



Meeting: **SCRUTINY COMMITTEE**  
Date: **THURSDAY, 1 JULY 2021**  
Time: **5.00 PM**  
Venue: **COUNCIL CHAMBER - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**  
To: **Councillors S Shaw-Wright (Chair), W Nichols (Vice-Chair), A Lee, N Reader, R Sweeting, K Ellis, J McCartney and J Chilvers**

## Agenda

### 1. Apologies for Absence

### 2. Disclosures of Interest

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

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

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

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

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

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

To confirm as a correct record the minutes of the meetings of the Scrutiny Committee held on 25 March 2021 and 17 June 2021.

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

**5. Financial Results and Budget Exceptions Report to 31 March 2021 (Pages 13 - 50)**

Members are asked to consider the report of the Chief Finance Officer which sets out Financial Results and Budget Exceptions Reports for Quarter 4 to 31 March 2021.

**6. Treasury Management - Quarterly Update Q4 2020/21 (Pages 51 - 66)**

Members are 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 March 2021 (Q4) and presents performance against the Prudential Indicators.

**7. Annual Report 2020-21 (Pages 67 - 88)**

To consider the annual report of the Scrutiny Committee for 2020-21.

**8. Work Programme (Pages 89 - 94)**

To consider the Committee's work programme.

*Janet Waggott*

**Janet Waggott, Chief Executive**

<p><b>Dates of next meetings (5.00pm)</b> Thursday, 30 September 2021</p>
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Enquiries relating to this agenda, please contact Victoria Foreman on [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk) or 01757 292046.

**Attendance at Committee**

Public attendance at Council meetings is permitted once more; however, there are restrictions that remain in place due to Covid-19. If you intend to attend a meeting in person, please let Democratic Services know on [democraticservices@selby.gov.uk](mailto:democraticservices@selby.gov.uk) as soon as possible. **Please note however that you are strongly encouraged to watch a stream of the meeting online instead of attending in person.**

**Recording at Council Meetings**

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

Scrutiny Committee  
Thursday, 1 July 2021

## Minutes

### Scrutiny Committee

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Venue:	Microsoft Teams - Remote
Date:	Thursday, 25 March 2021
Time:	5.00 pm
Present remotely via Teams:	Councillors W Nichols (Vice-Chair), A Lee, N Reader, M Topping (from agenda item 5), R Sweeting, K Ellis and J McCartney
Officers present remotely via Teams:	Suzan Harrington – Director of Corporate Services, June Rothwell – Head of Operational Services, Stuart Robinson - Head of Business Development and Improvement, Phil Hiscott – Property Management Team Leader, Peter Williams – Head of Finance, and Dawn Drury – Democratic Services Officer

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#### **42 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor S Shaw-Wright.

#### **43 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### **44 MINUTES**

The Committee considered the minutes of the meeting held on 25 February 2021.

#### **RESOLVED:**

**To approve the minutes of the Scrutiny Committee meeting held on 25 February 2021 for signing by the Chair.**

#### **45 CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE**

There was no Chairs address to the Committee.

## 46 HOUSING REPAIRS DELAYS - PRESENTATION

The Committee received a detailed presentation from the Head of Operational Services and the Property Services Manager, which explained the process involved in the repair and maintenance of the housing stock within the District, the Council's day to day repairs policy which followed government guidance, the Covid risk assessments undertaken, along with an overview of the current data on the backlog of housing repairs.

The Committee was informed that the Council were responsible for responsive day to day repairs, bringing void properties back up to standard, and a housing improvement programme. It was explained that there were three categories of repairs, emergency repairs which were required to prevent a serious risk to health and safety, these would be carried out within 24 hours; urgent repairs, those that required attention but were no risk to health and safety, these would be carried out within 5 days; and finally, non-urgent repairs which would have little effect on the property and would be carried out within 25 days.

The Head of Operational Services further explained that the area of most concern was the day-to-day repairs, as a backlog had arisen due to the Covid pandemic. During the first lockdown in March 2020 only emergency repairs had been undertaken; urgent and routine repairs were put on hold, and void works continued but under strict 'social distancing' guidelines. Members heard that from July until the second lockdown in November 2020 the number of outstanding repairs had been reduced, however following the implementation of further lockdowns, non-urgent repairs were once again suspended.

Members noted that of the 15,754 repairs raised since April 2020, 1,383 day to day repairs were outstanding: these related to 924 properties.

The Committee raised concerns again around housing repairs, which it was felt were not being undertaken in a timely manner.

Members had a number of queries about the housing repair delays, in relation to what percentage of the housing repair team were Council trades staff as opposed to private sub-contractors, it was confirmed that there was a mix of both Council staff and contractors, which depended on the nature of the job, and the volume and scale of the work involved. It was further confirmed that the Council repairs team were mainly joiners and plumbers and consisted of 20 staff, however some members of the team were shielding or on amended duties due to medical conditions.

In terms of the urgent and non-urgent repairs it was queried if the Council would use a mixture of Council staff and contractors to complete the work, Members heard that, yes, a mix of staff would be used as once the property had been inspected the repair required could require more substantial work than when first reported by the tenant.

Members acknowledged that during the first lockdown repair work ceased while risk assessments were adapted, and having come out of lockdown, repair work re-commenced, and the number of repairs reduced significantly.

It was queried why with the implementation of further lockdowns the non-urgent repairs were once again suspended. The Head of Operational Services explained that this was to ensure that both tenants and Council employees were protected, as if an employee had attended a property and had been asymptomatic with Covid-19, they could have spread the disease unknowingly.

The Property Services Manager took Members through the housing capital improvement programme and explained that during the first lockdown all planned works had been suspended as the Council's external contractors had put their respective workforces on furlough. Members noted that following lockdown most contractors started to operate again in August 2020, however 45% of tenants, once contacted, declined to have contractors attend the properties due to Covid.

Members raised concerns regarding the training of the Council staff who logged the repair calls received from tenants and stated that communication was critical, and that the correct questions were asked to ensure that the repair was put into the correct category of repair.

A question was raised regarding the required risk assessments, officers confirmed that the Council had to be a model of best practice.

Officers informed the Committee that capacity within the repairs team had also been impacted, with three staff vacancies and other staff members being shielded, therefore repairs were being prioritised on a basis of urgency. It was confirmed that since the report had been written progress had been made in terms of a new structure for the service and recruitment had commenced.

Members heard that as the Council sought to recover from the national lockdowns resulting from Covid-19, Property Services were seeking to recruit to five staff vacancies, there would be increased overtime provision for current staff, along with additional temporary staff to work solely on the backlog of non-urgent repairs which had built up while works had been suspended.

Queries were raised with regard to the 45% of tenants who had refused to have work done and what numbers of people this equated to, if the work was classed as capital work and if so, were they separate to repairs. It was explained that the capital work and repairs all linked together, as quite often when the team attended the property a temporary repair was made which was then followed up with a replacement.

The Chair requested that the figures be amended to show how long the

1383 repairs had been on the books; and the capital fund for major projects figures be separated from the general repair's figures. Concerns were raised that some repair works would not have been internal, such as painting, repairs to fencing, double-glazed windows, along with adaptations and referrals for joint working with North Yorkshire County Council.

Members requested further information around the proportion of repairs that were met within the Council targets, comparisons to previous periods, and what was the total housing stock with the Selby District. In terms of improvements, did an improvement affect the amount of rent payable by the tenant, and it was also queried why the Council did not employ their own gas fitters. Officers confirmed that they would look into the questions, make the data clearer, and circulate a response to the Members after the meeting.

The Chair stressed that Members wished to see the delay in housing repairs improve in a timely fashion and recognised that Councillors and officers must work together to highlight any issues, and to support tenants within the District.

**RESOLVED:**

- i) To note the presentation and information around delays to housing repairs in the Selby District.**
- ii) To ask officers to revisit the figures in the report and separate out the Capital Improvement Programme figures from the repair figures.**
- iii) To ask officers to provide figures showing, of the 1383 repairs outstanding, how long they had been logged.**
- iv) To ask officers to provide further information around the proportion of repairs that were met within the Council targets, comparisons to previous periods, and figures for the total housing stock within the Selby District.**

*Councillor R Sweeting left the meeting at this point and did not return.*

**47 CORPORATE PERFORMANCE REPORTS QUARTER 2 AND QUARTER 3 2020-21**

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

Members noted that the quarterly corporate performance reports provided a progress update on delivery of the Council's Plan 2020-2030 as measured by a combination of: progress against priority projects/high

level actions; and performance against KPIs. The first report covered Quarter 2 (July to September), and the second report covered Quarter 3 (October to December).

The Committee's attention was drawn to appendix C of the Quarter 3 report which provided an update on the newly agreed Council Delivery Plan, this reported the first Quarter after the Plan had been agreed.

The Officer gave an overview of the Quarter 3 report, and Members noted that 56% of KPIs reported were showing improvement over the longer term, and 68% of KPIs reported were on target.

**RESOLVED:**

**To note the Corporate Performance Reports for Quarter 2 (July to September), and Quarter 3 (October to December).**

**48 FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 31 DECEMBER 2020**

The Committee received the report from the Head of Finance which asked Members to consider the content of the report and make any comments on the Council's financial results and budget exceptions.

Members noted that a return was completed each month for the Government detailing the latest forecasts of the impacts of Covid-19 to include additional costs, delayed savings and income losses. The latest return estimated 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 had received £1,168k emergency Covid-19 funding from the Government, of which £350k had been allocated to the HRA; and a further tranche of Covid-19 emergency funding was expected.

The Committee were informed that at the end of Quarter 3, the forecast full year revenue outturn showed a £197k deficit in the General Fund, and a HRA surplus of £3,938k for transfer to the Major Repairs Reserve.

Members noted that as a consequence of Covid-19, a revised budget was approved at Full Council on 22 September 2020, and the Quarter 3 outturn forecasts were reported against the revised budget.

Officers explained that the streetscene service was reporting an overspend for the year of £83k. This was 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 had resulted in a £216k increase in disposal charges.

Members noted that recycling income had also increased with higher volumes, but recycling income per tonne for card and paper continued to reduce, therefore the income had increased by less than the cost at

£133k. In addition, car parking footfall had fallen more than expected with a 33% reduction in October and 51% in November following reintroduction of charging £44k.

In terms of the HRA, Members heard that the latest forecast showed a £3,938k surplus was expected by the year end, which was £596k higher than the budget.

It was noted that the significantly reduced General Fund and HRA savings plans were on target to deliver as per the approved revised budget; and the capital programme showed forecast slippage of £1,135k, which was expected to be spent in 2021-22.

Members acknowledged that the value of the current Programme for Growth projects had increased following Council approval of new projects on the 22 September 2020, with £14,433k currently allocated to the programme from 2020-21 onwards; of which £9,861k was project costs, £4,133k resourcing costs and after allocation of £35k towards the new Bawtry Road roundabout, £403k was available for allocation to projects.

**RESOLVED:**

**To note the Council's financial results and budget exceptions in Quarter 3 in 2020-21.**

**49 TREASURY MANAGEMENT - QUARTERLY UPDATE Q3 2020/21**

The Committee received the report of the Head of Finance which asked Members to consider the content of the report and make any comments on the Council's treasury management in Quarter 3 of 2020-21.

Members noted that 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 had 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 predicted returns of £331k, a surplus of £71k against the revised budget. The Bank Rate of 0.10% was expected to remain in place for at least the next two years, and a Brexit trade deal was yet to be agreed. The position would be kept under review.

Officers explained that in addition to investments held in the pool, the Council had £4.58m invested in property funds as at 31 December 2020. The funds achieved 3.60% revenue return at Quarter 2 and 2.17% capital loss as at the end of December 2020. This resulted in revenue income of £83.4k to the end of Quarter 2 and an 'unrealised' capital loss at the end of Quarter 3 of £101.5k. These funds were long term investments, and changes in capital values were realised when the units in the funds were sold.



Members considered and noted the report.

**RESOLVED:**

**To note the Treasury Management Quarterly update for Quarter 3 2020-21.**

**50 WORK PROGRAMME 2020-21 AND PLANNING FOR 2021-22**

Members agreed the work programme as presented and requested that the item on housing repairs be brought back before the Committee at a date to be agreed in the future.

**RESOLVED:**

**To note the 2020-21 work programme.**

The meeting closed at 6.30 pm.

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# Minutes

## Scrutiny Committee

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Venue:	Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 17 June 2021
Time:	5.00 pm
Present:	Councillors S Shaw-Wright (Chair), N Reader and J McCartney
Officers present:	Suzan Harrington – Director of Corporate Services and Commissioning (present remotely), June Rothwell – Head of Operational Services, Allison Heap – Customer Services Manager, Phil Hiscott – Strategic Asset Management and Property Services Manager
Others present:	Councillor D Mackay

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### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Ellis, W Nichols and R Sweeting. There were no substitutes appointed.

### **2 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

### **3 CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE**

The Chair had no address to give to the Committee.

### **4 HOUSING REPAIRS**

The Committee received a report and presentation from Officers about housing repairs at the Council from the Head of Operational Services, the Strategic Asset Management and Property Services Manager and the Customer Services Manager.

The presentation took Members through the services provided by the Council, process for booking repairs, the Repairs Policy itself, how trade operatives receive the information, a recap on responsive repairs including up to date data), the impact of Covid on capacity for repairs, the recovery and improvement plan post-Covid and lastly some information about the current materials shortage. The presentation had been published online as a supplementary agenda item for all Members to see.

Members debated the report and presentation and asked Officers several questions in relation to staff sickness and the effects of the pandemic, the number of void properties and the refurbishment required in them, the targets for and time taken to undertake repairs and refurbishments and gas checks at properties.

Members also asked Officers to investigate if residents that were not Council tenants could join the contract that was used for gas checks, for a fee. Officers were unsure and explained to the Committee that this would have to be checked with the Council's Legal Team.

A Member attending the meeting as a guest praised the quick response of the team to a tenant whose carer had raised a request for a repair; the matter was fixed on the same day. Officers were also pleased to report that they had received compliments as to the quality of the kitchen and bathrooms installed in several properties as part of wider refurbishments.

Officers explained that some of the figures produced from the housing database were difficult to interrogate; the Council's Data and Systems Team had done a great deal of work on them. Almost 19,000 records had been looked through and tidied up, and a new report created. A new software system would be installed and used soon, which would give much better data in the future and ensure that repair jobs progressed properly through the system. The new Civica mobile system that staff were currently using had proved to be a great success already. Customer Service Team members would be able to better communicate with residents to get more information about requested jobs.

Officers confirmed that the Customer Service Unit would still be moving out of the current base in Selby town centre to the Council Offices, but that the requirements for the space had changed due to the pandemic, with more services moving online. For residents and vulnerable customers that needed face to face support, an appointment system would be put in place. The Chair requested that Officers give an update to all Members by email, or as part of the Chief Executive's next bulletin as to these plans for the Customer Service Team.

The Committee asked whether inspections took place prior to work being done to clarify what was required. Officers confirmed that there were supervisors who occasionally attended properties prior to works being started by tradesmen, particularly if the report or request that comes through from the Customer Services Team seems complicated.

Lastly, in relation to apprenticeships, Officers explained that a review of the capacity of the Trades Team had taken place to understand what was required; the new structure was awaiting sign off at present. There would be three apprentice posts in the new structure. Members noted that if there was more capacity for support there would be more apprentices in the team and were very pleased to hear that one of them had been recently awarded Apprentice of the Year.

**RESOLVED:**

**Members noted the presentation and asked that:**

- a) Officers investigate if non-Council tenants could join the contract for gas checks; and**
- b) an update on the move of the Customer Services Unit be sent to all Councillors by email or as part of the Chief Executive's next bulletin to Members.**

**5 WORK PROGRAMME**

The Committee considered the work programme for the 2021-22 municipal year.

Officers asked Members to suggest topics for the Police, Fire and Crime Commissioner to cover when he attended the November meeting of the committee; these could be sent to Officers by email.

Members were also advised that they could send any other suggestions relating to the rest of the work programme to Officers after the meeting, should they so wish.

**RESOLVED:**

**To note the work programme for 2021-22.**

The meeting closed at 6.19 pm.

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**Report Reference Number:** S/21/2

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**To:** Scrutiny Committee  
**Date:** 1 July 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

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**Title: Financial Results and Budget Exceptions Report to 31 March 2021**

**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 4 to 31 March 2021.

The Quarter 4 report was considered was considered by the Executive at its meeting on 27 May 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 27 May 2021 attached as appendices to this report.

**2. The Report**

**2.1** Please see section 2 of the report considered by the Executive on 27 May 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 27 May 2021 attached as appendices to this report.

#### **4.2 Financial Implications**

Please see section 4 of the report considered by the Executive on 27 May 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 from 27 May 2021

Appendix B – Appendices A to E of the Executive Report from 27 May 2021

**Contact Officer:**

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Democratic Services Officer  
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## APPENDIX A to Scrutiny Report - 1 July 2021



Report Reference Number: E/21/1

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**To:** Executive  
**Date:** 27 May 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

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**Title: Financial Results and Budget Exceptions Report to 31st March 2021**

### Summary:

2020/21 has been heavily impacted by the pandemic. A revised budget was set in year to help to address some of the shortfalls in budgeted income which were expected as some services and facilities remained closed for extended periods of the financial year. There have been challenges delivering some of the programmes of work in both the General Fund and the housing revenue account, both from the perspective of changing priorities of delivery in the year and ability to deliver works on the ground.

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 shows losses as a result of Covid-19 of £2,873k in 2020/21 split between the General Fund £2.44m and HRA £433k. 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 (£245k) as compensation for losses in sales, fees and charges income for the period April – November. A further application for the period December to March will be submitted in May for a value of (£242k).

After carry forward requests, which are detailed in **Appendix E**, the Council's year end results for 2020/21 show a surplus of (£371k) on the General Fund against a budget surplus of (£43k) – a variance of (£328k). There are a number of variances (positive & negative) which make up this surplus, including: higher income from a number of sources for example, Covid-support grants, investment interest and services partly offset by increased costs on the trade waste and leisure services.

The Housing Revenue Account shows a surplus of (£6,532k) against a budget surplus of (£5,509k) – a variance of (£1,023k), which is mainly driven by Covid support grant which was not budgeted, and a number of cost savings. This is partly offset by a shortfall in savings due to the delays in the implementation of the housing

system. It is proposed that any surplus be transferred to the Major Repairs Reserve to help fund future capital expenditure.

More detailed analysis of the General Fund and Housing Revenue Account variances can be found in the report below and **Appendix A**.

Planned savings were reduced as part of the revised budget integrated into service budgets. Most of the savings were achieved in 2020/21, but there was a £15k shortfall on two savings areas in the General Fund. Details of savings and their status can be found in **Appendix B**.

Capital programme spend was under budget as a number of projects have experienced delays. £4,657k was spent on the General Fund programme in the year which was (£787k) lower than budget. £716k is proposed as a carry forward leaving a saving of (£70.8k) generated from underspends at the end of completed programmes of work. In the HRA, £4,597k was spent against a budget of £6,072k, an underspend of £1,475k. Almost all of this is proposed to carry forward to 2021/22. A summary analysis of the capital programme can be found in the report below with a more detail in **Appendix C**.

Programme for Growth spend totalled £1,462k in 2020/21 against the latest approved Q3 estimate of £3,796k. After £2,334k is carried forward to 2021/22, £12,919k of approved budget remains to be spent in this multi-year programme.

### **Recommendations:**

It is recommended that:

1. The General Fund and HRA carry forward proposals of £3,302k as set out in Appendix E and a carry forward of the Programme for Growth funds for £2,334k as set out in Appendix D totalling £5,636k to be carried forward from 2020/21 to 2021/22.
2. The allocations of the Covid Emergency Grant between the General Fund and HRA be confirmed.
3. Subject to recommendation 2., the resulting surplus reported on the General Fund to be transferred to the contingency reserve.
4. Subject to recommendation 2., the resulting additional HRA surplus be transferred to 'HRA Major Repairs Reserve to support the future capital programme.
5. The financing of additional refuse/recycling bins be financed from a corresponding revenue saving on the contract be endorsed.
6. The allocation of £127k from the Operational Contingency in 2021/22 for homelessness provision (per sections 3.2 and 3.3) be approved.

## Reasons for recommendation

To allow projects and initiatives not completed in year to be rolled over to the following year, to fund the deficit on the General Fund from reserves and to make adequate appropriations to reserves in the HRA to mitigate future spending priorities.

### 1. Introduction and background

- 1.1 2020/21 has been a year of unprecedented challenge and uncertainty as a result of the Covid-19 pandemic. Additional costs, income losses and delayed savings along with welcomed but changing financial support from the Government has meant major volatility across many of the Council's services. The revised revenue budgets and capital programmes and the Programme for Growth included in this report were approved by Council on 22 September 2020, and then subsequently updated at Q3. This report and associated appendices present the financial performance as at 31 March 2021 against the latest approved budgets.
- 1.2 In the year, the Council has administered over £26.3m 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 is reflected in the outturn figures and carry forward proposals for the capital programmes and Programme for Growth.
- 1.3 The estimated financial impacts for the year as a result of Covid-19 have been recorded in monthly returns to the Ministry for Housing, Communities and Local Government (MHCLG). The latest March return, shows estimated additional costs, delayed savings and income losses of £2,873k 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 to total (£416k). 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 For the year 2020/21 after proposed carry forwards, the Council's General Fund activities resulted in a surplus of (£371k), against a budgeted surplus of (£43k). Details of the variances against budget are set out at **Appendix A**.

General Fund Account Q4 2020/21	Latest Approved Budget	Outturn	Budget Variance	Q3 Forecast Variance
<b>Net Service Expenditure</b>	<b>9,204</b>	<b>8,638</b>	<b>(566)</b>	<b>240</b>
Contribution to / from reserves	9,097	8,344	(753)	0
Other Accounting Adjustments	(1,009)	(17)	992	0
Council Tax	(5,861)	(5,861)	0	0
Business Rates & Associated Grants	(2,382)	(2,382)	0	0
Collection fund Deficit / (Surplus)Share	(9,093)	(9,093)	0	<b>0</b>
<b>Shortfall / (Surplus)</b>	<b>(43)</b>	<b>(371)</b>	<b>(327)</b>	<b>240</b>

2.1.2 Forecasting income and expenditure has been particularly difficult during the year as a result of the pandemic and resulting changes to restrictions and lockdowns. The key variances to the General Fund budget at Quarter 4 are:

- Improved returns on investment generated an additional £192k with cash investments, property funds both performing better than expected. This was also substantially higher than forecast with additional returns for property funds and loan repayments due from the Trust not captured in the Q3 forecast position.
- Improved income across a number of services compared to budget including planning (£62k) and land charges (£41k). Industrial units and property rental income also showed higher income as a result of fewer voids than anticipated and less impact from Covid-19 (£94k). However, car parking £71k and lifeline £26k income were both down in the year, the former being particularly impacted by the national lockdown in quarter 4.
- When the budget was set, not all of the grants and compensation schemes had been announced. Additional grants totalling (£583k) have been received, of which £350k has been allocated to the HRA, this was not in the revised budget. The sales, fees and charges compensation scheme grants for the period August to March were not included in the Q3 forecast as the returns for these were not completed until February and May 2021.
- Salaries were (£40k) lower than budget with savings from vacant posts in the year ensuring that the overall vacancy factor was achieved. The main variances for the salary forecast from Q3 to the actuals at Q4 are vacant posts which were earmarked but not required for other possible staffing requirements ie LGR and HR Support (£90k) and general vacancies across all services (£129k) which were not filled. Many of these vacancies at Q3 were forecasted as though fully recruited as the funds were expected to be required but this has not been the case.
- Premises costs were (£37k) lower than expected, with savings generated from the closure of the offices. This was partly offset by additional costs for the Summit and additional cleaning expenditure.
- The street scene service was £227k over budget and £161k higher than forecast at Q3. A recurring growth bid for £178k was approved for the 2021/22 budget to accommodate for the increasing costs of the waste service and this reflects the pressures seen in 2020/21, where it has been

exacerbated by higher levels of waste due to more people working from home as a result of covid. In addition to this, there have been increased costs associated with fly tipping of £39k, with a lot of activity in this area in quarter 4.

- Additional monies have been provided to IHL totalling £181k to support the service. In addition, £66k of legal costs have been incurred for ongoing negotiations as reported to the Executive in February this year.
- Unused contingency was forecast at (£142k) at quarter 3 but the option has been taken to carry that forward at the year end.
- There have been a number of smaller savings across services including travel costs (£31k), lower inflation uplift on drainage boards (£21k), IT costs (£43k) and building control (£22k).

## 2.2 Housing Revenue Account (HRA)

2.2.1 For the year 2019/20 the Council's Housing Revenue Account activities resulted in a higher surplus by (£1,119k). Details of forecast variances against budget are also set out at **Appendix A**.

Housing Revenue Account – Final Outturn	Budget £000's	Outturn £000's	Outturn to Budget Variance £000's	Outturn to Q3 Variance
Net Revenue Budget	6,482	5,478	(1,004)	(544)
Dwelling Rents	(11,991)	(12,010)	(19)	(52)
<b>Shortfall / (Surplus)</b>	<b>(5,509)</b>	<b>(6,532)</b>	<b>(1,023)</b>	<b>(596)</b>

2.2.2 The main variances to budget and Q3 forecast are:

- Grant support for Covid losses allocated for (£350k). This is part of the additional funding received in year and was therefore not included in the revised budget.
- The bad debt provision in the balance sheet is considered to be sufficient to manage the level of arrears, so the additional provision that was factored into the budget is not required, resulting in a favourable variance of (£232k) against both budget and forecast.
- Borrowing which was anticipated for the housing development schemes has not been required in 2020/21 resulting in (£232k) less financing costs, these were also not forecast at Q3.
- The recharge from the General Fund was (£162k) lower than budget and Q3 forecast, primarily due to vacancies in the asset trading team have resulted in salary savings of (£120k) in year.
- Improved investment interest returns exceeded the budget by (£30k) in the year.

- There was a (£75k) saving from unused contingency in year which was also not forecast at Q3.

## **2.3 Planned savings**

2.3.1 The significantly reduced General Fund and HRA savings plans have mostly been met and all savings targets have been built into the base service budgets. There were just two savings in the General Fund which fell short of target in 2020/21. These were:

- Asset rationalisation. Income from third parties in the office space reduced in year due to one tenant opting not to renew the contract for office space.
- Penalty charges for late notification of changes has not been levied during 2020/21 in line with reductions in enforcement during the pandemic.

2.3.2 Details of all planned savings can be found in Appendix B.

## **2.4 Capital Programme**

2.4.1 The capital programme shows an underspend at the year end of (£2,262k), of which (£716k) is slippage in the General Fund and (£1,473k) in the HRA. There have been a number of challenges with carrying out works during lockdown as well changing priorities resulting in changing timelines of delivery on projects. Details of savings in the programme are below with project level detail in appendix C. Details of the proposed carry forwards can also be found in Appendix E and section 2.6 of the report.

2.4.2 Of the General Fund the variance of (£787k), carry forwards are proposed for £716k. That leaves a saving on the programme of (£70.8k) which comes from a number of completed programmes with a balance remaining as a saving, including on the purchase of the waste vehicles.

2.4.3 Of the HRA variance of (£1,475k), carry forwards are proposed for £1,473k leaving a £2k saving on the programme.

## **2.5. Programme for Growth (PfG)**

2.5.1 The value of the current multi-year programme has increased following Council approval of new projects on the 22<sup>nd</sup> September. £14,433k is currently allocated to the programme from 2020/21 onwards of which £9,884k is project costs, £4,133k resourcing costs and £415k is available for allocation to projects.

2.5.2 A budget 2020/21 was set by Council in September 2020 at £5,220k, this was revised to £3,796k at Executive in February 2021 as part of the Quarter 3 financial update, actual spend in year was £1,462k.



2.5.3 All projects have experienced delays due to Covid-19 and therefore underspends. All budget underspends are proposed to be carried forward. - Project by project detail can be found in Appendix D.

## 2.6. Carry Forwards

2.6.1 There are a number of carry forwards which are itemised in **Appendices D and E**. The key items of note are:

General Fund Revenue - £1,017k

- Specialist fees for the Local Plan of £336k which will be incurred over the duration of delivery.
- Homeless persons project fund £90k which is ring fenced funding
- £151k relating to CEF's which were suspended in 2020/21 as a result of Covid-19 and an ability for communities to meet. The funding is to be carried forward to support a community legacy fund.
- £50k to be carried forward to help finance the station lift project which is expected to take place in 2022/23 at the earliest.
- £121k of operational contingency to be carried forward to support 2021/22 delivery.

General Fund Capital - £820.1k

- £107k carry forward required for the transforming customer services project which has been delayed due to Covid-19.
- £97k carry forward for the work required to the council play areas which has not been possible during the pandemic.
- £103k to support the housing system implementation, phase 2 is set to go live in 2021/22.
- £290k to continue the car park improvement programme, the progress of which has been inhibited by multiple periods of lockdown.

HRA Revenue - £95.9k

- Contractor and trade staff revenue budgets which were not spent as a direct result of the pandemic but will still be required in 2021/22 to address the backlog in housing repairs work as a result Covid-19.

HRA Capital - £1,368.9k

- The Empty Homes Delivery plan will continue to deliver in 21/22 and the budget is required to ensure that the properties identified can be required to achieve the outcomes of the project. £252k to be carried forward.
- It is proposed that £985k of underspends on the energy efficiency, health and safety and property refurbishment programmes is carried over. The works are still required on the housing stock, but there have been challenges with access to properties and availability of trades in 2020/21 to carry out the level of works required.
- Environmental Improvement Plan budget of £108k proposed to carry forward to allow this project to resume after the pandemic.

## Programme For Growth - £2,334k

- Commercial Property acquisitions, only 1 acquisition was completed in year for £468k leaving a variance of £532k. It was anticipated that more land acquisitions for the TCF would have completed before year end
- - £415k unallocated contingency was not required in year and will be rolled forward
- - Resources are £488k under budget due to continuing vacancies and £77k of salary costs recovered through the TCF project.
- - Strategic Sites Masterplanning £231k as a result of delays due to Covid, plus a credit for £65k relating to prior year TCF due diligence work that has since been externally funded as part of the project.
- - Low carbon project spend has yet to get underway resulting in an underspend of £200k in year.
- - Town centres project action plans have been approved by the Towns Regeneration Board in January 2021 but no costs were incurred prior to March 2021 resulting in a £150k underspend.

### **3. 2021/22 Outlook and Issues**

- 3.1 As lockdown and Covid restrictions have continued into 2021/22 the impacts on the Council's finances have also continued. Early forecasts for Q1 2021/22 suggest £514k of ongoing budget pressures in the first quarter of the year in the general fund against pre-covid budget levels including additional costs to support leisure services and continuing low investment returns. The HRA indicates potential £61k reduction on the same basis with lower rents and investment returns driving the shortfall. The position will be kept under review and recommendations will be brought forward as required as part of quarterly reporting during 2021/22.
- 3.2 In addition £127k funding in 201/22 relating to Homelessness Service provision but currently held within Operational Contingency requires allocation to the service. This will enable the arrangements currently in place, to continue.
- 3.3 The government have reinforced their commitment to ending rough sleeping and fully enforce the Homelessness Reduction Act by allocating further funding to local authorities. This funding can only be used to deliver services to prevent and tackle homelessness. Beyond 2021/22 the service is subject to future funding from central government.

### **4. Alternative Options Considered**

- 4.1 Covid funding from the Government comprises a non-ringfenced Covid Emergency Grant and Sales, Fees and Charges Compensation.
- 4.2 The Sales, Fees and Charges Compensation is a funding stream which specifically excludes certain income streams (for example local taxation, rents and investment income) and provides grant to cover 75% of losses above a

5% threshold. This is subject to audit. No Sales, Fees and Charges Compensation is payable in respect of the HRA.

4.3 In determining a split of Covid Emergency Grant between the General Fund and the HRA, reasonable losses were identified to the end of December. There has been a slight shift in figures for Q4 but the amounts are relatively minor.

4.4 Current allocations are as follows, which agree with the returns made to the MHCLG to date:

General Fund	Total Loss	Covid Emergency Grant Allocated in Full	Sales Fees and Charges Compensation	Total Covid Funding	Funding Distributed
	£k	£k	£k	£k	%
Additional costs	391.6				
Income loss	1,445.2				
Delays in savings	603.0				
<b>Total</b>	<b>2,439.8</b>	<b>-817.6</b>	<b>-479.8</b>	<b>-1,297.3</b>	<b>78.8</b>

Housing Revenue Account	Total Loss	Covid Emergency Grant Allocated in Full	Sales Fees and Charges Compensation	Total Covid Funding	Funding Distributed
	£k	£k	£k	£k	%
Additional costs	50.4				
Income loss	187.4				
Delays in savings	195.0				
<b>Total</b>	<b>432.7</b>	<b>-350.0</b>	<b>0.0</b>	<b>-350.0</b>	<b>21.2</b>

<b>Total GF and HRA</b>	<b>2,872.6</b>	<b>-1,167.6</b>	<b>-479.8</b>	<b>-1,647.3</b>	<b>100.0</b>
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4.5 The overall split of funding between the GF and HRA is 79% and 21% respectively, which is in line with our general assumptions on the split of costs

between GF and HRA on (75-80% / 25-20%). However, now that actual costs and losses have been quantified for the year, the allocation of the Covid Emergency Grant (but not the Sales Fees and Charges Compensation) could be varied. For example pro-rata to losses (which are 85% and 15%) would result in a revised allocation of £250k for the HRA.

## **5. Implications**

### **5.1 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.

### **5.2 Financial Implications**

5.2.1 As set out in the report

### **5.3 Policy and Risk Implications**

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

### **5.4 Corporate Plan Implications**

The financial position and performance against budget is fundamental to delivery of the Council Plan, achieving value for money and ensuring financial sustainability. The delays in some areas of works caused by Covid-19 has led to backlogs of work across the Council including in housing repairs and planning. Additional funding has been added to the budget in 2021/22 to address this, but there is a risk to delivery against Council targets.

### **5.5 Resource Implications**

The pandemic has put considerable pressure on the Council to deliver its priorities from the Council Plan, in addition to the new requirements as a result of Covid-19. The latest assessed ongoing resource requirements have been incorporated into the budget for 2021/22, with backlogs of work in the services needing to be addressed

### **5.6 Other Implications**

None.

### **5.7 Equalities Impact Assessment**

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

## **6. Conclusion**

- 6.1 The Covid-19 pandemic has had a considerable impact on the Council and created major uncertainty in terms of both finances and resources. A revised budget was approved in year to address the substantial financial impacts of Covid-19 and forecasting has been extremely challenging with the impact on Council resources, changes in priority and various rounds of Government funding.
- 6.2 There are surpluses in both the General fund and HRA with recommendation that these be transferred to the contingency reserve and major repairs reserve respectively.
- 6.2 The latest MHCLG return indicates a loss of £2.873m in 2020/21 as a result of the pandemic across the General fund and HRA.
- 6.3 There has been significant slippage in projects and programmes in both the General Fund and Housing Revenue Account as a result of Covid-19 and consequently these will require further funds to be carried forward as detailed in Appendix E.
- 6.4 The Programme for Growth is a multi-year delivery programme. Covid-19 has impacted on delivery across a number of projects and £1,462k was spent against the latest budget of £3,796k as approved at Q3. It is proposed that the unspent balance of the fund will be carried forward into 2021/22 to enable work to continue.

## **7. Background Documents**

None.

## **8. Appendices**

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

*Appendix B – General Fund and Housing Revenue Account Savings.*

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

*Appendix D – Programme for Growth.*

*Appendix E – Carry Forwards*

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# Appendix B to Scrutiny Report 1 - July 2021

Appendix A

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

	Previous Year Actuals	Original Budget	Latest Approved Budget	Year to Date		Variances Year to date Actual	Comment
	Actual £k	Budget £k	Budget £k	Actual £k	Budget £k	Actual £k	
<b>Income</b>							
Investment Income	-502	-650	-388	-578	-388	-190	Overall, the Councils investments have performed relatively well over the year and returns have exceeded budget at an average rate of 0.48%. Property investments performed better than assumed with a 3.69% revenue return against a 0.72% capital loss.
Recharges	-12,599	-10,812	-10,857	-10,389	-10,857	468	There has been a net reduction in recharges to the HRA of £160k after taking in to account support service charges below. The main driver for this the Property Services Team not being completed in 20/21 generating salary savings which are rechargeable to the HRA.
Customer & Client Receipts	-8,031	-4,897	-3,989	-4,360	-3,989	-371	During the year following the impact of Covid 19 on households, there has been significant increases in recycling and other waste services which exceeded budget by (£177k) The position on Planning Fee income has improved since figures were submitted for the revised budget exercise (£62k), improved Land Charges Position (£41k), similarly improved positions on Property Management and Industrial Unit Rents (£94k) as business hasn't impacted as first expected, recovery of fit out and rent for the Summit as a vaccination centre (£44k) offset by a stagnant customer base on the lifeline service £26k, and £71k on Car Parks, footfall has not increased coupled with the 2nd lockdown has seen low usage.
Government Grants	-11,652	-13,802	-10,737	-10,772	-10,737	-35	There has been an increase in the allocation of Discretionary Housing Payments (£8k) this will be offset by payments, Housing Benefit resource management grants (£34k) offset by reduced Admin Subsidy £10k, Data & Systems IDEA funding (£3k).
Other Government Grant	-2,001	-2,647	-2,647	-2,734	-2,647	-87	Additional new burdens funding
Other Grants/Contributions Etc	-40		-1,203	-1,436	-1,203	-233	Covid support grants and sales fees and charges. £350k of total grants has been allocated to help support the HRA.
Budget Savings Required		-614	-6		-6	6	Savings still to be delivered (includes £195k HRA saving). Details of all planned savings can be found in Appendix B.
<b>Total Service Income</b>	<b>-34,825</b>	<b>-33,422</b>	<b>-29,827</b>	<b>-30,269</b>	<b>-29,827</b>	<b>-442</b>	
<b>Expenditure</b>							
Employees	8,336	8,012	8,485	8,445	8,485	-40	Anticipated that with the current demands of covid, the vacancy factor was not expected to be met, but salary savings including savings resulting from not implementing the Property Services restructure (being the largest element) have improved this position along with other service vacancies.
Premises	786	794	852	815	852	-37	Majority are savings from the Contact Centre being closed (£19k), Closed Burial Grounds (£29k) and smaller property running costs savings; Property Management (£7k), Civic Centre (£6k), Industrial Units (£7k) and Car Park running costs (£15k). These savings are offset by Summit fit out costs for the Vaccination Centre and NNDR and running costs £49k £397k is in relation to the costs across the Street Scene contract including Trade Waste. 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 costs for the settlement of Covid Claims from IHL for Leisure Services £181k and legal costs in relation to the Summit £66k. There are numerous smaller variances including; Bank Charges for card processing £32k, Planning Service costs £37k, Legal Services £29k offset by ICT savings (£43k) and a performance dividend from Building Control (£22k). There are numerous other variances that are not of the same significance that make up the balance.
Supplies And Services	10,600	8,588	9,844	10,149	9,844	305	Various car allowance savings across services as a result of reduced travelling due to Covid-19 restrictions. Small increase in Discretionary Housing Payments offset by increase grant in Government Grants above. See Recharges for explanation. Charges were waived to IHL for 20/21. Inflation increases anticipated when setting the budget were higher than actual levies.
Transport	158	144	149	118	149	-31	
Benefit Payments	11,112	13,910	10,262	10,268	10,262	6	
Support Services	9,455	7,604	7,604	7,296	7,604	-308	
Third Party Payments	-18	-32					
Drainage Board Levy	1,704	1,760	1,760	1,739	1,760	-21	
External Interest Payable	80	75	75	77	75	2	
Contingency		200					Balance carried Forward
<b>Total Service Expenditure</b>	<b>42,212</b>	<b>41,057</b>	<b>39,032</b>	<b>38,907</b>	<b>39,032</b>	<b>-124</b>	
Accounting - Non Service budgets							
Total Accounting & Non Service Budgets	<b>-7,387</b>	<b>-7,636</b>	<b>-9,248</b>	<b>-9,009</b>	<b>-9,248</b>	<b>239</b>	
<b>Net Total</b>			<b>-43</b>	<b>-371</b>	<b>-43</b>	<b>-327</b>	

**HRA Management Accounts 2020-21**  
**Results as at 31st March**  
HRA

	Previous Year Actuals	Latest Approved Budget	Year to Date		Variances	Comment
	Actual £k	Budget £k	Actual £k	Budget £k	Year to date Actual £k	
<b>Income</b>						
Investment Income	-187	-72	-101	-72	-29	Results at year end generated a return of 0.48% which was better than previously assumed when the budget was revised due to the rates on longer term investments. Slight improved expectation for garage rents.
Garage Rents	-102	-97	-102	-97	-5	
Housing Rents	-11,836	-11,991	-12,010	-11,991	-19	Improved position for rents after initial Covid impact, but still below original estimate.
Customer & Client Receipts	-171	-134	-501	-134	-368	£350k reallocation of Covid Grant, which reimburses MTFs adjustments for savings rents and investment interest losses. Recharges to former tenants now taking place offset by lower fees from Council House sales.
Recharges	-13	-18		-18	18	Internal rechargable works on corporate buildings have not been taking place due to Covid-19 restrictions, therefore no charges raised to date. Works have been focussed on void dwellings instead.
<b>Total Service Income</b>	<b>-12,309</b>	<b>-12,311</b>	<b>-12,714</b>	<b>-12,311</b>	<b>-402</b>	
<b>Expenditure</b>						
Employees	33	77	69	77	-8	Small saving on salaries. Savings were anticipated within the premises budget, but the commencement of the new gas servicing contract has led to significant repair costs escalating in the final quarter on now ageing boilers £193k. This is partially offset by savings on fencing (£42k), Asbestos Surveying (£35k) which are met through the capital programme, Solid Fuel Servicing savings (£30k) through Gas system replacements, Hostels (£24k) and Community Centres (£22k) where spend has been impacted by Covid.
Premises	652	779	825	779	46	
Supplies And Services	1,282	1,258	1,189	1,258	-69	There is a (£58k) saving on Adaptation costs, (£29k) on housing system licence costs from the new system implementation, (£17k) on resource accounting and rent swipe card charges. There is £63k of Health & Safety costs (cleaning properties) and a £35k increase in insurance costs based on property valuations
Support Services	2,855	2,903	2,741	2,903	-162	Reduced recharges from the GF mostly due to Assets Team savings on salaries from the service restructure not being implemented.
Transport	109	204	189	204	-15	The majority of this saving is due to working restrictions reducing fuel use for the vehicle fleet.
Debt Management Expenses	6	6	40	6	34	Fair Value set up cost adjustment against the LGS Loan Repayment.
External Interest Payable	2,413	1,920	1,915	1,920	-5	
Contingencies		75		75	-75	Unused Contingency in year
Provision for Bad Debts	260	267	35	267	-232	Rent write offs paid in year to top up provision. Actual rent provision is sufficient to meet current arrears levels.
<b>Total Service Expenditure</b>	<b>7,610</b>	<b>7,489</b>	<b>7,004</b>	<b>7,489</b>	<b>-485</b>	
Accounting & non service budgets						
Total Accounting & Non Service Budgets	4,699	4,823	4,687	4,823	-136	
<b>Net Total</b>			<b>-1,023</b>		<b>-1,023</b>	



**Planned Savings**

Strategic Category	Lead	General Fund - Potential Saving	Budget Risk	2020/21 Target £000's	2020/21 Forecast £000's	2020/21 Shortfall £000's	Commentary
Growing resources	Suzan Harrington	Asset rationalisation	Medium	31	21	-10	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. This has been built into the budget, but the income from Align has not been received as the contract has not been renewed.
		<b>Total Growing Resources</b>	<b>0</b>	<b>31</b>	<b>21</b>	<b>-10</b>	
Transforming	Suzan Harrington	Introduce CT Penalty Scheme - NEW	Medium	5	0	-5	Council Tax Penalty Scheme was not being enforced due to covid-19 so no charges have been raised, but the scheme is in place and saving built into budgets.
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.
		<b>Total Transforming</b>		<b>50</b>	<b>45</b>	<b>-5</b>	
Commissioning	Suzan Harrington	Contract renegotiations	Low	6	6	0	Renewal of the public conveniences contract has generated a £6k per annum saving.
		<b>Total Collaboration &amp; Commissioning</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	
Technical/housekeeping	Karen Iveson	Reduction in pension contributions	Low	69	69	0	Reduction in pension contributions following the 2019 triennial valuation.
		<b>Total Technical/Housekeeping</b>	<b>0</b>	<b>69</b>	<b>69</b>	<b>0</b>	
		<b>Total</b>		<b>156</b>	<b>141</b>	<b>- 14</b>	

Low Risk		75	75	0
Medium Risk		80	66	-14
High Risk		0	0	-14
<b>Total</b>		<b>156</b>	<b>141</b>	<b>-28</b>

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

**Appendix C : 2020/21 Selby District Council Capital Programme - To 31 March 2021**

General Fund	Annual Budget	Original Budget Incl C/F	Revised Budget	Outturn Actual	YTD Variance	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	3,425	-106,575	106,575	0	Covid-19 and other delays have 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 August 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	106,575		
Website Development	10,000	10,000	0	0	0	0	0	This project is to enhance the platform to allow for future development of the website. Discussions with NYCC will commence in Q1 2021/22 to discuss the scope of the project.	10,000		
Industrial Units - Road Adoption	325,000	325,000	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	5,750	-31,381	31,380	1	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.	31,380		
Benefits & Taxation System upgrade	16,475	16,475	16,475	3,242	-13,233	6,380	6,853	This budget is linked to software upgrades supporting Channel Shift as part of the Digital Strategy	21,380	15,000	15,000
IDOX Planning System	15,000	15,000	19,250	19,250	0	0	0	To support the IDOX suite of software applications for upgrades and patches as part of the IDOX Roadmap. This ensured that we remained PSN compliant throughout 2020/21	15,000	15,000	15,000
ICT - Servers	7,590	7,590	7,590	7,410	-180	0	180	Servers are being upgraded to align to Microsoft licencing requirements.	30,000		
ICT - Software	29,694	29,694	29,694	25,000	-4,694	4,694	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. At the end of the financial year the project was almost complete with the carry forward being used in Q1 21/22 for implementing external sharing of sharepoint and MS Teams to improve how we collaborate with partners.	4,694		
Adobe Licence Replacement	0	0	0	0	0	0	0	Licences replacement programme due 2021/22.	15,000		
Finance System Replacement	0	0	0	0	0	0	0	Replacement for the finance system has been reforecast into 2022/23.	0	150,000	
Committee Management System	3,000	3,000	3,000	0	-3,000	3,000	0	ModernGov software upgrade delayed to 2021/22 as part of legislative changes	3,000		
Upgrade to Assure from M3	20,000	20,000	20,000	11,500	-8,500	8,500	0	This budget is to migrate from M3 to Assure software, this project commenced in Q3 2020/21 to be completed in Q2 2021/22	8,500		
Cash receipting System	32,500	32,500	32,500	0	-32,500	32,500	0	Income Management Software replacement project. The budget for this project will be used for the capital purchase of the system, training and consultancy on the new software due to GO LIVE in Q3 2021/22.	32,500		
Northgate Revs & Bens	7,856	7,856	3,606	0	-3,606	3,600	6	Budget required for system upgrades following legislative changes in relation to e-billing in line with the Digital Strategy	3,600		

**Appendix C : 2020/21 Selby District Council Capital Programme - To 31 March 2021**

General Fund	Annual Budget	Original Budget Incl C/F	Revised Budget	Year to date Actual	Year to date Variance	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	18,253	-14,527	0	14,527	All landlord maintenance works were completed prior to the end of the year and an accrual was completed as purchase orders had been raised but the invoices had not been received. No further works required therefore the 2020/21 balance will not be carried forward.	47,891	9,005	17,746
Committee Room Microphone system	65,000	65,000	0	0	0	0	0	Specification is written and tenders have been invited for the Committee Room microphone system. However, the project is currently on hold due to Covid-19 and expected to be completed in 2021/22.	65,000		
Portholme Road Collapsed Culvert	0	0	0	-14,060	-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	13,527	-22,473	22,473	0	Implementation of the revised car park tariffs was delayed whilst technical issues relating to acceptance of card transactions was resolved. Final upgrading and commissioning of the car park machines will now occur in Q1 2021/22.	22,473		
Industrial Units Maintenance	150,000	150,000	20,000	0	-20,000	20,000	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 forecast has been revised to £25k 21/22 for unforeseen costs with the balance in 22/23.	25,000	229,400	
Car Park Improvement Programme	530,096	530,096	300,000	9,928	-290,072	290,072	0	Work to progress improvement to Back Micklegate and Micklegate car parks was delayed in order to maximise funding options through external funding bids such as the Heritage Action Zone funding; however delays have also been encountered due to discussions with Landowners. 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. Work to install the first of two Electrical Vehicle Charging Points (EVCP) has been completed at South Parade car park. Installation of the second charger at Back Micklegate is currently on hold pending confirmation from the Environment Agency of their timetable for removal of additional pumping equipment brought in during the most recent flooding events. The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted staff availability to progress project works such as this. As we gradually move towards pre-Covid norms we will be looking to reinstate project delivery.	520,168		
ICT - Channel Shift 2 Website & Intranet	57,500	57,500	57,500	40,775	-16,725	16,720	5	Citizens Access Portal (Revenues) is anticipated to go Live in Q2 2021/22 with Citizens Access Portal (Benefits) in Q3 2021/22. The remaining budget will be used for e-forms development through 2021/22	16,720		
ICT - Channel Shift 3 Website & Intranet	18,000	18,000	0	0	0	0	0	Channel shift Phase 3 - Housing management CX Portal project which has been delayed will commence throughout 2021/22 once Channel Shift 2 has been completed and the Civica CX Phase 2 project has commenced. This project is linked to the Income Management System replacement project.	18,000		
ICT - Disaster Recovery Improvements - Software / Hardware	24,786	24,786	24,786	6,992	-17,794	17,790	4	This budget is for improvements aligned to Microsoft requirements & Disaster Recovery Improvements in 2021/22. A number of Oracle server upgrades will be required throughout the year to ensure that they remain compatible following software upgrades.	17,790		
ICT - End User Devices - Software / Hardware	25,341	25,341	25,341	20,078	-5,263	5,260	3	Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy.	54,760	49,500	49,500
ICT - Digital Workforce - Telephones - Mobile Working	16,000	16,000	16,000	13,705	-2,295	2,270	25	Budget is for replacement Mobile hardware in relation to the digital workforce strand of the digital strategy.	11,770	9,500	9,500

**Appendix C : 2020/21 Selby District Council Capital Programme - To 31 March 2021**

General Fund	Annual Budget	Original Budget Incl C/F	Revised Budget	Year to date Actual	Year to date Variance	Carry Forward	Forecast Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
South Milford Retaining Wall	15,000	15,000	15,000	0	-15,000	15,000	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. The budget has been carried forward into 21/22 pending approval for the works to be carried out.	15,000		
Waste Collection Fleet	4,000,000	4,000,000	4,000,000	3,971,320	-28,680	0	28,680	All vehicles have now been received and the final cost is slightly below expected spend.			
Wheelie Bins	104,869	104,869	104,869	104,869	0	0	-0	As part of the rollout of the new recycling service alternative bin size options have been given to our residents who experience difficulties with the original bins provided. The costs of these bins have been funded through revenue as part of the realignment of the overall Streetscene contract. Bins are no longer provided through the contract and the Council is responsible for the purchase of new bins as both replacements and for new housing development which will be rechargeable.			
Council Play Area Maintenance	105,000	105,000	105,000	7,263	-97,737	97,730	7	All safety surface repairs have been completed and we are due to award the contract for the Grange Road project during May 2021 following a procurement exercise. Works to the second play area from Year 1 will be going out to tender shortly. A budget carry forward has been completed.	197,730	100,000	
Replacement of Vehicle Fleet	7,950	7,950	7,950	4,440	-3,510	3,510	0	The Council's replacement commercial vehicle fleet has now arrived and is fully operational.	3,510		
Purchase of Land	937,500	937,500	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	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	11,309	-27,722	27,720	2	Take up of RAS Loans has been slow during 2020/21, due in part to the on-going Covid-19 situation but also due to alternative options for heating loans being available this year through the Better Home Yorkshire funding stream. In total 9 RAS loans were completed in the year, compared to 11 completed in 2019/2021. Historically, RAS loans are repaid to the council upon sale of the property allowing them to be recycled into new loans. This allows more vulnerable households to receive the help they need. In 2020/21 we received 3 repaid loans totalling £14,152 which meant that around 3 additional households will be able to receive essential assistance. We would expect to receive at least a similar number of repayments in 2021/22.	27,720		
Empty Property Grants	80,000	80,000	80,000	75,114	-4,886	4,886	0	Empty Homes Grants remain popular and are an excellent way of sourcing private rented accommodation for vulnerable households at risk of homelessness. We have completed 5 Empty Homes Grants during 2020/21, leading to 8 new units of private rented accommodation being made available to the Housing options service. It is anticipated that similar interest in grants will be maintained during 2021/22 which should ensure that our available private rented portfolio continues to grow.	84,886	80,000	
Disabled Facilities Grants (DFG)	680,317	680,317	294,570	298,190	3,620	-3,620	0	The initial lockdown caused the biggest issues with contractors off site for 12 weeks. There has also been some issues with the supply chain as some equipment is specialised and has been delayed due to lockdown and leaving the EU. In total we estimate contractors we off site for 16 weeks. That said, as you can see from the numbers below, overall the performance is good, 50 DFGs were completed spending a total of £298,190 of the available budget £680,317 and the service maintained its 2020/21 performance of 70 days average time to complete from approval.	813,357	402,360	402,360
<b>Total General Fund</b>	<b>9,939,416</b>	<b>9,939,416</b>	<b>5,438,073</b>	<b>4,657,280</b>	<b>-780,793</b>	<b>716,440</b>	<b>64,353</b>		<b>5,960,904</b>	<b>10,191,803</b>	<b>509,106</b>

**Appendix C : 2020/21 Selby District Council Capital Programme - To 31 March 2021**

Housing Revenue Account	Annual Budget	Original Budget Incl C/F	Revised Budget	Year to date Actual	Year to date Variance	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	28,710	-103,665	103,665	0	The remaining capital of £104k is expected to be paid following the Phase 2 project start-up in Q1 2021/22.	103,665		
St Wilfrid's Court	113,000	113,000	19,267	17,969	-1,298	0	1,298	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. In line with the Government's roadmap we aim to complete the scoping works by late June 2021 with tenders issued in July 2021. This will ensure site visits required by prospective tenderers can be completed with minimal risks to residents.	93,733		
Environmental Improvement Plan	108,152	108,152	108,152	0	-108,152	108,152	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 been delayed by the coronavirus outbreak.	108,152		
Housing Development Project	3,427,643	3,427,643	50,000	26,361	-23,639	23,630	9	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 is anticipated to be issued for tender in Q2 2021/22 with a view to build commencement in Q3 2021/22. The forecast has been adjusted to reflect the build over 2 financial years.	1,701,273	1,700,000	
Seaside Hostel	10,394	10,394	10,394	9,125	-1,269	0	1,269	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.			
Community Centre Refurbishment	64,377	64,377	0	0	0	0	0	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.	64,377		
Empty Homes Programme - Improvements to Property	1,094,740	1,094,740	252,632	595	-252,037	252,030	7	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 was delayed due to the pandemic but now works are complete and these are now let. 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. We have identified further properties which we are assessing and if they are considered suitable will progress with valuations and financial viability assessments. A revised programme is being drawn up for further acquisitions following the approval of the revised Affordable Housing Delivery Strategy.	200,000	894,138	
Assets Vehicle Fleet	60,950	60,950	60,950	60,950	0	0	0	The Council's replacement commercial vehicle fleet has now arrived and is fully operational.			

**Appendix C : 2020/21 Selby District Council Capital Programme - To 31 March 2021**

Housing Revenue Account	Annual Budget	Original Budget Incl C/F	Revised Budget	Year to date Actual	Year to date Variance	Carry Forward	Forecast Variance	Comments	Forecast 21/22	Forecast 22/23	Forecast 23/24
Energy Efficient Programme	701,869	701,869	701,869	346,007	-355,862	355,860		2 The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	856,084	510,225	520,430
Health and Safety Improvement Programme	886,724	886,724	886,724	544,817	-341,907	341,910		-3 The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	1,010,562	554,675	565,770
Property Refurbishment Programme	4,618,490	4,618,490	3,500,000	3,220,365	-279,635	279,630		5 The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	5,013,864	3,677,796	3,740,890
Property Investment Programme	1,140,375	1,140,375	350,000	342,281	-7,719	7,720		-1 The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	1,381,030	427,133	435,680
	0	0		0	0	0	0				
<b>Total HRA</b>	<b>12,359,089</b>	<b>12,359,089</b>	<b>6,072,363</b>	<b>4,597,180</b>	<b>-1,475,183</b>	<b>1,472,597</b>	<b>2,586</b>		<b>10,532,740</b>	<b>7,763,967</b>	<b>5,262,770</b>
<b>Total Capital Programme</b>	<b>22,298,505</b>	<b>22,298,505</b>	<b>11,510,436</b>	<b>9,254,460</b>	<b>-2,255,976</b>	<b>2,189,037</b>	<b>66,939</b>		<b>16,493,644</b>	<b>17,955,770</b>	<b>5,771,876</b>

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

Project	Lead Officer	Multi-Year Project Budget	Position @ 31 March 2021		Project Budget Remaining	Update	Phasing of future spend Q4			
			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	1,222,952	141,191	1,222,952	1,081,761	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. New delivery Framework in place for the next spend period. Recruitment of Events Officer is now complete.	141,191	611,761	340,000	130,000
Celebrating Selby 950	Angela Crossland	7,831	7,831	7,831	0	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.	7,831	0	0	
Low Carbon resources	Stuart Robinson	135,000	0	135,000	135,000	Low carbon/Environmental Projects Officer to oversee Low Carbon work. The Officer has now been recruited in April 2021 and is progressing with the Carbon reduction Plan.	0	45,000	45,000	45,000
Marketing Selby's USP	Stuart Robinson / Communications	157,753	4,841	157,753	152,912	Development of place branding case studies slowed in the second half of 2020/21 as we prioritised response to the pandemic and recruited a replacement Communications & Marketing Manager. The delivery of this project will be re-energised in 2021/22 following the successful recruitment to this post. The additional budget approved in 2020/21 includes the Communications & Marketing Officer role for a further 3 years.	4,841	50,971	50,971	50,970
Retail Experience - STEP	Duncan Ferguson	66,749	2,968	66,749	63,781	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.	2,968	63,781	0	
Legal Support	Julian Rudd / Alison Hertley	139,000	0	139,000	139,000	Legal Support for agreements and advice associated with the P4G programme / projects	0	47,000	46,000	46,000
Towns Masterplanning (Regeneration)	Duncan Ferguson	702,257	75,726	702,257	626,531	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 programmed now to finish in June 2021. 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. A contribution from this fund has been used to support the Places and Movement Study, in partnership with NYCC Highways and YNY 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 will be used to support the MHCLG Reopening High Street Safely Fund (RHSSF). Recent indication from MHCLG that a further £80k grant available for 21/22 from MHCLG, under extended RHSSF programme. Re-branded for 21/22 as Welcome Back Fund.	75,726	626,531	0	
Strategic Sites Masterplanning	Duncan ferguson	244,832	(25,853)	244,832	270,685	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. The current year credit relates to the reallocation of £65k of prior year costs to the TCF project cost budget code to match where the grant income is allocated	-25,853	245,685	25,000	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
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.	0	19,282	0	
Growing Enterprise	Iain Brown	270,542	(884)	270,542	271,426	Budget to support one of the 10 priorities in Economic Development Framework (EDF) 2 year delivery programme as approved at the January 2019 Executive. New post COVID initiatives will be funded through the coming year (2021/22)-to include a widening of the skills support programme and work specifically with Start-up businesses initiated during and after COVID restrictions are lifted. 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.	-884	166,426	70,000	35,000
Selby TCF Revenue	Duncan ferguson	0	(56,542)	0	56,542	Full year 2020/21 spend (credit) relates to the grant recovery for 2019/20 and 2020/21 recovered from WYCA. The credit is due to the 2019/20 income being received in the current year.	-56,542	56,542		
HAZ	Caroline Skelly	20,000	444	20,000	19,556	The Project Fund is a match 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. At the end of financial year £444 had been spent against the Block Party project, a series of minecraft workshops engaging young children to build their own town in minecraft.	444	10,556	5,000	4,000
Empty Homes	June Rothwell Simon Parkinson	3,846	95	3,846	3,751	This budget supports the work of the private sector housing team and the empty homes officer to bring empty homes back into use. Overall the project is very successful and the Empty Homes Officer has directly helped bring 99 empty homes back into use during 2020/21. the majority of this success is achieved through offering advice and assistance to owners. At times, we need to utilise our enforcement powers to secure empty homes and to eradicate issues that are a statutory nuisance or prejudicial to health to neighbours. This budget specifically contributes to this area of enforcement work.	95	3,751	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.	0	20,000	14,850	
Stepping Up' Housing Delivery	June Rothwell Phil Hiscott	7,052	2,114	7,052	4,938	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. As Government restrictions continue to ease we will be looking to recommence works to deliver the Council's Housing Development Programme. An Affordable Housing Strategy has been agreed by the Executive and is being progressed.	2,114	4,938	0	
Olympia Park	Iain Brown	14,733	10,000	14,733	4,733	The outstanding Olympia park fess have now been settled in full and there are no further outstanding costs. The remaining balance within this budget will be transferred to another P4G budget cost centre in due course.	10,000	4,733	0	
Making our Assets work	Duncan ferguson	100,000	47,449	100,000	52,551	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.	47,449	32,551	20,000	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
Housing development Feasibility Work	Phil Hiscott	303,546	14,178	303,546	289,368	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. It is expected that Burn will progress to planning in Q1 2021/22. These sites will progress to tender stage in Q2 2021/22. A proportion of the costs have been incurred as abortive fees against sites which will not be progressing.	14,178	139,368	100,000	50,000
Asset Strategy	Phil Hiscott	80,000	0	80,000	80,000	Work to review/agree the brief has been completed. It is anticipated tenders for completion of the work will be issued in Q2 2021/22 subject to the outcome of the Local Government Review. Works have been delayed due to Covid-19. The Property Service staff review has commenced, which will provide capacity to progress this work. A brief for the Strategy has been prepared and is being updated, the target date for this is 30 Sept 2021. The disposal part of the Portholme Road site to Aldi has completed providing a £30 capital receipt.	0	80,000	0	
Finance Support	Peter Williams	139,000	0	139,000	139,000	Business Case development & Financial monitoring / reporting	0	46,000	46,000	47,000
Commercial property acquisition fund	Duncan ferguson	2,571,570	0	2,571,570	2,571,570	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.	0	1,532,146	1,039,424	
High Street shop fronts	Caroline Skelly	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	32,000	40,000	28,000
New land Public Realm	Caroline Skelly	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	50,000	100,000	50,000
Selby TCF Capital	Duncan Ferguson	467,854	467,854	467,854	0	The current year costs relate to the purchase of James William House in relation to the TCF project.	467,854			
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. Low Carbon Officer recruited and in place beginning 2021-22. The project spend will be determined in accordance with low carbon action plan. Early indications including tree planting initiative and development of community led ideas (Just Transition project). The latter would be towards end of 21/22.	0	400,000	400,000	400,000
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.	0	350,000	650,000	0
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.	0	250,000	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.	0	250,000	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	0	87,000	87,000	87,000
Funding for the 15% parish council contribution for the new Bawtry roundabout - £35062	Caroline Skelly	35,062	35,062	35,062	0	Funding for the 15% parish council contribution for the new Bawtry roundabout, this was paid in Q4.	35,062			

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 20/21	Forecast	Project Budget Remaining	Update	Forecast 20/21	Forecast 21/22	Forecast 22/23	Forecast 23/24
Staffing costs		3,459,475	735,568	3,459,475	2,723,907	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. JD note - within the salary costs is a credit for the reallocation of salary contributions towards the TFC project, these costs are shown within the overall TCF revenue budget	735,568	1,151,690	1,173,520	398,697
Contingency		415,138	0	415,138	415,138	The funding we are receiving from the West & North Yorkshire Business Rates pool for the Tour de Yorkshire and UCI £200k has been put back into P4G contingency to fund essential work on the asset management strategy. Also the balance remaining on Tadcaster Linear Park has been transferred back to P4G contingency.	0	415,138		
		<b>14,432,605</b>	<b>1,462,042</b>	<b>14,432,605</b>	<b>12,970,563</b>		<b>1,462,042</b>	<b>6,846,131</b>	<b>4,752,765</b>	<b>1,371,667</b>

## Appendix E - General Fund Revenue Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFR001	SF0603	0101	NYBTG - Training Course Fees	T Fox	Monies are held on behalf of the 8 North Yorkshire authorities for the purpose of the North Yorkshire Benefits Training Group and therefore do not belong to SDC. Money is kept in reserve and carried forward yearly for any extra joint courses or advertising campaigns etc.	15,782	6,532	6,530
GFR002	SJ0243	0001	Taxation, benefits & Debt - Gross pay	T Fox	This is DWP funding paid to Local Authorities to provide them with capacity to process Verify Earnings and Pensions (VEP) alerts and Real Time Information (RTI) referrals. Local Authorities were asked to use the funding to administer as many alerts/referrals as possible within the capacity provided by the funding. We have used the funding to pay for an additional staff member on a temporary contract to carry out this work. The DWP monitor the performance of the local authority to complete these alerts and they are happy with our current performance. We will need this funding carrying forward to continue to pay for this salary spend, with half a post currently agreed on a temporary contract until September 2021. We need the budget to cover any additional staffing resource that may be needed if the alerts increase.	29,148	15,265	15,260
GFR003	SJ0212	3124	ICT consultancy fees	C Smith	Carry Forward for 3rd party consultancy to support changes required to our Network/Infrastructure throughout 2021/22 The work is a Corporate recovery plan based on new working conditions / home working strategy etc. So the c/f would allow us to implement this.	21,940	9,140	9,140
GFR006	SJ0217	3179	External contractors	S Robinson	Carry forward request is to fund the OD programme already agreed by LT and which has commenced. However, the majority of the programme will be delivered in 21/22 and NYCC will invoice us in 21/22.	141,563	35,299	35,300
GFR007	SJ0217	3561	HR Subscriptions	S Robinson	HR personnel system budget was removed as a potential saving in advance of the better together arrangement. However we cant use the NYCC system and we still need one!! We will be able to fund this from HR subscriptions in 21/22 if we can c/f this amount. Need to consider a bid for 22/23	11,810	3,088	3,090
GFR008	SJ0217	0106	HR Short course fees	S Robinson	we have not progressed training as much as we'd liked this year - I don't want staff to lose out as this is their development budget	15,580	9,071	9,070

## Appendix E - General Fund Revenue Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFR009	SJ0217	0110	HR Qualification course fees	S Robinson	we have not progressed training as much as we'd liked this year - fully expect to remedy that next year - I don't want staff to lose out as this is their development budget	14,000	10,695	10,690
GFR011	SF0303	3596	Homeless persons project fund	S Parkinson	The Homeless Persons Project Fund funds projects and initiatives that support those who are homeless or at risk of homelessness to secure move-on and permanent housing solutions. The budget is supported by MHCLG grant funding which is ringfenced for homelessness services. The carry forward is therefore requested to ensure that the statutory homelessness service continues to delivery in line with the requirements of the Homelessness Reduction Act 2017.	777,803	94,779	90,000
GFR015	SJ0235	0007	Data & Systems - Agency	C Smith	To enable the implementation of Phase 2 on the Housing Management Software throughout 2021/22.	47,265	34,777	34,780
GFR016	SD0502	3179	CEF external contractors	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for community support, the remaining balance will be carried forward as part of the new process when it is agreed.	20,000	10,667	10,670
GFR017	SD0505	3596	CEF Projects fund	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	20,000	32,892	32,890
GFR018	SG0104	3507	Chairman's Allowance	P Mann	The Chairman's year of office is from May to May and any outstanding balance remaining from their budget will be paid to their charity	5,910	4,469	4,470
GFR019	SD0503	3596	Eastern CEF Projects Fund	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	20,000	49,803	49,800

## Appendix E - General Fund Revenue Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFR020	SD0506	3596	Southern CEF projects fund	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	20,000	34,149	34,150
GFR021	SD0504	3535	Tadcaster & Villages CEF FWAG Grant	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	20,000	5,800	5,800
GFR022	SD0504	3596	Tadcaster & Villages CEF projects fund	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	6,366	6,366	6,370
GFR023	SD0507	3596	Western CEF projects fund	P Mann	Work is currently taking place on the review of CEFs and as this was part of the CEF budget for the Central CEF, the remaining balance will be carried forward as part of the new process when it is agreed. The figure includes the carry forward figure from last year as CEF meetings were not held due to Covid therefore no grants were approved.	20,000	10,994	10,990
GFR024	SD0302	3121	Local plan Specialist fee	C Skelly	Full remaining budget of £327,786 is required to support the completion of the Local Plan up to 2023.	583,212	335,580	335,580
GFR025	SD0304	3121	Neighbourhood plans	C Skelly	Budget from MHCLG Grants for supporting Neighbourhood Plans. No further grants available for this purpose and therefore budget needed to support existing and future neighbourhood plan areas.	30,879	30,569	30,569
GFR026	SC0215	3628	Food safety - Misc.	W Palmer	This budget is used to procure food hygiene inspections from a third-party and due to the pandemic and the associated restrictions this has not taken place during 2020-21. The cfwd is requested to cover the backlog of food hygiene inspections that has resulted in addition to those programmed to take place in this working year.	4,000	3,898	3,800

## Appendix E - General Fund Revenue Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFR027	SJ0219	0001	Gross pay	A Hartley / JD	Following the drawdown approval of the £166k Planning backlog - the following budgets were allocated to Legal. A carry forward is required due to the delay in recruiting to the position. Karen Winnard	16,400	7,910	7,910
GFR028	SD0203	0007	Agency	R Hardingham / JD	Following the additional £60k approval for recruiting additional agency for the backlog work (funded from vacancies) the following carry forwards are required - E Maw / D Holgate Note - of the £60k approval the R King extending hours element has not been carried forward as the costs for Ryan & Paula Craddock to year end were absorbed within the £166k approval	56,000	31,663	31,663
GFR029	SD0203	0007	Agency	R Hardingham / JD	Following the drawdown approval of the £166k Planning backlog - the following budgets are required to be carried forward due to the delays in recruiting the agency staff Neil Langley	166,000	36,776	36,776
GFR030	SA0501	3532	Miscellaneous Grants	A Crossland	The funding is earmarked to match fund the development of a lift at Selby Station in line with the TCF station development. The funding has been held in this budget code until the point where the work commences. Spend is reliant on that project timeline. Project is a major development and is envisaged to complete by April 2023.	50,000	50,000	50,000
GFR031	SC0501	3596	CS Partner Contributions	A Crossland	This budget is made up of OFPCC grant contributions and is protected by the grant agreement in place.	8,967	6,535	6,535
GFR032	SB0208	3124	Countryside Recreation & Management	A Crossland	Other than the TPT contribution, this budget was allocated to carry out inspections and tree works at the St James' site and on Brayton Barff. Due to the Covid-19 pandemic, much of the intended work was paused due to both internal resource and partner availability. Works were also delayed as they can only be delivered outside of nesting season. Now that restrictions are beginning to lift, work is taking place alongside Councillor Crane, Yorkshire Water and a local community group.	12,678	12,029	12,029
GFR034	SL0101	3650	Commissioning Contingency	K Iveson	Balance remaining of commissioning contingency to support Leader in 21/22	12,697	12,697	12,690
GFR035	SL0101	3650	Operational Contingency	K Iveson	Balance remaining of Operational contingency to support services in 21/22	120,820	120,820	120,820

**Appendix E - General Fund Revenue Carry Forwards**

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
<b>Grand Totals</b>						<b>2,268,820</b>	<b>1,022,263</b>	<b>1,017,372</b>

## Appendix E - General Fund Capital Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFC001	SZ3001	3596	Transforming Customer Services	A Heap	Move the Contact Centre to the Civic Centre	110,000	106,575	106,575
GFC002	SZ3058	1001	Council play areas - maintenance	A Brookes	This capital budget is for phase one of a 3 year play area refurbishment project.20/21 The planned safety surface repairs have been carried out to 6 play areas but due to Covid, we have been unable to complete the major refurbishment of the two play areas as planned.20/21 We are currently out to tender for one of the sites and works here will be completed by the end of May.20/21 Works to the second site will be completed in Q2 but we still plan to commence phase 2 of the project in early 2021/22 to keep the rest of the project on time.	105,000	97,737	97,730
GFC003	SZ3017	3392	Software	J Clewley	Carry forward request is due to being delayed on completing the implementation Microsoft software (Sharepoint) due to covid restrictions This spend will be spent in Q1 21/22 to deliver training to end users The carry forward request supports delivering great value from our ICT investments and enables us to better collaborate with partners whilst keeping our information secure.	29,694	4,694	4,694
GFC004	SZ3050	3397	End user devices	J Clewley	Carry forward request is due to being delayed on purchasing all the new devices required due to covid restrictions - this will be spent in Q1 21/22 to deliver in a timely manner when Cllrs and Officers can visit the office for set up The carry forward request supports the digital workforce programme addressing the needs of SDC councillors to provide them with devices that are fit for purpose, now that the current devices are coming to end of life.20/21It enables us to20/21deliver	25,341	5,263	5,260
GFC005	SZ3051	3314	Digital workforce	J Clewley	Carry forward request is due to being delayed on purchasing all the new devices required due to covid restrictions - this will be spent in Q1 21/22 to deliver in a timely manner when Cllrs and Officers can visit the office for set up The carry forward request supports the digital workforce programme addressing the needs of SDC councillors to provide them with devices that are fit for purpose, now that the current devices are coming to end of life.20/21It enables us to20/21deliver great value from ICT investments.	16,000	2,272	2,270
GFC006	SZ4001	4801	Repair assistance loans	S Parkinson	We received £10,152 in repaid loan funds during 2020/21. These monies are recycled to provide additional support to vulnerable private households with essential and emergency repairs. This figure, plus additional committed funding from this years capital budget, requires carrying forward into 2021/22 to cover new loan applications. The repaid loans will include an element of previously spent Regional Housing Board funding which, if recycled, must be used for Private Sector Housing initiatives.	39,031	27,722	27,720
GFC007	SZ3049	3367	Disaster recovery improvements	C Smith	Implement changes to the infrastructure to enhance our DR arrangements.20/21	24,786	17,794	17,790
GFC008	SZ3047	3375	Channel Shift	C Smith	Carry Forward to be used to implement Citizen Access Revenues & Citizen Access Benefits to help our Customers help themselves and reduce the numbers of contacts at the CCC.	57,500	16,725	16,720
GFC009	SZ5002	3392	Asset management system	C Smith	Carry Forward to be used for the Final payment of the CX Housing System following Phase 2 GO LIVE in 2021/22.	132,375	103,665	103,660
GFC010	SZ3025	3358	ICT Capital projects	C Smith	To be used to implement the CivicaPay software to replace the PARIS software. This includes introducing a payment portal for customers	32,500	32,500	32,500
GFC011	SZ3025	3353	ICT Capital projects	C Smith	Remaining budget to be used to implement the20/21migration from Northgate M3 to Northgate Assure in Q2 2021/22	20,000	8,500	8,500
GFC012	SZ3021	3374	Committee management system	C Smith	To enhance/upgrade our current Committee Management System in20/212021/22	3,000	3,000	3,000
GFC013	SZ3025	3366	ICT Capital projects	C Smith	Carry Forward to be used for upgrades and changes to the Northgate Suite of applications used in the Revs & Bens Business Unit.	3,606	3,606	3,600



## Appendix E - General Fund Capital Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
GFC014	SZ3008	3367	GIS System	C Smith	To be used to purchase an Appointment system or software required for the new Customer Contact Centre in 2021/22.	37,131	31,381	31,380
GFC015	SZ3012	3374	R&B Software	C Smith	To be used to maintain/develop the Revenues & Benefits software throughout 2021/22.20/21Throughout the year legislative changes will need to be implemented that will not be 20/21government funded so therefore timely upgrades will need to be system is processing data accurately. applied to ensure the system is processing data accurately.	16,475	6,382	6,380
GFC016	SZ3041	1002	CarPark ticket machines	P Hiscott	Difficulties with the banks regarding implementation of card transactions has resulted in implementation delays of the upgraded car park ticket machines. The issue has however now been resolved hence the funding for final upgrading and commissioning of the car park machines will be required in 2021/22.	36,000	22,473	22,473
GFC017	SZ3045	1031	Car park improvement fund	P Hiscott	The multiple lockdowns experienced during the year as a result of Covid-19 have severely impacted staff availability to progress project works such as this. As we seek to gradually move towards pre-Covid norms we will be looking to reinstate project delivery. The funding will therefore be required to support this work moving forwards.	300,000	290,072	290,072
GFC018	SZ3055	1031	South Milford Retaining wall	P Hiscott	The multiple lockdowns experienced during the year as a result of Covid-19 have severely impacted staff availability to progress project works such as this. As we seek to gradually move towards pre-Covid norms we will be looking to recommence delivery of such works and will thus requiring the funding to do so.	15,000	15,000	15,000
GFC019	SZ3059	2001	Repair Vehicle Fleet	P Hiscott	Whilst the majority of the new vehicle fleet has now been received, discussion continues with our fleet provider regarding potential wear and tear charges on the outgoing fleet and additional livery and racking costs for the replacement fleet. Subject to the outcome of these discussions this funding would be required to cover these costs.	7,950	3,510	3,510
GFC020	SZ3044	1001	Industrial Units Maintenance	P Hiscott	Works not progressed as anticipated over the year, this balance was left to cover off any essential works required in the final quarter but was not required.	20,000	20,000	20,000
GFC021	SZ4002	4802	Disabled Facilities Grants	D Fussey	Small overspend on service for year, needs to be pulled back from 21/22	294,570	-3,620	-3,620
GFC022	SZ4005	3532	Empty Property Grants	S Parkinson	The full Empty Homes Grant budget has been committed for 2021/22. However, one scheme has failed to complete by year end (10 Barby Road, Selby) leaving £5k of the grant for this property still to be paid. The carry forward is requested in order to ensure this grant can be fully discharged upon completion of the eligible work.	80,000	4,886	4,886
<b>Grand Totals</b>						<b>1,405,959</b>	<b>820,137</b>	<b>820,100</b>

## Appendix E - HRA Revenue Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
HRAR001	SQ0110	3181	Direct Works HSG - Sub-Contractors Responsive	P Hiscott	The multiple lockdowns experienced during the year as a result of Covid-19 resulted in the suspension of non-urgent repairs. As we seek to recover the position following the easing of restrictions this is likely to result in increased sub-contractor spend in 21/22.	242,900	19,610	19,610
HRAR002	SQ0110	3004	Direct Works HSG - Equipment and materials	P Hiscott	The multiple lockdowns experienced during the year as a result of Covid-19 resulted in the suspension of non-urgent repairs. As we seek to recover the position following the easing of restrictions this is likely to result in increased material spend in 21/22.	271,740	15,653	15,650
HRAR003	SQ0110	3031	Direct Works HSG - Clothing and Uniforms	P Hiscott	Covid-19 restrictions resulted in proposals to completely replace the workforce uniform being placed on hold initially and then suspended until such time as sample sizes could be provided by the supplier. Unfortunately this has still not been possible, hence the funding required to replace the uniform will be required in 21/22.	15,000	14,627	14,627
HRAR004	SQ0110	0007	Direct Works HSG - Agency Staff	P Hiscott	ATR Approved for agency staff to catch up on responsive repairs funded from £350k Covid Recovery Fund	350,000	46,000	46,000
<b>Grand Totals</b>						<b>879,640</b>	<b>95,890</b>	<b>95,887</b>

## Appendix E - HRA Capital Carry Forwards

Ref	Cost Centre	Detail Code	Description	Lead Officer	Dept.	Purpose of Carry Forward	20/21 Current Budget	Remaining Budget	Carry Forward Request
HRAC001	SZ5022	1031	Environmental Improvement Plan	Phil Hiscott		This funding is earmarked to support a scheme being led by colleagues in the Contracts and Procurement Team. Work to progress the scheme has been delayed by the coronavirus outbreak.	108,152	108,152	108,152
HRAC002	SZ5047	1031	Energy Efficiency programme	Phil Hiscott		The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	701,869	355,862	355,860
HRAC003	SZ5048	1031	H&S Improvement programme	Phil Hiscott		The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	886,724	341,907	341,900
HRAC004	SZ5049	1031	Property refurb programme	Phil Hiscott		The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	3,500,000	279,635	279,630
HRAC005	SZ5050	1031	Property investment programme	Phil Hiscott		The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages.	350,000	7,720	7,720
HRAC006	SZ5023	3199	Housing Development Schemes	Phil Hiscott		Balance of remaining HDP funds not previously carried forward	50,000	23,639	23,630
HRAC007	SZ5034	1034	Empty Homes Programme	Sarah Thompson		Balance of Empty Homes Scheme budget to carry forward to support purchase of property	252,632	252,037	252,030
Grand Totals							<b>5,849,377</b>	<b>1,368,952</b>	<b>1,368,922</b>

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**Report Reference Number:** S/21/3

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**To:** Scrutiny Committee  
**Date:** 1 July 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

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**Title:** Treasury Management – Quarterly Update Q4 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 March 2021 (Q4) and presents performance against the Prudential Indicators.

The Quarter 4 report was considered was considered by the Executive at its meeting on 27 May 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 27 May 2021 attached at Appendix A.

**2. The Report**

**2.1** Please see section 2 of the report considered by the Executive on 27 May 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 27 May 2021 attached at Appendix A.

#### **4.2 Financial Implications**

Please also see section 4 of the report considered by the Executive on 27 May 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 from 27 May 2021

Appendix B – Appendix A of Executive Report from 27 May 2021 - Prudential Indicators at 31 March 2021

**Contact Officer:**

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**Report Reference Number: E/21/2**

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**To: Executive**  
**Date: 27 May 2021**  
**Status: Non Key Decision**  
**Ward(s) Affected: All**  
**Author: Chris Chapman, Accountant**  
**Lead Executive Member: Councillor Cliff Lunn, Lead Executive Member for Finance and Resources**  
**Lead Officer: Karen Iveson, Chief Finance Officer, S151**

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**Title: Treasury Management – Quarterly Update Q4 2020/21**

**Summary:**

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1<sup>st</sup> April 2020 to 31 March 2021 and presents performance against the Prudential Indicators.

Investments – On average the Council's investments held in the NYCC investment pool totalled £74.91m over the year at an average rate of 0.48% and earned interest of £364k (£263k allocated to the General Fund; £101k allocated to the HRA) which is £104k above the total annual budget. This exceeded the Q3 estimated return of £331k by £34k, where it was noted that, whilst in-year performance was better than expected, the Bank Rate remained low and a Brexit trade deal was still yet to be agreed.

In addition to investments held in the pool, the council has £4.65m invested in property funds as at 31 March 2021. The funds achieved 3.69% revenue return and 0.72% capital loss. This resulted in revenue income of £169.9k to the end of Q4 and an 'unrealised' capital loss of £33.9k. 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 31 March 2021, (£1.6m relating to the General Fund; £51.233m relating to the HRA), Interest payments of £1.992m were paid in 2020/21, a saving of £2k against budget. The Council undertook no short term borrowing in year.

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

Looking ahead to 2021/22 investment returns are expected to continue to reduce due to the Bank Base Rate being forecasted to remain at 0.1% over the coming year. No changes to the Treasury Management Strategy are proposed.

## **Recommendations:**

- i. Councillors endorse the actions of officers on the Council's treasury activities for Q4 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 final monitoring report for treasury management in 2020/21 and covers the period 1 April 2020 to 31 March 2021. 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 05 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) and the amount of interest paid on borrowing £1.994m (£75k General Fund, £1.919m 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 2020/21 up to 31 March 2021:
  - the first national lockdown due to the Coronavirus pandemic in late March 2020 caused an economic downturn that exceeded the one caused by the financial crisis of 2008/09;
  - The shorter, second lockdown in November and third lockdown in January 2021, saw businesses and individuals proving more resilient, resulting in less damage to the economy than was caused in the first lockdown;

- the fast programme of vaccination in both the UK and US is expected to lead to a return to something approaching normal life during the second half of 2021, and has been instrumental in speeding economic recovery and the reopening of the economy. It is therefore expected that the UK economy could recover its pre-pandemic level of economic activity during quarter 1 of 2022;
- the final Brexit agreement on 24th December 2020 eliminated a significant downside risk for the UK economy. The initial agreement only covered trade so there is further work to be done on the services sector where temporary equivalence has been granted in both directions between the UK and EU; that now needs to be formalised on a permanent basis. There was much disruption to trade in January as new administrative procedure were implemented. This appears to have eased, although remains acute in some areas.

### Interest Rate Forecasts

2.2 The movement in relevant UK market interest rates for the year was as follows:

#### a) for Bank rate

Period	%
1 April 2020 – 31 March 2021	0.10

#### b) for PWLB rates

Item	Range during Year	Start of Year	End of Year	Average In Year
	%	%	%	%
<b>Fixed Interest Maturity</b>				
1 year	0.85 - 2.14	2.09	0.99	1.63
5 years	0.92 - 2.19	2.12	1.38	1.70
10 years	1.20 - 2.48	2.3	1.91	2.01
25 years	1.73 – 3.06	2.8	2.39	2.53
50 years	1.52 – 2.91	2.54	2.19	2.34

\* Net of certainty rate 0.2% discount

**c) for Investment rates**

<b>Item</b>	<b>Range during Year</b>	<b>Start of Year</b>	<b>End of Year</b>	<b>Average during Year</b>
	%	%	%	%
7 day LIBID	-0.10 – 0.00	0.00	-0.08	-0.07
1 month	-0.11 – 0.14	0.10	-0.07	-0.05
3 month	-0.10 – 0.56	0.45	-0.04	0.01
6 month	-0.10 – 0.62	0.59	-0.01	0.07
1 year	-0.05 – 0.77	0.71	0.04	0.17

**Annual Investment Strategy**

- 2.3 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
- 2.4 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, The Councils Annual Investment strategy and Lending List has been aligned to that of NYCC.
- 2.5 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.
- 2.6 The Council’s investment activity in the NYCC investment pool up to 31 March 2021 was as follows:
- Balance invested at 31 March 2021                      £67.02m
  - Average Daily Balance 2020/21                      £74.91m
  - Average Interest Rate Achieved 2020/21              0.48%
  - Total Interest Budgeted 2020/21                      £260k
  - Total Interest achieved 2020/21                      £364k
- 2.7 Looking ahead to 2021/22 investment returns are expected to continue to decrease due to the Bank Base Rate remaining at 0.10%. No changes to the Treasury Management Strategy are proposed.

## **Borrowing**

- 2.8 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.
- 2.9 The TMSS indicated that there was no requirement to take long term 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 currently expected that this will be funded by internal borrowing in the short term, this will continue to be reviewed.
- 2.10 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. The accompanying appendix to this report has been updated to reflect these figures, which were approved on the 05 February 2020 within the Council’s Treasury Strategy.
- 2.11 As at 31<sup>st</sup> March 2021 Long-term borrowing totalled £52.833m at 31 March 2021, (£1.6m relating to the General Fund; £51.233m relating to the HRA). This compares to a figure of £59.3m at 31 March 2020 (£1.6m relating to the General Fund; £57.7m relating to the HRA). The movement in year reflects the repayment of a £6.5m loan from the Public Works Loans Board in May 2020.
- 2.12 The Treasury 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 was budgeted for 2020/21 and has been set aside.
- 2.13 As a result, the Council was in an under-borrowed position of £3.6m as at 31 March 2021. This means that capital borrowing (external debt) is currently and temporarily lower than the Council’s underlying need to borrow. This is a decrease of £8.7m compared to the 2019/20 year-end position of being £5.3m overborrowed. This change has been driven by the repayment of the £6.5m external loan in year, reducing the level of external debt, and the planned capital expenditure in year, which the Council has been able to fund via internal revenue streams without a need to externally borrow.
- 2.14 The 2020/21 Treasury Management Strategy forecast an under-borrowed position of £10.7m by the end of 22/23 as loans are made to support the Housing Trust, and HRA Housing Investment Programme. Plans to undertake any additional long term borrowing in the short/medium term will be kept under review as the Extended Housing Delivery Programme progresses and while borrowing rates remain low

## **Capital Strategy**

- 2.15 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.
- 2.16 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.
- 2.17 Aside from additional loans to Selby & District Housing Trust to support the Housing Delivery Programme, no further options for alternative investments are currently being pursued although the Council is considering a number of asset acquisitions to facilitate the Transforming Cities project around Selby Station.

## **Housing Delivery Programme Loans**

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

<b>Scheme</b>	<b>Loan Rate %</b>	<b>Principal Outstanding £</b>	<b>Interest 20/21 £</b>
Kirgate, Tadcaster	4.56%	186,438	8,893
St Joseph's St	4.20%	202,346	8,702
Jubilee Close, Riccall	3.55%	547,403	19,174
Ulleskelf	4.87%	1,066,163	51,269
Ousegate	3.65%	866,729	31,684
<b>Total Principal / Average Rate</b>	<b>4.19%</b>	<b>2,869,052</b>	<b>119,722</b>

## Commercial Property Investments

2.19 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

2.20 The position on Property Funds at 31 March 2021 is as follows:

#### In Year Performance -

Fund	Bfwd Investment £k	Valuation as at 31-Mar-21 £k	In Year Performance Q4 20/21			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,376.60	2,394.96	18.4	0.27	75.0	3.18
Threadneedle	2,308.11	2,255.82	(52.3)	(2.27)	94.9	4.21
<b>Total</b>	<b>4,684.70</b>	<b>4,650.78</b>	<b>(33.9)</b>	<b>(0.72)</b>	<b>169.9</b>	<b>3.69</b>

#### Total Fund Performance

Fund	Original Investment £k	Valuation as at 31-Mar-21 £k	Total Performance			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,502.50	2,394.96	(107.5)	(4.30)	195.1	3.30
Threadneedle	2,439.24	2,255.82	(183.4)	(7.52)	256.1	4.48
<b>Total</b>	<b>4,941.73</b>	<b>4,650.78</b>	<b>(291.0)</b>	<b>(5.89)</b>	<b>451.2</b>	<b>3.88</b>

2.21 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. These funds are intended to be held for the longer term (5 years initially) in order to mitigate the risk of shorter-term losses.

2.22 Despite continuing uncertainty relating to the economy, the UK property market has been relatively robust. Whilst experiencing some capital value loss, both funds have delivered positive revenue returns and a net positive return overall prior to March 2020.

- 2.23 The impact of Covid-19 resulted in both funds experiencing a sharp decline in capital value in March - June 2020. The capital value of both funds has been slowly recovering however since this date, with the Blackrock fund posting a small capital gain by the end of the year. Overall both funds achieved net gains for the year to 31 March 2021. As the Covid-19 situation progresses both funds' assets will be kept under regular review.
- 2.24 These investments are intended to be longer term in nature and the Council's strong financial position enabled the investment to be funded from reserves. This means future spending plans and cash balances are not reliant on access to the principal sums invested, and therefore may be held until unit values recover from losses. However, the Property Fund sector and performance of both Property Funds will continue to be monitored with support from Treasury Management advisers, Link

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

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

### **4. Implications**

#### **4.1 Legal Implications**

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

#### **4.2 Financial Implications**

The financial implications are set out in the report.

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

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

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

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

#### **4.5 Resource Implications**

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



## **4.6 Other Implications**

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

## **4.7 Equalities Impact Assessment**

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

## **5. Conclusion**

5.1 Overall the Council's investments have performed relatively well over the year and returns have exceeded budget. The Bank Base Rate remains low however, and will mean a continuing reduction in returns for the foreseeable future and uncertainty ahead.

5.2 Property Fund investments in particular are expected to be impacted by the uncertainty within the economy in the short term and there is potential for further reductions in capital values and revenue returns. The investments are intended to be longer term in nature and the Council's strong financial position enabled the investment to be funded from reserves. This means future spending plans and cash balances are not reliant on access to the principal sums invested, and therefore may be held until unit values recover from losses. However, the Property Fund sector and performance of both Property Funds will continue to be monitored with support from Treasury Management advisers, Link.

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

5.4 The Council operated within approved Strategy Indicators for the year, 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 during 2020/21 have not highlighted any concerns.

## **6. Background Documents**

None.

## **7. Appendices**

Appendix A – Prudential Indicators as at 31 March 2021

### ***Contact Officer:***

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## APPENDIX B of Scrutiny Report 1 July 2021

### Prudential Indicators - As at 31 March 2021

Note	Prudential Indicator	2020/21 Indicator	Quarter 4 Actual
1	Capital Financing Requirement £'000	57,700	56,467
	Gross Borrowing £'000	52,833	52,833
	Investments £'000	49,674	74,543
2	Net Borrowing £'000	3,159	-21,710
3	Authorised Limit for External Debt £'000	89,000	52,833
4	Operational Boundry for External Debt £'000	84,000	52,833
5	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	0%
6	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	0
7	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	0.00%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	3.00%
	15 years and above %	90%	97.00%

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

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

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

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

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

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

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



**Report Reference Number:** S/21/4

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**To:** Scrutiny Committee  
**Date:** 1 July 2021  
**Ward(s) Affected:** All  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Officer:** Palbinder Mann, Democratic Services Manager

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**Title: Scrutiny Committee Draft Annual Report 2020-21**

**Summary:**

A Draft Annual Report 2020-21 is provided for the Committee's consideration and approval.

**Recommendations:**

- i. To approve the Scrutiny Committee Annual Report 2020-21.**
- ii. To make any comments or suggestions as to how the format of the Committee's Annual Report could be improved for future years.**

**Reasons for recommendation**

The Scrutiny Committee is required, under Article 6 of the Constitution, to prepare an Annual Report reviewing its work during the previous municipal year.

**1. Introduction and background**

- 1.1 Article 6 of the Constitution requires the Scrutiny Committee to prepare an annual report which should review its work during the previous municipal year.
- 1.2 In the 2020-21 municipal year the Scrutiny Committee met on 6 occasions, less than usual due to the coronavirus pandemic which halted meetings of all Committees until summer 2020, when remote meetings were introduced by Democratic Services.

**2. The Report**

- 2.1 A draft Annual Report 2020-21 is attached at Appendix A. This has been drafted by the 2020-21 Chair of the Committee and the Democratic Services Officer for the Committee's consideration. The Committee has considered a number of items in 2020-21, despite the delay in resuming its meetings due to Covid-19.

2.2 The report includes:

- An introduction from the 2020-21 Chair
- A summary of the membership, role and work of the committee; and
- An appendix comprising a retrospective work programme and summary of decisions for 2020-21.

2.3 The Committee is asked to consider any amendments and approve the report.

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

None.

### **4. Implications**

#### **4.1 Legal Implications**

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

#### **4.2 Financial Implications**

Travel expenses may be incurred for Councillors attending meetings.

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

Not applicable.

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

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

#### **4.5 Resource Implications**

Not applicable.

#### **4.6 Other Implications**

Not applicable.

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

Not applicable.

### **5. Conclusion**

5.1 The Committee is asked to approve the Draft Annual Report 2020-21 to comply with the requirement of Article 6 of the Constitution.

**6. Background Documents**

None.

**7. Appendices**

Appendix A – Scrutiny Committee Draft Annual Report 2020-21

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## **Scrutiny Committee**

## **Annual Report 2020-21**

## Introduction by Councillor Steve Shaw-Wright, Chair of Scrutiny Committee 2020-21



I am pleased to present the Scrutiny Committee's Annual Report 2020-21, which sets out the work undertaken by the Committee over the course of the 2020-21 municipal year.

The Committee only met 6 times in 2020-21 due to the coronavirus pandemic, an event which has changed the way the Council works in many ways. Despite having held fewer meetings, the Committee still considered a range of different issues, including (amongst others) corporate performance, treasury management, financial and budget monitoring, the final report of the Housing Centres Working Group, Leisure Services contract, North Yorkshire Adults and Children Safeguarding Boards Annual Reports, local government reorganisation, the Council Delivery Plan and Monitoring Framework, Barlow Common and Hambleton Hough Annual Reports 2019-20, Visitor Economy Strategy and Action Plan Annual Review, Education in Selby District and Housing Repairs.

I would like to express my thanks to my fellow members of the Committee for their support and continued hard work. Many people have contributed to Scrutiny in 2020-21, including officers, external partner organisations and my thanks goes out to all of them.

### The Scrutiny Committee

The Scrutiny Committee membership comprised the following members in 2020-21:

<b>Conservative</b>	<b>Labour</b>	<b>Selby Independents and Yorkshire Party Group</b>
A Lee	S Shaw-Wright (Chair)	J McCartney
N Reader	W Nichols (Vice Chair)	
M Topping		
R Sweeting		
K Ellis		
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
J Mackman	P Welch	M McCartney
T Grogan	R Packham	
J Cattanach		

## **The Role of the Scrutiny Committee**

Scrutiny was introduced by the Local Government Act 2000.

Selby District Council operates a Leader and Executive model, where the Executive is responsible for most day-to-day decisions. The role of the Scrutiny Committee is to scrutinise decisions and performance and to hold the Leader and Executive to account.

Scrutiny's main roles are:

- To scrutinise the performance of the Council and that of its partner organisations and other agencies delivering services within the Selby District.
- To exercise the Council's statutory obligations and powers in relation to Scrutiny.
- Exercise the right of call-in of decisions and recommendations made, but not yet implemented.
- To issue reports and make recommendations, where appropriate, and in relation to any matters listed above, for consideration by the Council, Executive or the relevant Committee of the Council.

## **2020-21 Work Programme**

A summary of the Committee's work over the last year is set out below.

## **Conclusion and Looking Forward to 2021-22**

Despite the delayed start to the Committee's meetings due to the coronavirus pandemic, the Scrutiny Committee fulfilled its role through its work programme in 2020-21.

Further scrutiny training was provided in October 2020, following which a number of recommendations were made and have been taken forward.

A liaison group between the three scrutiny Chairs and the Executive has started to meet again on a quarterly basis after a hiatus due to coronavirus. It is hoped that this group will continue to improve communication between the Scrutiny Committees and the Executive and will keep on meeting in 2021-22.

2021 has been an unusual year for both the Committee and the Council as a whole due to the pandemic, with the start of the 2021-22 municipal year looking to continue in much the same way for a while longer. However, the Scrutiny Committee will carry on undertaking its important work, with the work programme for 2021-22 looking busy already.

Councillor Steve Shaw-Wright

**Chair of the Scrutiny Committee 2020-21**

Date of Meeting	Topic	Discussion / Resolution
13 August 2020	Financial Results and Budget Exceptions Reports Quarter 3 (to 31 December 2019) and Quarter 4 (to 31 March 2020)	<p>The Committee received the reports which asked Members to consider and comment on the financial information that covered both Quarters 3 and 4 of 2019-20.</p> <p>In response to a query about the shortfall in property income, Officers explained that some Council-owned industrial units were empty and required upgrading, and that there had been a drop in income from room bookings at the Civic Centre.</p> <p>Members emphasised the importance of improving the industrial units so that they could be rented out and start to generate income. It was agreed that this had been an ongoing issue for some time, and as such Officers were asked to report back to the Committee on the matter in the future and ensure that action was taken on the matter soon.</p> <p><b>The Committee noted the Council's financial results and budget exceptions from Quarters 3 and 4 in 2019-20, and asked Officers to report back to the Committee on the upgrading and letting out of Council-owned industrial units, as this had been an ongoing concern for some time.</b></p>
	Treasury Management Quarterly Update Quarter 3 and Quarter 4 - 2019-20	<p>The Committee received the reports for Quarters 3 and 4 of 2019-20, which asked Members to consider and comment on the information contained therein, to comply with the Treasury Management Code of Practice.</p> <p>Members asked for more information from Officers regarding the</p>

		<p>0.9% return on a balance of £66m; Officers confirmed that this would be supplied to the Committee after the meeting.</p> <p><b>The Committee endorsed the actions of officers on the Council's treasury activities for Q3 2019/20 and Q4 2019/20 and approved the reports, noted that general fund investment income received over the £350k threshold was to be transferred to contingency reserve, equating to £65k for the year, and asked Officers to provide further information on the 0.9% interest return on the balance of £66m, as detailed in the report.</b></p>
	<p>Corporate Performance Report - Quarter 4 - 2019/20 (January to March)/Year End 2019/20</p>	<p>The Committee received the report which asked Members to consider and comment on the performance information contained in the report.</p> <p>Members asked Officers to provide some further information on the costs of not re-letting void properties and on the provision of affordable homes, particularly what was causing the difference between the targets and the number of actual homes delivered.</p> <p><b>The Committee noted the Corporate Performance Report for Quarter 4 2019-20 (January to March)/Year End 2019-20, and asked Officers to provide further information on the costs of not re-letting void properties and on the provision of affordable homes, particularly what was causing the difference between the targets and the number of actual homes delivered.</b></p>

	Scrutiny Committee Annual Report 2019-20	<p>The Democratic Services Officer introduced the report which asked the Committee to approve the Scrutiny Committee Annual Report 2019-20 and make any comments or suggestions as to how the format of the Committee's Annual Report could be improved for future years.</p> <p><b>The Committee approved the Scrutiny Committee Annual Report 2019-20.</b></p>
	Work Programme 2020-21	The Committee noted the Work Programme for 2020-21 as circulated.
<b>17 September 2020 (Extraordinary Meeting)</b>	Call In of Executive Decision Relating to the Review of Car Parking Tariffs	<p>The Committee received the report which asked the Committee to consider the Call In of the decision made in respect of report E/20/9 – Review of Car Parking Tariffs 2020 by the Executive at their meeting on 3 September 2020.</p> <p>Also present at the meeting were three Executive Members; the Deputy Leader, Councillor R Musgrave, Councillor C Lunn, Lead Executive Member for Finance and Resources and Councillor D Buckle, Lead Executive Member for Communities and Development.</p> <p>The Scrutiny Committee were asked to recommend one of the following options - refer the decision back to the Executive for reconsideration, agree with the decision made by the Executive and take no further action or refer the decision to Council.</p> <p>Scrutiny Committee Members expressed the importance of retaining the ability to pay with cash in car parks and warned against increasing parking charges which could potentially stop</p>

		<p>people coming into town to shop and use services. They also reflected on the ongoing problem with the central car park in Tadcaster which was usually full of the cars of commuters to Leeds and workers in the town, subsequently not leaving many spaces for shoppers or visitors during the day. They also mentioned the issues in Selby with parking on residential roads, which put pressure on local people and was often inconvenient. The Executive Members agreed that all day parking on the street, particularly near people's homes, was not acceptable.</p> <p>The Committee felt that further consideration was required on the matter before them, and as such it was then proposed and seconded that the matter be referred to Council for a decision. A vote was taken on the proposal and was carried.</p> <p><b>The Committee agreed that the decision be referred to Council, for the following reasons:</b></p> <ul style="list-style-type: none"> <li><b>i. the Scrutiny Committee were not convinced of the fullness of the report or the meaning behind the description of the 'fragile economy' of Tadcaster;</b></li> <li><b>ii. concerns around the split between Selby and Tadcaster;</b></li> <li><b>iii. the lack of consultation with local communities in Selby, Tadcaster and Sherburn; and</b></li> <li><b>iv. that the report does not mention clearly that cash payments will still be available.</b></li> </ul>
24 September 2020	Corporate Performance Report - Quarter 1 2020/21 (April to June)	<p>The Committee received the report which asked Members to consider and comment on the performance information.</p> <p>Members considered the report and asked Officers to relay the</p>

	<p>Committee's thanks to all staff that had been working particularly hard during the Covid-19 pandemic.</p> <p><b>The Committee noted the Corporate Performance Report for Quarter 1 2020-21 (April to June).</b></p>
Financial Results and Budget Exceptions Report to 30th June	<p>The Committee considered and commented on the financial information that covered Quarter 1 of 2020-21.</p> <p>Members asked a number of queries about the report in relation to the HRA deficit, the adaptations budget, budgetary underspends and reasons for these, and the retail and hospitality grants issued by the Council during lockdown.</p> <p><b>The Committee noted the Council's financial results and budget exceptions in Quarter 1 in 2020-21.</b></p>
Treasury Management - Quarterly Update Q1 2020/21	<p>The Committee received the report which asked Members to consider and comment on the information contained therein. The report reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 June 2020 (Q1) and presented performance against the Prudential Indicators.</p> <p><b>The Committee endorsed the actions of Officers on the Council's treasury activities for Quarter 1 2020/21 and approved the report.</b></p>
Outcome of Housing Centre Review by Task and Finish Group with Recommendations	<p>The Committee considered the which asked Members to agree the recommendations for subsequent referral to the Executive for consideration and approval.</p>



		<p>The Committee considered the report and agreed that it had been useful to visit all of the Housing Centres in the district in order to inform the recommendations set out in the report. It was proposed and seconded that the report be referred to the Executive.</p> <p><b>The Committee agreed that the recommendations set out in the report should be referred the Executive for consideration and approval.</b></p>
	<p>Inspiring Healthy Lifestyles - Selby Annual Review 2019-20 and Verbal Update on Urgent Decision taken during Covid-19 relating to Leisure Services made in May 2020</p>	<p>The Committee received the report asked Members to consider and comment on the content of the Annual Review 2019-20, and note the information provided by Officers on the urgent decision taken during Covid-19 in May 2020 relating to the waiving of a portion of the management fees for the Leisure Services Contract.</p> <p>Members asked if Officers were aware of any financial difficulties being experienced by IHL in light of the current Covid-19 pandemic. Officers advised that there was weekly dialogue between the Council and IHL on this matter, and that in response to the reduced income the management fee had been waived by the Council between April and June 2020. Officers explained that they were working with IHL to establish how the service would operate in the coming weeks and months.</p> <p><b>The Committee considered and commented on the content of the Annual Review 2019-20, and noted the information provided by Officers on the urgent decision taken during Covid-19 in May 2020 relating to the waiving of a portion of the management fees for the Leisure Services Contract.</b></p>

	<p>North Yorkshire Safeguarding Children Board and North Yorkshire Safeguarding Adults Board Annual Reports 2018-2019</p>	<p>The Committee considered the report which asked Members to note the content of the annual reports for the North Yorkshire Safeguarding Children and North Yorkshire Safeguarding Adult's Boards.</p> <p>Members were informed that the reports highlighted the governance changes agreed in 2018, and the timeframe for which they would be enacted. The changes included the following:</p> <ul style="list-style-type: none"> <li>• Adults: New Multi-Agency Protocols (i.e., A reduction of the number of stages in the process, and shifting the focus to be person-centred, to 'Make Safeguarding Personal').</li> <li>• Children: Following the changes in legislation, the Board would be revised and replaced by an Executive function by September 2019, with the co-ordination of children's safeguarding undertaken by all organisations that featured in the report.</li> </ul> <p>Members discussed the reports and agreed that further scrutiny on the topic in the future could be worthwhile, perhaps as a half or full 'scrutiny in a day' session.</p> <p><b>The Committee noted the content of the annual reports for the North Yorkshire Safeguarding Children and North Yorkshire Safeguarding Adult's Boards.</b></p>
	<p>Information on Local Government Reorganisation - Discussion Item</p>	<p>The Committee were informed by the Director of Corporate Services and Commissioning that since the discussions at full Council on 22 September 2020, there had been no further developments on the government's proposed local government</p>

		<p>reorganisation. The Committee agreed that an update should be given at a future Scrutiny Committee meeting when appropriate.</p> <p><b>The update was noted.</b></p>
	Work Programme 2020-21	<b>The Scrutiny Committee Work Programme 2020-21 was noted.</b>
<b>26 November 2020</b>	<p>Yorkshire Wildlife Trust - Barlow Common Activity Review April 2019 to September 2020 and the Wildlife Habitat Protection Trust – Hambleton Hough Annual Report 2019-20</p>	<p>The Committee received the report which asked Members to consider and comment on the annual reports of the Yorkshire Wildlife Trust (YWT) and Wildlife Habitat Protection Trust (WHPT) about the activity taking place at Barlow Common (managed by YWT) and Hambleton Hough (managed by WHPT). In attendance at the meeting were David Craven from the YWT and Martin Blakey from WHPT, who gave an overview of their annual reports.</p> <p>Members noted that whilst 2020 had been a very different year due to the pandemic, Barlow Common had not experienced any of the issues that other sites had, such as illegal raves. It was hoped that there would be further positive developments for the site and Yorkshire Wildlife Trust in the next twelve months. The Committee were informed that the replanting work had been fulfilled at Hambleton Hough, and whilst there had been some issues with fencing and damage to a sign, around £12k worth of trees had been planted. A minimal number of the planted trees had been stolen, but not in numbers that caused concern.</p> <p><b>Members noted the Yorkshire Wildlife Trust - Barlow Common Activity Review April 2019 to September 2020 and the Wildlife Habitat Protection Trust - Hambleton Hough Annual Report 2019-20.</b></p>

	<p>Financial Results and Budget Exceptions Report to 30th September 2020</p>	<p>The Committee received the report which asked Members to consider the content of the report and make any comments on the Council's financial results and budget exceptions.</p> <p>Members asked for more information on the contributions to the Bawtry Road roundabout and when this had been agreed; Officers confirmed that they would look into this and send a response after the meeting.</p> <p>Some Members were concerned that savings targets had been missed and queried whether they were ambitious enough. Officers explained that as part of the revised budget, savings targets were also reviewed, but that some of the targets had not been achieved due to the resource requirements of the Covid-19 pandemic. Savings targets often meant additional work for Officers, which during the pandemic had proved to be difficult.</p> <p>Members suggested that some of the text in the report appendices should be made bigger so that figures were easier to read; Officers confirmed that they would look into improving this for future reports.</p> <p><b>The Committee noted the Council's financial results and budget exceptions in Quarter 2 in 2020-21, asked Officers to provide a response to the Committee's query relating to the Council's financial contributions to the Bawtry Road roundabout and asked Officers to enlarge some of the figures in the report appendices to make them easier to read.</b></p>
	<p>Treasury Management - Quarterly Update Q2 2020/21</p>	<p>The Committee received the report which asked Members to consider the content of the report and make any comments on the Council's treasury management in Quarter 2 of 2020-21.</p>

		<p><b>The Committee endorsed the actions of Officers on the Council's treasury activities for Quarter 2 2020/21 and approved the report.</b></p>
	<p>Council Delivery Plan 2020-23</p>	<p>The Committee considered the report which asked Members to consider the content of the report and make any comments on the Council's Delivery Plan 2020-23.</p> <p><b>The Committee considered and noted the content of the report and the Council's Delivery Plan 2020-23.</b></p>
	<p>Update on delivery of the 2018 - 2021 Visitor Economy Strategy</p>	<p>The Committee considered the report of the Culture, Visitor and Creative Economy Project Manager.</p> <p>Members asked a number of questions of Officers relating to the future of Welcome to Yorkshire and the local impact of events it had arranged such as the Tour de Yorkshire. The importance of involving local Members from the start of discussions around such events was emphasised by the Committee.</p> <p>Members suggested that the presentation given by Officers be disseminated to local parishes as well, as they were key components in the local visitor economy.</p> <p>The Committee agreed that the Selby 950 celebrations had been good for the district, and that the coronavirus pandemic had encouraged local people to explore their local neighbourhoods more. Members emphasised the importance of Officers checking that they had the correct permissions for the placement of banners and posters, as there had been some confusion over this in the past. Officers accepted that there had been some</p>

		<p>misunderstandings around this, but reassured Members that lessons had been learnt and advice would be sought in the future from the Planning department.</p> <p><b>The Committee noted the content of the report.</b></p>
	<p>Recommendations from Scrutiny Training on 9 October 2020</p>	<p>The Committee considered the report which asked Members to consider the recommendations set out at Appendix A to the report and decide which ones they wish to take forward.</p> <p>Members emphasised the importance of being able to ask unscripted questions at meetings, and keeping Councillors effectively informed; for example, on issues such as the erection of scaffolding on Council homes in Member wards, which resulted in numerous queries from residents.</p> <p><b>Members agreed that the recommendations as set out in Appendix A of the report be adopted.</b></p>
	<p>Work Programme 2020-21</p>	<p>The Committee considered the work programme and asked Officers if the item on the Council's Covid-19 response could include information on partnership working; Members were keen to include as many representations as possible.</p> <p>The Chair of the Committee asked that a letter be drafted on behalf of the Committee to the Director of Public Health, Dr Lincoln Sargent, to thank him for all his work in North Yorkshire, as he was leaving his post in December to join another authority.</p> <p><b>The Committee noted the Scrutiny Committee Work Programme 2020-21 and agreed that a letter of thanks to Dr.</b></p>

		<b>Lincoln Sargeant should be sent on behalf of the Chair and the Committee to thank him for his work in North Yorkshire.</b>
<b>25 February 2021</b>	Work Programme 2020-21	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.  <b>The Committee noted the 2020-21 work programme.</b>
	Corporate Performance Report - Quarter 2 2020/21	This item was deferred and considered at the next meeting of the Committee in March 2021.
	Education in Selby District - Revisited	The Chair and Committee welcomed to the meeting the following attendees:  <ul style="list-style-type: none"> <li>- Phil Sayles – Principal at Selby College</li> <li>- Dave Barber – Executive Headteacher at Ebor Academy Trust</li> <li>- Tim Moat - Director of Communications and Development at Ebor Academy Trust</li> <li>- Andrew Dixon – Strategic Planning Manager at North Yorkshire County Council Children’s and Young People’s Service</li> <li>- Jane Le Sage – Assistant Director for Inclusion at North Yorkshire County Council Children’s and Young People’s Service</li> <li>- Amanda Newbold – Assistant Director for Education and Skills at North Yorkshire County Council Children’s and Young People’s Service</li> </ul> Presentations and updates were given by North Yorkshire County Council, Ebor Academy Trust and Selby College which Members found informative and useful.

		<p>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.</p> <p>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.</p>
25 March 2021	Corporate Performance Reports Quarter 2 and Quarter 3 2020-21	<p>The Committee received the two reports which asked Members to consider and comment on the performance information contained in the reports.</p> <p><b>Members noted the Corporate Performance Reports for Quarter 2 (July to September), and Quarter 3 (October to December).</b></p>
	Financial Results and Budget Exceptions Report to 31 December 2020	<p>The Committee received the report which asked Members to consider the content and make any comments on the Council's financial results and budget exceptions.</p> <p><b>The Committee noted the Council's financial results and budget exceptions in Quarter 3 in 2020-21.</b></p>
	Treasury Management - Quarterly Update Q3 2020/21	<p>The Committee received the report which asked Members to consider the content and make any comments on the Council's treasury management in Quarter 3 of 2020-21.</p>



		<b>Members noted the Treasury Management Quarterly update for Quarter 3 2020-21.</b>
	Work Programme 2020-21 and Planning for 2021-22	<p>Members agreed the work programme as presented and requested that the item on housing repairs be brought back before the Committee at a date to be agreed in the future. The Chair stressed that Members wished to see the delay in housing repairs improve in a timely fashion and recognised that Councillors and officers must work together to highlight any issues, and to support tenants within the District.</p> <p><b>The Committee noted the 2020-21 work programme.</b></p>

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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
17 June 2021	Housing Repairs	To take another look at the performance of housing repairs in the District.
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.
	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.
30 September 2021	Work Programme 2021-22	To consider the 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.

	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. <b>Officers requested this be delayed from the 2020-21 year for a couple of months into the 2021-22 municipal year.</b>
	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 <b>there is no update to give at this time, this item will be removed from the agenda.</b>
	Corporate Performance Report - Q1	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Financial Results and Budget Exceptions - Q1	To consider the financial results and budget exceptions report for Q1. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report - Q1	To consider the Council's Treasury Management Activity for Q1 and the performance against the prudential indicators.
	Housing Development Programme (6 Monthly)	To receive an update on the Housing Development Programme, including changes to North Yorkshire Home Choice. <b>If there is no update to give at this time, this item will be removed from the agenda.</b>
<b>28 October 2021</b>	Director of Public Health (Including Annual Reports 2019-20 and 2020-21)	To invite the new Director of Public Health for North Yorkshire to the meeting and ask them to present the annual reports for 2019-20 and 2020-21.

	Work Programme 2021-22	To consider the Committee's work programme for 2021-22.
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.
	Police, Fire and Crime Commissioner and Police and Fire Services  PFCC is provisionally available but would like further information regarding specific topics the Committee would like him to cover.	To invite the new PFCC to a meeting of the Committee to hear about his plans for his term in office.  Before Covid-19, the plan 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.  Topics suggested by Members so far:  - Cheap car/mobile home battery chargers that can go wrong and have caused a serious fire in Hensall.
	Programme for Growth (P4G)	To receive an update and information on the latest position of the Programme for Growth (P4G). <b><i>If there is no update to give, to be removed from the agenda.</i></b>
	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. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
<b>20 January 2022</b>	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
	Corporate Performance Report – Q2	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Scrutiny Committee Work Programme 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>
<b>24 March 2022</b>	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.
	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. <b><i>If there is no update to give, this item will be removed from the agenda.</i></b>
	Financial Results and Budget Exceptions – Q3	To consider the financial results and budget exceptions report for Q3. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report – Q3	To consider the Council's Treasury Management Activity for Q3 and the performance against the prudential indicators.

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

- Covid-19 in Selby District – date TBC – single issue meeting? 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. 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. Lastly, also compare Selby's performance/approach to the pandemic to the spending, work and performance of other Councils in response to Covid.
- Public Engagement
- 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. Also referred to Scrutiny Committee as a matter for

consideration from Audit and Governance Committee who, when they met in January 2021, suggested that they wished to do a 'deep dive' into industrial units within the district. Could do as a hybrid meeting of all three committees (Audit and Governance, Policy Review and Scrutiny Committee). Three Chairs to meet and discuss further.

- 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.
- Nigel Adams MP – awaiting availability from aides (2021). Committee to indicate which meeting they would like him invited to.
- Housing Revenue Account – Suggested by the Leader in May 2021.

### **'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 traveller site in the District – ***suggested in 2018-19***
- 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.