0.2% by quarter 4. 2% return in property investments assumed.
Recharges	-12,574	-10,617	-1		-10,617	-1		
Customer & Client Receipts	-7,741	-3,749	-1,369	-1,451	-3,838	82	-88	The position on Planning Fee income has improved since figures were submitted for the revised budget exercise (£57k). Commercial waste as business impact has not been as high as previously anticipated (£16k), improved Land Charges Position (£13k) offset by a stagnant customer base on the lifeline service £20k, numerous small budget variances account for the remaining balance.
Government Grants	-11,652	-13,811	-4,932	-4,912	-13,815	-21	-3	Data & Systems IDEA funding.
Other Government Grant	-2,001	-2,647	-1,337	-1,323	-2,647	-14		
Other Grants/Contributions Etc	-35	-1,198	-1,214	-1,198	-1,198	-16		
<b>Total Service Income</b>	<b>-34,505</b>	<b>-32,606</b>	<b>-9,088</b>	<b>-9,114</b>	<b>-32,749</b>	<b>26</b>	<b>-143</b>	
<b>Expenditure</b>								
Employees	8,336	8,738	4,055	4,192	8,904	-137	166	Anticipated that with the current demands of covid, the vacancy factor will not be met in the second half of the year. 1.0 fte in the housing enforcement team omitted from the base budget in error £25k.
Premises	786	799	446	467	793	-21	-7	Majority are savings from the Contact Centre being closed.
Supplies And Services	10,600	10,255	4,665	4,635	10,232	30	-23	Numerous small variances including Printing (£10K), general office costs (£7k) and CCTV (£2k) make up this variance.
Transport	158	144	55	72	134	-18	-11	Car allowance saving in the lifeline team.
Benefit Payments	11,112	13,919	4,235	4,245	13,919	-10		
Support Services	9,453	7,599			7,599			
Third Party Payments	-308		-80			-80		
Drainage Board Levy	1,704	1,760	870	880	1,739	-11	-21	Inflation increases anticipated when setting the budget were higher than actual levies.
External Interest Payable	80	75	32	38	75	-6		
Contingency		164		-7	164	7		
<b>Total Service Expenditure</b>	<b>41,920</b>	<b>43,455</b>	<b>14,276</b>	<b>14,522</b>	<b>43,559</b>	<b>-246</b>	<b>105</b>	
Accounting - Non Service budgets								
Total Accounting & Non Service Budgets	-7,416	-10,892	3,825	3,703	-10,892	122		
<b>Net Total</b>		<b>-43</b>	<b>9,012</b>	<b>9,111</b>	<b>-81</b>	<b>-98</b>	<b>-38</b>	

**HRA Management Accounts 2020-21**  
**Results as at 30th September**

HRA

Appendix A

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual £k	Budget £k	Actual £k	Budget £k	Forecast £k	Year to date Actual	Full Year Forecast	
						£k	£k	
<b>Income</b>								
Investment Income	-187	-72		32	-92	-32	-20	Improved results in Q2 with 0.68% return in the year to date. Expected to reduce to 0.2% return by Q4.
Garage Rents	-102	-97		4	-97	-4		
Housing Rents	-11,836	-11,991	-3,042	-5,996	-11,991	2,953		
Customer & Client Receipts	-171	-134	-36	-24	-137	-12	-3	Recharges to former tenants now taking place offset by lower fees from Council House sales.
Recharges	-13	-18		-9	-8	9	11	Internal rechargable works on corporate buildings have not been taking place due to Covid-19 restrictions, therefore no charges raised to date. Works have been focussed on void dwellings instead.
<b>Total Service Income</b>	<b>-12,309</b>	<b>-12,311</b>	<b>-3,078</b>	<b>-5,992</b>	<b>-12,324</b>	<b>2,915</b>	<b>-13</b>	
<b>Expenditure</b>								
Employees	33	77	34	39	78	-4	1	Anticipated shortfall in vacancy factor
Premises	652	779	281	324	770	-44	-9	Potential utility savings from the community centres being closed partially offset by running costs at the Vivars for the property service team.
Supplies And Services	1,282	1,258	353	525	1,250	-172	-8	Mixture of small savings, including swipe cards fees and charges and resource accounting offset by phone charges.
Support Services	2,855	2,903			2,903			
Transport	109	143	45	65	133	-20	-9	Due to working restrictions savings are anticipated on fuel for the vehicle fleet but as services are slowly being reinstated costs will increase.
Debt Management Expenses	6	6			6			
External Interest Payable	2,413	1,920	985	960	1,920	25		
Contingencies		75			75			
Provision for Bad Debts	260	267	2		267	2		
<b>Total Service Expenditure</b>	<b>7,610</b>	<b>7,428</b>	<b>1,699</b>	<b>1,912</b>	<b>7,403</b>	<b>-213</b>	<b>-25</b>	
Accounting & non service budgets								
Depreciation & Impairment Loss	1,650	1,492			1,492			
Transfer to / (from) Reserves	-4,724	50			50			
Pension Adjustments								
HRA Budgeted Surplus / Deficit	767							
Total Accounting & Non Service Budgets	-2,308	1,542			1,542			
<b>Net Total</b>	<b>-7,007</b>	<b>-3,342</b>	<b>-1,379</b>	<b>-4,080</b>	<b>-3,380</b>	<b>2,701</b>	<b>-38</b>	

**Planned Savings**

Strategic Category	Lead	General Fund - Potential Saving	Budget Risk	2020/21 Target £000's	2020/21 Forecast £000's	2020/21 Shortfall £000's	Commentary
Growing resources	Suzan Harrington	Asset rationalisation	Medium	31	31	0	Income from third parties for use of the Civic Centre as well as savings generated from the sale of properties. Office closure means that whilst contracts will still be paid, there is still risk to some of this income and it will be kept under review.
		<b>Total Growing Resources</b>	<b>0</b>	<b>31</b>	<b>31</b>	<b>0</b>	
Transforming	Suzan Harrington	Introduce CT Penalty Scheme - NEW	Medium	5	5	0	Council Tax Penalty Scheme was not being enforced due to covid-19 but has now been reintroduced.
Transforming	Suzan Harrington	Review and introduce increased empty homes premium.	Medium	45	45	0	This scheme is intended to act as a deterrent against long standing empty properties and bring much needed homes back in to use. Whilst premiums have been billed, there remains some risk until full payment has been received for the year.
		<b>Total Transforming</b>		<b>50</b>	<b>50</b>	<b>0</b>	
Commissioning	Suzan Harrington	Contract renegotiations	Low	6	6	0	Renewal of the public conveniences contract has generated a £6k per annum saving.
		<b>Total Collaboration &amp; Commissioning</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	
Technical/housekeeping	Karen Iveson	Reduction in pension contributions	Low	69	69	0	Reduction in pension contributions following the 2019 triennial valuation.
		<b>Total Technical/Housekeeping</b>	<b>0</b>	<b>69</b>	<b>69</b>	<b>0</b>	
		<b>Total</b>		<b>156</b>	<b>156</b>	<b>-</b>	

Low Risk		75	75	0
Medium Risk		80	80	0
High Risk		0	0	0
<b>Total</b>		<b>156</b>	<b>156</b>	<b>0</b>

Strategic Category	Lead	HRA - Potential Saving	Risk	2020/21 Target £000's	2020/21 Forecast £000's	2020/21 Shortfall £000's	Update/Comments
Technical/housekeeping	Karen Iveson	Reduction in pension contributions	Low	23	23	0	
		<b>Total</b>	<b>-</b>	<b>23</b>	<b>23</b>	<b>-</b>	

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

General Fund	Original Budget Incl C/F	Revised Budget	Year to date Revised Budget	Year to date Actual	YTD Variance	Forecast	Carry Forward	Year End Variance	Comments	Approved Programme & Carry Forward Proposal		
										Forecast 21/22	Forecast 22/23	Forecast 23/24
Transforming Customer Services	110,000	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	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	325,000	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	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	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	15,000	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	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	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	0	15,000	0	0	Replacement due 2021/22.	15,000		
Finance System Replacement	0	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	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	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	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	7,856	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 C : 2020/21 Selby District Council Capital Programme - To 30 September 2020**

General Fund	Original Budget Incl C/F	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	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.	54,728	9,005	
Committee Room Microphone system	65,000	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	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	150,000	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 on the basis of expected essential spend for the year.	227,200	7,200	
Car Park Improvement Programme	530,096	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	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	18,000	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	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	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	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 C : 2020/21 Selby District Council Capital Programme - To 30 September 2020**

General Fund	Original Budget Incl C/F	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	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	4,000,000	4,000,000	2,000,000	0	-2,000,000	4,000,000	0	0	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.			
Council Play Area Maintenance	105,000	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	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	937,500	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)	2,400,000	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	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 being somewhat seasonal during the winter months and difficult to profile, despite this we would still be expecting 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	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	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 average 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
<b>Total General Fund</b>	<b>9,834,547</b>	<b>6,193,951</b>	<b>3,096,976</b>	<b>222,286</b>	<b>-2,874,690</b>	<b>5,544,334</b>	<b>814,617</b>	<b>-814,617</b>		<b>5,548,501</b>	<b>9,518,505</b>	<b>491,360</b>



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

Housing Revenue Account	Original Budget Incl C/F	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	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	113,000	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	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	3,427,643	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		
Ousegate Hostel	10,394	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	0	-5,805	-5,805	0	0	0	Final Retention invoice received £5k lower than anticipated			
Community Centre Refurbishment	64,377	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	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	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 C : 2020/21 Selby District Council Capital Programme - To 30 September 2020**

Housing Revenue Account	Original Budget Incl C/F	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	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	886,724	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.	379,928	554,675	565,770
Property Refurbishment Programme	4,618,490	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	2,965,328	3,677,796	3,740,890
Property Investment Programme	1,140,375	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
<b>Total HRA</b>	<b>12,359,089</b>	<b>6,671,218</b>	<b>3,335,609</b>	<b>907,769</b>	<b>-2,427,840</b>	<b>7,132,363</b>	<b>-505,522</b>	<b>461,145</b>		<b>9,236,651</b>	<b>5,169,829</b>	<b>5,262,770</b>
<b>Total Capital Programme</b>	<b>22,193,636</b>	<b>12,865,169</b>	<b>6,432,585</b>	<b>1,130,055</b>	<b>-5,302,530</b>	<b>12,676,697</b>	<b>309,095</b>	<b>-353,472</b>		<b>14,785,152</b>	<b>14,688,334</b>	<b>5,754,130</b>

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

Project	Lead Officer	Multi-Year Project Budget	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	Multi-Year Project Budget	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	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	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	Multi-Year Project Budget	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, in some instances this may be used to match fund acquisitions as part of the TCF bid submission. The current live project has been 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. The year to date spend relates to the purchase of a site for the TCF project.	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	Multi-Year Project Budget	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		
		<b>14,432,595</b>	<b>871,314</b>	<b>14,432,585</b>	<b>13,561,281</b>		<b>5,219,942</b>	<b>4,270,859</b>	<b>4,396,794</b>	<b>545,000</b>



**Report Reference Number:** S/20/13

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Executive Member:** Councillor Cliff Lunn, Lead Member for Finance and Resources  
**Lead Officer:** Karen Iveson, Chief Finance Officer

---

**Title:** Treasury Management – Quarterly Update Q2 2020/21

**Summary:**

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which reviews the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 September 2020 (Q2) and presents performance against the Prudential Indicators.

The Quarter 2 report was considered was considered by the Executive at its meeting on 5 November 2020.

**Recommendation:**

**The Scrutiny Committee is asked to consider the content of the reports and make any comments on the Council's treasury management.**

**Reasons for recommendation**

The Committee is asked to consider the information as set out in the reports as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The information contained in the reports is required in order to comply with the Treasury Management Code of Practice.

**1. Introduction and background**

**1.1** Please see section 1 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

**2. The Report**

**2.1** Please see section 2 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

### **3. Alternative Options Considered**

None applicable.

### **4. Implications**

#### **4.1 Legal Implications**

Please see section 4 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

#### **4.2 Financial Implications**

Please also see section 4 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

#### **4.3 Policy and Risk Implications**

Not applicable.

#### **4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The information contained in the reports enables the Council to monitor its treasury management arrangements and to ensure that the Treasury Management Code of Practice is complied with.

#### **4.5 Resource Implications**

None applicable.

#### **4.6 Other Implications**

Not applicable.

#### **4.7 Equalities Impact Assessment**

Not applicable.

### **5. Conclusion**

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing the Council's performance; the Committee's comments and observations on treasury management are welcomed.



**6. Background Documents**

None.

**7. Appendices**

Appendix A – Executive Report – 5 November 2020

Appendix B – Appendix A of Executive Report, 5 November 2020 - Prudential Indicators at 30 September 2020

**Contact Officer:**

Victoria Foreman  
Democratic Services Officer  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)  
01757 292046

This page is intentionally left blank



**Report Reference Number: E/20/23**

---

**To:** Executive  
**Date:** 5 November 2020  
**Status:** Non Key Decision  
**Ward(s) Affected:** All  
**Author:** Michelle Oates - Senior Accountant  
**Lead Executive Member:** Councillor Cliff Lunn  
**Lead Officer:** Karen Iveson – Chief Finance Officer, S151

---

**Title: Treasury Management – Quarterly Update Q2 2020/21**

**Summary:**

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2020 (Q2) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments totalled £73.9m up to the end of the second quarter, at an average rate of 0.68% and earned interest of £252k (£182k allocated to the General Fund; £70k allocated to the HRA) which was £55k above the year to date budget. However cash balances are expected to gradually reduce over the year, and interest rates are now at unprecedented low levels, budgets were revised in Q1 based on forecast returns in the region of £260k, a budget reduction of £225k. Latest estimates predict returns of £331k, a surplus of £71k against the revised budget. The Bank Rate of 0.10% is expected to remain in place for at least the next two years, and a Brexit trade deal has yet to be agreed. The position will be kept under review.

In addition to investments held in the pool, the Council has £4.55m invested in property funds as at 30 September. The funds achieved 3.60% revenue return and 3% capital loss. This resulted in revenue income of £83.4k to the end of Q2 and an 'unrealised' capital loss of £140.6k. These funds are long term investments and changes in capital values are realised when the units in the funds are sold.

Borrowing – Long-term borrowing totalled £52.833m at 30<sup>th</sup> September 2020, (£1.6m relating to the General Fund; £51.233m relating to the HRA). Repayment was made in May 2020 of £6.5m

HRA Debt. Interest payments of £1.917m are forecast for 2020/21, a saving of £0.871m against budget. This is due to HRA budgets allowing for borrowing to support Housing Delivery, which has not been required to date. The Council had no short term borrowing in place as at 30th September 2020.

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

**Recommendation:**

- i. Councillors endorse the actions of officers on the Council’s treasury activities for Q2 2020/21 and approve the report.**

**Reasons for recommendation**

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

**1. Introduction and background**

- 1.1 This is the second monitoring report for treasury management in 2020/21 and covers the period 1 April to 30 September 20. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA “Code of Practice on Treasury Management in the Public Services” and in this context is the management of the Council’s cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council’s Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 22 February 2020.
- 1.4 The two key budgets related to the Council’s treasury management activities are the amount of interest earned on investments £260k (£188k General Fund, £72k HRA), revised at Q1 based on latest assumptions resulting from Covid measures. And the amount of interest paid on borrowing £2.788m (£75.2k General Fund, £2.713m HRA).

## 2. The Report

### Market Conditions and Interest Rates

2.1 The Council's treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q2 2020/21 up to 30 September 2020:

- The Coronavirus outbreak has resulted in economic damage to the UK and the world, with UK GDP falling by 23%;
- Bank Rate remained unchanged at 0.1%, with this rate now expected to continue for some time;
- Quantitative easing remains unchanged at £745bn;
- The Governor of the Bank of England stated that more quantitative easing would be favoured over the instruction of negative interest rates;
- Economic recovery is expected to be gradual and prolonged;
- Brexit uncertainties ahead of the 31 December deadline are expected to affect economic recovery;

### **Interest Rate Forecasts**

2.3 The current interest rate forecasts (last update 11 August) of Link Asset Services – Treasury Solutions are as follows:

Link Group Interest Rate View		11.8.20									
	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 Month average earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	-	-	-	-
6 Month LIBID	0.10	0.10	0.10	0.10	0.10	0.10	0.10	-	-	-	-
12 Month LIBID	0.20	0.20	0.20	0.20	0.20	0.20	0.20	-	-	-	-
5yr PWLB Rate	1.90	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

\* Net of certainty rate 0.2% discount

2.4 PWLB rates are unlikely to rise over the next two years as economies, including the UK, take a prolonged period to recover all the momentum lost in the sharp recession caused during the coronavirus shut down period. Inflation is also likely to be very low during this period and could even turn negative in some major western economies during 2020/21.

### Annual Investment Strategy

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

- Security of Capital and
  - Liquidity of its investments
- 2.6 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, the Council's Annual Investment strategy and Lending List has been aligned to that of NYCC.
- 2.7 NYCC continues to invest in only highly credit rated institutions using the Link suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year.
- 2.8 The Council's investment activity in the NYCC investment pool up to Q2 2020/21 was as follows:-
- Balance invested at 30 September 2020           £72.7m
  - Average Daily Balance Q2 20/21                 £73.4m
  - Average Interest Rate Achieved Q2 20/21     0.68%
  - Forecast income for the year                     £331k
- 2.9 The average return to Q2 2020/21 of 0.68% compares with the average benchmark returns as follows:
- 7 day                     -0.05%
  - 1 month                 0.01%
  - 3 months                0.14%
  - 6 months                0.25%
  - 12 months               0.41%

### **Borrowing**

- 2.10 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix A. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.11 The TMSS indicated that there was no requirement to take external borrowing during 2020/21 to support the budgeted capital programme. However, the borrowing requirement is largely dependent on the Housing Development Programme and whilst it is expected that this will be funded by internal borrowing, this will continue to be reviewed to optimise the timing of external debt.
- 2.12 The Council approved an Authorised Borrowing Limit of £90m (£89m debt

and £1m Leases) and an Operational Borrowing Limit of £85m (£84m debt and £1m Leases) for 2020/21.

- 2.13 The current strategy in relation to capital financing, is to continue the voluntary set aside of Minimum Revenue Provision (MRP) payments from the HRA in relation to self-financing debt in order to be in a position to repay the debt over 30 years. £1.26m is budgeted for 2020/21. However, the HRA Business Plan assumptions indicate that there may be a requirement to revisit this approach due to increasing capital programme requirements over the coming years.
- 2.14 The combination of a voluntary MRP strategy, along with a long term loan repayment in May 2020, meant the Council was in an under-borrowed position of £1.1m as at 30 September 2020. This means that capital borrowing (external debt) is currently lower than Council's underlying need to borrow. The movement from an over-borrowed position of £5.3m, a movement of £6.4m compared to the year-end position is a result of £6.5m borrowing repaid in May 2020. Planned capital expenditure funded by prudential borrowing, will increase the Council's capital financing requirement as the year progresses. External borrowing requirements are reviewed on an on-going basis to ensure the borrowing strategy reflects the latest capital programme needs and forecast borrowing rates.
- 2.15 The 2020/21 Treasury Management Strategy forecasts an under-borrowed position of £4.86m by the end of 21/22 as loans are made to support the Housing Trust, and HRA Housing Investment Programme. Plans to undertake any additional long term borrowing in the short/medium term will be kept under review as the Extended Housing Delivery Programme progresses and while borrowing rates remain low.

### **Capital Strategy**

- 2.16 The Capital Strategy was included as part of the Council's Annual Treasury Management and Investment Strategy 2020/21, approved in February 2020. The Capital Strategy sets out how capital expenditure, capital financing and treasury management contribute to the provision of corporate and service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.
- 2.17 Alternative non-treasury investments are considered as part of the Capital Strategy. Given the technical nature of potential alternative investments and strong linkages to the Council's Treasury Management function, appropriate governance and decision-making arrangements are needed to ensure robust due diligence in order to make recommendations for implementation. As a result, all investments are subject to consideration and where necessary recommendations of the Executive.

2.18 In addition to loans to Selby & District Housing Trust to support the Housing Delivery Programme, options for alternative investments will be kept under review and are subject to individual business case approval.

### Housing Delivery Programme Loans

2.19 The Housing Delivery Programme has delivered a number of successful schemes so far, in partnership with Selby & District Housing Trust. One of the principles underpinning the programme is that financial support will be provided to the Trust by way of grant and loans to fund provision of affordable homes in the District whilst achieving a revenue return for the Council's General Fund. The forecast income for the year in addition to standard treasury returns is £120k, which is approximately £107k over the forecasted standard interest that would be achieved on cash investments. Latest updates on the programme suggest it is likely to be 2021/22 before further sites are in progress. The table below summarises the loans provided to date.

Scheme	Loan Rate %	Principal Outstanding 30 June 2020 £	YTD Interest Q2 20/21 £	Interest Full Year £
Kirgate, Tadcaster	4.56%	186,438	4,447	8,893
St Joseph's St	4.20%	202,346	4,351	8,702
Jubilee Close, Ricall	3.55%	547,403	9,587	19,174
Ulleskelf	4.87%	1,066,136	25,635	51,269
Ousegate	3.65%	866,729	15,842	31,684
<b>Average Rate / Total Principal and Interest</b>	<b>4.36%</b>	<b>2,869,052</b>	<b>59,861</b>	<b>119,723</b>

### 2.20 Commercial Property Investments

To date there have been two Commercial Property acquisitions, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first acquisition was a Tadcaster property, which completed during Q2 18/19. The second in Selby, which completed towards the end of Q3 18/19, has subsequently been sold, completing in July 2020. A small surplus of around £10k was generated after taking account of interim property costs. No formal plans for Tadcaster have been approved as yet.

### 2.21 Property Funds

The position on Property Funds at 30 September 2020 is as follows:



## In Year Performance

Fund	Bfwd Investment £k	Valuation as at 30-Sep-20 £k	In Year Performance Q2 20/21			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,376.60	2,329.72	(46.9)	(1.97)	34.7	2.94
Threadneedle	2,308.11	2,214.72	(93.4)	(4.05)	48.6	4.29
<b>Total</b>	<b>4,684.71</b>	<b>4,544.44</b>	<b>(140.3)</b>	<b>(2.99)</b>	<b>83.4</b>	<b>3.60</b>

## Total Fund Performance

Fund	Original Investment £k	Valuation as at 30-Sep-20 £k	Total Performance			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,502.50	2,329.72	(172.8)	(6.90)	154.9	3.63
Threadneedle	2,439.24	2,214.72	(224.5)	(9.20)	209.9	4.60
<b>Total</b>	<b>4,941.73</b>	<b>4,544.44</b>	<b>(397.3)</b>	<b>(8.04)</b>	<b>364.7</b>	<b>4.13</b>

- 2.22 Investments held in Property Funds are classified as Non-Specified Investments and are, consequently, long term in nature. Valuations can, therefore, fall and rise over the period they are held. Any gains or losses in the capital value of investments are held in an unusable reserve on the balance sheet and do not impact on the General Fund until units in the funds are sold.
- 2.23 As a result of Covid-19, both funds experienced a sharp capital loss to the end of June 2020, which stabilised in the second quarter, with a marginal improvement on Blackrock's valuation, and only a £4k reduction on Threadneedle's valuation. Both funds still delivered a positive revenue return. Given the material uncertainty washing through financial markets and economies, many funds temporarily suspended trading (both in and outflows) as firm valuations could not be provided. Trading has since recommenced, with Threadneedle trading from the 30 September, and Blackrock following at the end of October.
- 2.24 It is also important to stress that the largest potential impact on fund valuations may not actually come until possibly Q3. This is in line with underlying economic impact of the virus on the economy. The funds intend to issue a summary statement in the coming months, once a more comprehensive assessment of the impact can be undertaken. Given the volatility and risk within the market, both property funds will be reviewed in terms of their strategies to mitigate risk within their portfolios,

in the context of the longer-term nature of these investments. Should any changes to these investments be considered necessary, these will be reported to the Executive and to Council if required.

### **3. Alternative Options Considered**

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

### **4.0 Implications**

#### **4.1 Legal Implications**

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

#### **4.2 Financial Implications**

4.2.1 The financial implications are set out in the report.

### **5. Conclusion**

5.1 The impact of the pandemic, and the turmoil in the financial markets, will continue to have an impact on the Council's investment returns. Forecasts predict slow recovery, exacerbated by the on-going delays with Brexit.

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

5.3 The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits. The Prudential Indicators are reviewed annually as part of the Treasury Strategy to ensure approved boundaries remain appropriate; activities to date during 2020/21 have not highlighted any concerns.

### **6. Background Documents**

None

#### **Contact Details**

Michelle Oates  
Senior Accountant – Capital & Treasury  
North Yorkshire County Council  
moates@selby.gov.uk

Karen Iveson  
Chief Finance Officer

kiveson@selby.gov.uk

**Appendices:**

Appendix A – Prudential Indicators as at 30 September 2020

This page is intentionally left blank

## Prudential Indicators - As at 30 September 2020

Note	Prudential Indicator	2020/21 Indicator	Quarter 2 Actual
1	Capital Financing Requirement £'000	57,700	53,972
	Gross Borrowing £'000	52,833	52,833
	Investments £'000	49,674	72,693
2	Net Borrowing £'000	3,159	-19,860
3	Authorised Limit for External Debt £'000	84,000	52,833
4	Operational Boundry for External Debt £'000	79,000	52,833
5	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	0%
6	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	0
7	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	0.00%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	3.00%
	15 years and above %	90%	97.00%

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

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

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

4. Operational Boundary for External Debt – this is set at the Council's most likely operation level. Any breaches of this would be reported to Councillor's immediately.

5. Limit of fixed and variable interest rates on net debt – this is to manage interest rate fluctuations to ensure that the Council does not over expose itself to variable rate debt.

6. Principal Sums Invested for over 364 days – the purpose of these limits is so that the Council contains its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of investments.

7. Maturity Structure of Borrowing Limits – the purpose of this is to ensure that the Council is not required to repay all of its debt in one year. The debt in the 15 years and over category is spread over a range of maturities from 23 years to 50 years.



**Report Reference Number:** S/20/14

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Executive Member:** Councillor Mark Crane, Leader of the Council  
**Lead Officer:** Janet Waggott, Chief Executive

---

**Title: Council Delivery Plan 2020-23**

**Summary:**

The Scrutiny Committee is asked to consider the Council Delivery Plan 2020-23.

The Council Plan was agreed by Council in December 2019. The Plan sets the strategic framework for the next ten years, retaining the vision 'to make Selby district **a great place**' and setting out four priority themes: 'to make the Selby district a great place to **live**; **enjoy**; and **grow** – supported by a Council that delivers **great value**.

At that time, it was agreed to produce a more specific, three-year Delivery Plan. The Delivery Plan provides the detail to support Council services and stakeholders to understand and share priorities for the next three years – and a framework against which to check and communicate progress.

Planning for our recovery from the Covid-19 pandemic has been underway since late April. Aligning ourselves to the wider recovery work across the county, we have undertaken an impact assessment and developed our planning along three lines:

- supporting the local **community** to recover;
- supporting the local **economy** to recover; and
- recovering as an **organisation**.

Our plans for recovery have been incorporated into the overarching Delivery Plan which has now been updated and is presented here.

**Recommendation:**

**The Scrutiny Committee is asked to consider the content of the report and make any comments on the Council's Delivery Plan 2020-23.**

**Reasons for recommendation**

The Committee is asked to consider the information as set out in the report as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas.

## **1. Introduction and background**

1.1 Please see section 1 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

## **2. The Report**

2.1 Please see section 2 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

## **3. Alternative Options Considered**

None applicable.

## **4. Implications**

### **4.1 Legal Implications**

Please see section 4 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

### **4.2 Financial Implications**

Please also see section 4 of the report considered by the Executive on 5 November 2020 attached at Appendix A.

### **4.3 Policy and Risk Implications**

Not applicable.

### **4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas.

### **4.5 Resource Implications**

None applicable.

### **4.6 Other Implications**

Not applicable.

### **4.7 Equalities Impact Assessment**

Not applicable.



**5. Conclusion**

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing Council policy.

**6. Background Documents**

None.

**7. Appendices**

Appendix A – Executive Report – 5 November 2020

Appendix B – Appendix A of Executive Report, 5 November 2020 – Council Delivery Plan 2020-23

**Contact Officer:**

Victoria Foreman  
Democratic Services Officer  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)  
01757 292046

This page is intentionally left blank



Report Reference Number: E/20/21

---

**To:** Executive  
**Date:** 5 November 2020  
**Status:** Key Decision  
**Ward(s) Affected:** All  
**Author:** Stuart Robinson, Head of Business Development & Improvement  
**Lead Executive Member:** Cllr Mark Crane, Leader of the Council  
**Lead Officer:** Janet Waggott, Chief Executive

---

**Title: Council Delivery Plan 2020-23**

### Summary:

The Council Plan was agreed by Council in December 2019. The Plan sets the strategic framework for the next ten years, retaining the vision 'to make Selby district **a great place**' and setting out four priority themes: 'to make the Selby district a great place to **live**; **enjoy**; and **grow** – supported by a Council that delivers **great value**.

At that time, it was agreed to produce a more specific, three-year Delivery Plan. The Delivery Plan provides the detail to support Council services and stakeholders to understand and share priorities for the next three years – and a framework against which to check and communicate progress.

Planning for our recovery from the Covid-19 pandemic has been underway since late April. Aligning ourselves to the wider recovery work across the county, we have undertaken an impact assessment and developed our planning along three lines:

- supporting the local **community** to recover;
- supporting the local **economy** to recover; and
- recovering as an **organisation**.

Our plans for recovery have been incorporated into the overarching Delivery Plan which has now been updated and is presented here for approval.

### Recommendations:

That Executive approves the Council Delivery Plan 2020-23 for implementation.

### Reasons for recommendation

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.

## 1. Introduction and background

1.1 The new Council Plan, agreed by Council in December 2019, sets out our ambitions for the district for the next ten years. It sets out our vision of the Selby district as “a great place”; our priorities; and how we plan to deliver those priorities.

1.2 Our strategic priorities highlight four key ambitions for Selby district in 2030; they are that Selby district is: -

- a great place **to live**;
- a great place **to enjoy**;
- a great place **to grow**; and that
- Selby District Council delivers **great value**.

The Plan can be found on the Council website: [Council Plan 2020-30](#)

1.3 It was agreed, by Council, that delivery of the Council Plan will be underpinned by more specific three year Delivery Plans. These will set out the specific actions that the Council will deliver in that period to reach the stated ambitions by the end of the decade. These Delivery Plans will be the basis for performance monitoring and reporting. The first Delivery Plan will cover the period up to March 2023.

1.4 Planning for our recovery from the Covid-19 pandemic has been underway since late April. Our plans for recovery have been incorporated into the overarching Delivery Plan which has now been updated and is presented here for approval.

## 2. Main Report

### 2.1 The Council Delivery Plan

The proposed Delivery Plan 2020-23 is set out in Appendix A. The Delivery Plan sets out the priority projects and initiatives that provide the roadmap for delivery and the milestones that will ensure we know when we are being successful.

2.2 The Delivery Plan is aligned to the Council Plan 2020-30 and takes as its starting point the headline delivery priorities set out in the overarching Council Plan.

2.3 Key to success is to ensure the activity within the Delivery Plan is SMART: S—Specific M—Measurable A—Agreed R—Realistic T—Time-bound  
Central to this, particularly in light of the ongoing response to and recovery from Covid-19 – and the potential impact of local government reorganisation - is that the activity and associated timescales are *Realistic*.

## 2.5 Responding to the impact of Covid-19 and further risks to delivery

2.5.1 Planning for our recovery from the Covid-19 pandemic has been underway since late April. Aligning ourselves to the wider recovery work across the county, we have undertaken an impact assessment and developed our planning along three lines:

- supporting the local **community** to recover;
- supporting the local **economy** to recover; and
- recovering as an **organisation**.

Our plans for recovery have been incorporated into the overarching Delivery Plan which has now been updated and is presented here for approval.

2.5.2 More detail on the impact of Covid-19 on our residents, our communities, our businesses, and the Council as an organisation was included in an earlier report to Executive in July. Much of the content of the Delivery Plan will support recovery, whether it is enable more housebuilding, regenerating town centres, enabling strategic sites for new business, supporting business development, adopting a digital first approach to service delivery, or developing staff to operate effectively whilst working remotely.

2.5.3 The Council has responded well to the pandemic, but in drafting the Delivery Plan we must take account of the following risks:

- Finance - Like all local authorities, Selby District Council has taken a significant financial hit during the pandemic due to reduced income and increased costs of delivery. Whilst the revisions to the Budget and MTFS in September ensure we are better placed to mitigate the financial risks, the ongoing pandemic has created an uncertain financial climate.
- Capacity. Whilst we have prioritised service delivery, there are some services that we were not able to deliver as normal during lockdown or had to reprioritise due to new demands (e.g. housing repairs, debt collection, enforcement, revenues and benefits). All these services are having to catch up and/or re-prioritise, thereby having an impact upon available resources.
- Delays. In some areas, such as the capital improvement programme for our council homes, the programme has been delayed for several months due to unavailability of contractors to do the work. These delays have had a knock-on impact on future delivery.
- Covid-19 response. The pandemic is not yet over. Whilst the country is taking small steps towards recovery, we are mindful that we are now in the second wave of infections – and rates continue to rise. This is having an ongoing impact on available resources.
- Local Government Reorganisation. Whilst no decision has yet been taken, the long and short term uncertainty caused by LGR – both in terms of how we plan for the future as well as implications for attracting and retaining staff – creates additional challenges for the delivery of this Plan.

These risks will be monitored and managed through the council's corporate risk management arrangements. The impact of these risks on delivery of this Plan will be reported through the corporate performance framework.

## **2.6 Monitoring delivery**

To ensure we continue to understand delivery of the Plan, performance will be monitored via the Council's corporate performance framework and progress reported quarterly to the Executive and Scrutiny. Furthermore, to ensure a continued focus on what matters, the suite of KPIs will be updated to ensure it aligns to both the Delivery Plan and the current challenges facing the Council around the impact of Covid-19. It is intended to commence the new arrangements from Quarter 3.

## **3. Alternative Options Considered**

None.

## **4. Implications**

### **4.1 Legal Implications**

None.

### **4.2 Financial Implications**

Covid-19 will present new financial issues and risks for the Council in 2020/21 and beyond. A revised budget and updated MTFs was developed alongside the drafting of this Plan and was approved by Council in September.

### **4.3 Policy and Risk Implications**

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

### **4.4 Corporate Plan Implications**

The Council Delivery Plan 2020-23 is the key mechanism for delivering the ambitions set out in the Council Plan 2020-30.

### **4.5 Equalities Impact Assessment**

To ensure compliance with the Council's Public Sector Equality Duty, an Equality, Diversity & Community Impact Assessment (EDCI) screening document has been completed. The EDCI screening document has been reviewed and updated throughout the development of the Council Plan 2020-30. There are no negative impact scores identifying as high impact/priority and therefore a full Impact Assessment has not been completed. In addition, each headline priority action will be subject to EDCI screening as detailed delivery proposals emerge.

## **5. Conclusion**

- 5.1 Selby District Council is ambitious and, with the Council Plan 2020-30, has set out a bold agenda for the district. Delivering on that agenda will support the district, and the Council, to recover from the impact of the Covid-19 pandemic in the short to medium term and in the long term ensure the district is, and continues to be a great place.
- 5.2 In order to deliver on the bold agenda in the long term, it is important to set out the roadmap for the next three years – including the key priorities and initiatives that are required to help secure those long term goals. The Council Delivery Plan 2020-23 is that roadmap. However, it will be important that the implementation of the Plan is not only resourced but monitored and managed to ensure the milestones are reached and delivery secured.

## **6. Background Documents**

Council Plan 2020-30

## **7. Appendices**

*Appendix A – Council Delivery Plan 2020-23*

### **Contact Officer:**

*Stuart Robinson  
Head of Business Development & Improvement  
Selby District Council  
[srobinson@selby.gov.uk](mailto:srobinson@selby.gov.uk)*

This page is intentionally left blank



Our VISION is...

The Selby district is *a great place*

Our STRATEGIC PRIORITIES are...

a great place to **LIVE**

a great place to **ENJOY**

a great place to **GROW**

a great place with a Council delivering **GREAT VALUE**

Our OBJECTIVES for successful delivery are...

- increase number of homes in the district
- better quality council homes
- improved town centres

- improved environment
- safe neighbourhoods
- sustainable transport

- increased investment
- more well paid jobs
- higher skills levels

- digital customer service
- good quality services
- financially sustainable/ savings

Our DELIVERY PRIORITIES for the first three years to deliver those objectives are

**HOUSING SUPPLY**  
 Maintain our supply of specific deliverable sites sufficient to provide 5 years' worth of housing to ensure planning decisions are taken locally.  
 Timescale: Ongoing  
 Lead Officer: Martin Grainger

**HOUSING SUPPLY**  
 Maximise the number of available homes in the Selby district through delivering the Empty Homes programme.  
 Timescale: March 2021  
 Lead Officer: June Rothwell

**HOUSING SUPPLY**  
 Agree priority sites and delivery model and deliver the SDC Housing Development Programme  
 Timescale: December 2020 (agree sites and delivery model)  
 Lead Officer: J Rothwell/J Rudd

**HOUSING QUALITY**  
 Deliver the council house improvement programme as set out in the council housing Business Plan 2019-2025.  
 Timescale: September 2023  
 Lead Officer: June Rothwell

**TOWN CENTRES**  
 Develop and implement Town Action Plans and partnerships for Selby, Tadcaster and Sherburn to support recovery of town centres from Covid-19, deliver the TCF programme to transform the Selby station area and the Selby town Heritage Action Zone (HAZ)  
 Timescale: March 2024 (Selby HAZ)  
 Lead Officer: Julian Rudd

**COMMUNITIES**  
 Develop a resilient community to support community emergency response and long-term recovery of communities from Covid-19.  
 Timescale: June 2021  
 Lead Officer: Angela Crossland

**ENVIRONMENT**  
 Implement the recommendations of the Low Carbon Working Group and reduce the Council's impact on the environment  
 Timescale: December 2020 (for initial Plan)  
 Lead Officer: tbc

**ENVIRONMENT**  
 Deliver capital investment of £100k p.a. over three years to improve quality and accessibility of Council play areas  
 Timescale: March 2023  
 Lead Officer: Keith Cadman

**ENFORCEMENT**  
 Strengthen approach to enforcement.  
 Timescale: Ongoing  
 Lead Officer: J Rothwell/M Grainger

**PLANNING FRAMEWORK**  
 Deliver the Local Plan to guide the future development of the Selby district by 2023  
 Timescale: May 2023  
 Lead Officer: Martin Grainger

**VISITOR ECONOMY**  
 Deliver the 'Selby District Visitor Economy Strategy 2018-22 – and District Cultural Development Framework to support the recovery from Covid-19 and maximise long term opportunities  
 Timescale: April 2022  
 Lead Officer: Angela Crossland

**ENTERPRISE & GROWTH**  
 Deliver the Selby District Economic Development Framework 2022...and beyond to progress our strategic sites and support SME businesses to recover from Covid-19  
 Timescale: Ongoing  
 Lead Officer: Julian Rudd

**DIGITAL CUSTOMER SERVICE**  
 Deliver the Digital Strategy to transform service delivery, deliver channel shift and improve the customer experience  
 Timescale: June 2021  
 Lead Officer: S Robinson/J Rothwell

**QUALITY WORKFORCE**  
 Deliver the People Plan to support and develop staff through major change  
 Timescale: March 2022  
 Lead Officer: Stuart Robinson

**EFFECTIVE USE OF ASSETS**  
 Develop and implement an SDC Asset Strategy 2020-30 and high-level Action Plan  
 Timescale: March 2021  
 Lead Officer: June Rothwell

**VALUE FOR MONEY**  
 Deliver robust arrangements to ensure financial plans are delivered, costs are minimised and planned savings and new opportunities for income are delivered  
 Timescale: annual  
 Lead Officer: Leadership Team

This page is intentionally left blank



**Report Reference Number:** S/20/15

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Ward(s) Affected:** All  
**Author:** Yvette Turnbull, Culture, Visitor and Creative Economy Project Manager  
**Lead Officer:** Dave Caulfield, Director of Economic Regeneration and Place

---

**Title: Update on delivery of the 2018 – 2021 Visitor Economy Strategy**

**Summary:**

This report gives an update of the progress on delivery of the Selby District Visitor Economy Strategy (VES).

The aim of the VES is to grow the economic impact of tourism by 20% over the delivery period. Cambridge Economic Impact Model data for Selby District for 2019 shows the value of tourism to be up 15% on 2018 (to £187.4 million). The impact of Covid-19 on the sector is severe and will inevitably result in the closure of some businesses and a significant reduction in both domestic and international visitors, so a Covid reset of the VES places strong emphasis on product and marketing designed to encourage local people to explore locally and make the most of the attractions and businesses on their own doorstep.

Whilst there are undoubtedly real challenges from Covid, there are also opportunities around the “staycation” market and the new value placed on outdoor activities and green spaces.

**Recommendation:**

**The Committee is asked to note the content of the report.**

**1. Introduction and background**

In 2018 the Visitor Economy Strategy for Selby District was adopted and, in the autumn of 2018, officers were recruited into two new posts (Culture, Visitor & Creative Economy Manager and Tourism Development Officer) with the primary function of delivering the strategy.

The strategy includes an action plan, which sets out the delivery focus. Impact is measured in a variety of ways, including project specific monitoring & evaluation, and annual commissioning of Selby District data using the Cambridge Model, which produces an industry respected tool for measuring the economic impact of tourism in a given area.

Establishing Selby District as a Great Place to Live and a Great Place to Grow means using what sets it apart and makes it special, to attract visitors, to improve quality of life for our residents and to encourage people to invest. Selby District is well-located and has many assets to be proud of, including a unique heritage story. The Visitor Economy Strategy and Cultural Framework put this story at the heart of our plans for regeneration and revitalisation, as we grow these sectors within our economy and enhance the district's image and reputation. Culture is more than a product for the visitor economy: it is capable of changing lives and places for the better, as our neighbours in Hull and Leeds have already demonstrated. Investment in arts and heritage delivers quality of life for our communities and directly enhances quality of Place.

## **2. Visitor Economy Strategy delivery:**

### **2.1 Selby 950**

2019 marked the anniversary of 950 years since the founding of Selby Abbey. A programme of cultural events was delivered to accompany a wide-range of activity delivered by Selby Abbey and many community groups. SDC's programme was funded by Arts Council England (c.£70,000), National Lottery Heritage Fund (£45,000) and Drax plc (£20,000) which, together with SDC's own investment (£5,000 for development, £45,000 for delivery), enabled the delivery of an ambitious programme: a children's song-writing project, with a massed choir in the Abbey; a parade; the installation of a number of personal and historic stories in surprising places across the town centre; a pop-up museum in venues across the town centre, ending in an exhibition in Selby Abbey, which gathered Selby's heritage objects from local collections and regional museums; and the illumination of Selby Abbey.

Selby Sings, the children's song-writing and singing project, was a finalist in the Music & Drama in Education Awards 2019. Selby 950 is a finalist in the White Rose Awards 2020, Arts & Culture category.

Feedback from our audiences and funders was excellent and headlines from the external evaluation of the programme are in section 3. Return on investment was over £3 for every £1 invested by SDC. An infographic with the key findings of the evaluation is attached.

## **2.2 Exploiting cycling opportunities**

### **2.2.1 Tour de Yorkshire**

In May 2019 Selby hosted the finish of the Heritage Stage of the 2019 Tour de Yorkshire, with the Abbey as the backdrop to the outside studio broadcast throughout the day. Whilst 75% of the audience in Selby were estimated to be from the district, TV broadcasts of TdY are estimated to reach in excess of 12.5M people.

SDC delivered a programme of family-friendly activity alongside the TdY, which included a sound stage (in partnership with Minster FM and sponsored by Rigid) and a film screening.

Positive feedback about the event focussed on TdY as an enjoyable and well-organised event, whilst negative comments centred on the weather, some restricted views and the road closures.

Feedback from businesses was mixed, with a majority reporting that their trade was negatively impacted (mainly because of road closures and/or race infrastructure) and a minority reporting an increase in turnover/footfall. Despite this, a majority of businesses were of the opinion that the event had been constructive in terms of its social outcomes – projecting a positive image of the town, bringing the community together and creating a sense of civic pride.

It is estimated that 160,000 people watched the first day of the TdY (which included Doncaster, Beverley and Pocklington), but there was no specific count of the audience at Selby. The external evaluation team estimate that c. 53,000 people saw the race *at some point* along the Selby District part of the route, however there is a margin for error of 16% on this calculation.

Overall, the event appears to have been highly regarded and a positive one for the District to host, being seen as enjoyable and high quality, and contributing to civic pride and community cohesion.

## **2.2.2 UCI Road World Championships**

In September 2019 Tadcaster hosted the start of the para-cycling road races on their first day and the Women's Junior and Men's Under 23 road races passed through the district, taking in Kellington, Monk Fryston, Sherburn in Elmet and Tadcaster. TEMPT, Tadcaster's community events group, delivered a programme of events to accompany the UCI. Heineken also organised a pop-up museum.

The UCI seems not to have engaged people's interest in the same way as the TdY, for example, SDC's Comms team created a Facebook event for the Tadcaster race start as a way of ensuring it remained on people's feeds. For the UCI start this received around 700 likes. The Selby Tour de Yorkshire finish, meanwhile, received 10,800 likes.

The Communities and Partnerships team worked hard to engage businesses and the response was similar to the TdY: a majority of businesses felt negative impacts from the road closures, but others felt that the benefits for the town outweighed this.

## **2.3 Sector support and business development activity**

### **2.3.1 Visitor Economy Advisory Board (VEAB)**

A VEAB has been established with 11 members representing all aspects of the tourism and visitor sectors, including visitor attractions, accommodation providers and hospitality businesses, with geographic representation from across the district. The VEAB's function is to provide oversight and guidance on the VES; exchange information, ideas and advice to support its implementation to ensure maximum impact is achieved; develop a forward programme of opportunities for the sector; act as ambassadors for the district, the VES and its associated actions; encourage active sector participation and provide insights into the sector, sharing intelligence about key trends and opportunities.

The VEAB is chaired by a sector representative and administered by the Tourism Development Officer (TDO).

### **2.3.2 Support & advice for businesses**

A newsletter is sent to over 100 visitor economy businesses, with information and links to initiatives which may be of interest. This has been of particular benefit in ensuring businesses have up-to-date and appropriate information around Covid related matters. One to one support has been given to more than 30 businesses to date. This support has included sign-posting, facilitating new relationships and partnerships, marketing and business development advice and support with funding applications.

### **2.3.3 Relationships with the travel trade**

Pre-Covid good progress was made on market development for German, American and Asian visitors. This included the Explorers Road project (bookable product for specific international audiences, which includes Towton Battlefield, Stillingfleet Gardens and the Parsonage Hotel in Escrick) and hosting Familiarisation Trips from travel bloggers and journalists.

During Covid the emphasis has changed to delivering product to a hyper-local audience and post-Covid/during recovery emphasis is likely to be on regional and domestic travel.

### **2.3.4 Welcome to Yorkshire**

Strong links have been developed with Welcome To Yorkshire, and other regional partners, to ensure that Selby District is part of wider recovery plans and gains maximum benefit from regional awareness campaigns, additional support and training etc. We have a dedicated Area Manager and a strategic support agreement is in place for this year, to ensure that our tourism priorities are understood and supported. The agreement centres on strategic support, regular engagement, PR opportunities, event support, insights and data, and individual tourism business support for the District. An individual programme of focused and measurable activity has also been agreed to include digital, social and offline opportunities.

Welcome to Yorkshire's Chief Executive had been planning to visit the district this month, but this has been postponed to December in line with the new lockdown. He will meet sector business representatives, as well as senior leaders at SDC, to gain knowledge of the area and understand the needs of the sector.

## **2.4 Visitor place-branding and marketing activity**

### **2.4.1 Niche trails**

Three themed Selby District Trails have just been launched (October 2020) to coincide with half-term – Escape in Your Own Back Yard (Nature & Wildlife Trail), Your Home's History (Heritage Trail) and Young – at The Heart of Yorkshire (Family Adventure Trail).

The trails aim to encourage residents and visitors to explore the District and experience our must-see landmarks and attractions, focusing on landscape, green open spaces, heritage stories and family adventure. They will be available in postcard format and, when the time is right, they will be available to pick up across the District, from information points, key attractions, shops and cafes etc. For the time being, they will be available to download via the Selby District Council website.

The trails are accompanied by an interactive map, which shows other businesses (including cafes, restaurants and farm shops) on the route of the trail or near a suggested stopping point. The map is easily updated and we will continue to add businesses as they put themselves forward for inclusion.

#### **2.4.2 HOME campaign**

The HOME at the Heart of Yorkshire campaign launched in October 2020 (to accompany the niche trails) and aims to connect residents with the experiences and visitor products on their doorstep. The campaign includes advertisements on 5 buses with routes across the district, two billboards (Selby Railway Station and the A64 at Tadcaster), accompanied by a full media and digital presence.

HOME at the Heart of Yorkshire includes a Christmas campaign (Christmas at HOME) which will help residents and visitors make the most of the District's seasonal offer.

This work is complementary to the ERDF funded Reopening High Streets Safely programme, which includes heritage inspired visuals for each town, as well as a campaign to encourage people to shop local and feel comfortable that local retailers have created a safe environment. This campaign "Let's Get Selby Back to Business" generated strong interaction on social media and via media partners – SDC's Facebook posts reached over 33,000 people, whilst Twitter reached over 14,500.

#### **2.4.3 Visitor Place-branding**

Work has begun on a visitor place-brand and a Brand Council is in place with representation from across the sector and the LEP. The brand will be agreed before Christmas, leading to a full marketing plan for 2021 and beyond. This will include a web presence and marketing collateral including copy and images.

A high-quality, memorable and immediately recognisable brand identity will enable us to deliver a compelling narrative around the district's visitor offer.

### **2.5 Cultural Development Framework**

The Cultural Development Framework is a 5 year action plan for cultural delivery in the district. It has been match-funded by Arts Council England (who approached SDC with the offer of support on the back of Selby 950) and will provide a framework for ACE's future investment, and that of other potential cultural funders.

It will deliver across a number of themes:

- Place-making & authenticity (recognising the rich & multi-layered identity of Selby District);

- Opportunities created by Covid, which has placed a new value on “local”; developing the cultural & creative sectors, especially networking and up-skilling to ensure the sector can make a meaningful contribution to inclusive, growth/regeneration, as well as providing adequate creative workspace in the District;
- Pop-up/meanwhile use of buildings to increase the vibrancy of our town centres;
- Projects which engage young people and increase their aspirations;
- Creation of a central repository for heritage (not necessarily a building) which will ensure that voices and stories are not lost (e.g ship-building);
- Work in the public realm, including an events programme which is both hyper-local and grander in scale.

There are a number of projects which are already in delivery or development, such as Unfolding Origins, which is a project delivered by Chrysalis Arts in partnership with the County Records Office, which seeks to encourage more people from Selby to use the archive.

### **2.5.1 Creative Drivers**

A group (12 members) of professional practitioners from across the district has been established. This group includes representatives of many artforms including music, performance, visual arts, craft, design and dance, as well as heritage professionals and venue managers. The Creative Drivers have a similar function to the VEAB and will provide oversight and guidance on the direction and delivery of the Cultural Development Framework, as well as acting as ambassadors for the cultural and creative sector in the district.

The Creative Drivers group is chaired by a sector representative and administered by the Culture, Visitor & Creative Economy Manager.

### **2.5.3 Cultural Consortium (part of Selby High Street Heritage Action Zone)**

The High Street HAZ (HSHAZ) includes a locally devised cultural programme, as well as the opportunity to host nationally commissioned work at a local level. The Cultural Consortium for Selby includes Selby Abbey, Selby Big Local, Selby Civic Society, Selby Library, Performing Arts etc. and SDC.

Historic England have awarded an initial grant of £10,000 for a pilot digital project, which will enable us to work with a team of professional Minecrafters to build Selby Abbey and Abbots Staith in Minecraft. We’ll also be using Minecraft as a tool to enable young people to build the Selby they would like to see in the future.

A larger programme of cultural work is in development for submission to Historic England’s Cultural Programme Local Grants scheme. This will be delivered over the life of the HSHAZ.

## **3. Impact and outcomes**

### **3.1 Cambridge Model data**



The Model produces estimates from existing local and national information (e.g. accommodation stock, inbound trips) which is then translated into economic terms, by estimating visitor spend per trip and the impact of this spend on business turnover and jobs.

The 2019 report (published October 2020) shows:

- c.0.31 million **overnight tourism trips** were made to Selby District (**up by 6% compared to 2018**). Of these, domestic visitors made 93% of trips (285,000) and overseas visitors made 7% (20,800). Compared to 2018, the volume of domestic overnight trips increased by 6% and the volume of inbound overnight trips rose by 3%, resulting in a **net increase of 6%**.
- c.2.4 million **tourism day trips** were made to Selby District in 2019, a significant **rise of 26%** compared to 2018. As a result, **day expenditure increased by 25% to £79.9 million**.
- c. **£129.6 million** was **spent on trips** to Selby in 2019 by overnight and day visitors, **up by 16% compared to 2018**.
- c. **£122.1 million directly benefited local businesses** from hotels and restaurants to cafes, shops and attractions. Adjustments have been made to recognise that some spending on travel will take place outside the destination.
- However, further 'additional expenditure' spent by friends and relatives, whom visitors are staying with or visiting, represents a significant additional source of income. This '**additional**' **expenditure generated a further c.£13.5 million** in direct turnover.
- In addition to the **business turnover** generated in those businesses directly receiving visitor income, successive rounds of expenditure, that is spending by these businesses on local supplies (indirect impacts) and spending by employers in the local area (induced impacts), is estimated to have generated **£135.6 million to the local economy** (the multiplier impact).
- The **total value of tourism** activity in Selby in 2019 is estimated to have been around **£187.4 million, up by 15% compared to 2018**.
- This income to the local economy supports c. **3,219 Full-Time Equivalent Jobs**. Many of these jobs are part-time or seasonal in nature and translate into an estimated 4,392 Actual Jobs, **an increase of 15% compared to 2018**.
- These jobs are spread across a wide range of service sectors from catering and retail to public service jobs such as in local government, and not just tourism. According to the Office of National Statistics, there are 36,000 employee jobs across Selby. Based on our estimates, total **tourism related expenditure supported 12.2% of Selby District's jobs in 2019**, an increase of 1.6% on 2018.

### 3.2 Selby 950 Evaluation report

We commissioned a full evaluation report for Selby 950, which concluded:

- The cultural programming SDC delivered reached an **audience of 20,396**, with **1,303 actively participating**.
- **83%** strongly agreed or agreed that Selby 950 projected a **positive image of Selby as a good place to live**.
- **77%** strongly agreed or agreed that Selby 950 made them **proud to live in Selby District**.

- **82%** strongly agreed or agreed that Selby 950 had a **positive impact on the community**.
- **73% of visitors** (from outside the district) said that Selby 950 had **enhanced their view of Selby as a visitor destination**.
- **75%** said they were **more likely to attend another cultural event** as a result of their experience of Selby 950.
- The **economic impact was £348,500**.

#### **4. The Impact of COVID-19**

Covid is having a catastrophic effect on the visitor and cultural sectors nationally and its impact will be felt for many years. We've taken a number of actions to ameliorate this impact and to support the sectors:

- The VES has been "reset" to reorder some of the actions, concentrating immediately on those which develop local/regional audiences and/or make the product/business more resilient
- We've worked alongside visitor sector businesses to help them achieve the Visit Britain "Good to Go" green tick, which 36 businesses have achieved to date.
- We've supported individual practitioners and cultural organisations in applying for emergency Covid support grants through the Arts Council and the National Lottery Heritage Fund. Which has brought in c.£80,000 into the district.

The first 5 Visitor Information Points (eventually there will be 10 across the district) would have been live by this point, but currently businesses are unable to host them as it is too difficult to make them Covid-secure (people inevitably handle, then put back, the literature).

There have been positives:

- Some of the district's campsites are looking to expand the number of pitches they have available, as more people holiday in the UK.
- Our high streets and independent shops have welcomed new customers, in the form of commuters who would normally shop where they work. This group are potentially exploring the local retail offer for the first time.
- Families have been looking for activities and days out which are closer to home, so our green spaces like Barlow Common and Hambleton Hough are being well-used and enjoyed.
- Many of our visitor sector and hospitality businesses have shown real resilience in the way they have tackled the challenges, from offering "drive-thru" to personal delivery.

#### **6. Alternative Options Considered** None.

#### **7. Implications**

### **7.1 Legal Implications**

None.

### **7.2 Financial Implications**

None. The required investment is in place.

### **7.3 Policy and Risk Implications**

None.

### **7.4 Corporate Plan Implications**

Delivery is in line with Council Plan.

### **7.5 Resource Implications**

None identified.

### **7.6 Other Implications**

Not applicable.

### **7.7 Equalities Impact Assessment**

EIAs are carried out on each element of delivery.

## **8. Conclusion**

Ongoing delivery of the Visitor Economy Strategy is progressing well, with the Covid reset helping us to focus on activity which supports the sector through a turbulent time. Culture has a key role to play in the nation's recovery/transition from the impact of Covid and both the Cultural Development Framework and the Visitor Economy Strategy align strongly to the Towns Revitalisation work. Arts and culture are an essential part of our quality of Place and make an indispensable contribution to our communities' quality of life.

Data evidences increased visitor numbers, increased spend and an increase in the number of visitor sector FTE jobs in the district. Return on investment is good and, along with the obvious economic impact, there are significant social benefits: delivery of activity such as Selby 950 and two international bike races has enhanced the district's reputation, as well as providing great events which our residents and visitors have enjoyed.

Relationships with funding bodies and partners are excellent, with a growing track record for delivery. We've begun conversations about next steps, with a number of programmes of work which will attract more investment into the district.

## 7. Background Documents

Selby District Visitor Economy Action Plan: <https://www.selby.gov.uk/visitor-economy-strategy>

### **Appendices:**

Appendix A: Infographic

**Contact Officer:** Yvette Turnbull, Culture, Visitor & Creative Economy Manager  
[yturnbull@selby.gov.uk](mailto:yturnbull@selby.gov.uk)

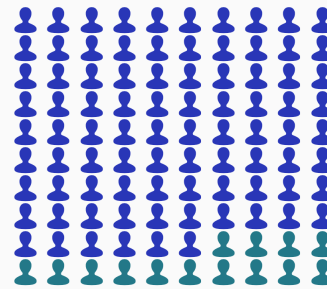


A town-wide celebration of Selby Abbey's 950<sup>th</sup> year and the heritage of the town.



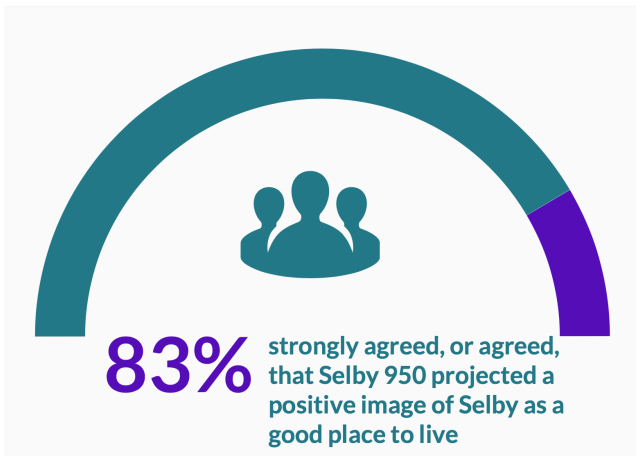
An arts-based approach to celebrating heritage.

"It exceeded expectations and the level of modern art expected in a small town - it felt like something you would expect to see in an important European city."



86%

strongly agreed, or agreed, that Selby 950 gave everyone chance to share and celebrate together



83%

strongly agreed, or agreed, that Selby 950 projected a positive image of Selby as a good place to live

Audience of 20,396

1,303 participants

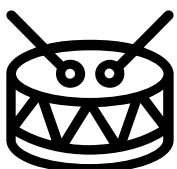


All events free to attend.



8.5/10

Audience satisfaction rating



- 5 commissions of new work
- 30 culture professionals
- 43 volunteers

79% of the audience were from Selby District



Economic impact

£348,500

21% of the audience were visitors

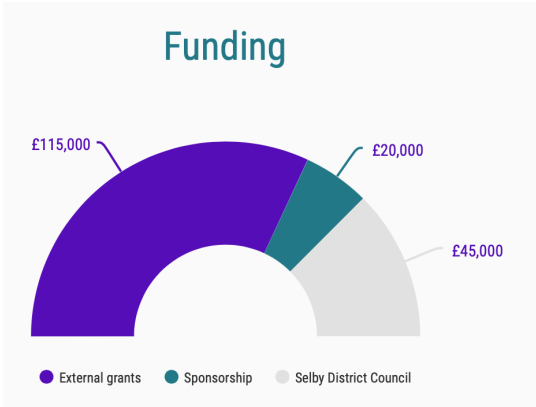
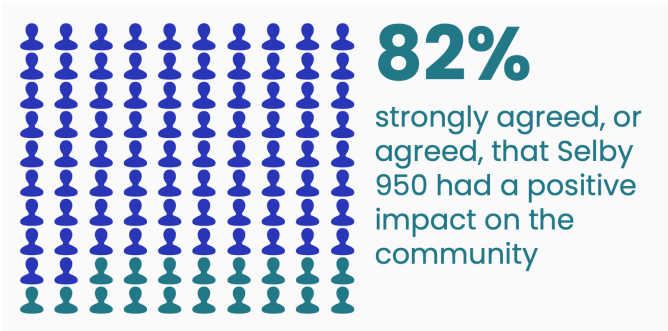
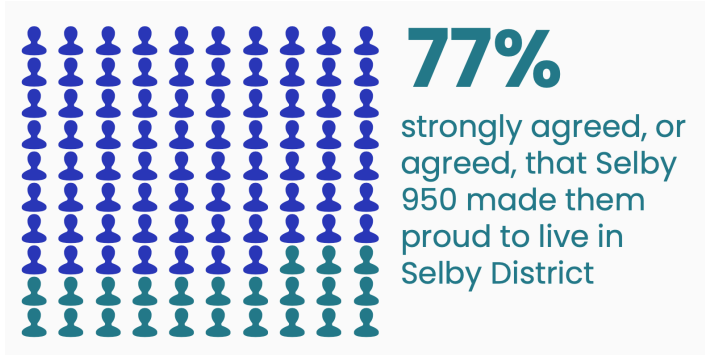


**55** events delivered by  
**17** community partners

'Selby 950 has been a fantastic thing for Selby. It has improved our links with the town and community, and we are keen to pursue them further.'

"Selby nailed it again"

"Look what you missed and Selby was on the tele for ages"



Supported using public funding by  
**ARTS COUNCIL ENGLAND**





**Report Reference Number:** S/20/16

---

**To:** Scrutiny Committee  
**Date:** 26 November 2020  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Officer:** Palbinder Mann, Democratic Services Manager

---

**Title: Recommendations from Scrutiny Training on 9 October 2020**

**Summary:**

Appendix A to this report gives details of the recommendations that came about as a result of the scrutiny training for Members held on 9 October 2020, delivered by Link UK Ltd.

**Recommendation:**

**The Committee are asked to consider the recommendations set out at Appendix A to the report and decide which ones they wish to take forward.**

**Reason for recommendation:**

To give the Committee an opportunity to continue to improve the way it operates, as well as the quality of its scrutiny work.

**1. Introduction and background**

**1.1** On 9 October 2020 some Scrutiny Committee members took part in training delivered by Link UK Ltd. titled 'Best Practice for Effective Scrutiny'. As a result of the sessions, a number of recommendations were pulled together by those Members that attended and are attached at Appendix A to this report.

**2. The Recommendations**

**2.1** There are eleven recommendations; Members are asked to consider them and decide which to take forward, develop and implement as part of the usual operation and work of the Committee.

**3. Alternative Options Considered**

None.

**4. Implications**

#### **4.1 Legal Implications**

Effective Scrutiny arrangements form part of the governance framework of the Council.

#### **4.2 Financial Implications**

There can be costs for the delivery of Councillor training and development.

#### **4.3 Policy and Risk Implications**

Not applicable.

#### **4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council.

#### **4.5 Resource Implications**

Not applicable.

#### **4.6 Other Implications**

Not applicable.

#### **4.7 Equalities Impact Assessment**

Not applicable.

### **5. Conclusion**

5.1 The Committee is asked to consider the recommendations at Appendix A.

### **6. Background Documents**

None.

### **7. Appendices**

Appendix A: Recommendations from Scrutiny Training 9 October 2020

#### **Contact Officer:**

Victoria Foreman, Democratic Services Officer  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)



### Recommendations from Scrutiny Training 9 October 2020

Following the two scrutiny training sessions on 9 October 2020 with David McGrath from Link UK Ltd., a number of recommendations were formulated by those Members that attended:

- Offer training/an awareness session on scrutiny to Selby's Executive Members. New Statutory guidance highlights the need to scrutiny to 'have a defined impact on the ground' (P21) and the Executive role in supporting this requirement is key. The new Statutory guidance could provide the opportunity for a reconsideration of the Executive Scrutiny role.
- Improve collaborative and cross party working between Scrutiny/Policy Review/Audit and Governance Chairs and the Executive (reinstate Scrutiny Chair and Executive Quarterly meeting?)
- Continue to refine the work programmes of the committees – make sure there is more outcome focused work.
- Vision and purpose is key – make sure there are links to the fundamental purpose of reviews.
- A more Member-led approach and better working with the Executive and Senior Officers.
- Members should produce questions on topics for discussion before the discussion is had at the actual committee meeting; these questions should be sent to presenter/report authors so that responses can be incorporated into the report so that they can either be noted or probed further. This would save time and allow Members to focus on value adding suggestions and recommendations.
- More support from Senior Officers and a recognition of the importance of scrutiny from the Executive.
- Develop a way of tracking queries and actions so that Members can see where their recommendations and/or queries end up, and what has happened because of them. OUTCOMES are key.
- Make sure that any recommendations are processed in a way that helps the Executive to make use of them and take them forward should they so wish – more effective review and committee processes.
- There are examples of where cross-party working has gone well, i.e. Housing Centres Review and Low Carbon Working Group – build on these positives.
- Annual reports should seek to focus on outcomes sought or achieved rather than activities undertaken to align with the requirements of (and challenge proposed by) the Statutory Guidance.

This page is intentionally left blank