



Meeting: **SCRUTINY COMMITTEE**
Date: **THURSDAY, 25 MARCH 2021**
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.

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 - 6)

To confirm as a correct record the minutes of the meeting of the Scrutiny Committee held on 25 February 2021.

4. Chair's Address to the Scrutiny Committee

5. Housing Repairs Delays - Presentation

As resolved at full Council on 18 February 2021, the Committee are asked to receive information about delays to housing repairs in the District.

6. Corporate Performance Reports Quarter 2 and Quarter 3 2020-21 (Pages 7 - 60)

The Scrutiny Committee are asked to receive the Quarter 2 and Quarter 3 Corporate Performance reports for 2021-22.

The Quarter 2 report was deferred at the Committee's previous meeting in February 2021 for consideration at this meeting in March 2021.

7. Financial Results and Budget Exceptions Report to 31 December 2020 (Pages 61 - 84)

The Scrutiny Committee are asked to receive the Quarter 3 Financial Results and Budget Exceptions report for 2021-22.

8. Treasury Management - Quarterly Update Q3 2020/21 (Pages 85 - 100)

The Scrutiny Committee are asked to receive the Quarter 3 Treasury Management Update report for 2021-22.

9. Work Programme 2020-21 and Planning for 2021-22 (Pages 101 - 114)

To consider the Committee's work programme for 2020-21 and the draft work programme for 2021-22.

Janet Waggott

Janet Waggott, Chief Executive

<p>Dates of next meeting (5.00pm) Date Not Specified</p>

Enquiries relating to this agenda, please contact Victoria Foreman on vforeman@selby.gov.uk or 01757 292046.

Live Streaming

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Recording at Council Meetings

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Minutes

Scrutiny Committee

Venue:	Microsoft Teams - Remote
Date:	Thursday, 25 February 2021
Time:	5.00 pm
Present remotely via Teams:	Councillors S Shaw-Wright (Chair), W Nichols (Vice-Chair), A Lee, N Reader, M Topping, R Sweeting and J McCartney
Officers present remotely via Teams:	Dave Caulfied – Director of Economic Regeneration and Place, Victoria Foreman – Democratic Services Officer
Others present remotely via Teams:	Phil Sayles – Principal at Selby College, Dave Barber – Executive Headteacher at Ebor Academy Trust, Tim Moat - Director of Communications and Development at Ebor Academy Trust, Andrew Dixon – Strategic Planning Manager at North Yorkshire County Council Children’s and Young People’s Service, Jane Le Sage – Assistant Director for Inclusion at North Yorkshire County Council Children’s and Young People’s Service, Amanda Newbold – Assistant Director for Education and Skills at North Yorkshire County Council Children’s and Young People’s Service

36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Ellis.

37 DISCLOSURES OF INTEREST

There were no disclosures of interest.

38 MINUTES

The Committee considered the minutes of the meeting held on 25 November 2020.

RESOLVED:

To approve the minutes of the Scrutiny Committee meeting held on 25 November 2020 for signing by the Chair.

39 CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

The Chair announced that agenda item 6 – Corporate Performance Report Quarter 2 – July to September 2020 would be deferred and considered at the next meeting of the Committee.

The Committee also noted that the order of business on the agenda would be amended in order for agenda item 5 – Work Programme to be taken at the end of the meeting.

40 EDUCATION IN SELBY DISTRICT - REVISITED

The Chair and Committee welcomed to the meeting the following attendees:

- Phil Sayles – Principal at Selby College
- Dave Barber – Executive Headteacher at Ebor Academy Trust
- Tim Moat - Director of Communications and Development at Ebor Academy Trust
- Andrew Dixon – Strategic Planning Manager at North Yorkshire County Council Children’s and Young People’s Service
- Jane Le Sage – Assistant Director for Inclusion at North Yorkshire County Council Children’s and Young People’s Service
- Amanda Newbold – Assistant Director for Education and Skills at North Yorkshire County Council Children’s and Young People’s Service

North Yorkshire County Council

The representatives from North Yorkshire County Council spoke first and gave a detailed presentation covering matters related to education in the district, including Covid-19 outbreak management, the upcoming reopening of schools on 8 March 2021, special educational needs (SEN) school provision, pupil exclusions and absences, home education, the Selby Hub and the Selby Locality Board.

Members asked questions following on from the presentation, firstly relating to the proposed SEN school in Osgodby. Members noted the feelings of local people on the scheme and how the application and plans for it had been handled. Officers confirmed that the school would provide for a range of children with various needs, and that progress with its development had been delayed due to Covid-19. There had been positive discussions with both the academy trust and the Department for Education in relation to the school and its design.

The Committee noted that initial discussions had been undertaken with local residents about the school, but that designs had moved on since

that point; Members were reassured that residents would be given the opportunity to make their concerns known and to have a right to reply as part of the statutory planning process. The next step for the project was timelines.

Officers explained to the Committee some other pieces of work that had been completed or were in hand, including extensions at Hambleton and Staynor Hall Primaries, an extension to the Sherburn Hungate Primary School in the summer, expansion work at Barlby Common Primary School, and lastly the plan to keep Kirk Fenton Primary under review.

Members noted the potential for a new settlement at Burn and expansion of housing in Eggborough, and the resulting effects of these on education in these areas, as well as the use of developer contributions, such as Community Infrastructure Levy (CIL) and Section 106 payments. The Committee also asked about the increase in school admission appeals, particularly in relation to transport.

Councillor W Nichols left the meeting at this point and did not return.

Officers explained that the education, health and care plans for pupils were more robust than the previous statements; a pupil's needs were drawn together and addressed as a whole, with the care plans also being more enforceable. Parents and carers had stronger powers and there were strict timelines to adhere to; the right to a tribunal was still included, but with additional steps for mediation.

The Director of Economic Regeneration and Place assured the Committee that the Council had worked closely with colleagues in education from North Yorkshire County Council when developing the new Local Plan; education need in the district had been clearly identified.

A question was raised regarding the potential for significant development in and around Tadcaster, and the need for more school places. Officers confirmed that this had been considered and that detailed discussions about this were ongoing. Members were interested to note that there was currently a surplus of places in Tadcaster primary schools, but that the availability of secondary school places was more complex.

Ebor Academy Trust

The Committee then heard from the representatives from Ebor Academy Trust who gave an overview of the schools in their estate, how they had coped with the pandemic, and how there may be further changes to some of their schools.

The Ebor Academy Trust comprised 24 schools in total. Members noted the challenges posed by remote learning during the lockdown, and that the trust were pleased to see schools returning from 8 March 2021. Access to the internet had been an issue for some families from deprived areas, which in turn lead to challenges around assessments, pupil

feedback and the monitoring of lessons. Flexibility had been essential, and real progress had been made regarding improved collaborative working due to more remote learning; whilst it had been challenging, the trust had learned a great deal throughout the pandemic.

Members were pleased that attendance and engagement had been generally good, with attendance within the trust's schools higher than the national average; there had been an ongoing focus on wellbeing, for which there was a strong plan in place. The notice that had been given ahead of schools reopening had been very useful and allowed the trust to prepare fully for the return of pupils.

Selby College

The Principal of Selby College gave Members an update as to how the college had fared throughout the Covid-19 pandemic.

The Committee noted that students had adapted to remote learning relatively well and that changes to the college had created a Covid-safe environment. The college had seen a few cases of coronavirus, but these had not been because of internal transmission. Some classes were maintained on campus, such as those that were practical in nature, but most students had moved to remote learning.

Members were pleased to hear that preparations were underway for the return of students in March, including the scaling up of lateral flow testing on campus. Teacher-led assessments would progress so that students could move on to the next step of their education. Covid-19 had been the primary challenge in the past year, but despite this there had still been positive developments for the college, including capital investments, becoming a training partner for Siemens Mobility in Goole, sponsorship from Drax Power (investment from which aided STEM education) and preparations for the delivery of the college's three 'T' levels of technical qualification.

The Principal explained that the college was also keen to do more to support 16- to 24-year-old NEETS (young people not in education, employment or training) by supporting pupils transitioning to college, working with employer partners, continuing educational apprenticeships and maintaining the vast majority of students on courses.

Members thanked all the guests for attending the meeting of the Committee, and expressed their pride in education in the district, including Selby College and its work, for all it did for young people across the district.

41 WORK PROGRAMME

Members briefly considered the work programme and noted that the item on housing repairs would now be considered at the meeting of the committee in March 2021.

RESOLVED:

To note the 2020-21 work programme.

The meeting closed at 6.34 pm.

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Report Reference Number: S/20/17

To: Scrutiny Committee
Date: 25 March 2021
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development and Improvement

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

Summary:

The Scrutiny Committee is asked to consider the report of the Head of Business Development and Improvement which provides a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs. This report covers Quarter 2 (July to September).

This report was considered by the Executive at its meeting on 3 December 2020.

Recommendation:

The Scrutiny Committee is asked to consider the content of the report and make any comments on the Council's performance.

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

1. Introduction and background

1.1 Please see section 1 of the report considered by the Executive on 3 December 2020 attached to this report at Appendix A.

2. The Report

2.1 Please see section 2 of the report considered by the Executive on 3 December attached to this report at Appendix A.

3. Alternative Options Considered

None applicable.

4. Implications

4.1 Legal Implications

Effective Scrutiny arrangements form part of the governance framework of the Council. Please see section 4 of the report considered by the Executive on 3 December 2020 attached at Appendix A to this report.

4.2 Financial Implications

Please see section 4 of the report considered by the Executive on 3 December 2020 attached at Appendix A to this report.

4.3 Policy and Risk Implications

Please see section 4 of the report considered by the Executive on 3 December 2020 attached at Appendix A to this report.

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 report enables the Council to monitor its performance.

4.5 Resource Implications

Please see section 4 of the report considered by the Executive on 3 December 2020 attached at Appendix A to this report.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Please see section 4 of the report considered by the Executive on 3 December 2020 attached at Appendix A to this report.

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 performance are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 3 December 2020

Appendix B – (Appendix A of Executive Report 3 December 2020) -
Corporate Performance Report Quarter 2 2020-21

Contact Officer:

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Report Reference Number: E/20/26

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

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

Summary:

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

Recommendations:

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

Reasons for recommendation

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

1. Introduction and background

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

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

2. Reporting Period

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

2.2 Summary of progress

Quarter 2

To summarise progress in quarter 1:

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

2.3 What went well in quarter 2

2.3.1 Response to Covid-19

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

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

2.3.2 Positive Performance - KPIs

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

2.3.3 Positive performance – Other

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

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

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

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

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

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

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

4.3 Policy and Risk Implications

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

Framework.

4.4 Corporate Plan Implications

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

4.5 Resource Implications

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

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

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

6. Background Documents

None

7. Appendices

Appendix A: Corporate Performance Report Quarter 2 2020/21

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Delivering corporate priorities

Corporate Performance Report

Quarter 2 2020/21

Delivering corporate priorities: Summary Q2 2020/21

Key

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

Key focus of our work

What's gone well; what are we concerned about

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

Housing Supply



What's gone well this quarter:

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

What are we concerned about:

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

Affordable Homes



What's gone well this quarter:

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

What are we concerned about:

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

Housing Stock



What's gone well this quarter:

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

What are we concerned about:

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

Town Centres



What's gone well this quarter:

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

What are we concerned about:

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

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

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

What are we concerned about:

- N/A

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

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

What are we concerned about:

- N/A

Climate Change



What's gone well this quarter:

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

What are we concerned about:

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

Green Infrastructure



What's gone well this quarter:

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

What are we concerned about:

- N/A

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

Local Plan

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

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

What are we concerned about:

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

Visitor Economy



What's gone well this quarter:

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

What are we concerned about:

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

Enterprise and Business Growth



What's gone well this quarter:

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

What are we concerned about:

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

Skills



What's gone well this quarter:

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

What are we concerned about:

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

Delivering Priority 4 - Delivering Great Value

Digital



What's gone well this quarter:

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

What are we concerned about:

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

People Plan



What's gone well this quarter:

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

What are we concerned about:

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

Use of assets



What's gone well this quarter:

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

What are we concerned about:

- N/A

Value for Money



What's gone well this quarter:

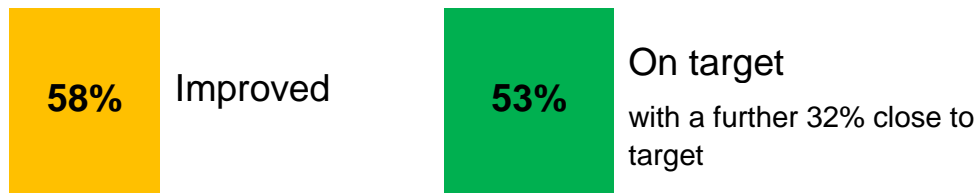
- Council has agreed updated budget and Medium Term Financial Strategy.
- We have awarded several contracts during Q2 for services across the Council including Planning Policy, Economic Development and Housing. Contracts include: Local Plan viability study; conservation area appraisals; Burn Airfield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

What are we concerned about:

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

Delivering corporate priorities: Exceptions Q2 2020/21

KPIs Summary



Indicator/action	Exception	Actions/Comments
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Positive performance - KPIs

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

Positive performance - Response to Covid-19

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

Delivering corporate priorities: Exceptions Q2 2020/21

Indicator/action	Exception	Actions/Comments
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Performance concerns - KPIs

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

Delivering corporate priorities: KPIs Q2 2020/21

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

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

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

Context indicators

Q2 2020/21

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

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



Report Reference Number: S/20/18

To: Scrutiny Committee
Date: 25 March 2021
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development and Improvement

Title: Corporate Performance Report - Quarter 3 2020/21 (October to December)

Summary:

The Scrutiny Committee is asked to consider the report of the Head of Business Development and Improvement which provides a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs. This report covers Quarter 3 (October to December).

This report was considered by the Executive at its meeting on 11 March 2021.

Recommendation:

The Scrutiny Committee is asked to consider the content of the report and make any comments on the Council's performance.

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

1. Introduction and background

1.1 Please see section 1 of the report considered by the Executive on 11 March 2021 attached to this report at Appendix A.

2. The Report

2.1 Please see section 2 of the report considered by the Executive on 11 March 2021 attached to this report at Appendix A.

3. Alternative Options Considered

None applicable.

4. Implications

4.1 Legal Implications

Effective Scrutiny arrangements form part of the governance framework of the Council. Please see section 4 of the report considered by the Executive on 11 March 2021 attached at Appendix A to this report.

4.2 Financial Implications

Please see section 4 of the report considered by the Executive on 11 March 2021 attached at Appendix A to this report.

4.3 Policy and Risk Implications

Please see section 4 of the report considered by the Executive on 11 March 2021 attached at Appendix A to this report.

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 report enables the Council to monitor its performance.

4.5 Resource Implications

Please see section 4 of the report considered by the Executive on 11 March 2021 attached at Appendix A to this report.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Please see section 4 of the report considered by the Executive on 11 March 2021 attached at Appendix A to this report.

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 performance are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 11 March 2021

Appendix B – (Appendix A of Executive Report 11 March 2021) - Corporate Performance Report Quarter 3 2020-21

Appendix C – (Appendix B of Executive Report 11 March 2021) - Council Delivery Plan 2020-23 Monitoring Report Quarter 3 2020/21

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Report Reference Number: E/20/39

To: The Executive
Date: 11 March 2021
Status: Non-Key Decision
Ward(s) Affected: All
Author: Stuart Robinson, Head of Business Development & Improvement
Lead Executive Member: Councillor Mark Crane, Leader of the Council and Lead Member for Leisure, Strategic Matters, External Relations and Partnerships
Lead Officer: Stuart Robinson, – Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 3 2020/21 (October to December)

Summary:

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

Recommendations:

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

Reasons for recommendation

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

1. Introduction and background

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Council Plan 2020-2030 – is a key element of the performance management arrangements.

- 1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:
- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
 - performance against KPIs (are targets being met; are we getting better)

1.3 **Changes to the quarterly performance report from Q3 onwards**

To support monitoring of progress against the Council Delivery Plan priorities changes have been made to the format of the quarterly performance report. The delivering corporate priorities summary of what's gone well and what we are concerned about for each priority, previously located at the start of Appendix A, has been replaced with a separate Council Delivery Plan 2020-23 Monitoring Report (see Appendix A). The Monitoring Report clearly sets out the objectives, actions and key milestones under each theme and provides overall commentary and RAG rating for each action.

- 1.4 Appendix B sets out the detail in terms of progress (or otherwise) of KPIs.

2. **Reporting Period**

- 2.1 The specific focus of this report covers the period October to December 2020. The Covid-19 pandemic continued throughout this period and this period included a month (November) when the Selby district was subject to a [national lockdown](#). Selby was subject to ['tier 2 restrictions'](#) for the majority of the remainder of the quarter.

2.2 **Summary of progress**

Quarter 3

To summarise progress in quarter 3:

- 56% of KPIs reported are showing improvement over the longer term or have maintained 100% performance.
- 68% of KPIs reported are on target – the remaining 32% of KPIs are within acceptable tolerances.

It should be noted that no leisure services were delivered in Q3 due to Covid-19.

2.3 **What went well in quarter 3**

- 2.3.1 Response to Covid-19

- Environmental Health, Enforcement and Licensing have:
 - Received and where necessary officers have responded to 258 reports/complaints, in addition to requests from businesses and residents for advice.
 - Pro-actively provided advice and support to businesses to help them comply with the new legislation through responding to emails, direct contact, mail shots, social media campaigns and targeted technical guidance.
 - Used intel from complaint feedback to target sector specific businesses and undertaken spot checks and assessed compliance with the relevant COVID-19 regulations and government guidance.
 - The inspection of those food businesses that continue to operate has also provided the opportunity for officers assess COVID-19 compliance and to offer advice.
 - Continue to work closely with colleagues at NYCC and the Police to share intelligence and co-ordinate responses and any necessary enforcement action that has been taken.
- Business Grants (as at Q3):
 - 399 businesses have received November closed lockdown grants, totalling £563,920.
 - 78 businesses have received the discretionary Additional Restrictions Grant, totalling £111,000.
- Community Safety – The Safer Selby Hub organised two Night-time Economy Operations in December, with partners from Selby District Council (Enforcement, Community Safety and Licensing) and North Yorkshire Police Licensing and Neighbourhood teams. The aim of the operations was to ensure that licensed premises were compliant with the Covid-19 regulations in force at that time. Advice and support were offered to the licensees alongside public engagement and education. 57 premises across the district were visited with 2 premises getting a repeat visit. 5 CIN's (Coronavirus Improvement Notices) were issued and 2 FPN's (Fixed Penalty Notices) of £1000 each were issued.
- Customer Contact – Customer Services dealt with an increased demand for information in relation to Covid-19 grants and support available. Despite this they managed to keep within the 2 minutes

average wait time (1.53 minutes) and answered 3921 emails (compared to 3187 face to face contacts in Q3 last year).

2.3.2 Positive Performance - KPIs

- Empty homes - 30 empty homes (6 months or more) were brought back into use in quarter 3, taking the total for the first 9 months of 2021/21 to 89 properties, due to the phenomenal efforts of the Empty Homes Officer and the Council Tax team.
- Urgent Repairs - lessons learned during the first lockdown, coupled with changes to operating procedures enabled us to continue delivering urgent repairs throughout the second lockdown in November. Whilst this is obviously a welcome improvement on the position at the end of Q2, it is worth noting challenges continue to exist, particularly in light of high infection rates locally and the impact this has on staff and customer availability to continue achieving targets.
- Customer contact centre – telephones – the average wait time before speaking to an advisor was 1.53 mins against a target of 2 mins, compared to 2.36 in the previous quarter.
- Corporate complaints – 100% of stage 1 complaints were responded to within in the required time, compared to 78% in the previous quarter and 100% of stage 2 complaints were responded to within time, compared to 58.33% in the previous quarter. This was in part due to an officer providing support to colleagues to turn around complaints whilst they were undertaking Covid-19 related work.
- Staff sickness - has reduced for the sixth consecutive quarter – from 8.9 days/FTE in Q1 19/20 to 5.56 days/FTE in Q3 20/21. In addition to measures being taken pre-lockdown, a subsequent reduction in face to face (reducing contact with others) and the additional flexibility of staff working at home have supported an accelerated reduction.

2.4 **What did not go so well in quarter 3 – and what are we doing about it**

- Housing Development - due to other Covid related work, phase 2 work to develop the tenders for each of the sites was not completed in Q3 as originally envisaged. This will now be progressed/completed in Q4 with the aim of issuing to market in Q1 21/22.
- Digital Transformation – whilst progress continues, and the work delivered to date has supported the Council to effectively respond to the challenges of the Covid pandemic, there have been some delays to

specific projects – such as improvements to support customer self-service and automation of taxation and benefits – due to re-prioritisation of service resources to respond to new Covid-related requirements whilst other projects have been delayed by suppliers.

- Routine Repairs - in September we commenced work to reduce the backlog of routine repairs caused by the initial lockdown in March and were making excellent progress in bringing the numbers down when unfortunately, the Government introduced a further national lockdown in November. The suspension of delivery of the backlog of routine repairs remained in place throughout December and was due to be reviewed and reinstated from 11th January 2021 when regrettably a third national lockdown was announced. At the present time, we continue to prioritise emergency and gas repairs – which is having a negative effect on the numbers of outstanding routine repairs.
- Voids - unlike during the March 2020 lockdown, the Government did not choose to suspend house moves during the November lockdown. Whilst this has enabled the Council to continue re-letting properties returned to us, the numbers of void properties has remained stubbornly high during Q3. We continue to see high numbers of properties returned which fall within the 'refurbishment void' category (42%), with a further 25% being 'major' voids requiring replacement of at least one key element. There are currently 72 properties in total which are currently void and we are working with a number of our contractor partners to bring these properties back in to use as swiftly as possible.
- Council Tax collected - 83.89% of the 2020/21 council tax liability has been collected as at 31/12/20 - £1,065K behind the target of 85.6% and £315k behind the position we were in as at 31/12/19. (Payments made between 24/12/20 - 31/12/20 will be included in Q4 figures).
- Non-domestic Rate collected - 77.26% of the 2020/21 NNDR liability has been collected as at 31/12/2020 - £1,578k behind the target of 82% and £1,335k behind the position we were in as at 31/12/2019. (Payments made between 24/12/20 - 31/12/20 will be included in Q4 figures).

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

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

4.3 Policy and Risk Implications

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

4.4 Council Plan Implications

This report provides a progress update on delivery of the Council Plan 2020-23.

4.5 Resource Implications

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

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

5.1 The performance data demonstrates continued performance improvement and delivery against Council Plan Priorities.

6. Background Documents

None

7. Appendices

Appendix A: Corporate Performance Report Quarter 3 2020/21

Appendix B: Council Delivery Plan 2020-23 Monitoring Report Quarter 3
2020/21

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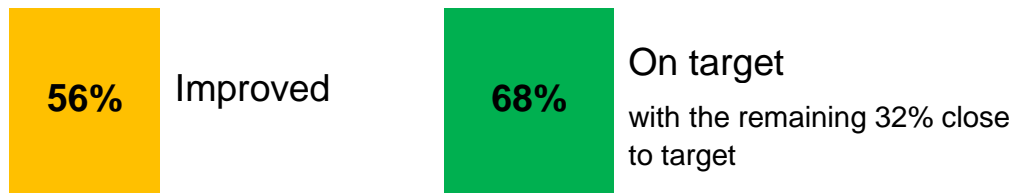
Delivering corporate priorities

Corporate Performance Report

Quarter 3 2020/21

Delivering corporate priorities: Exceptions Q3 2020/21

KPIs Summary



Indicator/action	Exception	Actions/Comments
Positive performance - KPIs		
Total number of Empty Homes (6 months +) brought back into use through direct action (Year to date)	Target exceeded	<p>Our Empty Homes Officer continues to have a significant impact on the number of empty homes brought back into use. In the first 9 months of 2020/21 89 properties that have been empty for over 6 months have been reoccupied. Despite the huge increase in the number of empty homes following the COVID pandemic, the work of the Empty Homes Officer and the Council Tax team has managed to reduce numbers to the same figure as at the start of the year - a phenomenal effort from all those involved.</p> <p>The New Homes Bonus (NHB) year has seen an increase in the number of empty homes which count towards NHB from 381 in October 2019 to 433 in October 2020. This is a rise of 14% and ranks us 118 out of 350 councils, putting us in the best performing 3rd of English Local Authorities. 90% of councils saw an increase in the numbers of empty homes this year.</p>
Percentage of stage 1 corporate complaints fully responded to in required timescale	Target exceeded	100% were responded to within the required time, compared to 78% in the previous quarter.
Percentage of stage 2 corporate complaints fully responded to in required time	Target exceeded	100% were responded to within the required time, compared to 58.33% in the previous quarter.
The average wait time - in minutes - before a customer phone call is answered by an advisor	Target exceeded	The average wait time before speaking to an advisor was 1.53 mins, against a target of 2 mins, compared to 2.36 in the previous quarter.
% of emergency/urgent repairs to council-owned properties completed within agreed timescales	Data unavailable	<p>The lessons learned during the first lockdown, coupled with changes to operating procedures enabled us to continue delivering urgent repairs throughout the second lockdown in November. Whilst this is obviously a welcome improvement on the position at the end of Q2, it is worth noting challenges do however continue to exist, particularly in light of high infection rates locally and the impact this has on staff and customer availability to continue achieving targets.</p>
Average days sick per FTE (full time employee) Rolling 12 months	Performance improved	Staff sickness has reduced for the sixth consecutive quarter – from 8.9 days/FTE in Q1 19/20 to 5.56 days/FTE in Q3 20/21. In addition to measures being taken pre-lockdown, a subsequent reduction in face to face (reducing contact with others) and the additional flexibility of staff working at home have supported an accelerated reduction.










Delivering corporate priorities: Exceptions Q3 2020/21








































Indicator/action	Exception	Actions/Comments
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Performance concerns - KPIs

Average days to re-let Standard and Major Void Types	Data unavailable	Unlike during the March 2020 lockdown, the Government did not choose to suspend house moves during the November lockdown; and whilst this has enabled the Council to continue re-letting properties returned to us, the numbers of void properties has remained stubbornly high during Q3. We continue to see high numbers of properties returned which fall within the 'refurbishment void' category (42%), with a further 25% being 'major' voids requiring replacement of at least one key element. There are currently 72 properties in total which are currently void and we are working with a number of our contractor partners to bring these properties back in to use as swiftly as possible.
% of Council Tax collected	Target not met	83.89% of the 2020/21 council tax liability has been collected as at 31/12/20 - £1,065K behind the target of £85.6% and £315k behind the position we were in as at 31/12/19. (Payments made between 24/12/20 - 31/12/20 will be included in Q4 figures)
% of Non-domestic Rate collected	Target not met	77.26% of the 2020/21 NNDR liability has been collected as at 31/12/2020 - £1,578k behind the target of 82% and £1,335k behind the position we were in as at 31/12/2019. (Payments made between 24/12/20 - 31/12/20 will be included in Q4 figures).

Delivering corporate priorities: KPIs Q3 2020/21

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

KPI	Direction of Travel	Q3 2019/20	Q4 2019/20	Q1 2019/20	Q2 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
Residual household waste per household (kg)	Aim to Minimise	138	145	148	141	TBC	137	N/A	N/A	N/A
% Household waste recycled	Aim to Maximise	36.23	32.14	49.02	49.88	TBC	30.12	N/A	N/A	N/A
Number of SMEs supported	Aim to Maximise	47	13	106	48	64	50			
% of emergency/urgent repairs to council-owned properties completed within agreed timescales	Aim to Maximise	99.24	85.06	N/A	N/A	N/A	90	N/A	N/A	N/A
Total number of Empty Homes (6 months +) brought back into use through direct action (Year to date)	Aim to Maximise	36	39	0	59	89	5			
% of Council Tax collected	Aim to Maximise	84.40	98.33	28.96	56.40	83.89	85.60			
% of Council Housing Rent & Arrears collected	Aim to Maximise	97.22	98.34	92.95	92.55	96.47	96.98			
% of Non-domestic Rate collected	Aim to Maximise	81.27	99.18	25.86	51.52	77.26	82.00			
% of Sundry Debt collected	Aim to Maximise	69.24	99.1	45.79	50.61	66.39	69.24			
Amount of planned savings achieved (£)	Aim to Maximise	786K	768K	156K	156k	156k	156k			
Average days to process new benefit claims (total)	Aim to Minimise	24.00	19.12	26.35	15.63	16.59	22.00			
Average days to process Change of Circumstances	Aim to Minimise	4.29	2.10	3.15	3.13	2.76	8.40			
% of Major applications within statutory or extension of time	Aim to Maximise	100	80	75	93.75	60	60			
% of non-major applications within statutory or extension of time limit	Aim to Maximise	83.75	82.61	73.77	78.57	74.84	70			
% stage 1 corporate complaints fully responded to in required timescale	Aim to Maximise	100	29	86	78	100	90			
% of FOI responded to within 20 days	Aim to Maximise	86.84	90.96	92.19	85.16	81.88%	86			
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	4.00	5.00	N/A	N/A	N/A	10	N/A	N/A	N/A

KPI	Direction of Travel	Q3 2019/20	Q4 2019/20	Q1 2019/20	Q2 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.08	1.96	1.91	2.36	1.53	2			
% of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels	Aim to Maximise	34.66	54.38	70.15	64.06	64.52	50			
Corporate health & safety: The number of incidents reported	Aim to Minimise	3	1	0	1	2	3			
Average days sick per FTE (full time employee) Rolling 12 months	Aim to Minimise	8.16	7.76	6.9	5.8	5.56	5			
Amount of Business Rates retained (million £s)	Aim to Maximise	11.2	11.2	11.2	11.2	11.2	7.5			
Council Tax base	Aim to Maximise	31565	31710	31469	31927	32035	31958			
% of stage 2 corporate complaints fully responded to in required time	Aim to Maximise	100	33	100	58.33	100	90			
Number of missed waste collections	Aim to Minimise	247	253	N/A	199	*172	N/A	N/A	N/A	N/A
Number of visits to combined leisure centres	Aim to Maximise	87.3k	93.3k	N/A	27.3k	N/A	TBC	N/A	N/A	N/A
% of active members participating in one or more sessions a week	Aim to Maximise	46.01	N/A	N/A	N/A	N/A	51	N/A	N/A	N/A
% conversions to full membership from participants in health referral programmes	Aim to Maximise	36	N/A	N/A	N/A	N/A	30	N/A	N/A	N/A
% participants completing health referral programme	Aim to Maximise	66	N/A	N/A	N/A	N/A	54	N/A	N/A	N/A
Memberships at combined leisure centres	Aim to Maximise	4,393	N/A	N/A	2,441	N/A	TBC	N/A	N/A	N/A
Average days to re-let Standard Void Types	Aim to Minimise	25.3	23.3	N/A	N/A	N/A	26	N/A	N/A	N/A
Average days to re-let Major Void Types	Aim to Minimise	37.9	46.2	N/A	N/A	N/A	45	N/A	N/A	N/A

*data for October and November 2020 – data not yet available for December 2020

Context indicators

Q3 2020/21




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

Indicator	Update frequency	Previous Value	Latest Value	Regional comparison
Resident population of the district	annual	89,100	90,600	n/a
% of the district population of working age (16-64)	annual	61.4	61.1	below average
% of the district population aged 65+	annual	19.9	20.1	above average
% working age population in employment	quarterly	73.1	75.3	above average
% working age population claiming Job Seekers Allowance	quarterly	0.7	0.6	below average
% working age population qualified to Level 4+ (annual measure)	annual	34.7	30	below average
% working age population with no qualifications (annual measure)	annual	8.3	6.9	below average
Total Gross Value Added (£)	annual	1,930m	2,110m	n/a
Business births	annual	480	580	n/a
% business survival rate (2-year)	annual	77.8	74	above average
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	578.9	546.7	above average
Unemployment Rate - % of 16-64 working age population	quarterly	2.5	3.00	below average
% adults defined as overweight or obese (annual measure)	annual	63.5	69.6	above average
% children defined as overweight or obese (at year 6) (annual measure) (reported in Q4)	annual	31.96	33.59	above average


Council Delivery Plan 2020-23 Monitoring Report





Key:

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


Theme: A great place to LIVE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Page 5 Increased Housing Supply	Maintain our Five-Year Housing Land Supply	Martin Grainger	Cllr Musgrave	Deal with pre-application queries and planning applications for new residential development expeditiously	31-Mar-2023		Despite Covid the Planning Development Management Service is continuing to process applications as efficiently as possible. SDC was one of the first authorities in the region to recommence site visits and set up virtual meetings. The pandemic has however created a back log that needs to be addressed. In addition significant progress has been made on the production of a Local Plan. This document sets out a portfolio of housing sites for the next twenty years. Consultation on the Preferred Options draft of the plan begins at the end of January 2021.	
				Explore new sources of supply and a long-term pipeline of housing sites to 2040 through the new Local Plan (see below).	31-Mar-2023			
				Proactive Work with developers to unlock 'stuck sites'	31-Mar-2023			
				Provide appropriate Planning support to deliver the Councils Housing Development Programme and HRA new-build projects	31-Mar-2023			


APPENDIX C (Appendix B of Executive Report 11 March 2021)

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Increased Housing Supply	Maximise the number of available homes through delivering the Empty Homes programme.	June Rothwell	Cllr Pearson	Deliver the Empty Homes Programme	31-Mar-2021		<p>In the early part of the year there was an increase in the number of Empty Homes due to the global epidemic and the early closure of the Housing Market. Since then, we have seen a lot of movement and by the 1st December the number of long-term empty homes had reduced to 417.</p> <p>Works on the properties purchased through this programme completed and 3 of these properties were let as affordable housing during this quarter. The properties were advertised through North Yorkshire Home Choice but an additional local lettings plan was put in place for the properties in Tadcaster to ensure that these newly affordable homes were available to meet local need.</p>	
Increased Housing Supply	Implement a Selby District Council Housing Development Programme	June Rothwell	Cllr Musgrave	Agree the most appropriate delivery models for the HDP	31-Dec-2020		<p>Due to other Covid related work, phase 2 work to develop the tenders for each of the sites was not completed in Q3 as originally envisaged. This will now be progressed/completed in Q4 with the aim of issuing to market in Q1 21/22.</p>	
				Create HDP Programme Board, agree priority sites within Phase 2 and 3 of the Development Programme and plan the start on site	31-Dec-2020			




APPENDIX C (Appendix B of Executive Report 11 March 2021)

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">P 53</p> <p>Improve our housing stock</p>	<p>Deliver the housing improvement programme element of the HRA Business Plan 2019-2025.</p>	<p>June Rothwell</p>	<p>Cllr Pearson</p>	<p>Deliver the post-Covid lockdown backlog of urgent and routine repairs and ensure targets are met.</p>	<p>31-Jul-2021</p>		<p>Delivery of urgent repairs re-commenced in July 2020, with the backlog of such repairs resulting from the initial March 2020 lockdown cleared by the end of September.</p> <p>Lessons learned from the initial lockdown, coupled with changes to operating procedures enabled us to continue delivering urgent repairs throughout the subsequent November and current lockdown periods.</p> <p>Although work to reduce the backlog of routine repairs created as a result of the initial lockdown commenced in October 2020, these works had to be suspended again in November when the second lockdown was introduced.</p> <p>This suspension was due to be reviewed and repairs reinstated in January 2021, however implementation of the 3rd national lockdown has meant this has not been possible. Work will be carried out by our own DLO and by Contractors. The latter will require negotiation to appropriately prioritise repairs</p>	
				<p>Re-start the delivery of the HRA Business Plan 3 Year Capital Investment Programme (agreed Dec 2019) delayed by COVID.</p>	<p>30-Sep-2022</p>		<p>Delivery of the HRA Business Plan Capital Investment Programme recommenced in August 2020 following the return to working of our major works contractors' staff teams, all of whom had been furloughed.</p> <p>Since then, the teams have been working hard to bring programme delivery back in line with original expectations.</p> <p>Increased lead times on numerous materials (kitchens, plaster, timber, door slabs etc.,) coupled with increasing numbers of customers refusing works due to self-isolation, shielding and simply not wanting people in their homes has however severely hampered these efforts.</p>	

APPENDIX C (Appendix B of Executive Report 11 March 2021)



OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Market Town Regeneration Page 54	Develop and implement Town Action Plans and partnerships for Selby, Tadcaster and Sherburn-in-Elmet	Julian Rudd	Cllr Buckle	Complete Town Centre Action Plans for Selby & Sherburn	30-Sep-2020		Inaugural Towns Centre Regeneration Board held on 22 nd October 2020. Next Board meeting will be on 27 th January 2021.	
				Develop partnership groups for implementing Selby, Sherburn and Tadcaster Town Centre Action Plans.	31-Dec-2020		Partnership Groups established for all towns.	
				Complete Town Centre Action Plan for Tadcaster	31-Mar-2021		Town Centre Action Plans completed for Selby and Sherburn. Tadcaster Town Centre Action Plan will be completed by end of March 2021.	
				Implement the Opening Town Centres Safely plan.	31-Mar-2021		Met with all leading stakeholders on the Board including YNY LEP, Historic England, and Selby College.	
				Complete Places and Movement study of Selby, Sherburn and Tadcaster - joint with NYCC (plus LEP funds).	30-Apr-2021		First phase of Opening Towns Safely Plan completed for summer 2020. Second phase currently being reviewed in line with current COVID 19 recommendations.	
				Implement key projects from Town Action Plans for Selby, Sherburn and Tadcaster including:	31-Mar-2022		Series of Places and Movement workshops been undertaken since September 2020. Final consultation to occur during April 2021, prior to completion for Report.	
				Deliver the Selby town centre High St Heritage Action Zone programme.	31-Mar-2023		Project Implementation Plans for all towns will be completed by end April 2021.	
				Deliver Transforming Cities Fund programme to transform the Selby station area.	31-Mar-2023		Transforming Cities Fund project around Selby Station progressing as per delivery plan. Next stage of consultation will be undertaken towards the end of February 2021. Consultation will be for four weeks, starting 22 nd February 2021, with completion 19 th March 2021.	

APPENDIX C (Appendix B of Executive Report 11 March 2021)



OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Theme: A great place to ENJOY								
Community Page 55	Develop a resilient community	Angela Crossland	Cllr Buckle	Establish local arrangements that support residents in addressing financial difficulty.	31-Dec-2020		Regular communications to residents including how to access Covid grant assistance funds from Community Support Organisations. CSOs signposting residents with ongoing difficulty to income maximisation teams and Citizens Advice. £65,500 in self isolation grants paid to date. An additional £340,455.00 in COVID-19 Hardship Support for working age claimants against the cost of their Council Tax bills. Local Resilience Forum recovery groups commenced on supporting debt management although have halted due to the current response ongoing situation. In progress to agree direction of funding to support addressing difficulties. Additional £80k to Citizens Advice to increase capacity. Wider recovery work with the LRF paused whilst back in Covid response phase. Discussions underway with Two Ridings Community Foundation to support review of local engagement and funding processes. Initial meetings held with CCG, Two Ridings Community Foundation and Community First Yorkshire to develop network plan and lottery bid for development programme.	
				Collaborate with community representatives and funders to establish the community engagement and funding process post covid-19	30-Jun-2021			
				Collaborate with local authority, health, and voluntary sectors to establish a development pathway for a strong and resilient VCS sector to support community emergency response and long-term recovery of communities from Covid-19.	30-Sep-2021			
Environment – Low Carbon	Implement the recommendations of the Low Carbon Working Group	Dave Caulfield	Cllr Musgrave	Develop a Low Carbon Action Plan considering the recommendations of the Low Carbon Working Group.	31-Dec-2020		The Policy Review Low Carbon Working Group (LCWG) continue to meet on a regular basis. The Policy Review LCWG report and Draft Action Plan were due to go to the Executive for endorsement on 4 February 2021 – now deferred to the 1 April 2021 Executive.	
Environment – Green Space	Work with local partners to maintain and enhance local parks, play areas and open spaces.	Keith Cadman	Cllr Pearson	Deliver capital investment of £100k p.a. to improve quality and accessibility of Council play areas – improving two play areas per year for the years 2020-21; 2021-22; 2022-23.	31-Mar-2023		The development of the design of the new playground in Tadcaster including public consultation exercise have been completed. Tender documents developed and approved for issue in January 2021. On target for works completion end of March 2021.	

APPENDIX C (Appendix B of Executive Report 11 March 2021)

Theme: A great place to GROW


OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Local Plan	Deliver the Local Plan by 2023	Martin Grainger	Cllr Musgrave	Develop Preferred Options and consult stakeholders.	28-Feb-2021		Significant progress has been made on the production of a Local Plan. A range of technical studies have been undertaken and a Preferred Options version of the plan produced for consultation. This followed on from an Issues and Options Consultation early in 2020. The Preferred Options consultation of the plan begins on 29 January 2021.	
				Develop Submission Draft and consult stakeholders	28-Feb-2022			
				Draft Local Plan Submitted for Examination by the Planning Inspectorate	30-Jun-2022			
				Create the evidence base – including an Infrastructure Delivery Plan for the Selby district.	31-Mar-2023			
				Local Plan adopted	31-Mar-2023			
Visitor Economy	Continued delivery of the 'Selby District Visitor Economy Strategy 2018-22 – and beyond'.	Angela Crossland	Cllr Pearson	Work plan reviewed for the 'Selby District Visitor Economy Strategy 2018-22 – and beyond' with emphasis on sectoral support and development needs in response to C-19:	30-Sep-2020	11/07/20	Work Plan review completed and remains subject to review. Key priorities identified for the coming year. Visitor Economy Advisory Board established. Cultural Development Framework in final draft. Work presented to Scrutiny Committee Dec 2020. Short term outputs completed including niche trails to keep people local as well as local business marketing. Linking the collateral with Welcome to Yorkshire @Walkshire campaigns.	
				Deliver short-term outputs – emphasis on local people & stay-cationing	31-Mar-2021	31/12/20		
				Deliver medium term outputs – broadening emphasis to national trade	31-Dec-2021			
				Longer term outputs – developing emphasis to include international travellers	31-Mar-2023			

APPENDIX C (Appendix B of Executive Report 11 March 2021)






OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Visitor Economy	Develop and implement the Selby District Cultural Development Framework.	Angela Crossland	Cllr Pearson	Selby District Cultural Development Framework completed (including evidence base & consultation with stakeholders, as agreed with funders)	31-Dec-2020		Cultural Development Framework in final draft and due for wider, final stakeholder comment and completion by Feb 21. Funding for key projects from the CDF confirmed by Full Council Sept 2020 including establishment of an Events Officer. Role to be advertised Feb 21.	
				Implement immediate short-term outputs from the framework; develop key projects in line with covid-19 response and external investment e.g. Barby Road Corridor project; extending festivals/events offer;	30-Apr-2022			
Page 57 Enterprise & Growth	Deliver the Selby District Economic Development Framework 2022...and beyond	Julian Rudd	Cllr Buckle	Deliver a sustainable and targeted programme of support to SME businesses – to support the post-Covid recovery	31-Mar-2023		SDC have been fully involved in the YNY LEP in the development and shaping of the Covid -19 Economic Recovery Plan – Greener, Fairer, Stronger this report reflects both regional and local priorities and action plans for the short and medium term. This Plan is constantly reviewed to reflect emerging economic challenges and central government responses to the Covid impact. Throughout the Covid period we have worked with all developers holding a minimum of quarterly Site Development reviews. These are coordinated to include Planning Development Management; Department for International Trade and the LEP Inward Investment team. This approach ensures that the best investment opportunities come forward to match SDC priorities and that there is a 360-degree approach to delivering quality investment and employment opportunities.	
				Develop and agree with the owners of each key strategic site identified in the EDF Framework (e.g. S2, Eggborough, Kellingley) a programme of short, medium term deliverable actions to bring the site forward in line with EDF	31-Mar-2023			

APPENDIX C (Appendix B of Executive Report 11 March 2021)

Theme: A great place with a Council delivering GREAT VALUE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Page 58 Digital Customers	Deliver Digital Strategy 2020	Stuart Robinson	Cllr Lunn	Complete implementation of Digital Workforce – Office 365; new devices; MyView	31-Dec-2020		<p>Digital Workforce</p> <ul style="list-style-type: none"> • New Devices – all staff except ELT have new devices, ELT to get theirs in Q4. • Office 365 – Outlook moved to the cloud and Teams implemented. Most services moved to SharePoint in Q3 – some delays in moving Planning and Democratic Services due to integration with legacy systems – progressing through Q4. • MyView – additional forms added in Q3 to support Covid response. Attendance module to be launched at end of Q4. <p>Digital Customers</p> <ul style="list-style-type: none"> • Implementation of Civica Pay – delays due to Civica capacity. Online payments portal commenced Q3. To complete by Q2 2021/22 (to integrate with Cx Housing System). • Implementation of Citizens Access Revenues commenced Q3 – now on hold (along with CA Benefits) due to pressures on Taxation & Benefits Team caused by Covid Grants work. Annual billing will also pause this work. • Citizens Online (improving digital skills of residents) project commenced Q3. Progress hampered due to capacity of (customer facing) teams to support this <p>Civica Cx Housing System</p> <ul style="list-style-type: none"> • Phase 1 live in Q2. Phase 1 upgrade in Test in Q3. Implementation of Phase 1 upgrade delayed due to need for a hotfix from Civica. • Work progressed in Q3 to improve the quality of repairs data to support a smooth implementation of Phase 2. • Tenants Portal scheduled for Q2 2021/22 • Phase 2 delayed until Phase 1 upgrade completed – likely completion end 21/22. 	
				Complete implementation of phases 1 – 3 of Digital Customers – Northgate Citizens Access; CivicaPay; MyScan; Citizens Online project	30-Apr-2021			
				Complete full implementation of Civica CX digital platform for housing and asset management.	30-Sep-2021			

APPENDIX C (Appendix B of Executive Report 11 March 2021)

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
Digital Customers	Transform customer contact services and achieve channel shift	June Rothwell	Cllr Buckle	Set up Contact Centre at Civic Centre and provide appointment-based face to face customer services.	31-Dec-2020		Project delayed due to Covid pandemic and ongoing restrictions. Suggest re-schedule to Q1-Q2 2021/22	
Quality Workforce	Deliver People Plan to support and develop staff through major change	Stuart Robinson	Cllr Lunn	Deliver People Plan, including new HR and OD service delivery arrangements; Leadership and Management Development Programme; enhanced approach to staff engagement and wellbeing; development of staff core skills	31-Mar-2022		<ul style="list-style-type: none"> Staff briefing sessions re-invigorated – including focus on recognition at December sessions. Online delivery of staff briefings is supporting much greater attendance than previously. Mental wellbeing training programme developed and rollout commenced with mandatory online training Outline proposals for leadership and management development and expanded staff engagement developed and agreed with Leadership Team. Full rollout scheduled to commence in Q4 Q4 will see development of programme to support staff core skills, e.g. information governance 	
Effective use of Assets	Develop and implement the Asset Strategy 2020-30.	June Rothwell	Cllr Buckle	Develop Asset Strategy 2020-30 and high-level Action Plan – focus on our assets	30-Sep-2021		The Property Service staff review is nearing completion which should facilitate progress in developing an Asset Strategy. A brief for the Strategy has been prepared.	
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	Karen Iveson	Cllr Lunn	Implement the strategic objectives set out in the MTFS – deliver investment programmes and savings	31-Mar-2023		The 2020/21 budget was reviewed and a new covid budget set for the year as part of a combined report with a revised MTFS. The MTFS reflects ongoing impacts into future years that are anticipated from covid-19. The MTFS also incorporates the lack of certainty from the delayed spending review. The MTFS and budget setting has highlighted the substantial capital and programme for growth programmes to be delivered, and new growth bids were accepted only by exception so that focus could be maintained on delivering the existing programmes. As a result of covid-19 and capacity to deliver savings initiatives, many of these have been delayed until 2023/24 to prioritise covid-19 recovery and	
				Review the budget for 20/21 and update the MTFS in light of Covid impacts and delayed 'Spending Review' (incorporating the Fair Funding Review and any changes to Business Rates Retention).	31-Mar-2023			

APPENDIX C (Appendix B of Executive Report 11 March 2021)

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	OVERALL COMMENTARY	OVERALL RAG
							delivery of key projects.	



Report Reference Number: S/20/19

To: Scrutiny Committee
Date: 25 March 2021
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 31 December 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 3 to 31 December 2020.

The Quarter 3 report was considered was considered by the Executive at its meeting on 4 February 2021.

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 4 February 2021 attached as appendices to this report.

2. The Report

2.1 Please see section 2 of the report considered by the Executive on 4 February 2021 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 4 February 2021 attached as appendices to this report.

4.2 Financial Implications

Please see section 4 of the report considered by the Executive on 4 February 2021 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 – 4 February 2021

Appendix B – Appendices A to D of the Executive Report 4 February 2021

Contact Officer:

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Report Reference Number: E/20/33

To: Executive
Date: 4 February 2021
Status: Key Decision
Ward(s) Affected: All
Author: Peter Williams, Head of Finance
Lead Executive Member: Cllr Cliff Lunn, Lead Executive Member for Finance & Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 31st December 2020

Summary:

A revised budget was approved at Full Council on the 22nd September. As at quarter 2, quarter 3 outturn forecasts are reported against the revised budget.

Each month we complete a return to Government detailing the latest forecasts of the impacts of Covid-19 including additional costs, delayed savings and income losses. The latest return estimates losses as a result of Covid-19 of £2,963k in 2020/21 split between the General Fund £2.485m and HRA £478k. To date the Council has received (£1,168k) emergency Covid-19 funding from the Government of which (£350k) has been allocated to the HRA. A further (£71k) as compensation for losses in sales, fees and charges income for the period April – July. A further application for the period August to November will be submitted before Christmas and is estimated to be (£174k) plus a further tranche of Covid-19 emergency funding is expected in January.

At the end of Q3, the forecast full year revenue outturn shows a £197k deficit in the General Fund, and a HRA surplus of (£3,938k) 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.

Following the reprofiling of projects in quarter 2, the majority of projects in the general fund are expected to deliver as expected in 2020/21 with (£75k) of further slippage forecast. In the HRA, there is a total of (£1,060k) of additional forecasted

slippage, (£700k) on the property refurbishment programme and (£350k) on the housing development programme - a more detailed analysis is shown in Appendix C.

Programme for Growth projects have been rephased with spend forecasted in 2020/21 reduced by £1.424m with this being delivered in future years. A project by project analysis can be found 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 31 December 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 reported in quarter 2.
- 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 December return, shows estimated additional costs, delayed savings and income losses of £2,963k across both the General Fund and HRA. To date the Council has received (£1,168k) emergency Covid funding from the Government and (£71k) for compensation for losses in sales, fees and charges for the period April to July. Further claims for fees and charges are expected with the next submission before Christmas to cover the period August – November plus a further tranche of emergency funding is expected in January 2021. 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 £197k deficit, £240k worse than the revised budget. The table below summarises the General Fund position at the end of Q3:

General Fund Account Q3 2020/21	Latest Approved Budget	Forecast	Forecast Variance
Net Service Expenditure	10,849	11,089	240
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
Shortfall / (Surplus)	(43)	197	240

2.2 The main forecasted variances against the General Fund are:

- £329k forecast overspend in salaries, primarily due to anticipated £215k 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;
- An additional (£171k) of funding has been received from Government, (£100k) from tranche 4 of the emergency Covid funding and an additional (£71k) from the sales, fees and charges return. This is offset by an allocation of £350k to the Housing Revenue Account to cover part of the losses;
- (£59k) 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 have been improvements in income streams following reductions in previously forecasted impacts of Covid-19 on leisure where payments for the management fees have been received for Q2 (£83k), land charges (£35k), commercial waste (£24k) and industrial unit rents (£43k), the revised budget assumed more tenancies ending as a result of Covid-19 than has been the case.

- Offsetting this however are income streams where the impacts have worsened including the lifeline service where the customer base remains fairly static £26k and court fees from the recovery of Council Tax which as a result of court closures and backlogs will be lower this year. In addition, car parking footfall has fallen more than expected with 33% reduction in October and 51% in November following reintroduction of charging £44k.
- The streetscene service is reporting an overspend for the year of £83k. This is primarily due to the costs associated with increased levels of waste and recycling as a result of increased levels of people working from home and the new bin system. This has resulted in £216k increase in disposal charges. Recycling income has also increased with the higher volumes, but recycling income per tonne for card and paper continues to reduce, so the income has increased by less than the cost at (£133k).
- There are a number of other smaller variances across a number of codes as detailed in Appendix A which includes savings on premises costs, printing and postage. (£55k)

Housing Revenue Account (HRA)

2.3 Latest forecasts show an (£3,938k) surplus is expected by the year end, (£596k) 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.

Housing Revenue Account – Q2 2020/21	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	8,649	8,105	(544)
Dwelling Rents	(11,991)	(12,043)	(52)
Net (Surplus) / Deficit transferred to Major Repairs Reserve	(3,342)	(3,938)	(596)

2.5 Collection of rents has improved as the year has continued, with the benefits system resulting in most being collected and rapid turn around times for claimants helping to ensure that arrears don't build up. In addition, furlough scheme has ensured fewer people are getting into difficulties and universal credit is deducting rent at source which is helping collection timings. As a result, the forecast reflects an improved position by (£52k), but continues to build in some caution for the final quarter which reflects the continuing economic impacts from Covid-19.

2.6 A proportion of the Covid-19 emergency grants has been set against the latest estimates of losses on rents, savings programmes and interest (£350k).

2.7 Savings are expected as a result of the closure of community centres (£44k). In addition, fewer fencing repairs are expected (£35k), although if it is a

severe winter this may be called upon. Revenue repairs on properties are forecast to be lower in year due to restrictions on the number of contractors who can access properties and restrictions to emergency works only during lockdown periods (£76k).

- 2.8 There are a number of other smaller variances reported in Appendix A resulting in a net (£39k) saving.

Planned savings

- 2.9 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

- 2.10 The capital programme shows forecast slippage of (£1,135k) which is expected to be spent in 2021/22. Details are below and in appendix C.

- 2.11 In the General Fund the variance of (£75k) is made up of:

- Procurement of the committee room microphone system is on hold due to Covid-19 and remote working, and has been postponed to 2021/22 - (£65k).
- Preparatory work on the development of the website will commence in quarter 4, but the £10k of delivery is not expected until 2021/22.

- 2.12 The HRA variance of (£1,060k) is made up of:

- The amount of work that can be carried out by contractors on the property refurbishment programme has been reduced by the lockdown period in November and an understandable increase in instances of refusals to enter property due to shielding and self-isolation. As a result £700k of works on this programme is proposed for carry forward to 2021/22.
- The housing development programme forecast spend for 2020/21 has been reduced by £350k to £50k. Planning permission has been granted to three schemes and the £50k in 2020/21 is to progress these through to tender. Further costs will be incurred from 2021/22 onwards.
- Following completion of the fire works at Grove House, no further works are expected on community centres in 2020/21. This was forecast at quarter 2, but the work to identify further requirements this year that remained in the forecast has now also been postponed due to prioritisation of resources, resulting in a further £10k be carried forward to 2021/22.

Programme for Growth (P4G)

- 2.13 The value of the current multi-year programme has increased following Council approval of new projects on the 22nd September. £14,433k is currently allocated to the programme from 2020/21 onwards of which £9,861k is project costs, £4,133k resourcing costs and after allocation of £35k towards the new Bawtry Road roundabout, £403k is available for allocation to projects.
- 2.14 At quarter 3, due to Covid-19 there has been spend across a range of projects including:
- £468k 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), spend to date £37k.
 - Selby Station Masterplan work £58k
 - Continued Visitor Economy work £104k
 - A contribution towards the new Bawtry Road roundabout for £35k has been funded through P4G.
- 2.15 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

If the deficit remains once the further funding is confirmed, then this will need to be mitigated by the use of reserves or further savings.

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 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.

5.2 At quarter 3, the forecast indicates a deficit on the General Fund and a surplus on the Housing Revenue Account.

5.3 In the General Fund, there has been additional Government funding but this is more than offset by an allocation of some of this support to the Housing Revenue Account. There are also some additional savings but these are offset by increased overspend on salaries driven by vacancy factor not being achieved and increase pressure on costs of disposal of waste and recycling.

5.4 Capital programme has seen some slippage into 2021/22, particularly in the Housing Revenue Account.

5.5 The profile of programme for growth spend has been reforecast. Progress on projects is reported in Appendix D.

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.

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GF Management Accounts 2020-21
Results as at 31st December
 General Fund

	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 £k	Full Year Forecast £k			
Income										
Investment Income	-502	-388	-392	-259	-439	-134	-51	Improved results for Q3 of 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	-2	-2	-10,625		-7	Net recharges to the HRA, particularly for increased bank charges.		
Customer & Client Receipts	-7,741	-3,748	-2,271	-2,055	-3,958	-216	-209	During the year following the impact of Covid 19 on households, there has been significant increases in recycling currently estimated to exceed budget by (£133k) The position on Planning Fee income has improved since figures were submitted for the revised budget exercise (£59k), Commercial waste as business impact has not been as high as previously anticipated (£24k), improved Land Charges Position (£35k), similarly improved positions on Property and Industrial Unit Rents (£43k) as business hasn't impacted as first expected offset by a stagnant customer base on the lifeline service £26k, Recovery of Council Tax through the Courts £27k as time is running out this year to get them through and £44k on Car Parks, footfall has not increased coupled with the 2nd lockdown has seen low usage.		
Government Grants	-11,652	-13,802	-8,098	-8,087	-13,829	-11	-27	There has been an increase in the allocation of Discretionary Housing Payments (£9k) this will be offset by payments, Housing Benefit resource management grants (£25k) offset by reduced Admin Subsidy £10k, Data & Systems IDEA funding (£3k).		
Other Government Grant	-2,001	-2,647	-1,337	-1,342	-2,647	5				
Other Grants/Contributions Etc	-40	-1,203	-1,385	-1,198	-1,024	-187	179	Covid Grant to the HRA		
Total Service Income	-34,510	-32,607	-13,486	-13,077	-32,723	-410	-116			
Expenditure										
Employees	8,336	8,798	6,296	6,033	9,127	263	329	Anticipated that with the current demands of covid, the vacancy factor will not be met in the second half of the year, currently forecasted at £215k. 1.0 fte in the housing enforcement team omitted from the base budget in error £25k.		
Premises	786	799	562	573	721	-11	-78	Majority are savings from the Contact Centre being closed (£20k), Closed Burial Grounds (£27k) inspections will commence in January and may impact on this forecast and smaller property running costs savings; Property Management (£7k), Civic Centre (£6k), Industrial Units and NNDR (£7k) resulting from the Sale of the former Natwest Bank. £216k is in relation to the costs across the Street Scene contract. Savings have been achieved from the realignment of the contract with the purchase of the vehicle fleet. These savings have been offset and exceeded by vehicle rental costs in the interim while the new fleet arrived and became operational and the significant increase in recycling from the Covid restrictions meaning more people were at home rather than travelling, this requires transporting to and bulking at the MRF facility. As the market is saturated there is a cost to disposal rather than return. There are numerous smaller variances including; Bank Charges for card processing £22k, Annual Canvass costs not grant funded £16k offset by swipe card charges (£8k), Public Conveninece and CCTV Contract costs (£13k), Business Support printing and office costs (£12k).		
Supplies And Services	10,600	12,929	7,266	6,922	13,145	343	216	Various car allowance savings across services as a result of reduced travelling due to Covid-19 restrictions. Increase in Discretionary Housing Payments offset by increase grant in Government Grants above.		
Transport	158	144	84	96	128	-13	-16			
Benefit Payments	11,112	13,910	7,765	7,840	13,919	-75	9			
Support Services	9,458	7,604			7,604					
Third Party Payments	-308		-134		-83	-134	-83	Q1 charges were waived to IHL but charges for the period July to October have been raised to IHL.		
Drainage Board Levy	1,704	1,760	1,739	1,760	1,739	-21	-21	Inflation increases anticipated when setting the budget were higher than actual levies.		
External Interest Payable	80	75	32	32	75					
Contingency		142			142					
Total Service Expenditure	41,925	46,163	23,609	23,256	46,518	353	356			
Accounting - Non Service budgets										
Total Accounting & Non Service Budgets	-7,415	-13,599	-3,693	-3,905	-13,599	212				
Net Total		-43	6,430	6,275	197	155	240			

HRA Management Accounts 2020-21
Results as at 31st December

HRA

Appendix A

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances	
	Actual	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast
	£k	£k	£k	£k	£k	£k	£k
Income							
Investment Income	-187	-72		47	-92	-47	-20
Garage Rents	-102	-97	-72	-72	-99		-2
Housing Rents	-11,836	-11,991	-8,820	-8,993	-12,043	173	-52
Customer & Client Receipts	-171	-134	-75	-36	-499	-39	-366
Recharges	-13	-18		-14	-5	14	13
Total Service Income	-12,309	-12,311	-8,968	-9,068	-12,738	100	-426
Expenditure							
Employees	33	77	52	58	75	-6	-2
Premises	652	779	488	503	707	-15	-71
Supplies And Services	1,282	1,258	674	798	1,172	-123	-86
Support Services	2,855	2,903			2,903		
Transport	109	143	110	119	132	-9	-10
Debt Management Expenses	6	6			6		
External Interest Payable	2,413	1,920	985	1,008	1,920	-24	
Contingencies		75			75		
Provision for Bad Debts	260	267			267		
Total Service Expenditure	7,610	7,428	2,310	2,485	7,258	-176	-170
Accounting & non service budgets							
Total Accounting & Non Service Budgets	4,699	4,884			4,884		
Net Total			-6,658	-6,582	-596	-76	-596

Comment
Improved results in Q3 with 0.68% return in the year to date. Expected to reduce to 0.2% return by Q4.
Slight improved expectation for garage rents.
Anticipated improved position for rents after initial Covid impact, but still below original estimate.
£350k reallocation of Covid Grant. Recharges to former tenants now taking place offset by lower fees from Council House sales.
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.
Small saving anticipated on salaries.
Potential utility and maintenance savings from the community centres being closed (£44k), Fencing repairs (£35k) although if we get a severe winter this budget may be called upon, small hostel savings (£6k), partially offset by running costs at the Vivars for the property service team £8k and pumping station maintenance £9k which will be come rechargable.
Due to covid acces to property has been restricted unless for emergency work which has forecasted savings on materials (£22k), Subcontractors - Adaptations (£61k), off set partially by the use of responsive work subcontractors £7k. There are small savings anticipated on Swipe Card fees & Charaes (£8k) and Resource Accountina (£6k).
The majority of this saving is due to working restrictions reducing fuel use for the vehicle fleet.

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.
		Total Growing Resources	0	31	31	0	
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.
		Total Transforming		50	50	0	
Commissioning	Suzan Harrington	Contract renegotiations	Low	6	6	0	Renewal of the public conveniences contract has generated a £6k per annum saving.
		Total Collaboration & Commissioning	0	6	6	0	
Technical/housekeeping	Karen Iveson	Reduction in pension contributions	Low	69	69	0	Reduction in pension contributions following the 2019 triennial valuation.
		Total Technical/Housekeeping	0	69	69	0	
		Total		156	156	-	

Low Risk		75	75	0
Medium Risk		80	80	0
High Risk		0	0	0
Total		156	156	0

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	
		Total	-	23	23	-	

Appendix C : 2020/21 Selby District Council Capital Programme - To 31 December 2020

General Fund	Annual Budget	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	110,000	82,500	2,700	-79,800	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 March 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 working within Covid guidelines			
Website Development	10,000	10,000	10,000	7,500	0	-7,500	0	10,000	-10,000	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. A meeting has been scheduled with NYCC in January 2021 with a view for this work to be completed in 2021/22. The budget is requested to be reforecasted into the new financial year.	10,000		
Industrial Units - Road Adoption	325,000	325,000	0	0	0	0	0	0	0	The current condition of the road does not justify the significant investment required to bring the road up to adoptable standard. It is proposed to delay this project until such time as the condition of the road makes this work appropriate and necessary.			
GIS System	37,131	37,131	37,131	27,848	0	-27,848	37,131	0	0	The project has been scoped for this budget. Decision to be made is dependant on the decision for an Appointment System for the new Customer Contact Centre under Covid secure Government guidelines.			
Benefits & Taxation System upgrade	16,475	16,475	16,475	12,356	3,242	-9,114	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	15,000	19,250	14,438	19,250	4,813	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	7,590	5,693	7,410	1,718	7,590	0	0	Servers are being upgraded to align to Microsoft licencing requirements.	30,000		
ICT - Software	29,694	29,694	29,694	22,271	8,000	-14,271	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	0	0	0	0	Replacement due 2021/22.	15,000		
Finance System Replacement	0	0	0	0	0	0	0	0	0	Replacement for the finance system proposed for 2021/22 in the current programme. It is proposed to reforecast this spend into 2022/23.	0	150,000	
Committee Management System	3,000	3,000	3,000	2,250	0	-2,250	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 Q4 2020/21.			
Upgrade to Assure from M3	20,000	20,000	20,000	15,000	11,500	-3,500	20,000	0	0	This budget is to migrate from M3 to Assure software, this project commenced in Q3 2020/21 to be completed in the current year.			
Cash receipting System	32,500	32,500	32,500	24,375	0	-24,375	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	7,856	3,606	2,705	0	-2,705	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 31 December 2020

General Fund	Annual Budget	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	32,780	24,585	1,084	-23,501	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 although have been delayed due to Covid, are expected to be completed on time.	47,891	9,005	17,746
Committee Room Microphone system	65,000	65,000	65,000	48,750	0	-48,750	0	65,000	-65,000	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 and expected to be completed in 2021/22.	65,000		
Portholme Road Collapsed Culvert	0	0	0	0	-14,060	-14,060				Final invoices have been received against this project, costs have come in slightly below expected spend.			
Car Park Ticket Machines	36,000	36,000	36,000	27,000	13,527	-13,473	36,000	0	0	The purchase of new ticket machines is linked to changes to the Car Parking Strategy, new tariffs etc. There has been delays to all services as a result of coronavirus, following approval of the new tariffs by full Council, orders have been placed for upgraded software etc for the car parking machines. We are currently awaiting confirmation of timescales from the supplier for installation of the new software and card readers on the car parking machines. New signage to support the revised car parking tariffs has been ordered and is due for delivery before Christmas.			
Industrial Units Maintenance	150,000	150,000	20,000	15,000	0	-15,000	20,000	0	0	An initial report detailing the 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. 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. Progress has been delayed in respect of provision of demand information due significant resource pressures resulting from further Covid19 restrictions and additional support requirements for local businesses. The revised budget for 2020/21 is on the basis of expected essential spend for the year.	227,200	7,200	
Car Park Improvement Programme	530,096	530,096	300,000	225,000	9,928	-215,072	300,000	0	0	Work to progress improvement to Back Micklegate, Micklegate and Portholme Crescent car parks has been delayed in order to maximise funding options through external funding bids such as the Heritage Action Zone funding, delays have also 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 2020/21 as match funding for the wider investment programme being considered. A pre-start meeting has been arranged with the winning bidder for provision of the Electrical Vehicle Charging Points (EVCP) in Back Micklegate and South Parade car parks, with a view to commencing installation as soon as possible after Christmas. Progress on delivery of the wider car park improvement programme remains paused whilst we continue to resolve a number of legal issues around land ownership on part of Back Micklegate car park. Plans to focus delivery on Portholme Crescent whilst these issues are addressed have been scaled back to enable the space to be utilised as a walk-in testing centre for Covid19.	230,096		
ICT - Channel Shift 2 Website & Intranet	57,500	57,500	57,500	43,125	40,775	-2,350	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) is anticipated to go Live in Q3 2020/21 with Citizens Access Portal (Benefits) in Q4 2020/21. The remaining 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	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	24,786	18,590	6,992	-11,598	24,786	0	0	This budget is for improvements aligned to Microsoft requirements & Disaster Recovery Improvements in 2020/21. In Q4 2020/21 it is anticipated a server upgrade will be required.			
ICT - End User Devices - Software / Hardware	25,341	25,341	25,341	19,006	19,930	924	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	16,000	12,000	920	-11,080	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 31 December 2020

General Fund	Annual Budget	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	15,000	11,250	0	-11,250	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	4,000,000	3,000,000	3,639,500	639,500	4,000,000	200,000	0	An order was placed last year via a framework for the purchase of 21 x RCV's and 1 x mechanical sweeper. All RCV's have been received, the mechanical sweeper is awaiting delivery due to a hold up in the manufacturing process, we anticipate this to be resolved and delivered before the end of the financial year.	200,000		
Wheelie Bins	0	0	0	0	-6,470	-6,470	0	0	0	Final invoices have been received against this project, costs have come in slightly below expected spend.			
Council Play Area Maintenance	105,000	105,000	105,000	78,750	3,130	-75,620	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. Tender documents are in the process of being finalised and will be issued in the coming weeks with works scheduled to be completed by the end of the financial year.	100,000	100,000	
Replacement of Vehicle Fleet	7,950	7,950	7,950	5,963	0	-5,963	7,950	0	0	Following a couple of false starts caused by supply chain delays resulting from Covid19, the majority of the Council's replacement light vehicle fleet has now been received. Work to agree appropriate livery for the new fleet is currently underway and it is anticipated this will be completed and installed by early February 2021.			
Purchase of Land	937,500	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	2,400,000	0	0	0	0	0	0	0	Sites have been identified for potential acquisition. However, the Covid lockdown has delayed negotiations. There small sites identified for development and are progressing through Planning, when approved, tenders can be completed to attain absolute costs. Tenders have been delayed due to resources being redirected as a result of Covid, the tenders are not likely to be issued until Q1 2021/22. Discussions are taking place with SDHT as part of the development of the new Affordable Housing Strategy.	2,800,000	9,132,038	
Private Sector - Home Improvement Loans	39,031	39,031	39,031	29,273	1,006	-28,267	39,031	0	0	There has been a slow start to RAS Loans in 2020/21, due in part to Covid-19 but also due to RAS loans been somewhat seasonal during the winter months and difficult to profile, despite this we would still 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	80,000	60,000	49,415	-10,585	80,000	0	0	We have completed 3 Empty Homes Grants during the first three quarters 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	265,700	199,275	149,208	-50,067	265,700	0	0	Covid-19 continues to have a significant impact on the delivery of DFGs. Currently 48 are approved, on averaged there are 3 contractors on site a week. YTD 27 have been completed. This is comparable with previous years within the number of weeks contractors have been unable to get on site due to Covid. As a result of the estimated 17 weeks lost means the revise outturn of £266k is on target to be achieved.	816,977	402,360	402,360
Total General Fund	9,834,547	9,834,547	5,379,334	4,034,501	3,966,987	-67,514	5,304,334	275,000	-75,000		5,666,664	9,969,603	509,106

Appendix C : 2020/21 Selby District Council Capital Programme - To 31 December 2020

Housing Revenue Account	Annual Budget	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		
											Forecast 21/22	Forecast 22/23	Forecast 23/24
Housing & Asset Management System	132,375	132,375	132,375	99,281	28,710	-70,571	132,375	0	0	The remaining capital of £132k is expected to be paid in Q4 2020 following the Rents module Go Live and the repairs module that will commence in January 2021.			
St Wilfrid's Court	113,000	113,000	19,267	14,450	17,969	3,519	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 the continuing situation around Covid 19. Due to the nature of the scheme and to protect the safety of the residents it is felt essential to limit the works being undertaken whilst the Covid situation remains uncertain. With this in mind, we will focus efforts on fully scoping and procuring the improvement works with a view to implementation in April/May 2021, providing the situation allows.	93,733		
Environmental Improvement Plan	108,152	108,152	108,152	81,114	0	-81,114	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. Colleagues in our Contracts and Procurement team continue to progress the scheme. Tender for the work went out in early December with a view to having a contractor on site in January with completion before year end			
Housing Development Project	3,427,643	3,427,643	400,000	300,000	19,055	-280,945	50,000	350,000	-350,000	Programme for the development of HRA properties on phase 2 small sites, Starts on these sites has been delayed due to Covid and is anticipated in 2021/22. Work including, feasibility studies, asbestos surveys and garage clearance has been completed. Planning permission for development of three schemes has now been secured and work is underway to progress these through to tender. Due to the continuing delays due to Covid, progress on these projects has seen further delays, as a result the Q3 forecast is requested to be adjusted to £50k spend in the current financial year with the balance being phased into the 2021/22 budget. The actual costs relate to feasibility costs for the sites that are progressing to tender, these costs will be allocated to the individual programmes once the sites move into the construction stage.	3,377,643		
Housegate Hostel	10,394	10,394	10,394	7,796	9,125	1,330	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. Formal certification of the fire safety works has now been received.			
Phase 1 HDP Byram Park Road	0	0	0	0	-5,305	-5,305	0	0	0	Final Retention invoice received £5k lower than anticipated			
Community Centre Refurbishment	64,377	64,377	10,000	7,500	0	-7,500	0	10,000	-10,000	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 required. Progress on delivery of the programme remains paused whilst we deal with other priorities and as a result of diverted staff resources as a result of Covid. In light of the above, delivery of the programme remains paused whilst staff resources are focused on delivering other key priorities and adapting to the changing Covid 19 guidance. It is therefore unlikely any spend will be incurred in 2020/21 and thus the budget is requested to be carried forward to 2021/22.	64,377		
Empty Homes Programme - Improvements to Property	1,094,740	1,094,740	252,632	189,474	595	-188,879	252,632	0	0	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	60,950	45,713	0	-45,713	60,950	0	0	Following a couple of false starts caused by supply chain delays resulting from Covid19, the majority of the Council's replacement light vehicle fleet has now been received. Work to agree appropriate livery for the new fleet is currently underway and it is anticipated this will be completed and installed by early February 2021.			

Appendix C : 2020/21 Selby District Council Capital Programme - To 31 December 2020

Housing Revenue Account	Annual Budget	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	701,869	526,402	219,790	-306,612	701,869	0	0	Whilst the cessation of all but emergency works due to lockdown severely impacted initial progress on delivery of the capital programme, the team have worked hard to accelerate delivery with our contract partners. Although we do understandably continue to see increased refusal of works due to self-isolation and/or shielding we anticipate the current 2020/21 programme will be completed.	500,224	510,225	520,430
Health and Safety Improvement Programme	886,724	886,724	886,724	665,043	361,613	-303,430	886,724	0	0	The cessation of all but emergency repairs due to Covid has impacted delivery of the capital investment programme. Whilst the cessation of all but emergency works due to lockdown severely impacted initial progress on delivery of the capital programme, the team have worked hard to accelerate delivery with our contract partners and the scheduled programme is to deliver this years programme of works. However, we do understandably continue to see increased refusal of works due to self-isolation and/or shielding.	668,652	554,675	565,770
Property Refurbishment Programme	4,618,490	4,618,490	4,200,000	3,150,000	1,614,651	-1,535,349	3,500,000	700,000	-700,000	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are continue to work on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. We have reassessed the programme with our main contractor and with the additional kitchen, bathroom, window and door replacements to be completed this financial year we anticipate completing 75% of works. This is monitored and reviewed with our contractors for future Covid impacts. Whilst the cessation of all but emergency works due to lockdown severely impacted initial progress on delivery of the capital programme, the team have worked hard to accelerate delivery with our contract partners; although we do understandably continue to see increased refusal of works due to self-isolation and/or shielding.	4,734,234	3,677,796	3,740,890
Property Investment Programme	1,140,375	1,140,375	350,000	262,500	224,486	-38,014	350,000	0	0	The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. Current estimations are maintained to deliver 30% of the programme in the current financial year. Whilst the cessation of all but emergency works due to lockdown severely impacted initial progress on delivery of the capital programme, the team have worked hard to accelerate delivery with our contract partners; although we do understandably continue to see increased refusal of works due to self-isolation and/or shielding.	1,373,310	427,133	435,680
	0	0		0	0	0		0	0				
Total HRA	12,359,089	12,359,089	7,132,363	5,349,272	2,490,689	-2,858,583	6,072,363	1,060,000	-1,060,000		11,654,281	5,169,829	5,262,770
Total Capital Programme	22,193,636	22,193,636	12,511,697	9,383,773	6,457,676	-2,926,097	11,376,697	1,335,000	-1,135,000		17,320,945	15,139,432	5,771,876

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 @ 31 December 2020		Project Budget Remaining	Update	Phasing of future spend Q3			
			In Year Spend 20/21	Forecast			Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Healthy Living Concepts Fund	Angela Crossland	53,281	0	53,281	53,281	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 to develop project and funding bids as they arise (Barlow Common delayed due to Covid). Remaining £13k will support public health initiatives identified as part of covid recovery plans.	0	53,281	0	
Visitor Economy (Tourism & Culture)	Angela Crossland	1,222,908	103,772	1,222,908	1,119,136	Delivery of the Visitor Economy Strategy and the Cultural Development Framework for the District. This is a multi-year programme which includes the cultural programme for the HSHAZ, visitor place-making and marketing, product development and sector support. Much of the investment is to be used as match funding against investment from external funding partners.	200,000	542,908	340,000	140,000
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. The final part of the project is the completion of improvement and maintenance works to the area around the Abbey, including the Abbey railings, which was initially delayed due to workload (roll-out of new recycling bins) and further delayed due to Covid, but is expected to be completed for year end	30,311	0	0	
Low Carbon resources	Angela Crossland / 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
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	Duncan Ferguson	76,749	2,105	76,749	74,644	Town centre revitalisation and strategy work is underway. Work to deliver on priorities in line with the town centre strategy and revitalisation action plans. Work being prioritised on digital development in line with recent LEP support and post Covid19 planning.	14,664	62,085	0	
Legal Support	Julian Rudd / Iain Brown	139,000	0	139,000	139,000	Legal Support for agreements and advice associated with the P4G programme / projects	23,000	46,000	46,000	24,000
Towns Masterplanning (Regeneration)	Duncan Ferguson	702,257	36,555	702,257	665,702	Work was 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 application. Chris Wade's work is due to finish December 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 commenced 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	68,289	633,968	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	Duncan ferguson	254,832	58,142	254,832	196,690	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.	204,832	25,000	25,000	0
Access to Employment	Iain Brown	19,282	0	19,282	19,282	Projects within this budget will be targeted at supporting social mobility to give unemployed people in areas of higher deprivation in Selby District access to current and future employment opportunities e.g. connecting people to employment opportunities at Sherburn, the former Kellingley Colliery, Church Fenton etc. Future initiatives being reviewed against this budget include the opportunity to support future LCWIP projects linking residential communities with employment hubs and opportunities related to electric bike programmes.	19,282	0	0	
Growing Enterprise	Iain Brown	270,542	(3,811)	270,542	274,353	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 additional P4G budget awarded over the next 3 years will be used to support businesses displaced by the TCF land assembly to relocate within the district. 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.	95,542	70,000	70,000	35,000
Selby TCF Revenue	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 Q4 2020/21.				
Empty Homes	June Rothwell Simon Parkinson	3,846	1,853	3,846	1,993	Overall the project is progressing well and the Empty Homes Officer has directly helped bring empty homes back into use in line with the targets set by offering advice and assistance to owners. Homes England Grant funding has been secured to support the options of voluntary and compulsory purchase. A total of £390,000 has been secured, subject to individual business cases for the properties, to purchase and repair the empty homes, bringing them to a habitable standard. This indicative funding is to bring back in to use 10 empty properties up to 2020, providing up to £39,000 per property. We can also use the funding to purchase 'right to buy' buy backs and this is something we will consider on a case by case basis. We are currently pursuing our first Compulsory Purchase Order - although this has been delayed due to the current Coronavirus crisis. If successful it is hoped that this will send a strong message that tackling empty homes are a priority for us. In 19/20 we brought 5 properties back into use through the Empty Homes Grants/Loans service. These provided homes to vulnerable households who were at risk of homelessness.	3,846	0	0	
Selby District Housing Trust	June Rothwell Phil Hiscott	34,850	0	34,850	34,850	This fund is to support SDHTs role in the more ambitious HDP approved by Executive in January 2018. A new officer has now been appointed to support the SDHT. The Trust have taken occupation of an additional 17 new affordable homes in 2018/19 delivered through new build and Section 106 acquisitions and a further 12 Section 106 acquisitions in Q1 2019/20. SDHT continue to work with SDC colleagues on the affordability and viability of new properties coming forward via the Housing Development Programme. Discussions with external providers regarding possible S106 acquisitions are also ongoing.	10,000	10,000	14,850	
Stepping Up' Housing Delivery	June Rothwell Phil Hiscott	7,052	114	7,052	6,938	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	

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
Olympia Park	Iain Brown	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. Outstanding fees relating to site development work have now been confirmed and will be fully paid during Q4 against accruals made at year end.	4,733	0	0	0
Making our Assets work	Duncan ferguson	100,000	4,047	100,000	95,953	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.	60,000	20,000	20,000	0
Housing development Feasibility Work	Phil Hiscott	303,546	19,316	303,546	284,230	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. These sites have gone through planning and will progress to tender stage in Q1 2021/22. It is expected that Burn and West Haddlesley will progress to planning in Q4 2020/21, if successful these sites will progress to tender in Q2 2021/22. A 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. It is therefore requested that the budget is moved forward to 2021/22.	0	80,000	0	0
Finance Support	Peter Williams	139,000	0	139,000	139,000	Business Case development & Financial monitoring / reporting	10,000	59,000	46,000	24,000
Commercial property acquisition fund	Iain Brown / Duncan ferguson	3,039,424	467,584	3,039,424	2,571,840	This budget will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities and to match fund acquisitions as part of the TCF bid submission. The current live project and spend to date relates to the purchase of a site near Selby Station to provide new access to platform 2 and additional car parking. A significant amount of funding from this budget has been put forward as match funding within the Council's TCF proposals for Selby Station including contingency for the purchases of property.	1,000,000	1,000,000	1,039,424	0
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	0
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	0
Low Carbon projects (Phase 1) CAPITAL	Angela Crossland / 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
Town Regen Selby	Duncan Ferguson	1,000,000	0	1,000,000	1,000,000	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 2) Delivery budget - for implementation of projects.	50,000	300,000	650,000	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
Town Centre Tadcaster	Duncan Ferguson	500,000	0	500,000	500,000	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 2) Delivery budget - for implementation of projects.	50,000	200,000	250,000	0
Town Centre Sherburn	Duncan Ferguson	500,000	0	500,000	500,000	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 2) Delivery budget - for implementation of projects.	50,000	200,000	250,000	0
New programme resources	Extended Leadership Team	261,000	0	261,000	261,000	Additional staffing resources: Planning Projects Officer, Regenerations Town Centre Co-ordinator. The start date for these appointments is anticipated to be February 2021, the forecast has been adjusted into 2023/24	14,500	87,000	87,000	72,500
Funding for the 15% parish council contribution for the new Bawtry roundabout - £35062	Caroline Skelly	35,062	0	35,062	35,062	Funding for the 15% parish council contribution for the new Bawtry roundabout, this is expected to be paid in Q4.	35,062			
Staffing costs		3,459,475	598,534	3,459,475	2,860,941	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 E200k has been put back into P4G contingency to fund essential work on the asset management strategy. Also the balance remaining on Tadcaster Linear Park has been transferred back to P4G contingency.	402,698	0		
		14,432,601	1,360,842	14,432,601	13,071,759		3,796,375	5,185,932	4,856,794	593,500



Report Reference Number: S/20/20

To: Scrutiny Committee
Date: 25 March 2021
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 Q3 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 31 December 2020 (Q3) and presents performance against the Prudential Indicators.

The Quarter 3 report was considered was considered by the Executive at its meeting on 4 February 2021.

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 4 February 2021 attached at Appendix A.

2. The Report

2.1 Please see section 2 of the report considered by the Executive on 4 February 2021 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 4 February 2021 attached at Appendix A.

4.2 Financial Implications

Please also see section 4 of the report considered by the Executive on 4 February 2021 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 – 4 February 2021

Appendix B – Appendix A of Executive Report, 4 February 2021 - Prudential Indicators at 31 December 2020

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Prudential Indicators - As at 31 December 2020

Note	Prudential Indicator	2020/21 Indicator	Quarter 3 Actual
1	Capital Financing Requirement £'000	57,700	53,953
	Gross Borrowing £'000	52,833	52,833
	Investments £'000	49,674	72,833
2	Net Borrowing £'000	3,159	-20,000
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: E/20/34

To: Executive
Date: 4th February 2021
Status: Non Key Decision
Ward(s) Affected: All
Author: Michelle Oates, Senior Accountant
Lead Executive Member: Councillor Cliff Lunn, Lead Executive Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Treasury Management – Quarterly Update Q3 2020/21

Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 31st December 2020 (Q3) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments totalled £74.8m up to the end of the third quarter, at an average rate of 0.57% and earned interest of £321k (£232k allocated to the General Fund; £89k allocated to the HRA) which was £85k above the year to date budget. The expected fall in cash balances and falling rate of return have been slower than initially expected when 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 £4.58m invested in property funds as at 31 December. The funds achieved 3.60% revenue return at Q2 (Q3 revenue figures still awaited) and 2.17% capital loss as at end of December 2020. This resulted in revenue income of £83.4k to the end of Q2 and an 'unrealised' capital loss at the end of Q3 of £101.5k. 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 31st December 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 31st December 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 Q3 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 third monitoring report for treasury management in 2020/21 and covers the period 1 April to 30 December 2020. 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 Q3 2020/21 up to 31 December 2020:

- Bank Rate remained unchanged at 0.1%, with this rate now expected to continue for some time;
- The Bank of England announced a further tranche of quantitative easing (£150bn) is to commence January 2021;
- the final Brexit agreement on 24 December has eliminated a significant downside risk for the UK economy. However, the initial agreement only covers trade, leaving the services sector still to be formalised; and
- following the new national lockdown from 5 January the near-term outlook for the economy is poor. However, the distribution of vaccines and the expected removal of COVID-19 restrictions is expected to allow GDP to recover in the second half of 2021.

Interest Rate Forecasts

2.3 The current interest rate forecasts (last update 27 November) of Link Asset Services – Treasury Solutions are as follows:

	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
5 yr PWLB	0.80	0.80	0.80	0.80	0.90	0.90	0.90	0.90	0.90	1.00	1.00	1.00	1.00
10 yr PWLB	1.10	1.10	1.10	1.10	1.20	1.20	1.20	1.20	1.20	1.30	1.30	1.30	1.30
25 yr PWLB	1.50	1.60	1.60	1.60	1.60	1.70	1.70	1.70	1.70	1.80	1.80	1.80	1.80
50 yr PWLB	1.30	1.40	1.40	1.40	1.40	1.50	1.50	1.50	1.50	1.60	1.60	1.60	1.60

* Net of certainty rate 0.2% discount

2.4 As the interest forecast table for PWLB certainty rates, above, shows, there is likely to be little upward movement in PWLB rates over the next three years as it will take the UK a prolonged period to eliminate spare capacity in the economy

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 Q3 2020/21 was as follows:-
- Balance invested at 30 December 2020 £74.83m
 - Average Daily Balance Q3 20/21 £75.4m
 - Average Interest Rate Achieved Q3 20/21 0.57%
 - Forecast income for the year £331k
- 2.9 The average return to Q3 2020/21 of 0.57% compares with the average benchmark returns as follows:
- 7 day -0.07%
 - 1 month -0.04%
 - 3 months 0.04%
 - 6 months 0.12%
 - 12 months 0.23%

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 31 December 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 forecast 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. Whilst plans have been significantly delayed during the year, primarily as a result of Covid-19, 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 31 Dec 2020 £	YTD Interest Q3 20/21 £	Interest Full Year £
Kirgate, Tadcaster	4.56%	186,438	6,670	8,893
St Joseph's St	4.20%	202,346	6,526	8,702
Jubilee Close, Ricall	3.55%	536,299	14,381	19,174
Ulleskelf	4.87%	1,049,193	38,452	51,269
Ousegate	3.65%	866,729	23,763	31,684
Average Rate / Total Principal and Interest	4.36%	2,869,052	89,792	119,723

Commercial Property Investments

- 2.20 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.

Property Funds

2.21 The position on Property Funds at 31 December 2020 is as follows:

In Year Performance

Fund	Bfwd Investment £k	Valuation as at 31-Dec-20 £k	In Year Performance Q3 20/21			
			Capital Gain / (Loss)		Revenue Return (Q2)	
			£k	%	£k	%
Blackrock	2,376.60	2,362.32	(14.3)	(0.60)	34.7	2.94
Threadneedle	2,308.11	2,220.85	(87.3)	(3.78)	48.6	4.29
Total	4,684.71	4,583.17	(101.5)	(2.17)	83.4	3.60

Total Fund Performance

Fund	Original Investment £k	Valuation as at 31-Dec-20 £k	Total Performance			
			Capital Gain / (Loss)		Revenue Return (Q2)	
			£k	%	£k	%
Blackrock	2,502.50	2,362.32	(140.2)	(5.60)	154.9	3.63
Threadneedle	2,439.24	2,220.85	(218.4)	(8.95)	209.9	4.60
Total	4,941.73	4,583.17	(358.6)	(7.26)	364.7	4.13

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 and third quarter, with a marginal improvement on both Fund valuations. Both funds are expected to deliver 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 recommenced during by the third quarter on both Funds.

2.24 It is also important to stress that the largest potential impact on fund valuations may be still to come in future periods. This is in line with underlying economic impact of the on-going 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

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Appendices:

Appendix A – Prudential Indicators as at 31 December 2020

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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. <i>Moved to September meeting from August to give more time for changes to be made after Working Group on 30 July.</i>

6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <i>There is no update to give so at this time, so this item has been removed from the agenda.</i>
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. <i>(Delayed due to Covid-19 from 2019-20 meeting year).</i>
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). <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>

	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.
	Housing Development Programme (6 Monthly)	To receive an update on the Housing Development Programme, including changes to North Yorkshire Home Choice. There is no update to give so at this time, so this item has been removed from the agenda.
26 November 2020	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 – MEETING CANCELLED	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <i>If there is no update to give, this item will be removed from the agenda.</i>
	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.
	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 March 2021	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. <i>Officers have requested this be delayed for a couple of months into the 2021-22 municipal year.</i>

Housing Repairs – Delays – Presentation	As suggested at Council on 18 February 2021, for the Committee to receive information about housing repairs and consider why there are delays with repairs across the District.
Update on the Contact Centre Move (if moved by this point)	An update on the Contact Centre's move to the Civic Centre. To be removed – no update at this point.
NYCC Director of Public Health Annual Report 2019-20	To consider the annual report of the Director of Public Health from NYCC. Officers have requested this be delayed for a couple of months into the 2021-22 municipal year.
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. No update at this point, HDP going to Executive in April – to be removed.
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.
Economic Development Framework Update	To receive an update on the progress of the Council's Economic Development Framework. A Member briefing on the subject will be given on 18 March 2021 – as such, no update to give at present.

	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. No update to give, removed from the agenda.
	Programme for Growth (P4G)	To receive an update and information on the latest position of the Programme for Growth (P4G). No update to give, removed from the agenda.
DATE TBC – Single Issue Meeting?	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. Also 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.

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, this could be done after the May 2021 elections. (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. Mr Adams’ office contacted for rescheduled date twice.
- Community Partnerships – was provisionally due for consideration in April 2020 but cancelled due to Covid-19.
- 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.
- Dentistry and Dental Provision in Selby District – Suggested by Councillor Pearson, Feb 2021.
- Local Government Review – North Yorkshire County Council – look at once a decision had been taken.

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- 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**

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Scrutiny Committee Work Plan for 2021-22

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 2021-22** – 28 October 2021, 16 December 2021, 17 February 2022 and 14 April 2022.

Date of meeting	Topic	Action required
DATE TBC – Single Issue Meeting?	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. Also 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.
1 July 2021	Annual Report 2020-21	To consider and approve the Scrutiny Committee Annual report for 2020-21.
	Work Programme 2021-22.	To consider the Scrutiny Committee's Work Programme for 2021-22.
	Corporate Performance Report – 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 – Q4	To consider the Council's Treasury Management Activity for Q4

		and the performance against the prudential indicators.
	Financial Results and Budget Exceptions – Q4	To consider the financial results and budget exceptions report for Q4. This report now also includes the Programme for Growth quarterly update.
	Nigel Adams MP (TBC)	To request the attendance of Nigel Adams MP at a meeting of the Committee.
	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. Officers requested this be delayed from the 2020-21 year for a couple of months into the 2021-22 municipal year.
30 September 2021	Work Programme 2021-22	To consider the Committee's work programme for 2021-22.
	NYCC Director of Public Health Annual Reports 2019-20 and 2020-21	To consider the annual report of the Director of Public Health from NYCC for 2019-20 and 2020-21.
	Update on the Contact Centre Move (if moved by this point)	An update on the Contact Centre's move to the Civic Centre.
	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. If there is no update to give at this time, this item will be removed from the agenda.
	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.
	Housing Development Programme (6 Monthly)	To receive an update on the Housing Development Programme, including changes to North Yorkshire Home Choice. <i>If there is no update to give at this time, this item will be removed from the agenda.</i>
25 November 2021	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.
	Programme for Growth (P4G)	To receive an update and information on the latest position of the Programme for Growth (P4G). <i>If there is no update to give, to be removed from the agenda.</i>
	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 2020-21 – 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 2021-22	To consider the Committee's work programme for 2020-21.
	Economic Development Framework Update	To receive an update on the progress of the Council's Economic Development Framework. <i>If there is no update to give, this item will be removed from the agenda.</i>
20 January 2022	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <i>If there is no update to give, this item will be removed from the agenda.</i>

	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 2021-22	To consider and plan the Committee's work plan for 2021-22.
	Education in Selby District - Revisited	<p>Following on from the successful education themed meeting in February 2020 and 2021, 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.</p> <p>Attendees invited from Selby College, Scunthorpe College, Pontefract College, York College, Ebor Academy Trust, Hope Learning Trust York, NYCC Education Services.</p>
24 March 2022	North Yorkshire Safeguarding Adults and Children Boards Annual Reports 2020-21	To consider the annual reports of the North Yorkshire Safeguarding Adults and Children Boards for 2020-21.
	NYCC Director of Public Health Annual Report 2020-21	To consider the annual report of the Director of Public Health from NYCC.
	Scrutiny Committee Work Programme 2021-22 and Planning for 2022-23	To consider and agree the Committee's work plan for 2021-22 and the next municipal year, 2022-23.
	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. <i>If there is no update to give, this item will be removed from the agenda.</i>
	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.

Other issues to be added to the work plan as appropriate in 2021-22:

- Public Engagement
- Police and Fire Services, including Police Complaints Handling by the PFCC - 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. (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). Tie in with work of the Police, Crime and Fire Panel (PFCP) on examining complaints handling. Add to WP when new PFCC elected in May 2021.
- 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.
- Community Partnerships – was provisionally due for consideration in April 2020 but cancelled due to Covid-19. For Members to consider when they would like this to come to Committee and what specific aspects they want to consider.
- 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.
- Dentistry and Dental Provision in Selby District – Suggested by Councillor Pearson, Feb 2021.
- Local Government Review – North Yorkshire County Council – look at once a decision had been taken.

‘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 – await Council decision on future of CEFs in Spring 2021.***

- 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.
- 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***