



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY, 11 JANUARY 2022**
Time: **5.00 PM**
Venue: **MICROSOFT TEAMS - REMOTE**
To: **Councillors C Pearson (Chair), M Topping (Vice-Chair),
M Jordan, K Arthur, J Chilvers, R Packham, J Shaw-Wright
and M McCartney**

Agenda

1. **Apologies for Absence**

2. **Disclosures of Interest**

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

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

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

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

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

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

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 14 September 2021.

4. **Chair's Address to the Policy Review Committee**

5. Update from the Low Carbon Working Group (Standing Item)

To receive an update on and discuss the work of the Low Carbon Working Group – verbal update.

6. Draft Revenue Budget and Capital Programme 2022-23 and Medium-Term Financial Plan (PR/21/7) (Pages 9 - 48)

To consider and comment on the Draft Revenue Budget and Capital Programme 2022-23 and Medium-Term Financial Plan.

7. Street Cleansing in Selby District (PR/21/8) (Pages 49 - 80)

A report to allow Members to review the street cleansing service. The report sets out the details of the existing service along with an independent review of standards by Keep Britain Tidy that was carried out in 2019.

8. Disabled Facilities Grant (DFG) Adaptations Policy 2021 (PR/21/9) (Pages 81 - 98)

To consider and comment on the Disabled Facilities Grant (Adaptations) Policy 2021.

9. Draft Private Sector Housing Assistance Policy 2021-23 (PR/21/10) (Pages 99 - 122)

To review the draft Private Sector Housing Assistance Policy 2021-23 and provide feedback as part of the consultation process.

10. Covid-19 Government Grant (PR/21/11) (Pages 123 - 128)

The Committee requested a report on business grants in September 2021, to give further detail about the use of the remainder of the government's Covid-19 grant to the Council and details of security, fraud, and data protection for previous payments of the grants. The Committee are asked to consider and note the report.

11. Universal Credit Update (PR/21/12) (Pages 129 - 130)

To receive a short update on the impact of Universal Credit in Selby District.

12. Work Programme (Pages 131 - 136)

To consider the Committee's work programme.

Janet Waggott

Janet Waggott, Chief Executive

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| <p>Dates of next meetings (5.00pm) Tuesday, 15 March 2022</p> |
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Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046
vforeman@selby.gov.uk.

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Minutes

Policy Review Committee

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|-------------------|---|
| Venue: | Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT |
| Date: | Tuesday, 14 September 2021 |
| Time: | 5.00 pm |
| Present: | Councillors C Pearson (Chair), M Jordan, K Arthur, J Chilvers, R Packham and J Shaw-Wright Councillor T Grogan, Lead Executive Member for Health and Culture |
| Officers present: | June Rothwell, Head of Operational Services, Keith Cadman, Head of Commissioning, Contracts and Procurement, Aimi Brookes, Contracts Team Leader, Sarah Thompson, Housing Service Manager, Michelle Dinsdale, Senior Policy and Performance Officer, Simon Parkinson, Private Sector Housing Officer, Victoria Stoker, Housing Options Supervisor and Victoria Foreman, Democratic Services Officer |
| Others present: | None |
| Public: | None |
| Press: | None |

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M McCartney and M Topping.

14 DISCLOSURES OF INTEREST

There were no disclosures of interest.

15 MINUTES

The Committee considered the minutes of the meeting held on 20 July 2021.

RESOLVED:

To approve the minutes of the Policy Review Committee meeting held on 20 July 2021 for signing by the Chair.

16 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE

The Chair had no address for the Committee.

17 UPDATE FROM THE LOW CARBON WORKING GROUP (STANDING ITEM)

Members received an update from the meeting of the Low Carbon Working Group, which had met on 23 August 2021.

Carbon Footprint

Officers began by confirming that the Council's Scope 1, 2 and 3 emissions had been calculated by APSE (Association for Public Service Excellence) with the preliminary figure for the Council's carbon footprint being 2,592 tonnes for the year 2018-2019. Scope 3 included data on the leisure and waste contracts, business mileage, water use, and predicted energy use of built assets.

The updated value for Scope 1 and 2 emissions was 1,348 tonnes (previously 418 tonnes) as this now included owned and leased vehicles used by the Council, including purchase of the waste collection trucks used by Urbaser (was Amey).

Members were notified that the next steps would be to develop a methodology using the LGA carbon emissions accounting toolkit for monitoring, recording and reporting Scope 1, 2, and 3 emissions data annually so Officers could track progress. Using the toolkit would also allow a comparison with other local authorities; it was important to understand how to implement this, and how to adopt into each service area.

The option to transfer the Council's electricity tariff to a renewables tariff were being investigated, but the tariff could be switched in April 2022, in line with our current contract with the energy supplier.

Tree Planting

The Committee noted that the Tree Planting Officer Working Group was to meet with the White Rose Forest Partnership (WRFP) to develop further understanding of the partnership and provide guidance on stakeholder engagement, taking into consideration available resources.

The Council's own tree planting plans were being developed, with an initial focus on investigating the feasibility of tree planting on Council land, producing wider communications about tree planting and creating landowner engagement in collaboration with the WRFPP.

Officers reported that the WRFPP Action Plan 2021-2025 was being launched in November 2021 to coincide with National Tree week and would involve significant communications with landowners and local groups to highlight the opportunities for support and funding towards tree planting schemes.

A climate change page for the Council website was also proposed which would include a section on tree planting, providing advice, guidance and external links to available tree planting opportunities, grants and funding. There was also a potential opportunity for community groups in the area to take on roles in the Council Tree Warden Scheme.

Draft Low Carbon Action Plan and Low Carbon Strategy

The Lead Executive Member had suggested that the Council prepare a strategy to go to Executive, followed by the Action Plan at a later date, to allow time to review the resource allocation for the Action Plan and focus on what was achievable. The Executive Member had also attended the last Low Carbon Working Group meeting to outline his thoughts on the draft Low Carbon Action Plan.

Officers had developed a Draft Low Carbon Strategy which had been reviewed by the Leadership Team and the Executive Member, who gave feedback. It was proposed that the draft Low Carbon Strategy be considered at the Low Carbon Working Group on the 20 September, then presented to the Executive at its meeting on 7 October for approval.

Members noted that the Low Carbon Strategy had been designed to agree a commitment to the low carbon agenda, with two key timescales in mind; a commitment to identifying shorter term projects which could be delivered more quickly, offsetting the Council's known emissions by 2023, when Selby District Council would be replaced by the new North Yorkshire Council and setting out a longer-term commitment to 2030 to align with the timescales of the Council Plan.

Officers explained that the strategy covered the following six topics:

- **Carbon Monitoring** – To monitor, calculate, and report the Council's annual scope 1, 2 and 3 carbon emissions.
- **Travel** - Encouraging sustainable modes of transport for employees, Members and residents.
- **Council Buildings and Energy Use** – Seeking to reduce the Council's Scope 1 and 2 CO₂ emissions to zero through improved energy efficiency of the built environment, divestment from fossil

- fuel energy sources and offsetting of unavoidable emissions.
- **Working Practices** – The Council could seek to reduce its Scope 3 CO₂ emissions through sustainable procurement and off-setting.
- **Natural Environment and Biodiversity** – To protect and improve the quality of the natural environment and biodiversity across the district, including addressing flood risk and planning for sustainable development through the new Local Plan.
- **Influencing Others in the District** – Working collaboratively across the public, private and third sectors at a local, regional, national and global level.

The next Low Carbon Working Group would be on 20 September. Further work with them would include refining and developing the draft Low Carbon Action Plan following approval of the Low Carbon Strategy by the Executive. Focus would also be given to projects which could be considered achievable before Local Government Reorganisation was implemented, with further development of projects that could be delivered in the long term.

Members asked Officers to check if the Council had communicated with any Parish Councils yet about land for tree planting; Officers explained that the Low Carbon Officer had circulated a survey to all parishes, but that the query around tree planting land would need to be checked and the answer supplied to Members after the meeting. Members requested that if such contact had been made, a list of those parishes that had been communicated with could be supplied to the Committee.

The Committee noted that there would be a motion presented at the next Council meeting on the Council's low carbon work and Members' concerns around the lack of progress.

It was also emphasised that any tree planting in the current season needed to be done immediately; Officers assured Members that they were working with the WRF to identify the best type of tree for planting this season.

Also present at the meeting was the Lead Executive Member for Health and Culture, who, in response to a question regarding the success of previous tree planting on Hambleton Hough, explained that there was an upcoming meeting about the Hough, after which an update would be provided to Members.

RESOLVED:

The Policy Review Committee noted the update.

18 BULKY WASTE COLLECTION SERVICE (PR/21/5)

The Committee received the report of the Contracts Team Leader which had been brought to committee to allow Members to review the current bulky waste collection service; the report set out the details of the existing

service along with benchmarking information from neighbouring authorities.

Officers explained that the collection of domestic waste was governed by the Environmental Protection Act 1990 and the Controlled Waste regulations 1992. Under regulation 4 of the Controlled Waste Regulations, the Council could charge for the collection of certain items of household waste, which included:

- Any article of waste which exceeded 25 kilograms in weight; or
- Any article of waste which did not fit, or could not be fitted into a receptacle for household waste provided in accordance with section 46

The Committee noted that the Council had provided a separate bulky waste collection service for over 20 years. The service had been chargeable since 2005 with a reduced rate payable by those in receipt of certain income related benefits. The current collection charge was £50 for up to 5 items, reduced to £37.50 for those in receipt of a Means Tested Benefit. A bed base, mattress and headboard would be classed as a single item as would a three-piece suite or dining table and chairs. At the point of booking, residents were given a specific date for collection, which was usually within 10 working days.

Members also noted that despite collections being suspended during April and May 2020 due to Covid-19, the total number of collections carried out during the year was 16% higher than the previous year.

Also in attendance for this item was the Executive Lead Member for Health and Culture.

The Committee asked why collection rates had increased despite the service being suspended for a short while due to the pandemic; Officers thought that the increase could be down to residents doing more DIY at home and taking the pandemic as an opportunity to clear out their homes, therefore producing more material and items that needed disposal.

Members were complimentary about the service and felt that it was delivered consistently and well with reasonable pricing compared to the rest of the county.

Officers were asked if there had been an increase in fly tipping over the past two years and explained that for specific figures, they would need to supply these to the Committee after the meeting. Members noted that when the pricing structure for bulky waste collection had been changed previously there had been no increase in the level of fly tipping.

The Committee asked Officers to bring back a further report on fly tipping to them as it was a matter that required relatively frequent consideration.

RESOLVED:

The Policy Review Committee noted the report.

**19 HOMELESSNESS (INCLUDING THE HOMELESSNESS STRATEGY)
(PR/21/6)**

Councillor T Grogan left the meeting at this point and did not return.

The Committee were asked to consider and comment on a report about homelessness in the district, presented by the Private Sector Housing Officer and Housing Options Supervisor.

Members noted that Homelessness came to the attention of the Policy Review Committee following an update on Universal Credit (UC) which was discussed at its meeting in July 2021. There had been a national rise in the number of people claiming Universal Credit, which had also been seen in Selby i.e., in October 2020 there were 4,131 claimants in the Selby area, whilst the latest figures in April 2021 showed 5,626 claimants.

Officers explained that measures to help with the economic impacts of COVID-19 were received by the Council (a hardship fund, which in 2020/21 was used to help 2,300 claimants). However, the government's additional uplift for UC claimants was now coming to an end, along with many other support schemes, and it was therefore important to consider the impact of this on residents. This could include increasing debt, potential evictions, reduced funding assistance and general conditions which could exasperate the plight of those close to homelessness or already experiencing it.

The Committee asked a number of questions of Officers, starting with how the Council got to know about rough sleepers in the district and how many there were currently. Officers explained that various sources were used, including notification by the public and the Streetlink service. The Homelessness Team would go out to try and find the person the same day in order to offer assistance. There was one rough sleeper in the district at present that the team knew of, with the annual estimated number (calculated on a single night in November each year) being around five.

Members noted that there had been an increase in requests for housing due to landlord evictions; the temporary suspension of bailiffs had been good, but it had also given a false sense of security, as the notice periods for evictions was back to two months.

The team produced personalised homelessness plans for those that needed it and had emergency accommodation that could be accessed if required; the district's thriving private rented sector was crucial in providing such accommodation. The majority of people needing to access emergency accommodation in the pandemic were in private sector homes.

Members praised the Homelessness Action Plan and asked how those

people at risk of homelessness became aware of the services they could access to help them. Officers explained that to ensure the information was out there the team did a great deal of partnership working, produced leaflets for inclusion in foodbank parcels, worked with the Citizens Advice Bureau and other voluntary agencies and lastly through direct customer contact.

The Committee were very impressed with the work of the team and how committed they were to what they did. Members expressed concern that in the next few months there would be a very difficult crisis period when support offered during the pandemic over the past year would cease; Officers were asked if there was a way through the potential upcoming problems which were a national issue. Officers responded by assuring Members that whilst it may be difficult, there were a number of systems in place to help families and individuals who may be at risk of homelessness, and that it was acknowledged that families were often more vulnerable. However, whilst the support structure was there, the need for committed funding was key; some government initiatives were capital initiatives without a return. It was essential for the service not to be diluted and for the focus on the work of the team to be maintained, alongside strong adult, social care and mental health teams.

The Committee accepted that the team did struggle to assist some people, but that they were doing their best to help. The resettlement of refugees from Afghanistan was a very current issue, and Members asked if this would affect the Selby district. Officers confirmed that two families were being housed in the district at present, and the Council had committed to take a number of Afghans as it did with Syrian refugees a few years ago. All local authorities had been asked to take more if they could, and Selby would be taking in three more families in September/October.

Members thanked Officers for their report and their attendance at the meeting and praised them for the good work they were doing for vulnerable people in the district.

RESOLVED:

The Policy Review Committee noted the report.

20 PAYMENT OF COVID-19 BUSINESS GRANTS - VERBAL UPDATE

Officers gave a verbal update on the payment of Covid-19 grants.

Members noted that over 500 businesses had been forced to close in the November and January national lockdown and these businesses had received grant payments totalling £5.9 million; pubs also received an additional £150,232 in grants in separate schemes.

The Committee also acknowledged that the Restart Grant, which was announced in the Budget from 1 April onwards, had now closed for applications. A total of £4,098,032.00 had been paid to 535 businesses in

individual grants ranging from £2,667 to £18,000. The amount of grant per business was determined by the sector the business was in, i.e., retail, leisure and the rateable value of the property.

Officers explained that the discretionary Additional Restrictions Grant (ARG) scheme had been paid to businesses from the November lockdown onwards in phases, to support them through ongoing restrictions; 373 businesses received grants totalling £2,637,506. As all the original funding allocation of £2.6 million was distributed within the required timescale from central government, the Council had secured a further funding pot in order to continue providing assistance; £673,000 was received.

Members were informed that a third phase of funding was considered for those businesses that could evidence that the delay of the recovery roadmap and continuing restrictions had caused them reduced trade and they still had fixed costs of the business to maintain. This phase had now closed with 73 businesses receiving a further £470,073 in grant support payments.

Officers stated that the amount left in the fund was £170,803. A total of £3,119,579.00 had been paid out, and any unallocated spend after 31 March 2022 would need to be returned. Demand for the third phase was low so it was not envisaged that any further grants could be paid.

Officers were able to confirm that there weren't many fraudulent applications and that the Council's checking service was very robust.

RESOLVED:

The Policy Review Committee noted the update.

21 WORK PROGRAMME

The Committee considered the work programme for 2021-22.

Officers discussed adding fly tipping to the work programme alongside the litter picking item at the October meeting, as requested by Members earlier in the meeting, but that this would need to be discussed with the relevant team first.

The draft Corporate Policy Framework was taking longer than expected to develop as it was complex and wide ranging; as such, it was unclear as to which meeting this could be presented at. Members would be kept informed.

Members agreed the work programme as presented.

RESOLVED:

To note the work programme for 2021-22.

The meeting closed at 6.18 pm.

Policy Review Committee – Minutes

Tuesday, 4 September 2021



Report Reference Number: PR/20/9

To: Policy Review Committee
Date: 11 January 2022
Status: Key
Ward(s) Affected: All
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Cliff Lunn, Executive Lead Member for Finance And Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Draft Revenue Budget and Capital Programme 2022-23 and Medium-Term Financial Plan

Summary: The report gives the Policy Review Committee the opportunity to comment on the Draft Revenue Budget and Capital Programme 2022-23 and Medium-Term Financial Plan.

Recommendation:

That the Policy Review Committee provides comments on the Draft Revenue Budget, Capital Programme and Medium-Term Financial Plan 2022-23.

Reasons for recommendation

To enable the views of the Policy Review Committee to be considered before the final budget proposals are submitted to full Council, and to help Members ensure the contribution of scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.

1. Introduction and background

- 1.1 At its meeting on 2 December the Executive will be asked to agree that the draft budget proposals be approved for 6 weeks public consultation with effect from 3 December 2021 and submitted to Policy Review for comments.
- 1.2 A verbal update as to the discussions had by the Executive will be given by Officers at the meeting of the Policy Review Committee.

2. The Report

- 2.1 The Policy Review Committee is asked to review the Executive report, set out at Appendix 1 and to provide comments before the Executive finalise the budget proposals for submission to full Council in February 2022.

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

As set out in the Executive report attached at Appendix 1 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.

4.5 Resource Implications

As set out in the Executive report attached at Appendix 1 to this report.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

- 5.1** Following comments from the Policy Review Committee and public consultation responses, the Executive will consider the final budget proposals and submit these to full Council in February 2022.

6. Background Documents

None.

7. Appendices

Appendix 1 – Executive Budget Report considered by Executive on 2 December 2021

Appendix 2 – Appendices A to F of the Executive Budget Report considered
by Executive on 3 December 2021
Appendix 3 – Extract from the Minutes of the Executive – 3 December 2021

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Report Reference Number: E/21/32

To: Executive
Date: 2 December 2021
Status: Key Decision
Ward(s) Affected: All
Author: Karen Iveson, Chief Finance Officer
Lead Executive Member: Councillor Cliff Lunn
Lead Officer: Karen Iveson

Title: Draft Revenue Budget and Capital Programme 2022/23 and Medium-Term Financial Plan

Summary:

This report presents the draft revenue budget; capital programmes and the Programme for Growth for 2022/23. As a result of local government re-organisation in North Yorkshire from April 2023, this will be Selby's last budget. The report also presents indicative budgets and planned programmes for 2023/24 and 2024/25 to enable the impact of recurring proposals to be viewed over the medium term and to support a smooth transition to the new unitary council in North Yorkshire. This approach provides the new council with an understanding of the pressures and opportunities facing Selby District, and investments planned by members.

Subject to the confirmation of the Local Government Finance Settlement and Council Tax level, the 2022/23 budget is expected to require £4.25m of funds earmarked in the Business Rates Equalisation Reserve (BRER) for revenue support.

For the purpose of this draft budget, a Council Tax freeze for 2022/23 is proposed. This is a departure from the approved Medium-Term Financial Strategy (MTFS) and adds £119k p.a. to the forecast deficits. A CPI+1% increase is assumed for housing rents.

In 2021/22 the £9.2m of renewable energy business rates were transferred to the Business Rates Equalisation Reserve and then subsequently applied to the Programme for Growth as part of the MTFS approved by Council in July. For 2022/23 no assumptions have been made at this stage, pending the Local Government Finance Settlement. Current policy would be to allocate such receipts from 2023/24.

The Medium-Term Financial Plan (3 year draft budget) shows there is an underlying gap between spending (with spending reflecting the budget risk highlighted in the MTFS) and current assumed core funding, as a result of New Homes Bonus being

phased out and the renewable energy business rates windfalls ceasing. We continue to await the outcome of the Government's Fair Funding Review, and reform of the Business Rates Retention System, to confirm the level of future savings.

There is capacity in reserves to smooth the impact of funding reductions and this draft budget confirms the deferral savings until 2024/25. However, the on-going use of reserves to support the revenue budget is not a long-term sustainable solution and therefore achievement of efficiency savings and additional income generation remain crucial.

The budget proposals include a number of discretionary growth bids, along with contingencies to support the LGR transition and on-going Covid impacts.

The draft budget is subject to public consultation before the Executive finalise their proposals in February 2022.

Recommendation:

That the draft budget proposals be approved for 6 weeks public consultation with effect from 3 December 2021 and submitted to Policy Review Committee for comments.

Reasons for recommendation

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

1. Introduction and background

- 1.1 On 21 July 2021, the government announced that the county, district and borough councils in North Yorkshire will be replaced by a new unitary council. The new council will begin to operate on 1 April 2023. This therefore means that the 2022/23 budget for Selby District Council will be its last.
- 1.2 This clearly has implications for the period covered by the existing Financial Strategy and removes the need for a budget beyond next financial year. However, the council is obligated to hand over its affairs to the new organisation in the best state it can, and this means continuing to tackle known budgetary issues.
- 1.3 The financial implications of Local Government Reorganisation (LGR) are not yet fully understood but there will be continuing updates to members as the next few months progress. It is likely that locally agreed protocols on spending for all councils will be put in place to ensure that the new council is aware of financial issues that will impact on it. However the decision and other agreements do not affect the requirement on Selby District Council to set a legal budget for 2022/23 that addresses the Council's aims and objectives. It is also expected that all existing councils will be responsible for their own

backfilling and/or external support requirements in support of the implementation of the new Council.

- 1.4 The Council approved its Medium-Term Financial Strategy (MTFS) on 22 July 2021. The MTFS covers both General Fund activities and the Housing Revenue Account and provides the strategic financial framework for annual budget setting and medium-term financial planning.
- 1.3 At the time of writing this report we await the Government's provisional Local Government Finance Settlement – any necessary changes as a result of the settlement will be incorporated into the final budget proposals to be considered by the Executive in February 2022.
- 1.4 The draft budget proposals include provision for known contractual risks identified in the MTFS and the resources needed to deal with on-going backlogs as a result of the Council's Covid recovery arrangements.
- 1.5 The MTFS also confirms the Council's strategic approach to securing financial sustainability by reducing its base net revenue budget in order to deliver services within its in-year resources; and investing 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth.
- 1.6 The MTFS mid-case includes an assumed Council Tax increase of 1.99% for a Band D property. From the HRA perspective the MTFS includes a Consumer Price Index (CPI)+1% increase in housing rents.
- 1.7 The MTFS also confirms the Council's reserves strategy - fundamentally avoiding the use of reserves to support the on-going revenue budget which is not sustainable in the long term. Instead, it seeks to balance the set aside of sums to cover known commitments and financial risk, as well as earmarking resources to support delivery of the Council's Corporate Plan. However, with LGR from April 2023, the potential for service transformation and associated savings is now very different. In addition, internal capacity is diverted towards LGR implementation, the on-going response to Covid recovery and delivery of the Council's ambitious investment plans, consequently savings remain pushed back to 2024/25.

2. The Report

- 2.1 The draft revenue budgets for the 3 years for 2022/23 to 2024/25 are presented at **Appendix A**, the capital programmes are shown at **Appendix D** and the Programme for Growth is at **Appendix E**.

General Fund Revenue Budget

- 2.2 The draft budget includes provision for 'contractual' and other unavoidable rises in expenditure (e.g., inflation and changes in interest rates), as well as inflation on income from the Council's discretionary fees and charges. This includes:

- the current increase in inflation rates is expected to be relatively short term, with forecasts indicating general running costs will increase by 4% in 2022/23 reducing to 2.6% in 2023/24 and 2.1% in 2024/25. There is expected to be particular pressure on utilities and increases of 55% for gas and 38% for electricity have been built in for 2022/23. Insurance is expected to increase by 15%, primarily due to rebuild costs. The impact of increased interest in 2022/23 from the previously assumed baseline of 2% is an additional net cost of £314k;
- low interest rates continue to impact on investment returns, with 2022/23 budget levels being £270k lower than pre-pandemic levels. an increase in Internal Drainage Board (IDB) levies of 8.7% over the 3 years to 2024/25 (Danvm IDB's levy is increasing by £53k or 10% in line with their equalisation plan) – taking the total levies from £1.759m in 2021/22 to £2.050m in 2024/25;
- a 2% provision for an annual pay award with the budget statement indicating an end to wider public sector pay restraint;
- the announcement of an increase in national insurance contributions by 1.25% increases employer contributions by £57k in 2022/23; and
- a 5% vacancy factor to help mitigate the rising pay bill and manage other cost pressures within the budget.

2.3 £192k of annual discretionary growth is included from 2022/23 (**see Appendix B**), including:

- reduction in planning income by £143k to reflect longer term underlying trends;
- increase in planning enforcement resource £34k; and
- IT software costs for additional security £15k.

2.4 In addition the following contingencies are also included:

- A contingency to deal with the on-going impacts of Covid - £750k in 2022/23; and
- £750k one-off increase in staffing capacity and related support for the implementation of Local Government Re-organisation.

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

Local Government Finance Settlement

- 2.5 In October 2021 the Chancellor announced the outline proposals covered by the Spending Review. For local government there were announcements on increases in core spending power (driven in part by Council tax growth), additional grant funding, and business rate reliefs. There is speculation that some one-off grants received in 2021/22 will roll over into 2022/23 but we await confirmation before building assumptions into the budget. The finer detail, which will confirm the amount of Settlement Funding individual councils will receive, will be published sometime in December. For the purposes of this draft budget the assumptions used in the MTFs have been used:
- business Rates Baseline funding £2.3m (safety net level) to reflect Selby's continued non-pool status in 2022/23;
 - new Homes Bonus – £767k (legacy payments only); and
 - other specific grants £24k.

Figures will be updated once the provisional settlement is known.

- 2.6 For 2022/23 the draft budget assumes the Council is at the safety net for the purposes of Business Rates Retention and therefore no Business Rates Growth is included. Beyond 2022/23 the funding system is subject to review. For 2022/23 onwards the draft budget assumes current Business Rates Baseline (plus inflation) with a small amount of growth included within the savings plan (£100k in 2023/24 plus a further £100k in 2024/25).
- 2.7 In 2021/22 the £9.2m of renewable energy business rates were transferred to the Business Rates Equalisation Reserve and then subsequently applied to the Programme for Growth as part of the MTFs approved by Council in July. For 2022/23 no assumptions have been made at this stage, pending the Local Government Finance Settlement. Current policy would be to allocate such receipts from 2023/24.
- 2.8 In line with indications from the Government, the MTFs and draft budget assumes that New Homes Bonus funding will taper out, with 2022/23 being the last year of the scheme. Given the spending pressures facing the Council, the draft budget applies New Homes Bonus to the revenue budget in the first instance, but we continue to plan for the full withdrawal of this income stream.

Council Tax

- 2.9 The approved MTFs mid-case assumes a Council Tax increase of 1.99% for a Band D property for 2022/23. A 1.99% increase would take the Council average Band D charge from £183.22 to £186.87 (a rise of 7p per week) and generate an additional £119k in Council Tax income. However, due to the on-going impact of Covid-19 on our communities, the Executive propose to freeze Council Tax for a further year. This will mean £119k p.a. recurring reduction in income from Council Tax, against that assumed in the MTFs.
- 2.10 An indicative assessment of the tax base for Council Tax setting purposes is

32,768 - a 2.19% increase on 2021/22 which is more optimistic than that used in the MTFs – property growth continues to be buoyant despite the effects of the virus. The Council Tax yield is estimated at £6.004m for 2022/23.

General Fund Summary

- 2.11 Taking the Council’s overall service requirements and funding assumptions together, the estimated position for 2022/23 is summarised below with more detail at **Appendix A**:

| General Fund | 2022/23 £000's |
|---|---------------------------|
| Net Budget Before Contribution to/(from) Reserves | 23,482 |
| Contributions to Reserves | 723 |
| Contributions from Reserves | (10,909) |
| Net Draft Revenue Budget | 13,296 |
| Funding | |
| Business Rates Baseline (safety net) | (2,320) |
| New Homes Bonus | (767) |
| Special & Specific Grants | (24) |
| Rural Services Delivery Grant | 0 |
| Renewable Business Rates Income | 0 |
| Council Tax (Tax Base 32,065 x Band D £183.22) | (6,004) |
| Collection Fund Deficit – Council Tax | 69 |
| Total Funding | (9,046) |
| Net Budget Deficit to be funded from BRER | 4,250 |

- 2.12 Subject to the assumptions and risks within the budget, the General Fund Deficit after delivery of planned savings, is estimated at £4.25m for 2022/23. It is proposed that this be funded from the Business Rates Equalisation Reserve.

Housing Revenue Account Budget

- 2.13 The HRA budgets have been prepared using the same assumptions on pay and price inflation as included in the General Fund and assumptions on rent changes are based on the Government’s formula. In 2022/23 the CPI+1% increase has been applied (4.1%). It is also assumed that any properties sold under right to buy will be replaced by properties being acquired or built under the housing delivery programme. These assumptions are informing the latest refresh of the HRA Business Plan scheduled for consideration by the Executive in January.
- 2.14 The draft HRA budget includes no new bids for discretionary growth – our focus over the next year will be to deliver the ambitious improvement programme already in place.

- 2.15 The estimated position on the HRA for 2022/23 is shown below. The HRA savings plan has been deferred as a result of delays to implementation of the Housing and Asset Management system and is now forecast in 2022/23. Opportunities for further efficiency will continue to be sought in order to maximise the resources available for investment in the service.

| HRA | 2022/23 £000's |
|---|-------------------|
| Net Budget Before Contribution to/(from) Reserves | 7,297 |
| Contribution to Reserves | 2,732 |
| Net Draft Revenue Budget | 10,029 |
| Less Dwelling Rents | (12,649) |
| Net Surplus available for Major Repairs | (2,620) |

- 2.16 Before consideration of the Housing Investment Programme requirements, a surplus position is anticipated for 2022/23. HRA surpluses are used to fund the HRA investment programme, which are smoothed annually through transfers to and from the Major Repairs Reserve. Investment plans for 2022/23 total £13.1m and will require a £5.7m drawdown from the Major Repairs Reserve (MRR). There is potential for additional supplier risk which may result in increased prices. The programme will be kept under review and outputs will be flexed if required. **Appendix F** shows the forecast on the MRR assuming all plans are delivered – it shows that this reserve will be fully depleted by 2023/24.
- 2.17 Looking ahead the refreshed HRA Business Plan sets out the long-term requirements for the Housing Revenue Account whilst balancing savings and investments within the context of a sustainable HRA. To this end, the draft budget assumes that resources needed to support improvement in our housing stock will be drawn from reserves voluntarily set aside to repay self-financing debt. The HRA business plan will consider options for debt repayment and any resulting changes to the budget will be incorporated into the final proposals to be considered by the Executive in February.

Savings

- 2.18 Delivering on-going efficiencies is a key part of the Council's 'Great Value' priority – being as efficient as possible and living within our means, whilst using the financial capacity created to generate long-term gains to improve outcomes for citizens. The MTFS identifies recurring savings of £2.8m (mid-case) - £4.4m p.a. (worst case) will be needed by 2024/25.
- 2.19 The Council's approach to savings covers three key strands:
- **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs – the potential for further service transformation will be considered as part of longer-term planning for LGR;
 - **Growing** our resources through investment in economic and housing

growth to drive growth in Council Tax and Business Rates and through charging for services and trading externally;

- **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.

2.20 However, organisational capacity is undoubtedly stretched as we continue to recover from the pandemic and tackling backlogs in some service areas means that capacity to deliver the savings required, is severely diminished. This coupled with the need to support LGR implementation and accelerate delivery of our approved investment programmes, means that savings have been profiled beyond 2023/24. With reserves earmarked to bridge the gap in the medium-term as the new Council establishes its transformation programme.

2.21 The savings plan has been reassessed as part of the budget process and the revised plan is set out at **Appendix C**. As a result of further delays to the reset of the business rates baseline growth of £100k p.a. year-on-year has been pushed back to 2023/24.

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

| GF Savings Summary | 2022/23 £000's | 2023/24 £000's | 2024/25 £000's |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| Low risk/completed | 0 | 0 | 0 |
| Medium risk/in progress | 23 | 123 | 123 |
| High risk/not started | 0 | 100 | 1,384 |
| New target – to be identified | 0 | 0 | 2,052 |
| Cumulative Savings | 23 | 223 | 3,559 |
| Annual Savings | 23 | 200 | 3,336 |

| HRA Savings Summary | 2022/23 £000's | 2023/24 £000's | 2024/25 £000's |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| Low risk/completed | 0 | 0 | 0 |
| Medium risk/in progress | 195 | 195 | 195 |
| High risk/not started | 0 | 0 | 0 |
| New target – to be identified | 0 | 0 | 0 |
| Cumulative Savings | 195 | 195 | 195 |
| Annual Savings | 195 | 0 | 0 |

2.23 The plan will continue to be monitored and progress against the current savings plan is presented at **Appendix C**.

General Fund Capital Programme

2.24 As stated previously, given LGR and the operational challenges associated with the on-going response to Covid-19 recovery, the General Fund capital programme includes previously approved projects and a bid for an additional refuse collection vehicle; only limited new growth is proposed at this time:

- ICT growth to ensure our systems remain fit for purpose as we plan for the transition to the new council; and
- Improvement works to the outdoor skatepark.

Phasing of the programme is reviewed quarterly, and the latest capital programme is attached at **Appendix D**.

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

- Industrial Units improvement programme – a full review of industrial unit assets will be undertaken before expenditure is approved; and
- Purchase of land.

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

2.26 There is limited room for additional revenue contributions to support the capital programme and therefore it is largely supported by capital receipts, external grants and earmarked reserves. The following table presents a summary of the programme (with indicative figures shown for 2024/25 for routine rolling programmes):

| Programme | 2021/22 £000's | 2022/23 £000's | 2023/24 £000's | 2024/25 £000's |
|------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Asset Management | 700 | 1,617 | 349 | 0 |
| Grants & Loans | 472 | 756 | 402 | 402 |
| ICT Replacement | 358 | 117 | 119 | 239 |
| Waste Collection Fleet | 191 | 0 | 0 | 0 |
| Total Programme | 1,720 | 2,490 | 870 | 641 |
| Funding | | | | |
| Capital Receipts | 332 | 858 | 331 | 0 |
| Grants | 472 | 756 | 402 | 402 |
| Reserves | 725 | 876 | 137 | 239 |
| Borrowing | 191 | 0 | 0 | 0 |
| Total Funding | 1,720 | 2,490 | 870 | 641 |

2.27 Projects include: the enhancement of existing assets such as the car parks,

play areas and industrial units; Disabled Facilities Grants and ICT projects. The latter cover a range of replacement and new systems, hardware and infrastructure – funding for ICT projects is covered by the ICT Replacement Reserve.

Housing Investment Programme

2.28 The Housing Investment Programme (HIP) includes the projects necessary to ensure our homes continue to meet the decency standard. Again, the phasing of work is reviewed quarterly and the latest HIP is at **Appendix D**. Indicative programmes for 2023/24 and 2024/25 are taken from the business plan. Financing of the programme will be reviewed annually and should there be insufficient funding within the Major Repairs Reserve, adjustments to previous voluntary sums set-aside for debt repayment (Voluntary Revenue Provision - VRP) will be done in line with the business plan. The following is a summary of the programme:

| Programme | 2021/22 £000's | 2022/23 £000's | 2023/24 £000's | 2024/25 £000's |
|--------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Energy Efficiency Programme | 856 | 510 | 520 | 531 |
| Health & Safety Improvement | 650 | 915 | 566 | 577 |
| Property Refurbishment Prog | 5,013 | 3,678 | 3,741 | 3,838 |
| Community Centre Refurb | 64 | | | |
| Empty Homes Programme | 600 | | | |
| Investment Programme | 1,381 | 427 | 436 | 444 |
| Environmental Improvement Plan | 40 | 68 | | |
| St Wilfred's Court Refurb | | 94 | | |
| Housing Development Programme | 2,000 | 7,391 | | |
| Housing System | 104 | | | |
| | | | | |
| Total Programme | 10,708 | 13,083 | 5,263 | 5,390 |
| | | | | |
| Funding | | | | |
| Major Repairs Reserve | 8,004 | 5,692 | 5,263 | 5,390 |
| IT Reserve | 104 | | | |
| Capital Receipts | 400 | 1,478 | | |
| Homes England Grant | 117 | | | |
| S106 Commuted Sums | 2,083 | 5,913 | | |
| | | | | |
| Total Funding | 10,708 | 13,083 | 5,263 | 5,390 |

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

- HRA new build programme.

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

Programme for Growth

- 2.30 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to 'make Selby a great place'. The current Programme was originally approved as part of the 2018/19 budget and regular progress reports have been presented to both Executive and the Overview and Scrutiny Committee. The Programme was extended in September 2020 to incorporate resources earmarked in 2019/20.
- 2.31 The latest approved programme totals £30.326m over the 7 years from 2017/18 to 2023/24. Latest forecasts show that, £13.11m will be spent by 31 March 2022, leaving £17.217m over the coming 2 years.
- 2.32 The Programme is funded by previously received New Homes Bonus and some business rates receipts from renewable energy facilities. In September 2021 full Council approved an extended Programme. The current budget is summarised below:

| Programme for Growth | Spent to 2020/21 £000's | Spend 2021/22 £000's | Spend 2022/23 £000's | Spend 2023/24 £000's | Total £000's |
|---------------------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|
| Total Allocated to projects | 3,365 | 5,065 | 10,777 | 4,274 | 23,481 |
| Internal capacity | 3,136 | 1,369 | 1,436 | 753 | 6,694 |
| Unallocated | | 150 | | | 150 |
| Total programme | 6,501 | 6,584 | 12,213 | 5,027 | 30,325 |
| | | | | | |
| Funding from Special Projects Reserve | 6,501 | 6,584 | 9,363 | 5,027 | 27,475 |
| Funding from Capital Receipts | | | 2,850 | | 2,850 |
| Total Funding | 6,501 | 6,584 | 12,213 | 5,027 | 30,325 |

- 2.34 **Appendix E** sets out the current programme. All spend is subject to Executive approval of detailed business cases. It should also be noted that circa £1.4m p.a. is committed to internal staff capacity. When programme funding is exhausted the budget assumes that capacity is released. Any necessary transitional costs would be met from reserves.

Reserves

- 2.35 The Council has a robust reserves strategy which is reviewed annually as part of the refresh of the MTFS. Reserves to fund commitments are replenished by regular revenue contributions to ensure they remain sustainable.
- 2.36 At the end of 2021/22 reserves for growth and improvement are forecast to include £14.390m for the Programme for Growth which is committed to staffing and projects. Reserves to manage risk include £11.805m from Business Rates to support the revenue budget (per MTFS) and £1.5m General Working Balance.
- 2.37 These earmarked reserves provide the financial capacity to fund budget deficits, the capital programmes and other irregular expenditure. Including the proposals within this draft budget for 2022/23 it is estimated that in total £15.159m will be required from General Fund reserves and £11.099m from Capital and Restricted reserves to fund on-going projects and new proposals.
- 2.38 The HRA reserves are General Balances and the Major Repairs Reserve (MRR) which are ring-fenced for the HRA. The HRA capital programme will require £5.692m from the MRR in 2022/23.
- 2.39 Contributions to reserves (including capital receipts) of £3.893m are forecast for 2022/23, which includes resources set aside to support future revenue budgets and subject to savings delivery, future investments.
- 2.40 A forecast of reserve balances based on the MTFS assumptions and draft budget, is set out at **Appendix F**. As at 31 March 2025 reserves are forecast at:

| Reserves | Forecast 31 March 2023 £000's | Forecast 31 March 2024 £000's | Forecast 31 March 2025 £000's |
|--|--|--|--|
| General Fund | | | |
| Commitments | 3,714 | 3,672 | 3,672 |
| Growth and improvement | 5,451 | 384 | 384 |
| Risk | 10,387 | 7,049 | 3,747 |
| Total General Fund Reserves | 19,552 | 11,105 | 7,804 |
| | | | |
| HRA | | | |
| Balances | 1,500 | 1,500 | 1,500 |
| Major Repairs | 1,438 | 0 | 0 |
| Total HRA Reserves | 2,938 | 1,500 | 1,500 |
| | | | |
| Capital receipts (from asset sales) | 1,359 | 1,529 | 2,029 |
| | | | |
| Restricted Funds (s106/CIL)* | 2,473 | 2,473 | 2,473 |

**Subject to allocation*

3. Alternative Options Considered

The MTFS sets out scenarios and options for key assumptions including Council Tax. Whilst this report proposes a freeze in Council Tax for 2022/23, subject to the Government's referendum principles, reasonable alternatives for Council Tax are:

- 1.99% increase in the Band D charge from £183.22 to £186.87 - £3.65 p.a. and equivalent to 7p per week, which would generate additional receipts of £119k p.a.
- £5 increase in the Band D charge from £183.22 to £188.22 – 2.7% and equivalent to 9.6p per week, which would generate additional receipts of £160k p.a.

4. Implications

4.1 Legal Implications

4.1.1 The council is required to set a council tax for 2022/23 before 11th March 2022. It may not be set before all major precepts (i.e., precepts from the Police and Fire Authorities) have been issued or before 1st March 2022, whichever is the earlier. The decision to set the level of council tax is reserved to Council, although Executive has to recommend a budget to Council.

4.1.2 Before determining the level of the tax, the Council must estimate its proposed revenue expenditure, taking into account amounts required by way of contingency, any need to raise reserves and any other amounts which the Council is legally required to transfer between funds. It must also estimate its anticipated income, any relevant transfer between funds and any proposed use of reserves. It must then calculate the difference between the two which is the council tax requirement.

4.1.3 Members have a fiduciary duty to the council taxpayers and others in the local authority's area. Members have no authority to make anything other than a balanced budget. In reaching decisions on these matters, Members are bound by the general principles of administrative law - and must also balance the interests of service users against those who contribute to the Council's finances. The resources available to the Council must be deployed to their best advantage. Members must also act prudently. Members must also bear in mind their other statutory duties to have regard to certain matters when making decisions. In particular, the "equalities duty" to have 'due regard' to the need to eliminate discrimination and to promote equality when making decisions and the need to consider any crime and disorder implications of the decision.

- 4.1.4 Among the relevant considerations which Members must take into account in reaching their decisions are the views of business ratepayers and the advice of officers. The duty to consult representatives of non-domestic ratepayers on the Council's expenditure plans is contained in Section 65 of the Local Government Finance Act 1992.
- 4.1.5 Members must also have regard to, and be aware of, the wider duties placed upon the council by various statutes governing the conduct of its financial affairs. These include the distinction between revenue and capital expenditure and the requirement to set prudential indicators in line with capital investment plans that are prudent, affordable and sustainable.
- 4.1.6 Section 106 of the Local Government Finance Act 1992 makes it a criminal offence for any Member with arrears of council tax which have been outstanding for two months or more to attend any meeting at which a decision affecting the budget is to be made, unless the Member concerned declares at the outset of the meeting that he or she is in arrears and will not be voting on the decision for that reason. The Member concerned must not vote but may speak. The application of Section 106 of the 1992 Act is very wide and Members should be aware that the responsibility for ensuring that they act within the law at all times rests solely with the individual Member concerned.

4.2 Financial Implications

As set out in the report.

4.3.1 Policy and Risk Implications

- 4.3.1 As part of the annual budget process a risk assessment of the Council's major budgets is undertaken. The continuing uncertainty in the wider economy from the impacts of the pandemic and other issues, means greater uncertainty within the public sector funding regime, and therefore greater financial risk for the Council. Areas that are particularly high risk are central government funding and income (particularly on our leisure service) along with savings, and inflationary and demand led cost pressures – in services such as waste and recycling. The MTFs identified additional financial risk arising from inflationary pressures and the on-going impacts of Covid-19 - contingencies are included in the budget proposals to manage these issues over the medium term.
- 4.3.2 The Council's earmarked reserves and general balances also provide a buffer for these risks and are crucial to ensure sustained financial resilience and viability.

4.4 Corporate Plan Implications

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

4.5 Resource Implications

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

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

5.1 Selby District Council's last draft General Fund Net Revenue Budget for 2022/23 totals £13.296m. It assumes a Council Tax freeze for 2022/23 and after the application of Central Government funding, savings, and planned transfers to and from reserves is a deficit of £4.25m. The deficit is the result of the phasing out of New Homes Bonus, on-going impacts of Covid-19, assumed increased costs of leisure services, and the impacts of Council Tax freezes.

5.2 It is proposed that £4.25m is drawn from the Business Rates Equalisation Reserve, to balance the budget as the majority of savings are deferred to 2024/25. No savings are forecast for the General Fund and £195k are forecast for the HRA.

5.3 The Business Rates Equalisation Reserve contains resources to support the revenue budget over the medium term, but the growing deficit means that significant savings will be required. The level of future savings will be reassessed following the outcome of the Fairer Funding Review and reset of the Business Rates Retention system.

5.4 For 2022/23 no assumptions have been made on the receipt of renewable energy business rates, pending the Local Government Finance Settlement. Current policy would be to allocate such receipts from 2023/24.

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

6. Background Documents

Medium Term Financial Strategy approved by Council July 2021

7. Appendices

Appendix A – Revenue Estimates (GF and HRA Summaries)

Appendix B – Growth Bids

Appendix C – Savings
Appendix D – GF Capital Programme and Housing Investment Programme
Appendix E – Programme for Growth
Appendix F – Reserves

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HOUSING REVENUE ACCOUNT SUMMARY 2022/23 to 2024/25

| | 2021/22 Approved £ | 2022/23 Original £ | 2023/24 Original £ | 2024/25 Original £ | Comments |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---|
| Operational Services | 3,103,210 | 3,217,390 | 3,266,910 | 3,307,280 | All salary costs removed (except Cleaners & Enforcement Officer), only inflation increases reflected. |
| Commissioning, Contracts & Procurement | 114,410 | 118,610 | 122,570 | 125,140 | Increase in grounds maintenance contract |
| Service Budgets | 3,217,620 | 3,336,000 | 3,389,480 | 3,432,420 | |
| CEC Recharges from GF | 2,787,610 | 2,815,790 | 2,858,190 | 2,914,000 | Reflects charges for salaries and overheads attributable to the HRA |
| Net Service Budget | 6,005,230 | 6,151,790 | 6,247,670 | 6,346,420 | |
| Capital A/c Adjustment Capital Chgs | (1,296,640) | (1,296,640) | (1,296,640) | (1,296,640) | Reversal of Depreciation Charges |
| Contingency | 75,000 | 76,500 | 78,030 | 79,590 | To support housing development costs / properties held for redevelopment |
| Debt Management Expenses | 6,000 | 6,120 | 6,240 | 6,370 | Support TM costs, part of NYCC contract |
| Investment Income | (38,000) | (42,500) | (34,030) | (44,290) | Based on MTFS assumptions |
| HRA Debt - Payment of Interest | 2,065,380 | 2,123,190 | 2,182,150 | 2,242,280 | Assumes borrowing up to debt cap at current PWLB Maturity rate. |
| Provision for Bad & Doubtful Debts | 270,650 | 278,270 | 288,290 | 297,230 | Assume increase in provision for tenants on benefits as a impact of Universal Credit |
| Net Budget before contribution to/(from) Reserves | 7,087,620 | 7,296,730 | 7,471,710 | 7,630,960 | |
| Contribution To Reserves | | | | | |
| Comp Development Cont | 50,000 | 50,000 | 50,000 | 50,000 | Contribution to ICT Reserve |
| HRA Debt - Voluntary MRP | 1,575,310 | 2,682,220 | 2,769,180 | 2,857,880 | Provision to repay self financing debt |
| NET HRA REVENUE BUDGET | 8,712,930 | 10,028,950 | 10,290,890 | 10,538,840 | |
| Dwelling Rents | (12,302,040) | (12,648,780) | (13,104,130) | (13,510,359) | CPI + 1% from 2020/21 |
| Net Surplus available for Major Repairs | (3,589,110) | (2,619,830) | (2,813,240) | (2,971,519) | Transfer (to) / from MRR to meet demands of capital programme and new build |

GENERAL FUND SUMMARY 2022/23 - 2024/25
(INCLUDING GROWTH BIDS)

Appendix A

| | 2022/23 | 2023/24 | 2024/25 | Comments |
|---|-------------------|-------------------|-------------------|---|
| | Original | Original | Original | |
| | £ | £ | £ | |
| Leadership & Extended Leadership Team | 903,470 | 864,930 | 881,720 | Management Team. |
| Operational Services | 4,084,130 | 3,968,870 | 3,988,750 | Environmental Health, Property Management, Benefits & Taxation, Contact Centre, Strategic Housing. |
| Business Development & Improvement | 1,733,960 | 1,678,680 | 1,653,270 | ICT, Data & Systems, HR, Marketing & Transformation. Includes permanent bid for CivicaPay security and functionality. |
| Commissioning, Contracts & Procurement | 4,799,640 | 4,858,760 | 4,953,380 | Waste & Recycling Contracts, Grounds Maintenance & Leisure. Bids included for technical & legal support for Leisure Services and the Env Services Contracts. Due to the ongoing impact of Covid on the provision of Leisure Services the worst case impact not included in this statement could be £1.1m in 22/23, £825k in 23/24 and £550k in 24/25. |
| Community, Partnerships & Customers | 366,560 | 230,450 | 215,210 | P4G funded posts plus miscellaneous grants |
| Economic Development & Regeneration | 479,510 | 252,870 | 45,150 | P4G funded posts. |
| Planning | 627,520 | 355,490 | 241,480 | Development Management & Planning Policy (Local Plan). Includes bids for permanent reduction in planning fee income and Planning Enforcement Officer post. |
| Finance Services | 2,462,950 | 2,563,220 | 2,654,480 | Finance, Audit & Internal Drainage Boards |
| Legal & Democratic | 681,360 | 694,110 | 708,210 | Legal, Licensing & Dem. Services |
| Service Budgets | 16,139,100 | 15,467,380 | 15,341,650 | |
| CEC Charged to HRA | (2,815,790) | (2,858,190) | (2,914,000) | CEC to HRA |
| Net Service Budget | 13,323,310 | 12,609,190 | 12,427,650 | Reducing mainly due to P4G contracts ending |
| Investment Income | (400,000) | (378,470) | (405,710) | Includes reduction in investment interest due to low rates / covid-19 |
| External Interest Paid | 75,200 | 75,200 | 75,200 | |
| Capital Adjustments | (224,830) | (225,690) | (226,520) | MRP / Depreciation |
| Capital Programme Costs Funded by Reserves | 875,573 | 136,746 | 239,000 | Capital Growth excluding P4G, to include new bids for Northgate Finance Software, PICK Protection, SAN Storage and Selby Skatepark |
| P4G Revenue Projects | 0 | 0 | 0 | Excluding Salaries included in Services above |
| P4G Capital Projects | 8,110,866 | 4,601,966 | 0 | |
| Contingencies | 1,722,000 | 222,000 | 222,000 | £100k operational contingency & £100k commissioning contingency. £22k addt contingency bid from 22/23 onwards and £750k one off support through LGR and £750k one-off Covid Contingency |
| Net Budget before contribution to/(from) Reserves* | 23,482,119 | 17,040,942 | 12,331,620 | |
| Contribution To Reserves | | | | |
| Asset Management | 200,000 | 200,000 | 200,000 | Per MTFS |
| ICT | 250,000 | 250,000 | 250,000 | Per MTFS |
| Pension Equalisation Reserve | 185,060 | 185,060 | 185,060 | Contributions proportion of the pension revaluation saving |
| District Election | 38,000 | 38,000 | 38,000 | Per MTFS |
| Business Rates Equalisation | | | | |
| Local Plan | 50,000 | 50,000 | 50,000 | Per MTFS |
| Contribution From Reserves | | | | |
| District Election Reserve | | | | |
| Asset Management | (758,573) | (17,746) | | |
| Business Development Reserve | (168,140) | (40,000) | | |
| Revenue Carry Forwards | | | | |
| ICT | (202,000) | (204,000) | (324,000) | Finance system replacement rephased to 24/25 since MTFS |
| PFI | (195,510) | (204,980) | (214,640) | Updated per Year end model |
| Contingency | (100,000) | (100,000) | (100,000) | Funding for commissioning contingency - subject to annual review and sufficient funds in reserve. |
| Local Plan | (122,000) | (60,000) | | |
| Programme for Growth | (9,363,096) | (5,026,646) | | Remaining project and salary costs |
| NET REVENUE BUDGET | 13,295,860 | 12,110,630 | 12,416,040 | |
| NNDR | (2,320,000) | (2,558,000) | (2,609,160) | Baseline in 22/23 and per MTFS 24/25 onwards with reset assumed. |
| New Homes Bonus | (767,000) | - | - | Per MTFS |
| Lower Tier Services Grant | | | | Per MTFS |
| Special and Specific Grants | (24,000) | (24,000) | - | Per MTFS |
| RSDG | | | | Per MTFS |
| Covid emergency / new burdens | | | | Per MTFS |
| Business Rates Collection Fund Deficit/(Surplus) | | | | |
| Council Tax to be Levied | (6,003,877) | (6,184,588) | (6,370,738) | Based on tax base below |
| Council Tax Collection Fund Deficit/(Surplus) | 69,000 | 69,000 | - | Draft budget profiles the £207k over 3 years from 21/22 to 23/24 |
| Shortfall / (surplus) | 4,249,983 | 3,413,042 | 3,436,142 | |
| Tax Base | 32,768.00 | 33,095.68 | 33,426.64 | |
| Band D Council Tax | 183.22 | 186.87 | 190.59 | |

GENERAL FUND NEW GROWTH BIDS 2022/23 - 2024/25

| Description | Strategic Theme / Priority | Revenue | | | Capital | | | Comments | Term | Funded From |
|---|--|---------|---------|--------|---------|--------|-------|--|---------|-----------------|
| | | 22/23 | 23/24 | 24/25 | 22/23 | 23/24 | 24/25 | | | |
| Finance software - To secure a £20k annual capital investment to maintain our current software based on the upgrades/development roadmap received from the software supplier. The software is key to how we develop the Finance Software Suite from Advanced Business Solutions comprising of E-Financials, Collaborative Planning & E-Procurement in the future to meet our aims and aspirations of a council. Software development will allow us to: - cut costs by automating routine tasks - improve efficiency of staff - streamline business operations - replace paper processes - communicate more effectively with customers, suppliers or partners | Working with others and co-developing The way in which services are delivered Helping people to access services digitally. This work will help us to continually improve value to money in The business whilst ensuring that we do things efficiently, with increased productivity | | | | 20,000 | | | The Northgate software is integral to the integration and rationalising of software systems at the council. The majority of staff across the business areas will use a Northgate application everyday. Failure to develop a key critical software system would mean: increased costs by 'workaround' routine tasks inefficiency of staff increased paper processes reputation issues with customers, suppliers or partners non-compliance with legislation | One off | ICT |
| Net Cost of Bid | | 0 | 0 | 0 | 20,000 | 0 | 0 | | | |
| to secure a £8k annual capital investment to maintain our current PICK Protection software | Working with others and co-developing the way in which services are delivered | | | | 8,000 | | | The Personal Guardian App is a lone worker solution that can be placed on any smartphone. It gives peace of mind to both employees and employers. It allows employees to proactively protect themselves from day to day risks and raise an alarm in the event of an emergency by either pressing a button linked via Bluetooth or via the app directly. Employees are protected 24/7 by Pick Protection's BS: 8484 Alarm Receiving Centre The Council's lone worker policy states that those considered at medium or high risk when working alone should use the App. For example the trades team, Neighbourhood Officers, Planning offices, Lifeline operatives. Etc. For more information see the council's lone working policy | One off | ICT |
| Net Cost of Bid | | 0 | 0 | 0 | 8,000 | 0 | 0 | | | |
| Page 31 SAN Storage . This is the Council's Storage Area Network which is the underlying disk space for all our servers, systems and data. This cost is to replace the existing storage which is approaching end of hardware support life with storage on the NYCC SAN. | Digital Foundations: is about how we will work with others to update our infrastructure and ensure that our technology is resilient, sustainable and secure. Technology and the digital world moves fast, working with our partners to provide a simple and standardised infrastructure will keep costs low and ensure we are able to respond quickly to changing needs. | | | | 30,000 | | | Modernise the ICT infrastructure to improve resilience and security. Modernise the ICT infrastructure to improve service availability (24/7/365), increase resilience to cyber-attack and ensure risk based and proportionate levels of information security. Simplify the ICT estate Streamline internal systems and processes, reduce the number of applications, increase the commonality of applications and move towards a single platform Better use of data Managing and using data securely and appropriately; improving data discovery tools; removing barriers to effective data use; and make better use of data to improve decision making The existing SAN is approaching end of hardware support life, meaning it will no longer be supported by the supplier. If the hardware is not under support and maintenance then all the Council's servers and systems could potentially stop functioning in the event of a storage system failure. | One off | ICT |
| Net Cost of Bid | | 0 | 0 | 0 | 0 | 30,000 | 0 | | | |
| This bid is to cover the revenue costs of owning and managing the sites that the Council is acquiring around Selby station to deliver the land use changes and improvements that form the Selby Gateway TCF project | The Selby Gateway TCF project is the Council's priority regeneration scheme and acquisition of these sites by the Council is essential to deliver the project and its transformational benefits | 30,000 | 23,000 | 16,000 | | | | These costs will include business rates, limited maintenance / insurance / utilities ahead of the sites being cleared to deliver the TCF proposals from late 2022 to late 2023. There will also be limited costs in extending current car parking enforcement and management arrangements to the car park at the Selby Business centre site. There will be income from the business units and car park at the Selby Business centre site which will help to cover the costs in the first year, but there is a requirement for additional funding for years 2 and 3 once the income from the Business centre comes to an end. There may be longer term low value revenue costs associated with the use of these sites beyond implementation of the TCF proposals - although most will form public realm. | One off | P4G Contingency |
| Net Cost of Bid | | -50,040 | -16,190 | 16,000 | 0 | 0 | 0 | | | |
| Technical and Legal support for procurement of replacement Environmental Services Contract | Environmental Services | 50,000 | 20,000 | | | | | The current Environmental Services Contract is due to expire on 31st March 2024. The Council will need to replace the contract and be in a position to award a replacement by 30th June 2023 to allow for mobilisation. Tender documents will be required to be developed for issue to the market by 30th September 2022 and for return 31st December 2022 with evaluation by the end of March 2023. Post tender clarification and compiling contracts for signature run from March 2023 to June 2023. The Council currently provides Environmental Services via an outsourced contract and therefore requires a contract succession strategy for this statutory service. Based on current contract values it is estimated a total contract cost for an extended contract would be in the region of £60 million. | One off | Bus Dev Reserve |
| Net Cost of Bid | | 50,000 | 20,000 | 0 | 0 | 0 | 0 | | | |

| Description | Strategic Theme / Priority | Revenue | | | Capital | | | Comments | Term | Funded From |
|---|--|----------------|----------------|----------------|----------|----------|----------|---|---------|-----------------|
| | | 22/23 | 23/24 | 24/25 | 22/23 | 23/24 | 24/25 | | | |
| Technical and Legal support for procurement of replacement Leisure Services Contract | Leisure Services | 50,000 | 20,000 | | | | | <p>The current Leisure Services Contract is due to expire on 30th September 2024. The Council will need to replace the contract and be in a position to award a replacement by 31st December 2023 to allow for mobilisation. Therefore, Tender documents would be required to be developed for issue to the market by 31st January 2022 and complete an evaluation by end March 2023. Post tender clarification and compiling contracts for signature run from March 2023 to September 2023.</p> <p>The Council currently provides leisure services via an outsourced contract and therefore requires a contract succession strategy. In addition any replacement strategy would need to recognise options for future use of current unused assets that may have no alternative uses.</p> | One off | Bus Dev Reserve |
| Net Cost of Bid | | 50,000 | 20,000 | 0 | 0 | 0 | 0 | | | |
| Reduction in base budget for Planning Income without a corresponding reduction in workforce | Ensuring that Selby is 'a great place to live'. It is also relates to the core values about being customer focused. | 143,000 | 143,000 | 143,000 | | | | <p>Planning income is difficult to predict as it is subject to the variations of the development sector and can be disproportionately impacted by a small number of larger major applications (e.g. recent single fees of £100-200k+ for Kellingley and 2 large scale solar farms). The delivery of Planning Income is essentially an estimate of predicted levels of developer activity. It is therefore influenced by market forces (and other external factors such as covid impacts) that are outside the Council's control. The Income target was reduced in 2020/21 to reflect the impacts of covid and cannot be seen as a typical year.</p> <p>The target for 2021/22 is £906k. The 2021/22 year to date reflects the uncertainties in predicting planning income with a slow start in the first 4 months but as a result of 2-3 very large fees in recent months the income is likely to exceed the £906k target this year. However this cannot be seen as a typical year.</p> <p>For 22/23 the target set is currently £1.049m. If we discount 20/21 and 21/22 as being typical years because of Covid impacts then the best way to establish a reasonable baseline budget for 22/23 is to look at the average income for the previous 5 years (2015/16 to 2019/20). The average income for these five years was £887k pa. It is for this reason we are asking for the budget to be retained at the current level of £906k (rather than increasing to £1.049m) to more accurately reflect the five year average income trend.</p> <p>It is also important to stress that there is not necessarily a direct correlation between income and workloads. A high number of small to medium size applications may for example generate a considerable amount of work but at the same time not generate high income levels. A small number of very large applications may generate an income surplus. We know that workloads and number of applications are higher than pre-pandemic levels with a concentration of smaller applications, a few 'super majors', but with less of the normal sized 'major' applications (e.g. medium scale housing schemes). The Planning Review only just recently fully implemented benchmarked workloads to the establishment needed to deliver these workloads – and set staffing number appropriately. There is no scope to reduce the workforce to reflect the lower income levels proposed without having a negative impact on the performance and progress in tackling the backlog.</p> | Perm | Revenue |
| Net Cost of Bid | | 143,000 | 143,000 | 143,000 | 0 | 0 | 0 | | | |
| Extension of Planning Enforcement Officer post | <p>The post directly delivers on the Council Strategic Priorities particularly ensuring that Selby is 'a great place to live'. It is also relates to the core values about being customer focused.</p> <p>In addition Planning Enforcement is a long standing Member priority.</p> | 34,070 | 34,750 | 35,450 | | | | <p>The Planning Enforcement Team currently has 356 live cases. Since the beginning of May around 174 new cases have been generated and 226 closed. This has allowed the team to eat into the backlog by around 35%. This reduction has been achieved by two Principal Officer (one agency contractor funded until December 2021); one Senior Planning Enforcement Officer and two Planning Enforcement Officers. One of which is on a temporary contract seconded from Environmental Health. This post was initially funded through monies acquired from central government following a bid process. This funding came to an end in May 2021 and further funding was provided following approved for 2021/22.</p> <p>There is a need to continue to make progress against the backlog, but in addition given the number of cases being generated it is likely that the core operating capacity of the team needs to around 250 cases. This post along side the posts in the establishment would allow this level of work to be handled in appropriate and timely customer focused manner.</p> | Perm | Revenue |
| Net Cost of Bid | | 34,070 | 34,750 | 35,450 | 0 | 0 | 0 | | | |
| CivicaPay. Like for like replacement but bringing in additional security and functionality | By implementing the hosted e-payments and income management solution this will help SDC deliver greater automation, efficiency gains whilst at the same time providing service improvements to the customer working towards the Digital Transformation agenda. | 15,000 | 15,000 | 15,000 | | | | <p>CivicaPay utilises Microsoft technology bringing power and ease of use directly to the desktop. By using browser based technology and extending the use of the software directly to the citizen the economies of "self-service" can truly be realised in terms of resource, cost and contact key performance indicators. In Civica's hosted platform, the card data is captured, processed and stored entirely in Civica's data centres. No Cardholder data is exposed to our customer environment at any juncture.</p> <p>Through the Digital Transformation Agenda the purchase of this software will enhance the customer experience through increased/improved "self-service" when paying for goods/services from the Council.</p> | Perm | Revenue |
| Net Cost of Bid | | 15,000 | 15,000 | 15,000 | 0 | 0 | 0 | | | |

| Description | Strategic Theme / Priority | Revenue | | | Capital | | | Comments | Term | Funded From |
|---|--|----------------|----------------|----------------|---------------|---------------|----------|--|---------|--------------------------|
| | | 22/23 | 23/24 | 24/25 | 22/23 | 23/24 | 24/25 | | | |
| To improve and enhance the outdoor skatepark adjacent to Selby Leisure Centre, Scott Road, Selby. | This project supports the corporate priorities of making Selby a great place to live and a great place to enjoy. This project supports the corporate principles to be Community-focused "We will empower and involve people in decisions about their area and their services" | | | | 150,000 | | | The skatepark although well used has not received any investment since the ramps were replaced at the time the Summit building was constructed. The skatepark has no dedicated lighting or CCTV and has old fencing along all four sides with baffle boards along the base of the fencing to a height of about 1.5metres creating blind spots. The skate park on generally regular occasions over the last five years has attracted anti-social behaviour. We wish to look at a co-design approach with the community to enhance safety and attract self regulation, revenue implications to this bid are managed within the leisure provision contract through IHL. This bid is for funding to: - complete community engagement and co-design - remove the fencing at the front and rear of the skatepark - install and repair dedicated lighting and CCTV - make good existing, and install additional ramps | One off | Asset Management Reserve |
| Net Cost of Bid | | 0 | 0 | 0 | 150,000 | 0 | 0 | | | |
| Total Value of new GF Bids | | 272,030 | 239,560 | 209,450 | 28,000 | 30,000 | 0 | | | |

| Funding | 22/23 | 23/24 | 24/25 | 22/23 | 23/24 | 24/25 |
|------------------------------|----------------|----------------|----------------|----------------|---------------|----------|
| ICT Reserve | 0 | 0 | 0 | 28,000 | 30,000 | 0 |
| P4G Reserve | -20,040 | 6,810 | 16,000 | 0 | 0 | 0 |
| Asset Management Reserve | 0 | 0 | 0 | 150,000 | 0 | 0 |
| Capital Receipts | 0 | 0 | 0 | 0 | 0 | 0 |
| Business Development Reserve | 100,000 | 40,000 | 0 | 0 | 0 | 0 |
| Revenue | 192,070 | 192,750 | 193,450 | 0 | 0 | 0 |
| Total | 272,030 | 239,560 | 209,450 | 178,000 | 30,000 | 0 |

Planned Savings

| Strategic Category | Lead | General Fund - Potential Saving | 2021/22 Planned Savings £000's | 2022/23 Planned Savings £000's | 2023/24 Planned Savings £000's | 2024/25 Planned Savings £000's | Commentary | Current Risk |
|--|-----------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---|--------------|
| Growing resources | Suzan Harrington | Asset rationalisation | 0 | 0 | 100 | 100 | This saving relates to the lease for the Contact Centre at Market Cross Selby. The saving will be realised when the lease expires in November 2022 but some remedial work may be required and it has therefore been reprofiled to 2023/24. | Medium |
| Growing resources | Dave Caulfield | Business Rates Growth | 0 | 0 | 100 | 200 | The Council's Economic Development Strategy will proactively foster new inward investment and indigenous business growth. This 'saving' is however high risk due to uncertainties regarding the BRR system reset. This cautious target assumes that the reset brings the Council out of its current safety net position and enables modest year on year growth to be realised. Delays to business rates retention system reset mean that this target is delayed a further year and proposed targets have been reprofiled accordingly. | High |
| Growing resources | Suzan Harrington | Summit alternative use | 0 | 0 | 0 | 282 | Assumes alternative use that brings in equivalent net funding. Profiled to 2024/25 due to current market conditions | High |
| Growing resources | Suzan Harrington | Green waste collection | 0 | 0 | 0 | 740 | Consider charging for garden waste collections - Government's waste strategy may ultimately over-rule this but this saving assumes implementation of full cost recovery of relevant/allowable costs | High |
| Total Growing Resources | | | 0 | 0 | 200 | 1322 | | |
| Transforming | Suzan Harrington / Alison Hartley | Process improvements /on-line transactions | 0 | 0 | 0 | 162 | The Channel shift project is currently being delivered and savings from this are starting to be recognised. Further programmes to role out digitalisation are delayed due to covid-19, and any potential benefits from this may not be made in the short term due to additional workload pressures as a result of the pandemic across the Council. Saving reprofiled a further year to 2024/25. | High |
| Transforming | Suzan Harrington | Introduce CT Penalty Scheme - NEW | 5 | 5 | 5 | 5 | Council Tax Penalty Scheme was not being enforced due to covid-19 but has now been reintroduced from 21/22. | Medium |
| Total Transforming | | | 5 | 5 | 5 | 167 | | |
| Commissioning | Suzan Harrington | Contract renegotiations | 18 | 18 | 18 | 18 | Various procurement related savings | Medium |
| Total Collaboration & Commissioning | | | 18 | 18 | 18 | 18 | | |
| Total | | | 23 | 23 | 223 | 1,507 | Potential for balance to be delivered through LGR | |

Page 34

| | | | | |
|--|-----------|-----------|------------|--------------|
| Target (MTFS 'Mid Case') £000 | 23 | 23 | 223 | 3,559 |
| Low Risk £000 | 0 | 0 | 0 | 0 |
| Medium Risk £000 | 23 | 23 | 123 | 123 |
| High Risk £000 | 0 | 0 | 100 | 1384 |
| Balance to be delivered through LGR £000 | - | - | - | 2,052 |
| Total | 23 | 23 | 223 | 3,559 |

| Strategic Category | Lead | HRA - Potential Saving | 2021/22 Planned Savings £000's | 2022/23 Planned Savings £000's | 2023/24 Planned Savings £000's | 2023/24 Planned Savings £000's | Update/Comments | Current Risk |
|--------------------|------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|--------------|
| Transforming | Suzan Harrington | Process improvements /on-line transactions | 0 | 195 | 195 | 195 | The new housing/asset management system is in the process of being implemented and went live in 2020/21. | High |
| Total | | | - | 195 | 195 | 195 | | |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| General Fund | Original Budget Incl C/F | Revised Budget | Year to date Revised Budget | Year to date Actual | YTD Variance | Forecast | Carry Forward | Year End Variance | Comments | Approved Programme & Carry Forward Proposal | | |
|---|--------------------------|----------------|-----------------------------|---------------------|--------------|----------|---------------|-------------------|---|---|----------------|----------------|
| | | | | | | | | | | Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
| Transforming Customer Services | 106,575 | 106,575 | 0 | 0 | 0 | 106,575 | 0 | 0 | Covid-19 and other delays have prevented the start of work on the reception alterations delaying the contact centre move. Work towards the move is still progressing but details are yet to be firmed up. The project is expected to be on budget. In addition the Call centre on the first floor of the extension is now operational working within Covid guidelines | | | |
| Website Development | 10,000 | 10,000 | 0 | 0 | 0 | 10,000 | 0 | 0 | This project is to enhance the platform to allow for future development of the website. Currently reviewing the scope of this projects with LGR on the horizon. | | | |
| GIS System | 31,380 | 31,380 | 15,690 | 1,600 | -14,090 | 31,380 | 0 | 0 | This project forms part of the Contact Centre re-opening project. This capital budget will fund the software requirements as required. Committed £7k for Lone Worker software from PICK Protection | | | |
| Benefits & Taxation System upgrade | 21,380 | 21,380 | 5,345 | 652 | -4,693 | 21,380 | 0 | 0 | This budget is linked to software upgrades supporting Channel Shift as part of the Digital Strategy | 15,000 | 15,000 | 15,000 |
| IDOX Planning System | 15,000 | 15,000 | 3,750 | 1,000 | -2,750 | 15,000 | 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 2021/22 | 15,000 | 15,000 | 15,000 |
| ICT - Servers | 30,000 | 30,000 | 0 | 0 | 0 | 30,000 | 0 | 0 | Renewed Sophos Cybersecurity to September 2023 at a cost of £28k (pending receipt of the invoice). | | | |
| ICT - Software | 4,694 | 4,694 | 1,174 | 4,000 | 2,827 | 4,000 | 0 | -694 | Budget committed to the Digital Workforce Project and the implementation of Microsoft 365 Tools - training has now been completed and the final invoice has been paid for £4k, no further costs will be incurred. | | | |
| Adobe Licence Replacement | 15,000 | 15,000 | 0 | 0 | 0 | 15,000 | 0 | 0 | Licences replacement programme due 2021/22. | | | |
| Finance System Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Replacement for the finance system has been reforecast into 2022/23. | 0 | | 150,000 |
| Finance Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Capital investment to maintain the current software based on the upgrades/development roadmap received from the software supplier. | 20,000 | | |
| PICK Protection Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Capital investment to maintain our current PICK Protection software | 8,000 | | |
| SAN Storage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | The Council's Storage Area Network which is the underlying disk space for all our servers, systems and data. This cost is to replace the existing storage which is approaching end of hardware support life with storage on the NYCC SAN. | | 30,000 | |
| Committee Management System | 3,000 | 3,000 | 0 | 0 | 0 | 3,000 | 0 | 0 | ModernGov software upgrade expected in 2021/22 as part of legislative changes | | | |
| Upgrade to Assure from M3 | 8,500 | 8,500 | 0 | 0 | 0 | 8,500 | 0 | 0 | This budget is to migrate from M3 to Assure software as part of the Digital Transformation programme. The Assure migration is expected to Go Live in Q3 2021/22 | | | |
| Cash receipting System | 32,500 | 32,500 | 0 | 0 | 0 | 32,500 | 0 | 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. | | | |
| Northgate Revs & Bens | 3,600 | 3,600 | 0 | 0 | 0 | 3,600 | 0 | 0 | Budget required for system upgrades following legislative changes in relation to e-billing in line with the Digital Strategy | | | |
| Asset Management Plan - Leisure & Parks | 47,891 | 47,891 | 0 | 0 | 0 | 47,891 | 0 | 0 | IHL are currently gathering quotes for the planned maintenance work for this year and inspections are taking place to identify works that will be required during 2022/23 so these costs can be fed into budget setting later this year. | 9,005 | 17,746 | |
| Committee Room Microphone system | 65,000 | 65,000 | 0 | 0 | 0 | 65,000 | 0 | 0 | Specification is written and tenders have been invited and are with Procurement for review for the Committee Room microphone system. Consideration is being given to alternative options such as renting equipment following LGR, in all likelihood this equipment will still be required at the Civic Centre irrespective of the LGR outcome. | | | |

Page 35

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| General Fund | Original Budget Incl C/F | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments | Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
|--|--------------------------|----------------|---------------------|---------------------|-----------------------|----------|---------------|-------------------|--|----------------|----------------|----------------|
| Car Park Ticket Machines | 22,473 | 22,473 | 11,237 | 1,147 | -10,090 | 22,473 | 0 | 0 | Implementation of the revised car park tariffs was delayed whilst technical issues relating to acceptance of card transactions was resolved. Implementation of the associated machine upgrades is now completed and operational and we are awaiting final invoices. | | | |
| Industrial Units Maintenance | 25,000 | 25,000 | 0 | 0 | 0 | 25,000 | 0 | 0 | An initial report detailing the options has been provided to LT for consideration. Further work is now required to develop a formal business case for each option. Given the nature of the options being considered it is considered inappropriate to seek approval to invest the existing capital funds at this time. Improvements to the industrial units are subject to the outcome of a report to Executive in respect of the future direction. We are awaiting information regarding demand from colleagues in ED to inform the recommendations of the report. Progress has been delayed in respect of provision of demand information due significant resource pressures resulting from further Covid19 restrictions and additional support requirements for local businesses. The forecast has been revised to £25k 21/22 for unforeseen costs with the balance in 22/23. | 229,400 | | |
| Industrial Units Investment | 0 | 357,553 | 0 | 0 | 0 | 20,000 | 337,553 | -337,553 | New Bid approved at Council on 22 July 2021. Major updating of industrial units including energy efficiency, panel erosion and refurbishments. We are currently working with our EPC Assessor to establish the nature and scale of works required to achieve the minimum required energy efficiency standards required to bring out industrial units back int use. Following completion of this work, a specification will be developed and issued to the market. Due to capacity issues with the team however is not anticipated this will occur until Q4, with works commencing in Q1/Q2 of 2022/23. The forecast is therefore requested to be reduced to £20k for the current year with the balance of this years budget being forecasted into 2022/23. | 620,163 | 300,669 | |
| Car Park Improvement Programme | 520,168 | 520,168 | 20,084 | 19,758 | -326 | 150,000 | 370,168 | -370,168 | 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 Covid-19. Work to install the first of Electrical Vehicle Charging Points (EVCP) is now complete, with points in South Parade and Back Micklegate car parks operational. As we start to move towards pre-Covid norms we are now starting to revisit delivery of the car park improvement programme and are working closely with colleagues in the Economic Development and Regeneration team to maximise funding available for improvements at Britannia car park, Tadcaster. The forecast has been amended to reflect ongoing delays around the Back Micklegate development. | 370,168 | | |
| ICT - Channel Shift 2 Website & Intranet | 16,720 | 16,720 | 8,360 | 2,900 | -5,460 | 16,720 | 0 | 0 | Citizens Access Portal (Revenues) is to go Live in Q3 2021/22 with Citizens Access Portal (Benefits) also anticipated in Q3 2021/22. The remaining budget will be used for e-forms development through 2021/22 | | | |
| ICT - Channel Shift 3 Website & Intranet | 18,000 | 18,000 | 0 | 0 | 0 | 18,000 | 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. During Q3 the timescales of the project will be reviewed with the possibility this will move into 2022/23 | | | |
| ICT - Disaster Recovery Improvements - Software / Hardware | 17,790 | 17,790 | 0 | 0 | 0 | 17,790 | 0 | 0 | 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. | | | |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| General Fund | Original Budget Incl C/F | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments | Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
|---|--------------------------|----------------|---------------------|---------------------|-----------------------|----------|---------------|-------------------|--|----------------|----------------|----------------|
| ICT - End User Devices - Software / Hardware | 54,760 | 54,760 | 27,380 | 16,103 | -11,277 | 54,760 | 0 | 0 | Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy. £43k has been raised as an order waiting for devices to be delivered for CILrs and new starters and central stock, due to delivery issues this is anticipated for delivery in Q3. The remaining will be required for high spend items such as monitors especially with any breakages and return to workplace requirements to support a soft hybrid environment - jabras/ cameras etc. | 49,500 | 49,500 | 49,500 |
| ICT - Digital Workforce - Telephones - Mobile Working | 11,770 | 11,770 | 0 | 0 | 0 | 11,770 | 0 | 0 | Budget is for replacement Mobile hardware in relation to the digital workforce strand of the digital strategy. A further 25 trades tablets are being purchased for rollout this year as current tablets are nearing end life. There is currently a shortage of available tablets. | 9,500 | 9,500 | 9,500 |
| South Milford Retaining Wall | 15,000 | 15,000 | 0 | 0 | 0 | 15,000 | 0 | 0 | We are still awaiting confirmation from the parish priest as to whether approval for the improvement works to the wall will need to go through a Faculty application (similar to Listed Building Approval). It is currently unknown how long the process will take. | | | |
| Waste Collection Fleet | 200,000 | 190,570 | 0 | 0 | 0 | 190,570 | 0 | 0 | An order has ben raised for the additional 26 tonne RCV. Delivery is expected before the end financial year an are awaiting confirmation of the date. The balance of this budget will not be required and the budget reduction was approved at Q1 | 0 | | |
| Council Play Area Maintenance | 197,730 | 197,730 | 0 | 0 | 0 | 197,730 | 0 | 0 | Works at Grange Road have started and should be completed early in Q3. Consultation is ongoing on the designs for Charles Street and an Expression of Interest has been issued for the remaining four play areas over the next two years. | 100,000 | | |
| Outdoor skatepark adjacent to Selby Leisure Centre | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | The skatepark although well used has not received any investment since the ramps were replaced at the time the Summit building was constructed. We wish to look at a co-design approach with the community to enhance safety and attract self regulation, revenue implications to this bid are managed within the leisure provision contract through IHL. This capital programme is for funding to: - complete community engagement and co-design - remove the fencing at the front and rear of the skatepark - install and repair dedicated lighting and CCTV - make good existing, and install additional ramps | 150,000 | | |
| Replacement of Vehicle Fleet | 3,510 | 3,510 | 0 | 0 | 0 | 0 | 0 | -3,510 | The Council's replacement commercial vehicle fleet has now arrived and is fully operational. The forecast has been updated to nil as all outstanding invoices have now been received. | 0 | | |
| Purchase of Land | 937,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | This budget has been removed as part of the MTFs approval | | | |
| New Build Projects (Loans to SDHT) | 2,800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | This budget has been removed as part of the MTFs approval | | | |
| Private Sector - Home Improvement Loans | 27,720 | 57,720 | 28,860 | 10,452 | -18,408 | 30,000 | 27,720 | -27,720 | RAS Loans remain an important tool in providing support for emergency repairs in homes owned by vulnerable people. We have completed 4 RAS loans in the first two quarters of 2021/22, 3 for new heating and hot water systems (including our first private sector air source heat pump) and 1 for a new bathroom. There are 4 new roof loans that are currently delayed due to contractor workloads but these should all complete during quarter 3. 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. We have so far received 1 repaid loan in 2021/22. In the whole of 2020/21 we received 3 repaid loans. New Bid approved at Council on 22 July 2021 for an additional £30k allocation per annum over the next 3 years to 2023/24. Approval is sought to revise the current year forecast to £30k and carry forward the balance into 2022/23. | 57,720 | 30,000 | |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| | | | | | | | | | | | | |
|----------------------------------|------------------|------------------|----------------|----------------|----------------|------------------|------------------|-----------------|---|------------------|----------------|----------------|
| Empty Property Grants | 84,886 | 84,886 | 42,443 | 19,152 | -23,291 | 84,886 | 0 | 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 1 Empty Homes Grants in the first quarter of 2021/22, which provided a three bedroom house to a homeless family. Progress on other schemes has slowed although a further 3 grants should complete in quarter 3 and discussions are on-going regarding a possible 2 further conversion schemes that will hopefully progress to full grants thus ensuring that our private rented portfolio for homeless households continues to grow. | 80,000 | | |
| Disabled Facilities Grants (DFG) | 813,357 | 471,544 | 135,772 | 130,348 | -5,424 | 471,544 | 402,360 | 0 | Covid-19 is still impacting on the supply chain for contractors and increasing costs causing some delay in completing adaptations. Due to the substantial budget £814k (DFG grant £503k- £311 carry forward) an additional Technical Officer has been temporary recruited 2 days a week for up to six months. It remains difficult to forecast an accurate outturn but the aim is for at least a 75 completions in 21/22 compared with 50 last year, YTD we have completed 26. The balance is forecasted to be spent in 2022/23 subject to review throughout this financial year. | 755,717 | 402,360 | 402,360 |
| Total General Fund | 6,160,904 | 2,459,714 | 300,094 | 207,112 | -92,982 | 1,720,069 | 1,137,801 | -739,645 | | 2,489,173 | 869,775 | 641,360 |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| Housing Revenue Account | Original Budget Incl C/F | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments | Approved Programme & Carry Forward Proposal | | |
|--|--------------------------|----------------|---------------------|---------------------|-----------------------|-----------|---------------|-------------------|--|---|----------------|----------------|
| | | | | | | | | | | Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
| Housing & Asset Management System | 103,660 | 103,660 | 0 | 0 | 0 | 103,660 | 0 | 0 | The remaining capital balance is expected to be paid following the Phase 2 project completion in 2021/22. | | | |
| St Wilfrid's Court | 93,733 | 93,733 | 0 | 0 | 0 | 0 | 93,733 | -93,733 | 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. Government changes to the roadmap for easing restrictions has meant works to finalise the scoping works and subsequent issue of tenders was progressed as planned. Further delays have been experienced due to a lack of capacity within the team, which we are seeking to address through the ongoing restructure process. Given the ongoing upward pressure on materials and labour costs however, it is unlikely we would be able to deliver the improvements required within the available budget; hence a decision has been made to delay tender issue until next financial year when indications suggest the market pressures may have stabilised. | 93,733 | | |
| Environmental Improvement Plan | 108,152 | 108,152 | 0 | 0 | 0 | 40,000 | 68,152 | -68,152 | This funding is earmarked to support a scheme being led by colleagues in the Contracts and Procurement Team. Work to progress the scheme was delayed due to Covid-19. Of the 6 sites this budget is supporting one site is due for completion in Q3, with a further site hoped to go to be completed by the end of the financial year. Works on the remaining 4 to be completed in 2022/23. The forecast has been adjusted accordingly with the estimated level of spend for this financial year. | 68,152 | | |
| Housing Acquisition and Development | 1,701,273 | 2,000,273 | 0 | 0 | 0 | 2,000,273 | 0 | 0 | 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. Planning permission for the fourth scheme forming part of the package of works to be tendered has been delayed. This has resulted in a subsequent delay to the issue of the tender package originally anticipated in Q2. It is hoped planning permission will now been determined in Q3. The continuing current upward pressures on material and labour costs mean a decision as to whether to proceed immediately with the tender or delay until the market stabilises will be required once the planning position with the remaining site is determined. New Bid approved at Council on 22 July 2021. To extend the New Build/Acquisitions programme to maximise spend of s106 affordable housing commuted sums. Spend subject to 'self-financing business case'. | 7,391,000 | | |
| Community Centre Refurbishment | 64,377 | 64,377 | 0 | 0 | 0 | 64,377 | 0 | 0 | Work to identify requirements outlined for other community centres under the FRA process is required. Progress on delivery of the programme was paused whilst we addressed other priority works which have been generated as a result of the various service suspensions resulting from Covid-19. We are now currently in the process of agreeing a programme of works to upgrade Fire Safety measures in a number of our community centres. During Q3 an assessment of works required will be established and the forecast will be reviewed in line with this. | | | |
| Empty Homes Programme - Improvements to Property | 200,000 | 600,000 | 0 | 2,721 | 2,721 | 600,000 | 0 | 0 | This supports the Empty Homes Programme and is available to purchase Empty properties that will be brought back in to use and let through the HRA and former council properties sold through the Right to Buy. 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. 3 further properties are expected to be purchased in 21/22 (of which 1 has completed in October 2021) which will complete the programme. New Bid was approved at Council on 22 July 2021 for £400k to complete the Empty Homes Programme. | 0 | 0 | 0 |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| Housing Revenue Account | Original Budget Incl C/F | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments | Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
|---|--------------------------|----------------|---------------------|---------------------|-----------------------|-----------|---------------|-------------------|---|----------------|----------------|----------------|
| Energy Efficient Programme | 856,084 | 856,084 | 428,042 | 320,993 | -107,049 | 856,084 | 0 | 0 | <p>The multiple lockdowns experienced during the past 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.</p> <p>A programme of 315 properties has been identified for boiler and/or system upgrade this financial year. To date, our gas contractor has completed 150 installs on the programme, with a further 32 boilers replaced due to early failure.</p> <p>We continue to monitor material/labour availability and upward financial pressures on the same; although thus far these have not manifest in a request for increased rates.</p> <p>We are also currently developing a small programme of air source heat pump upgrades where the existing solid fuel or electric only systems are beyond economical repair.</p> | 510,225 | 520,430 | 530,840 |
| Health and Safety Improvement Programme | 1,010,552 | 1,010,552 | 505,276 | 242,359 | -262,917 | 650,000 | 360,552 | -360,552 | <p>The multiple lockdowns experienced during the past 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.</p> <p>A significant programme of work has been allocated to our major works contractor for completion this year including: 412 properties for survey; 179 bathrooms, 130 kitchens and 548 electrical surveys. Thus far, our contractor is on target to complete these works as programmed.</p> <p>Material availability and cost increases continue to pose a significant risk to delivery of the programme however, and we are currently in discussions with our major works contractor regarding a significant uplift in rates to cover rising prices. We have also recently been notified of an increase to the lead time for each kitchen, taking the period to six weeks; and are seeing increasing issues securing some materials e.g. roof tiles where the increasing energy costs are impacting manufacturers operations.</p> <p>The forecast has been reduced due to the contractor not having the resources to deliver additional works.</p> | 915,227 | 565,770 | 577,090 |
| Property Refurbishment Programme | 5,013,864 | 5,013,864 | 2,506,932 | 1,599,664 | -907,268 | 5,013,864 | 0 | 0 | <p>The multiple lockdowns experienced during the past 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.</p> <p>A significant programme of work has been allocated to our major works contractor for completion this year including: 412 properties for survey; 179 bathrooms, 130 kitchens and 548 electrical surveys. Thus far, our contractor is on target to complete these works as programmed.</p> <p>Material availability and cost increases continue to pose a significant risk to delivery of the programme however, and we are currently in discussions with our major works contractor regarding a significant uplift in rates to cover rising prices. We have also recently been notified of an increase to the lead time for each kitchen, taking the period to six weeks; and are seeing increasing issues securing some materials e.g. roof tiles where the increasing energy costs are impacting manufacturers operations.</p> <p>We are currently finalising tender documentation to issue to market for a major capital voids programme. It is anticipated this programme of works will commence will commence in Q4 2021/22.</p> | 3,677,796 | 3,740,890 | 3,838,150 |

Appendix D : 2021/22 Selby District Council Capital Programme - To 30 September 2021

| | | | | | | | | | | | | |
|--------------------------------|-------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|--|-------------------|------------------|------------------|
| Property Investment Programme | 1,381,030 | 1,381,030 | 690,515 | 371,261 | -319,254 | 1,381,030 | 0 | 0 | The multiple lockdowns experienced during the past 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. A significant programme of work has been allocated to our major works contractor for completion this year including upgrades to carbon monoxide detection in 548 properties. Thus far, our contractor is on target to complete these works as programmed. Material availability and cost increases continue to pose a significant risk to delivery of the programme however, and we are currently in discussions with our major works contractor regarding a significant uplift in rates to cover rising prices. We have also recently been notified of an increase to the lead time for each kitchen, taking the period to six weeks; and are seeing increasing issues securing some materials e.g. roof tiles where the increasing energy costs are impacting manufacturers operations. We are currently in the process of agreeing a programme of works to upgrade fire safety measures in a number of our communal areas; which will also incorporate improvements (decoration etc..) to those spaces. | 427,133 | 435,680 | 444,390 |
| Total HRA | 10,532,725 | 11,231,725 | 4,130,765 | 2,536,998 | -1,593,767 | 10,709,288 | 522,437 | -522,437 | | 13,083,266 | 5,262,770 | 5,390,470 |
| Total Capital Programme | 16,693,629 | 13,691,439 | 4,430,859 | 2,744,110 | -1,686,749 | 12,429,357 | 1,660,238 | -1,262,082 | | 15,572,439 | 6,132,545 | 6,031,830 |

| | Annual Budget |
|---------------------------|------------------|
| GF | |
| Capital Receipts | 1,247,836 |
| Grants & Contributions | 813,357 |
| External Borrowing | 2,190,000 |
| Asset Management Reserves | 740,617 |
| Reserve | 359,094 |
| Borrowing | |
| TOTAL | 6,160,904 |

| Forecast |
|------------------|
| |
| 332,616 |
| 471,544 |
| 190,570 |
| 366,939 |
| 358,400 |
| |
| 1,720,069 |

| HRA | |
|---|-------------------|
| Capital Receipts | 0 |
| Grants & Contributions | |
| External Borrowing | 340,255 |
| Major Repairs Reserves | 8,527,792 |
| IT Reserve | 103,660 |
| HCA Grant Funding | 60,000 |
| S.106 Commuted Sums - affordable housing st | 1,501,018 |
| TOTAL | 10,532,725 |

| |
|-------------------|
| |
| 400,055 |
| |
| 0 |
| 8,005,355 |
| 103,660 |
| 117,000 |
| 2,083,218 |
| 10,709,288 |

| Forecast 22/23 | Forecast 23/24 | Forecast 24/25 |
|------------------|----------------|----------------|
| | | |
| 857,883 | 330,669 | 0 |
| 755,717 | 402,360 | 402,360 |
| 0 | 0 | 0 |
| 758,573 | 17,746 | 0 |
| 117,000 | 119,000 | 239,000 |
| | | |
| 2,489,173 | 869,775 | 641,360 |

| | | |
|-------------------|------------------|------------------|
| | | |
| 1,478,200 | 0 | 0 |
| | | |
| 0 | 0 | 0 |
| 5,692,266 | 5,262,770 | 5,390,470 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 5,912,800 | 0 | 0 |
| 13,083,266 | 5,262,770 | 5,390,470 |

Appendix E : Programme for Growth 2021/22 Financial Year Project Updates
Multi Year schedule for the project lifespan

| Project | Lead Officer | Multi-Year Project Budget | Position @ 30 September 2021 | | Project Budget Remaining | Update | Phasing of future spend Q2 | | |
|-------------------------------------|----------------------------------|---------------------------|------------------------------|-----------|--------------------------|---|----------------------------|----------------|----------------|
| | | | In Year Spend 21/22 | Forecast | | | 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. | 53,281 | 0 | 0 |
| Visitor Economy (Tourism & Culture) | Angela Crossland | 1,021,761 | 87,861 | 1,021,761 | 933,900 | 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. Cultural Delivery Framework is in place with detailed delivery plan. Events Officer is in post. Key focus for next quarter: Delivery of Sounds of Selby, develop residents weekend, develop district wide heritage interpretation plans and public art plan. | 359,670 | 427,145 | 234,946 |
| HAZ Selby Stories | Angela Crossland | 60,000 | (16,625) | 60,000 | 76,625 | Project total £150,950 over 3 years. £60,000 from P4G, £89,500 from Historic England grant. Payment schedule from HE: 21/22 £49,225, 22/23 £26850, 23/24 £13, 425. The programme completes 31 March 2024. Programme includes wide-ranging cultural activity in Selby town centre, including performance, exhibitions, artist residencies and testing of outside event spaces (e.g. amphitheatre). Year to date credit relates to grant income received in advance. | 16,484 | 24,984 | 18,533 |
| Low Carbon Resources | Stuart Robinson | 135,000 | 18,705 | 135,000 | 116,295 | This funding is to recruit a Low Carbon Projects Officer. Officer recruited and commenced in April 2021. Officer is progressing the agreement and delivery of activity in the Low Carbon Action Plan. | 45,000 | 45,000 | 45,000 |
| Marketing Selby's USP | Stuart Robinson / Communications | 152,912 | 0 | 152,912 | 152,912 | Funding is used to support employment of an additional Communications & Marketing Officer - to support place related marketing - and the development of place branding marketing collateral. The Officer is in place. Whilst 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 is now being re-energised following the successful recruitment to this post. | 50,971 | 50,971 | 50,970 |
| Retail Experience - STEP | Duncan Ferguson | 63,781 | 3,000 | 63,781 | 60,781 | This is a fixed budget to support events, street scene improvements identified by the STEP group. | 15,000 | 48,781 | |
| 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 | 47,000 | 92,000 | 0 |
| Towns Masterplanning (Regeneration) | Duncan Ferguson | 626,531 | 29,313 | | 597,218 | A contribution from this fund supported the commissioning in 2019/20 of the People and Places consultancy (Chris Wade) to develop town centre revitalisation plans. Funding of £50k has been previously used to support the MHCLG Reopening High Street Safely Fund (RHSSF) and the re-branded 21/22 Welcome Back Fund. A contribution from this fund has also been used to support the Places and Movement Study, in partnership with NYCC Highways and YNY LEP. The next phase of the Places and Movement Study, taking on board recent consultation outcome, will be supported through this fund. | 200,000 | 426,531 | |
| Strategic Sites Masterplanning | Duncan Ferguson | 270,685 | 1,200 | 270,685 | 269,485 | Funded due diligence work for strategic sites masterplanning, including Selby Station Gateway. Future costs will include consultancy costs for development of feasibility/ viability assessments, Business Cases, surveys, design, legal and valuation fees. Brief agreed for One Public Estate (OPE) sites & east of Station Masterplan will utilise upto £95k from this budget during 2022/23. This work will also utilise £70k grant from OPE & £35k from York & North Yorkshire DODS. | 50,000 | 220,685 | 0 |
| Access to Employment | Richard Beason / Julian Rudd | 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. | 9,282 | 10,000 | |

| Project | Lead Officer | Multi-Year Project Budget | In Year Spend 21/22 | Forecast | Project Budget Remaining | Update | Forecast 21/22 | Forecast 22/23 | Forecast 23/24 |
|--|----------------------------------|---------------------------|---------------------|-----------|--------------------------|---|----------------|----------------|----------------|
| Growing Enterprise | Richard Beason / Julian Rudd | 271,426 | 384 | 271,426 | 271,042 | 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, with the bulk of this spend expected in 2022/23. A new post COVID Business Delivery Plan is currently being developed with the focus on providing a targeted Business programme through to March 2023, event and activities will be funded from this budget. Approval will be sought through Q2 | 50,000 | 221,426 | 0 |
| Selby TCF Revenue | Duncan Ferguson | 56,542 | 0 | 56,542 | 56,542 | This allocated Budget relates to the grant recovery for 2019/20 recovered from WYCA in 2020/21. The budget will be used for potential non recoverable revenue costs relating to TCF. | 56,542 | | |
| Selby TCF Site Acquisition Revenue implications | Duncan Ferguson | 2,770 | 0 | 2,770 | 2,770 | The Council is acquiring and managing sites around Selby station in order to deliver the land use changes and improvements that form the Selby Gateway TCF project. These costs will include business rates, limited maintenance / insurance / utilities ahead of the sites being cleared to deliver the TCF proposals from late 2022 to late 2023. There will be income from the business units and car park at the Selby Business centre site which will help to cover the costs in the first year. | -20,040 | 6,810 | 16,000 |
| HAZ | Caroline Skelly | 19,556 | 697 | 19,556 | 18,859 | 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. A programme of community engagement activities has been created in Q1 including artist workshops for young people and audio recording sessions to collect the stories of Selby residents as part of the community engagement strand of the project. | 10,470 | 6,086 | 3,000 |
| Places for People Movement Study (Leveling up Bid Support) | Duncan Ferguson | 2,000,000 | 0 | 2,000,000 | 2,000,000 | 10% match from Selby District Council to enable a future Levelling Up Fund bid. Levelling up Fund bids for Priority Two places such as Selby District will need to be "exceptionally high quality" and focus on tangible and visible place transformation including strong focus on arts, culture, and heritage for the 3 main town centres Selby, Sherburn and Tadcaster. By effectively combining the transformative aspirations set out in the District's Cultural Development Framework and Visitor Economy Strategy, Selby High Street Heritage Action Zone Project as well as the emerging Local Plan, we may be able to submit a bid for Levelling Up Funding that achieves the exceptionally high-quality criteria set for Priority Two locations. | 0 | 2,000,000 | 0 |
| Community Legacy Fund | Angela Crossland | 2,000,000 | 0 | 2,000,000 | 2,000,000 | Investment in the Community Legacy Fund with Two Ridings to generate grants to be spent in the Selby District. Subject to appropriate due diligence being carried out. Envisage launch of the fund in November 2021. | 2,000,000 | | |
| Empty Homes | June Rothwell Simon Parkinson | 3,751 | 1,750 | 3,751 | 2,001 | 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. | 3,751 | 0 | |
| Selby District Housing Trust | June Rothwell Phil Hiscott | 138,850 | 5,294 | 138,850 | 133,556 | 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. | 124,000 | 14,850 | |
| Stepping Up' Housing Delivery | June Rothwell Phil Hiscott | 4,938 | 15 | 4,938 | 4,923 | 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. | 4,938 | 0 | |

| Project | Lead Officer | Multi-Year Project Budget | In Year Spend 21/22 | Forecast | Project Budget Remaining | Update | Forecast 21/22 | Forecast 22/23 | Forecast 23/24 |
|---------------------------------------|-------------------------------------|---------------------------|---------------------|-----------|--------------------------|---|----------------|----------------|----------------|
| Olympia Park | Richard Beason / Julian Rudd | 4,733 | 0 | 4,733 | 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 P4G budget Strategic Sites Masterplan SD0422. | 4,733 | 0 | |
| Making our Assets work | Duncan Ferguson | 52,551 | 15,790 | 52,551 | 36,761 | 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. This budget 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. | 32,551 | 20,000 | 0 |
| Housing development Feasibility Work | Phil Hiscott | 289,368 | 11,106 | 289,368 | 278,262 | 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 Q3 2021/22. The progression to tender stage for these sites will be reviewed due to the continuing pressures on material and labour costs. A proportion of the costs have been incurred as abortive fees against sites which will not be progressing. | 139,368 | 100,000 | 50,000 |
| Burn | Julian Rudd / Duncan Ferguson | 500,000 | 25,840 | 500,000 | 474,160 | Additional works associated with promoting Burn Airfield as a new settlement through the Local Plan. This includes flood modelling and mitigation; highways and transport design and assessments; legal advice on development options/collaboration; ecology and landscape; viability; urban design and planning; ground conditions; utilities and infrastructure; green infrastructure and ecology; | 100,000 | 400,000 | |
| Asset Strategy | Phil Hiscott | 80,000 | 0 | 80,000 | 80,000 | Work to review/agree the brief was completed pre LGR. Due to Local Government Review the development of the Strategy is on hold. | 80,000 | 0 | |
| Finance Support | Peter Williams | 139,000 | 0 | 139,000 | 139,000 | Business Case development & Financial monitoring / reporting | 46,000 | 46,000 | 47,000 |
| Tadcaster Community Sport Trust | Angela Crossland | 162,000 | 0 | 162,000 | 162,000 | Funding provided for developments at Tadcaster Community Sport Trust | 162,000 | 0 | 0 |
| High Street shop fronts | Caroline Skelly | 100,000 | 41,142 | 100,000 | 58,858 | 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. Discussion with property owners and Historic England has begun regarding the Property Improvement Grants. P4G money allocated for professional fees of the HSHAZ architectural team from Buttress architects | 54,763 | 19,737 | 25,500 |
| New lane - 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. The project is under development with other SDC and NYCC projects that relate to the New Lane work to align across the District. | 50,000 | 100,000 | 50,000 |
| Selby TCF Capital | Duncan Ferguson | 8,221,570 | 107,751 | 8,221,570 | 8,113,819 | This budget will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities and to match fund acquisitions as part of the TCF bid submission. The current live project and spend to date relates to the purchase of a site near Selby Station to provide new access to platform 2 and additional car parking. A significant amount of funding from this budget has been put forward as match funding within the Council's TCF proposals for Selby Station including contingency for the purchases of property. | 1,075,000 | 3,146,570 | 4,000,000 |
| Low Carbon projects (Phase 1) CAPITAL | Michelle Dinsdale / Stuart Robinson | 250,000 | 5,400 | 250,000 | 244,600 | 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 beginnign 2021-22. The project spend will be determined in accordance with low carbon action plan. Early indications including tree planting initiative and development of communy led ideas (Just Transition project). The latter would be towards end of 21/22. | 125,000 | 125,000 | 0 |
| Town Regen Selby | Duncan Ferguson | 1,000,000 | 0 | 1,000,000 | 1,000,000 | Selby Market Place and Selby Park, Abbey Quarter initiative - Making space around the Abbey event ready, creating a more welcoming and accessible area. Rejuvenation of the park, enhancement of the link with the Abbey | 0 | 1,000,000 | 0 |

| Project | Lead Officer | Multi-Year Project Budget | In Year Spend 21/22 | Forecast | Project Budget Remaining | Update | Forecast 21/22 | Forecast 22/23 | Forecast 23/24 |
|-------------------------|--------------------------|---------------------------|---------------------|-------------------|--------------------------|---|------------------|-------------------|------------------|
| Town Centre Tadcaster | Duncan Ferguson | 500,000 | 0 | 500,000 | 500,000 | A Forward Framework and Action Plan has been prepared to include A659 Gateway - Britannia Car Park/Bus station area - supporting car park improvement scheme and bus station improvements for visitors. | 50,000 | 450,000 | 0 |
| Town Centre Sherburn | Duncan Ferguson | 500,000 | 0 | 500,000 | 500,000 | A Forward Framework and Action Plan has been prepared to include Low Street/Wolsey Croft, realignment of parking, improved public realm, improved surface materials, greenery, signage, and street furniture. | 50,000 | 450,000 | 0 |
| Sherburn Projects | Duncan Ferguson | 1,150,000 | 0 | 1,150,000 | 1,150,000 | Investment in Sherburn including Eversley Park improvements, conversion of flat green bowling pitch, tennis court improvements and a land assembly opportunity for a new car park. | 150,000 | 1,000,000 | 0 |
| Tadcaster Projects | Duncan Ferguson | 500,000 | 0 | 500,000 | 500,000 | New projects in Tadcaster. | 0 | 500,000 | 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 | 87,000 | 87,000 | 87,000 |
| Staffing costs | | 2,723,907 | 491,120 | 2,723,907 | 2,232,787 | This covers all the P4G funded posts across SDC including the extensions to contracts approved in the budget. These posts support delivery of this P4G programme. It also covers the additional core staffing costs in a number of teams required to deliver the Council's corporate growth ambitions including the Economic Development and Regeneration team (to deliver the Economic Development Framework 2 year action plan) and key posts in Communities and Partnerships, Planning and Marketing and Communications. | 1,151,690 | 1,173,520 | 398,697 |
| Contingency | | 150,302 | 0 | 150,302 | 150,302 | 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. | 150,302 | | |
| | | 23,824,497 | 829,743 | 23,197,966 | 22,994,754 | | 6,584,756 | 12,213,096 | 5,026,646 |

Appendix F : Reserve Balances 2021 - 2025 (Including new bids)

| Description | Estimated Balance 31 March 21 | Use | Transfers | Contribs | Estimated Balance 31 March 22 | Use | Contribs | Estimated Balance 31 March 23 | Use | Contribs | Estimated Balance 31 March 24 | Use | Contribs | Estimated Balance 31 March 25 | Comments |
|--|----------------------------------|--------------------|-----------------|-------------------|----------------------------------|--------------------|------------------|----------------------------------|--------------------|------------------|----------------------------------|-------------------|------------------|----------------------------------|--|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Revenue Reserves | | | | | | | | | | | | | | | |
| General Fund | | | | | | | | | | | | | | | |
| Reserves to fund future commitments: | | | | | | | | | | | | | | | |
| PFI Scheme | 3,241,261 | -177,303 | | | 3,063,958 | -195,510 | | 2,868,448 | -204,980 | | 2,663,468 | -214,640 | | 2,448,828 | Reserve expected to be fully spent by 2035/36. |
| ICT | 338,710 | -581,835 | | 263,000 | 19,875 | -202,000 | 300,000 | 117,875 | -204,000 | 300,000 | 213,875 | -324,000 | 300,000 | 189,875 | Aligns with Digital Strategy |
| Asset Management | 1,214,518 | -378,968 | | 277,423 | 1,112,973 | -758,573 | 200,000 | 554,400 | -17,746 | 200,000 | 736,654 | 0 | 200,000 | 936,654 | Subject to refreshed Asset Management Strategy |
| GF Carried Fwd Budgets | 634,983 | -634,983 | | | 0 | | | 0 | | | 0 | | | 0 | |
| Covid-19 Grants | 1,881,616 | -1,881,616 | | | 0 | | | 0 | | | 0 | | | 0 | Income received for Covid Business Grant Schemes not yet spent |
| Election | 97,486 | | | 38,000 | 135,486 | | 38,000 | 173,486 | -153,000 | 38,000 | 58,486 | | 38,000 | 96,486 | |
| Total Reserves to fund future commitments | 7,408,574 | -3,654,705 | 0 | 578,423 | 4,332,292 | -1,156,083 | 538,000 | 3,714,209 | -579,726 | 538,000 | 3,672,483 | -538,640 | 538,000 | 3,671,842 | |
| Reserves to fund growth and improvement: | | | | | | | | | | | | | | | |
| Special Projects/Unallocated | 8,506,860 | 0 | -8,506,860 | | 0 | 0 | | 0 | | | 0 | | | 0 | In 2021/22 £8.007m transferred to BRER to support the revenue budget/savings plan, £500k to contingency. |
| Programme for Growth | 12,974,497 | -6,584,755 | 8,000,000 | | 14,389,742 | -9,363,096 | | 5,026,646 | -5,026,646 | | 0 | 0 | | 0 | |
| Discretionary Rate Relief Fund | 240,003 | | | | 240,003 | | | 240,003 | | | 240,003 | | | 240,003 | |
| NYCC Collaboration | 50,000 | | | | 50,000 | | | 50,000 | | | 50,000 | | | 50,000 | |
| Spend To Save (Business Development) | 369,980 | -67,600 | | | 302,380 | -168,140 | | 134,240 | -40,000 | | 94,240 | | | 94,240 | Held to support upfront investment or transitional costs to deliver savings/efficiencies/income generation - spend subject to business case approval |
| Total Reserves to fund growth and improvement | 22,141,341 | -6,652,355 | -506,860 | 0 | 14,982,126 | -9,531,236 | 0 | 5,450,890 | -5,066,646 | 0 | 384,244 | 0 | 0 | 384,244 | |
| Reserves to mitigate financial risk: | | | | | | | | | | | | | | | |
| Pension Equalisation Reserve | 0 | | | 96,810 | 96,810 | | 185,060 | 281,870 | | 185,060 | 466,930 | | 185,060 | 651,990 | Phased provision following 2019 valuation |
| Business Rates Equalisation | 4,768,672 | -2,142,068 | 6,860 | 9,172,000 | 11,805,464 | -4,249,983 | | 7,555,481 | -3,413,042 | | 4,142,439 | -3,436,142 | | 706,297 | Funds held to support revenue budget - drawdown is subject to savings delivery |
| Local Plan | 466,451 | -427,950 | | 50,000 | 88,501 | -122,000 | 50,000 | 16,501 | -60,000 | 50,000 | 6,501 | | 50,000 | 56,501 | Funding for new local plan |
| Contingency | 729,491 | -100,000 | 500,000 | | 1,129,491 | -100,000 | | 1,029,491 | -100,000 | | 929,491 | -100,000 | | 829,491 | |
| General Fund | 1,503,222 | | | | 1,503,222 | | | 1,503,222 | | | 1,503,222 | | | 1,503,222 | Minimum working balance £1.5m |
| Total Reserves to mitigate financial risk | 7,467,836 | -2,670,018 | 506,860 | 9,318,810 | 14,623,488 | -4,471,983 | 235,060 | 10,386,565 | -3,573,042 | 235,060 | 7,048,583 | -3,536,142 | 235,060 | 3,747,501 | |
| Total GF Revenue reserves | 37,017,752 | -12,977,078 | - | 9,897,233 | 33,937,907 | -15,159,302 | 773,060 | 19,551,665 | -9,219,414 | 773,060 | 11,105,311 | -4,074,782 | 773,060 | 7,803,588 | |
| HRA | | | | | | | | | | | | | | | |
| HRA Unallocated Balance | 1,500,000 | | | | 1,500,000 | | | 1,500,000 | | | 1,500,000 | | | 1,500,000 | Minimum working balance £1.5m. |
| C/fwd Budgets (HRA) | 95,887 | -95,887 | | | - | | | - | | | - | | | - | |
| Major Repairs Reserve - Capital Programme | 8,927,228 | -8,005,355 | | 3,589,110 | 4,510,983 | -5,692,266 | 2,619,830 | 1,438,547 | -5,262,770 | 3,824,223 | 0 | -5,390,472 | 5,390,472 | 0 | Anticipated in Bus Plan to go overdrawn at 23/24 funded through release of cash set aside for debt repayment. |
| Total HRA Reserves | 10,523,115 | -8,101,242 | - | 3,589,110 | 6,010,983 | -5,692,266 | 2,619,830 | 2,938,547 | -5,262,770 | 3,824,223 | 1,500,000 | -5,390,472 | 5,390,472 | 1,500,000 | |
| Total Revenue Reserves | 47,540,867 | -21,078,320 | - | 13,486,343 | 39,948,890 | -20,851,568 | 3,392,890 | 22,490,212 | -14,482,184 | 4,597,283 | 12,605,311 | -9,465,254 | 6,163,532 | 9,303,587 | |
| Capital Reserves | | | | | | | | | | | | | | | |
| Total GF Capital Receipts | 6,323,914 | -778,572 | - | 500,000 | 6,045,342 | -5,186,083 | 500,000 | 1,359,259 | -330,669 | 500,000 | 1,528,590 | - | 500,000 | 2,028,590 | |
| Restricted Reserves | | | | | | | | | | | | | | | |
| S106 Affordable Housing Commuted Sums | 7,996,390 | -2,083,218 | | | 5,913,172 | -5,912,800 | | 372 | | | 372 | | | 372 | Funds ring-fenced and spend subject to progress on housing developments |
| Other s106 contributions | 135,019 | | | | 135,019 | | | 135,019 | | | 135,019 | | | 135,019 | |
| Community Infrastructure Levy | 2,337,206 | | | | 2,337,206 | | | 2,337,206 | | | 2,337,206 | | | 2,337,206 | |
| Total Restricted Reserves | 10,468,615 | -2,083,218 | 0 | 0 | 8,385,397 | -5,912,800 | 0 | 2,472,597 | 0 | 0 | 2,472,597 | 0 | 0 | 2,472,597 | |

Extract from the minutes of the Executive meeting held on 2 December 2021

139 DRAFT REVENUE BUDGET AND CAPITAL PROGRAMME 2022-23 AND MEDIUM-TERM FINANCIAL PLAN (E/21/32)

The Lead Executive Member for Finance and Resources presented the report which outlined the draft budget proposals and asked that they be approved for a six-week public consultation commencing from 3 December 2021

The Lead Executive Member for Finance and Resources explained that this would be the last budget for Selby District Council due to local government reorganisation. It was noted that a council tax freeze was proposed and a maximum rise of 4.1% was proposed on housing rents which was based on the formula of CPI+1%.

Discussion took place on the proposals, and it was suggested that Parish Councils should not be charged for their elections in May 2022 if they were brought forward in line with the elections for the new unitary authority.

Members debated the issue of council tax and how this would work going forward into the new authority where there was a contrast in council tax rates across the county. It was suggested that this would be up to the new authority to decide their own council tax rates however consideration should be given to what the current rates were across the area.

RESOLVED:

To approve the draft budget proposals for 6 weeks of public consultation with effect from 3 December 2021 and submitted to Policy Review Committee for comments.

REASON FOR DECISION:

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

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Agenda Item 7



Report Reference Number: PR/21/8

To: Policy Review Committee
Date: 11 January 2022
Status: Non-Key Decision
Ward(s) Affected: All
Author: Aimi Brookes, Contracts Team Leader
Lead Executive Member: Councillor Tim Grogan, Lead Executive Member for Health and Culture
Lead Officer: Keith Cadman, Head of Commissioning, Contracts and Procurement

Title: Street Cleansing in Selby District

Summary:

This report has come to committee to allow Members to review the street cleansing service.

The report sets out the details of the existing service along with an independent review of standards by Keep Britain Tidy that was carried out in 2019.

Recommendation:

That the Policy Review Committee note the contents of this report.

Reasons for recommendation

To allow the Committee to consider current service provision.

1. Introduction and background

Street cleansing services are carried out as part of an integrated environmental services contract that includes domestic and commercial waste and recycling collection, street cleansing and grounds maintenance. This contract is due to expire at the end of March 2024 and work has commenced on the first stages of contract succession.

The Council's street cleansing function is carried out in conjunction with the Environmental Protection Act 1990 (EPA) and the Code of Practice on Litter and Refuse.

Under these pieces of legislation every adopted road in the district is given a zone which determines frequency of cleansing. The zones reflect the amount of public usage / footfall.

Zone 1 – Main retail

Zone 2 – Other retail

Zone 3 – High density housing (generally terrace housing)

Zone 4 – Low density housing

Zone 5 – Medium density housing

Zone 6 – Industry / warehousing

Zone 7 – Main roads (these are A roads such as the A19)

Zone 8 – Rural roads

Zone 9 – Other highways

Zone 10 – Recreation areas (only those owned by SDC)

The Council is responsible for the cleansing of around 950km of adopted highway by means of litter collection and mechanical sweeping.

2. Cleansing Frequencies

Litter Collection

The Council has a team of nine full time street cleansing operative who work in set geographical zones around the district. Each village will receive a visit at least once a week, with frequencies based on footfall. Frequencies of visits range from daily (e.g., Selby town centre) to once, twice or three times a week in the villages.

Operatives carry out litter picking and emptying of litter and dog waste bins as well as clearing fly tipping.

There are currently around 720 litter bins and 320 dog waste bins in the district.

Mechanical Sweeping

We aim to sweep all adopted roads within village / town boundaries on an 8-weekly rota, but this can be affected by a number of things including responding to emergencies such as spillages and RTCs and access issues. Kerbed rural roads are swept every 12 weeks.

Roads will not be swept if they are already at standard at the time of the visit.

The Council has one large mechanical sweeper which is operated on a double shift pattern. In addition, there is a smaller footpath sweeper which operates in and around Selby town centre.

3. Inspections and Grading Standards

Under normal circumstances Officers carry out quarterly street cleansing inspections to ensure that contract standards are being met. These joint

inspections involve an SDC Officer and a representative from the Councils contractor. Inspections were suspended during 2020/21 due to Covid but restarted from Q2 of 2021/22.

In 2019 the Council commissioned an independent survey by Keep Britain Tidy alongside refresher training for staff carrying out the inspections. The full survey can be found at Appendix B, but headline results are shown later in this report.

Inspections take place using a nationally recognised grading system to assess levels of litter and detritus. These grades are from A to D.

Litter

Grade A – no litter or refuse

Grade B – predominantly free of litter and/or refuse except for some small items

Grade C – widespread distributions of litter and/or refuse with minor accumulations

Grade D – heavily affected by litter and/or refuse with significant accumulations

Detritus

Grade A – no detritus

Grade B – predominantly free of detritus except for some light scatterings

Grade C – widespread distributions of detritus with minor accumulations

Grade D – heavily affected by detritus with significant accumulations

When Officers are grading a street, the whole length will be assessed meaning that one small area of detritus or one small accumulation of litter would not put a street below standard if the rest of the area was clear. Fresh leaf and blossom fall is not classed as detritus and would not put a road below standard.

Grading photos for both litter and detritus are attached at Appendix A.

Leaf Fall

In addition to the standard mechanical sweeping, a leaf collection round also operates through autumn. This round works on a rolling programme visiting leaf clearance hot spots throughout the district.

During autumn a street can be cleared of leaves one day and have a thick covering again the next, but it is not possible to sweep every street every week.

Inspection Results

The following tables show the annual results of previous street cleansing inspections.

Litter Results

| Year | % Streets at Grade A | % Streets at Grade B | Total % at Standard | % Streets at Grade C | % Streets at Grade D | Total % Below Standard |
|---------|----------------------|----------------------|---------------------|----------------------|----------------------|------------------------|
| 2016/17 | 63.16 | 36.36 | 99.52 | 1.73 | 0.74 | 2.47 |
| 2017/18 | 57.59 | 38.40 | 95.99 | 3.40 | 0.61 | 4.01 |
| 2018/19 | 50.00 | 47.06 | 97.06 | 2.82 | 0.12 | 2.94 |
| 2019/20 | 55.71 | 42.59 | 98.30 | 2.54 | 0.16 | 2.70 |

The independent Keep Britain Tidy survey in November 2019 showed that at that time, only 4.17% of streets were below recognised standards for litter. This is well below the national average of 14%.

Detritus Results

| Year | % Streets at Grade A | % Streets at Grade B | Total at Standard | % Streets at Grade C | % Streets at Grade D | Total Below Standard |
|---------|----------------------|----------------------|-------------------|----------------------|----------------------|----------------------|
| 2016/17 | 11.67 | 76.04 | 87.71 | 7.90 | 4.39 | 12.29 |
| 2017/18 | 8.14 | 84.09 | 92.23 | 6.41 | 1.36 | 7.77 |
| 2018/19 | 3.36 | 75.12 | 78.48 | 19.40 | 2.11 | 21.51 |
| 2019/20 | 4.21 | 74.60 | 78.81 | 16.99 | 4.21 | 21.20 |

The Keep Britain Tidy survey in November 2019 showed that at that time, 13.75% of streets were below recognised standards for detritus. Whilst this is much lower than our own inspection results, it is slightly higher than the national average but standard for rural councils.

Community Support

Alongside the contracted work, the Council has a number of active volunteer groups around the district that regularly carry out additional litter picking activities in their local areas. These groups are supported by the Council in terms of providing equipment and removing collected waste. Active groups / individuals can currently be found in Beal, Biggin, Bilbrough, Brotherton, Byram, Fairburn, Selby, Sherburn in Elmet, South Milford and Whitley.

4. Implications

4.1 Legal Implications

The Council's street cleansing function is carried out in conjunction with the Environmental Protection Act 1990 (EPA) and the Code of Practice on Litter and Refuse.

4.2 Financial Implications

Any significant change to the service would require additional revenue funding which would need to be approved by Full Council.

4.3 Policy and Risk Implications

As 4.2 above.

4.4 Corporate Plan Implications

The street cleansing service helps the Council to deliver great value by ensuring that we are providing high quality, effective and efficient services.

4.5 Resource Implications

As 4.2 above.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

N/A

5. Conclusion

The street cleansing service consistently performs well with over 95% of streets at standard for litter during inspections since 2016/17. Any proposed changes to service provision could be fed into any contract re-procurement which would be subject to approval by the Executive.

6. Background Documents

N/A

7. Appendices

Appendix A – Grading Photographs for Litter and Detritus

Appendix B – Keep Britain Tidy Local Environmental Quality Report November 2019

Contact Officer:

Aimi Brookes

Contracts Team Leader

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Detritus Grading Photos

Grade A



Grade B



Grade C



Grade D



Litter Grading Photos

Grade A



Grade B



Grade C



Grade D





REPORT

Local Environmental Quality Survey
Selby

November 2019

About Keep Britain Tidy

Keep Britain Tidy is an independent environmental charity with three goals – to eliminate litter, improve local places and prevent waste.

We understand that we cannot reach our goals by working alone, so we work with businesses, schools, communities, individuals, government - local and national – and other charities and voluntary organisations.

We know that if people care for the environment on their own doorstep – the local park, the street in which they live, the river that runs through their area – then the environment, the community and the individual will all benefit.

How can we expect people to understand and care about global environmental issues if they don't understand the importance of, or care about, their own local environment?

Keep Britain Tidy is a charity with a wealth of experience and expertise. We have been working and campaigning to eliminate litter, improve local places and prevent waste for many years. We want to share that experience and expertise with others, supporting businesses, communities, schools and government.

We fund our work by offering services and expertise to those who can benefit from them, by delivering accreditation schemes for parks, beaches, schools and public spaces and by developing relationships with partners in the corporate sector to support our research and campaign activities.

CONTENT

| | |
|--|----|
| About Keep Britain Tidy | 1 |
| 1. Introduction | 3 |
| 2. Survey Results | 5 |
| 4. Conclusions..... | 11 |
| Appendix 1: Definition of Terms | 12 |
| Appendix 2: Land Use Definitions | 15 |
| Main Retail and Commercial Areas | 15 |
| Other Retail and Commercial Areas | 15 |
| High Obstruction Housing Areas | 15 |
| Medium Obstruction Housing Areas..... | 15 |
| Low Obstruction Housing Areas | 16 |
| Industry (Industry, Warehousing, Retail Sheds and Science Parks) | 16 |
| Main Roads | 16 |
| Rural Roads | 16 |
| Other Highways..... | 16 |
| Recreation Areas..... | 17 |
| Appendix 3: Explanation of scoring methods and charts | 18 |
| NI195 18 | |
| Overall Quality Standards | 18 |
| Standard Quality Intervals | 18 |
| Gauge Chart..... | 19 |
| Matrix Chart..... | 19 |

1. Introduction

1.1. Project Background

Keep Britain Tidy (KBT) used the updated survey methodology for this survey which uses Low Super Output Areas (LSOA) and randomly assigned survey points within each chosen LSOA this removes any land based bias and means the data can be used with other National data sets collected using LSOA methodology. Land uses are still assigned to each survey site and the Land use definitions can be found in Appendix 2.

The sites were graded by Keep Britain Tidy's experienced surveying team who are trained in undertaking a range of LEQ surveys. Surveyors have undertaken surveys for the annual Local Environmental Quality Survey of England (LEQSE) as well as bespoke client projects, and are trained in carrying out LEQ standards in accordance with a strict quality assurance policy.

Survey sites are a 50m section of the street or area, with all public property within that site being considered. Handheld devices were used to collect the data. This allowed GPS to capture the position of each survey site, a feature which can be used to assist in mapping trends and producing data graphics. Photographs were also taken to highlight specific LEQ issues, and surveyor observations of the general condition of the area were used to provide further insight. These observations cover any points of interest from the survey locations themselves, as well as areas within the district which were not included in the specific 50m survey sites.

The survey in Selby assessed the four key elements Litter, Detritus, Fly-posting and Graffiti, the type of litter was also recorded along with surveyor observations.

To assess the standards on each site, each indicator was assigned a grade. The grading system follows the same principles as the Code of Practice on Litter and Refuse (CoPLR) which identifies four grades of cleanliness: A, B, C and D. This survey uses these plus an additional three intermediate grades, giving a total of seven grades as detailed in Figure 1. The intermediate grades are not individually defined; put simply, if cleansing at any given site is not at an A standard, but is performing better than a B standard, it would be identified as a B+.

| Grade | Description |
|-------|---|
| A | None of the issues present |
| B+ | Not formally defined |
| B | Predominantly free with some minor instances of the issue |
| B- | Not formally defined |
| C | Widespread with some accumulations of the issue |
| C- | Not formally defined |
| D | Heavily affected by the issue |

Figure 1 – Description of the grades used in the survey

According to the Code of Practice on Litter and Refuse, any grade below a B grade is classed as being below an acceptable standard of LEQ.

The grades are then processed and presented in an NI195-style format. This is a percentage of sites which are below an acceptable standard, i.e. below a B grade. In keeping with the old NI195 monitoring methodology, any site receiving a B- grade is given a half-weighting, so only half of all sites graded B- will count towards the score, whereas all sites graded C, C- or D receive 'full' weighting. This allows for the fact that sites which are given a B- grade are only just below an acceptable standard and are not as bad as a C grade.

Land uses in Selby

The split of Land Uses surveyed in Selby are shown below in table below. It is important to consider these sample sizes when reviewing the breakdown of NI195-style scores by Land Use. A number of 'Land Uses' have small samples (below 30) which can mean a particular element can look like it has a significant issue in Selby but due to the sample size it may only affect a few survey sites.

| | |
|-----------------------------|------------|
| Main Retail and Commercial | 12 |
| Other Retail and Commercial | 8 |
| High Obstruction Housing | 34 |
| Medium Obstruction Housing | 76 |
| Low Obstruction Housing | 30 |
| Main Roads | 24 |
| Rural Roads | 71 |
| Industry and Warehousing | 10 |
| Other Highways | 23 |
| Recreation Areas | 12 |
| Grand Total | 300 |

2. Survey Results

The data, once collected, can be analysed in a number of ways. It is important to understand the overall performance of the area. Therefore, two methods have traditionally been used to analyse the grades assigned to sites and to provide this overview. The methods are:

- NI195-style scores. Reviewing the percentage of sites below an acceptable standard (below a B grade); this focusses on grades at the lower end of the scale. This score is weighted to account for only half of all B- grades.
- Standard Quality Intervals (SQI). This reviews the overall grading pattern by converting the grades to a 16 point scale and provides an overview of whether an element is at a Good, Satisfactory, Unsatisfactory or Poor standard.

Both of these methods are closely linked to the Code of Practice on Litter and Refuse (CoPLR). This states that sites should not fall below a grade B standard and sites should be cleansed to a grade A standard. Measuring the percentage of sites below an acceptable standard highlights where sites are failing and standards need addressing. The SQI method analyses the grading pattern across all of the sites for a particular element. This conversion is based on a calculation that expects to see all sites at a grade B or above, with a proportion of sites at 'A' and 'B+' standard.

An SQI is an interval (measured in terms of quality, rather than time) over which an observant person can reliably detect that a difference in the standard of an aspect of the visible environment has occurred. The range in the 'Satisfactory' category is from +1 to +4 SQI, and the 'Good' category is +5 to +8 SQI. Similarly, the range in the 'Unsatisfactory' band is from -1 to -4 SQI and in the 'Poor' category is from -5 SQI to -8 SQI. There is no zero point on this scale.

In terms of the graphical output, SQIs are displayed in either a Gauge Chart or a Matrix Chart (Figures 5 and 6). Further explanation of these charts can be found in Appendix 3.

All Areas NI-195 Style Results

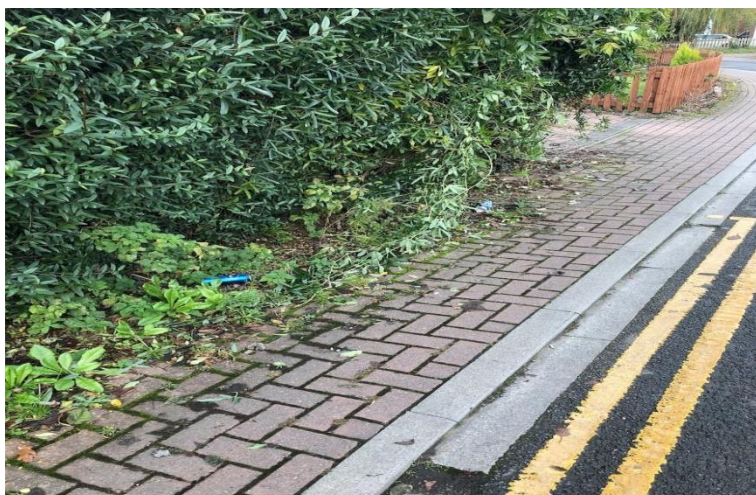
| Classification | Litter | Detritus | Graffiti | Fly-posting |
|-----------------------------|--------|----------|----------|-------------|
| All Areas | 4.17% | 13.75% | 0.17% | 0.33% |
| Main Retail and Commercial | 0.00% | 0.00% | 0.00% | 0.00% |
| Other Retail and Commercial | 0.00% | 0.00% | 0.00% | 0.00% |
| High Obstruction Housing | 1.47% | 4.41% | 0.00% | 1.47% |
| Medium Obstruction Housing | 6.58% | 9.21% | 0.66% | 0.00% |
| Low Obstruction Housing | 1.67% | 10.00% | 0.00% | 0.00% |
| Main Roads | 10.42% | 12.50% | 0.00% | 0.00% |
| Rural Roads | 1.41% | 30.28% | 0.00% | 0.00% |
| Industry and Warehousing | 20.00% | 25.00% | 0.00% | 5.00% |
| Other Highways | 4.35% | 6.25% | 0.00% | 0.00% |
| Recreation Areas | 0.00% | 5.00% | 0.00% | 0.00% |

NI195 Style Results for Selby

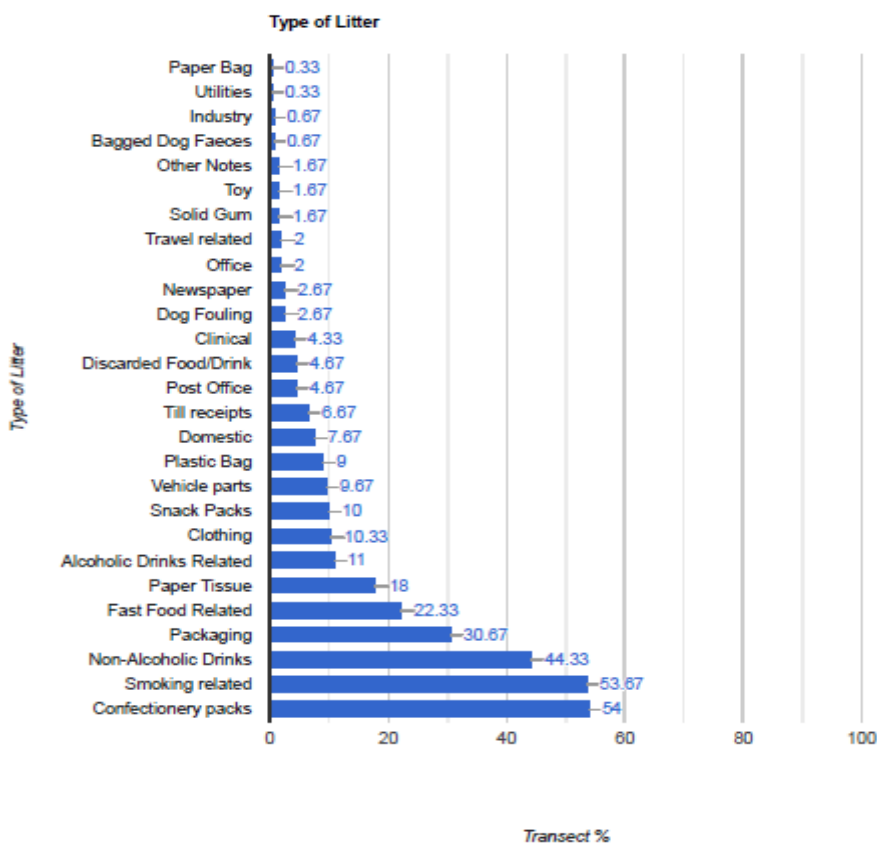
Looking at the above table Selby has excellent scores for Graffiti and Fly-posting with less than 1% failure for these issues. Litter is doing well with only 4% of survey sites failing for this issue compared to the National bench mark of 14% (unweighted). Detritus is a little high at 14% but with an Authority which has rural areas this is normally the case. We can see from the table that rural roads have the highest failure rate at 30%, closely followed by Industry and Warehousing.

Litter

An excellent 24 survey sites had no litter at all on them, with 126 survey sites having a very small amount and receiving a grade B+. Of the 300 survey sites 128 were graded B. Only 22 survey sites were graded below a B grade. Of these 19 survey sites were B- just below a B grade two were grade C and just one C-. No grade D survey sites were seen on the Selby survey. The C- graded survey site was a Layby on the Balne Moor Road near the junction of A19. This layby looked to have a lot of litter thrown from parked vehicles.



Litter in Weed growth on Marsh Croft Road



Litter type present on survey site

The above bar chart shows what litter was present on each transect. Confectionery packs were the most common sort of litter seen closely followed by Smoking related litter. Seeing smoking related litter on only 54% of transects is uncommon as it is normally found on most survey sites. This is a great result and could be down to a number of factors; from campaigns against littering, through cleaning of survey sites and what seems to be a trend of people switching to vapes which have less litter associated with them. Non-Alcoholic drinks litter is quite high and Surveyors noted that it seems to be an issue in Selby. The most commonly noted types were coffee cups and small plastic drinks bottles especially thrown from vehicles on roads and out of waste collections services in housing areas.

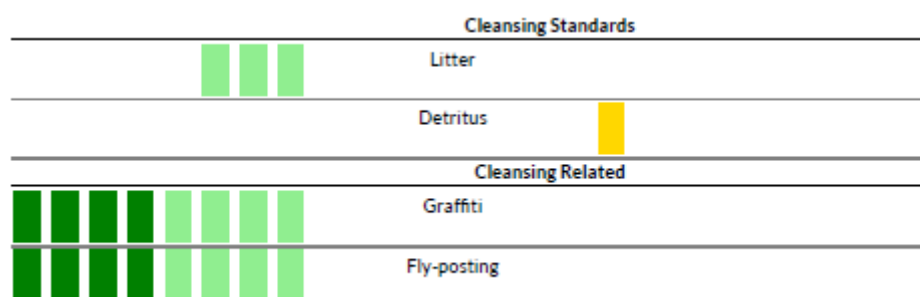
Detritus

Detritus is the biggest issue in Selby with nearly 14% of survey sites failing for this issue. Detritus was graded B on 148 sites, 46 were B-, 15 were C, 1 C- and D. Rural roads had the highest percentage of failing survey sites at 30.28%. This was due to farming activities bring mud on to the roads and surveyors noted that recent flooding had brought silt and soil onto the roads. Surveyors also noted that Selby had a lot of transects with high Leaf and blossom fall, if this issue is not cleared away it could add to the Detritus problem.

Graffiti and Fly-posting

Graffiti and Flyposting are not an issue in Selby with less than 1% of survey sites failing for these issues. One survey site failed (B-) for Graffiti this was due to a lamp post being spray painted in a Medium Obstruction housing area. Two survey sites failed (B-) for Fly posting on in High Obstruction Housing and one in Industry & warehousing, both due to the build-up of remnants on lamp posts.

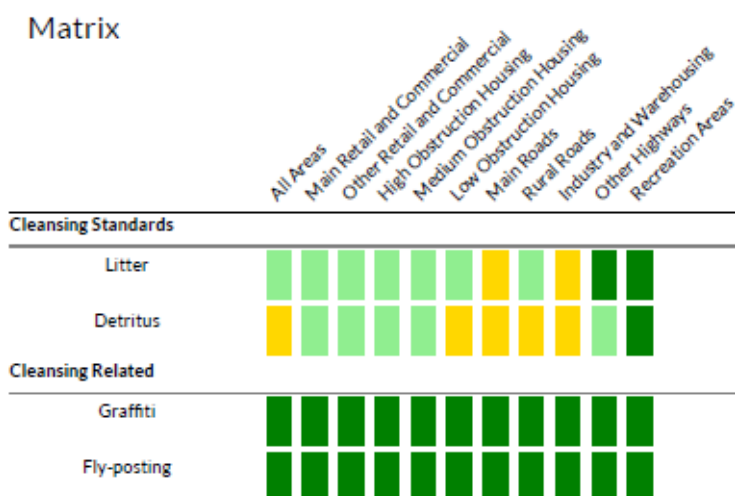
Gauge Chart



Gauge Chart of all elements, All areas

In the gauge chart it can be seen that litter is +3 SQL 'Satisfactory'. Graffiti and Fly-posting are an excellent +8 SQL 'Good'. Detritus is -1SQL 'Unsatisfactory'

Matrix Chart



From the Matrix Chart it can be seen that Graffiti and fly-posting are rated 'Good' across all Land uses. Litter is 'Good' in two land uses Other Highways and Recreation, 'Satisfactory' in all other land uses apart from Main Roads and Industry & Warehousing which is rated 'Unsatisfactory'. Detritus is rated 'Good' in Recreation Areas it is 'Satisfactory' in five land uses and 'Unsatisfactory' in five land uses.

Tadcaster Area

| Classification | Litter | Detritus | Graffiti | Fly-posting |
|----------------|--------|----------|----------|-------------|
| All Areas | 1.06% | 28.26% | 0.00% | 0.00% |

NI195 weighted Tadcaster

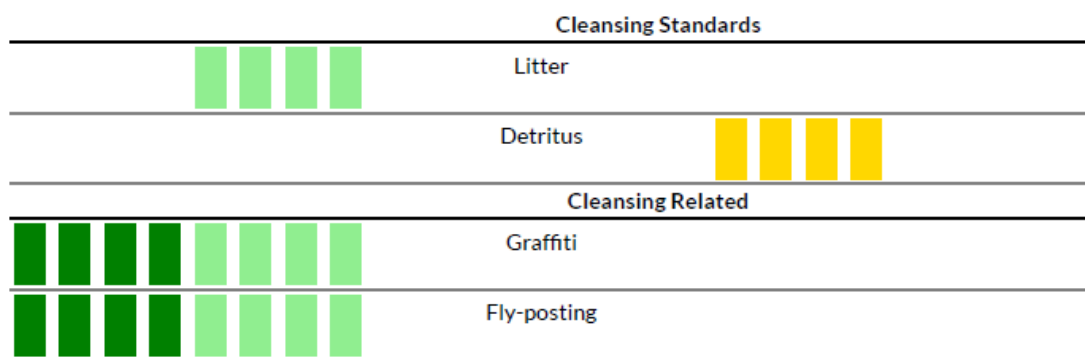
An inset survey was done in the Tadcaster area of Selby this consisted of 48 survey sites as the numbers of land uses are small it is only relevant to look at the results as a whole. Shown in the above table. Tadcaster has excellent results for Graffiti and Fly-posting with 0% failure which is better than the overall results. Litter was just over 1% failure which is better than the overall results by 3%. Detritus is performing worse in Tadcaster with just over 28% failure which is more than double the all area score. This is mainly down to survey sites falling on a rural road just outside Tadcaster that had serious issues with detritus, an example of this is shown in the photograph of Watson lane.



Watson Lane Tadcaster

The gauge chart for the Tadcaster area shows a similar pattern to the NI195 style results. Graffiti and fly-posting are doing extremely well. Litter is outperforming the all area score by 1 SQI and Detritus is performing worse by 3 SQI and is only 1 SQI away from being 'Poor'.

Gauge



Gauge Chart Tadcaster Area

4. Conclusions

From the results we can see overall Selby has no issues with Graffiti and Fly-posting. Litter is well below the National Benchmark and failing grades only affect just over 4% of survey sites. Detritus is an issue in Selby with rural roads and Industry having serious issues with this element. Confectionary related litter is the most common form of litter followed by Smoking related and Non-alcoholic drinks related.

In the Tadcaster inset survey no survey sites were graded below a B for Graffiti and Fly-posting and only just over 1% of survey sites were graded below a B which was better than the overall results by 3%. Detritus was an issue the Tadcaster area, with just over 28% of survey sites graded below a B, the reason was due to the random survey of a rural road just outside Tadcaster.

Keeping up the current cleansing regimes on Litter, Graffiti and Fly-posting will keep these excellent results. Tackling non-alcoholic drinks related litter especially bottles and coffee cups thrown from cars through campaigns and enforcement may help to improve these scores further.

Detritus is an issue in the survey area and can be hard to tackle on rural roads, but surveyors did notice leaf and blossom fall and weeds affected a number of survey sites in built up areas tackling these issues may prevent Detritus from forming and make cleansing operations more efficient.

Appendix 1: Definition of Terms

Alcoholic drinks related – all items associated with alcoholic drinks; this includes cans, bottles, wine cartons, identifiable bottle tops and ring pulls, labels from bottles, beer/spirit/shot glasses, etc.

ATM slips – financial receipts associated with automated cash machines.

Bagged dog faeces – dog faeces that are placed in a bag and left, whether the bag is on the ground or in a shrub/tree, etc.

Balloons – full or in part, inflated or deflated, including the stick or ribbon.

Clinical packaging – any packaging associated with any clinical waste, such as condom packets, pill packets, plaster packaging, etc.

Clinical wastes – any material that could have come into contact with human or bodily fluids. This includes excrement or material associated with medical, dental or veterinary activities, and materials of similar kinds which may have emanated from domestic or other residential properties, e.g. cotton buds, plasters, discarded nappies and other sanitary products, pill packets, condoms and needles used by drug abusers.

Clothing – including underwear, shoes, gloves, hats, and any other identifiable items of clothing, even if ripped or damaged.

Commercial wastes – materials discarded by all types of business, such as retail, catering, commercial, industrial and transport enterprises. Some premises, such as restaurants and hotels, can discard wastes that are similar to domestic refuse but which are treated differently because of their source and the large quantities that are usually involved.

Confectionery material – all types of confectionery material, such as sweet wrappers, chocolate wrappers, lollipop/iced lollipop sticks, chewing gum wrappers, etc., but not the confectionery itself.

Construction waste – includes all materials which appear to have originated directly from construction works (e.g. building and civil engineering projects). However, if materials appear to have been intentionally dumped or abandoned, they should be recorded as 'fly tipping'.

Detritus – comprises dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Detritus includes leaf and blossom fall which has substantially lost its structure and has become mushy or fragmented (i.e. it can no longer be considered as recent leaf and blossom fall).

Discarded food/drink – small amounts of dropped or spilt food and drink. If there is evidence that it has been discarded from a food outlet or retail premises, it is classified as commercial waste. If the amounts of spilt food/drink are deemed large enough to attract vermin or produce an unpleasant odour due to decay, then they should be classified as putrescible waste.

Domestic waste – all materials normally found in domestic (household) waste containers; this can include waste stored in bags and wheeled bins. Domestic refuse can be spillage from a collection vehicle or waste arising from the dwelling.

Fast food related – packaging and paraphernalia related to freshly prepared, ready-to-eat food and drink, which is dropped by customers while sitting in, or passing through, an area. This includes wrappings, boxes, drinks containers, plastic straws, plastic cutlery, branded paper napkins, all sandwich cartons, salt sachets, etc. Fast-food premises include hot food takeaway premises, coffee shops, and all other retail outlets that sell pre-prepared foods (with short shelf lives) in a format that can be consumed in public places, including bakeries, supermarkets and mobile catering units.

Flyposting – any printed material which is unauthorised and either informally or illegally fixed to any structure. It includes all sizes of material, from small self-adhesive stickers to large posters – often advertising popular music recordings, concerts and other events. It excludes formally managed and approved advertising hoardings and any other authorised legally placed signs and notices (unless they are out-of- date).

Fly-tipping – comprises quantities of dumped materials, where there is evidence of attempted abandonment or concealment of the materials in question. The sources may vary, for example domestic refuse, bulky household goods, commercial or construction wastes, or travel/vehicle related wastes (old tyres, abandoned/burnt out cars).

General litter – items dropped or discarded by people (e.g. pedestrians, cyclists or drivers and passengers in vehicles) in public spaces. This category includes the types of materials that most people regard as litter – smokers' materials, sweet papers, fast-food packaging, drinks containers, etc.

Graffiti – any informal or illegal marks, scratchings, carvings, drawings or paintings that have been deliberately made by a person or persons on any physical element comprising public space.

Harmful Waste – any waste which has the potential to be harmful to people, animals and the environment, e.g. broken glass, batteries, aerosols, paint and oil tins, etc.

Industry related – waste which appears to have originated directly from commercial production, assembly or repair of goods and/or materials. Found most frequently on industrial estates, this often includes nuts, bolts, metal/plastic/wood fragments, and vehicle parts outside commercial garages.

Lottery related – scratch cards, lottery tickets and receipts.

Newspaper/magazines – part or whole newspapers and/or magazines including those which have been purchased, those which are available free of charge, and any supplements and inserts.

Non-alcoholic drinks related – all items associated with non-alcoholic drinks including cans, bottles, cartons, identifiable bottle tops and ring-pulls, straws, labels from bottles, etc. This excludes those items arising from fast food outlets, which should be classified as fast food litter.

Other Packaging – any packaging material which is deemed to have been dropped by a member of the public, rather than originating from a commercial or domestic source, but which is not captured by another category. For example, a soft drinks bottle is packaging but will be recorded as non-alcoholic drinks related litter. Examples of 'other packaging' include cellophane wrapping from around CDs and blister packaging from toys.

Paper tissues – paper tissues or toilet paper which appears to have come into contact with bodily fluids; this would be regarded as clinical waste. Branded paper napkins from fast food outlets which are deemed not to have come into contact with bodily fluids would be classified as fast food litter.

Post Office related – includes small, thick elastic bands used by the Post Office to fasten groups of mail together, which are often discarded by postal workers. This also includes information cards, for example, those used to advise that a parcel is waiting at a collection point.

Putrescible Waste – any items of waste in sufficient quantities that it may attract vermin, or produce an unpleasant smell due to decay. Putrescible waste can include carrion and large amounts of food, e.g. food spilt from a domestic or commercial waste collection.

Retail litter (all types) – waste that appears to have originated from all types of retail premises; for example, from fast food outlets, bakeries, cafés, fruit and veg. stores, butchers, convenience stores, clothing and electrical stores.

Smokers' materials – all types of items discarded by people using tobacco products, including cigarettes and cigarette ends, cigars, matchsticks/boxes, cigarette and cigar boxes/wrappers, disposable lighters, etc.

Snack packs – all items of packaging litter (excluding the contents) that are associated with pre-baked/pre-prepared snack foods, e.g. crisp packets, biscuit packaging, cake wrappers or containers, etc.

Solid gum – discarded, chewed chewing gum that has not been squashed into the pavement. This could include gum stuck to litter bins, posts or other street furniture.

Staining – any material that discolours surfaces comprising public spaces in an unplanned way, including chewing gum after it has been trodden into a paved surface, and general mud and grime that can build up in the absence of rainfall or street washing.

Supermarket plastic bags – supermarket chain branded plastic carrier bags.

Telephone cards – mobile phone pre-pay cards, international calling cards, etc.

Till receipts – receipts from any retail outlet.

Travel related – bus, train, tram and other public transport tickets, car parking pay-and-display stickers and fixed penalty tickets or sleeves.

Vehicle parts – these include any part of a motorised vehicle, including bodywork, engine parts, number-plates, wheel trims, exhaust (or part(s) of), and light or window glass, which appear to have originated from a vehicle. They may have been displaced by either wear and tear (i.e. falling off), roadside repairs or due to accidents. However, if the vehicle parts appear to have been deliberately dumped then they should be assessed as 'fly-tipping'. If they appear to have originated from a commercial garage, they should be classified as 'industry' under commercial waste.

Wastes placed out – waste either contained or uncontained which is judged to have been placed out for an expected collection. If there is any evidence that the waste has been intentionally dumped or abandoned, then it should be recorded as fly-tipping.

Weed growth – any plant that is growing in a location where it is not intended, including where plants or grass are encroaching on paved areas in an unplanned way – usually in colonising accumulations of detritus or along cracks and joints in paving. 'Weed growth' includes weeds that have been sprayed with weed killer and may be dead but have not yet been removed.

Appendix 2: Land Use Definitions

All land uses include publically accessible land which can be managed by either local authorities or private land owners.

Main Retail and Commercial Areas

This land use consists of the main town and city retail and commercial centres. Urban tourist 'hot spots' which are wholly or partially separated from a main town or city retail and commercial centre are also included in this land use.

Main Retail and Commercial areas contain a choice of outlets in a range of different retail and commercial sectors (such as fashion clothing, financial services, restaurants, bars and entertainment), and will include national and international brand names. Normally, there is also a range of public facilities, including libraries, museums, law courts and places of worship.

Other Retail and Commercial Areas

This land use class covers retail and commercial areas which are primarily located outside main city and town retail and commercial centres (but excludes out-of-town or edge-of-town 'retail park/retail shed' developments, which are included with industry, warehousing and science parks).

Other Retail and Commercial areas usually contain a range of facilities that mainly meet the needs of local residents. Most premises contain individual private businesses, sometimes branches of regional chains (such as bakers), and occasionally national brand names. They can also be home to civic facilities, areas of office and hotel development, and areas of mixed retail, office, hotel and entertainment uses.

High Obstruction Housing Areas

Housing areas should be classified as 'High Obstruction Housing' if the proportion of dwellings with purpose-built off-street parking facilities is less than or equal to 50%. In these areas, there is a high risk of obstruction to mechanical channel sweeping operations (e.g. obstruction from parked cars). High Obstruction Housing areas can also include occasional small retail premises, offices, manufacturing, and warehousing sites.

This land use class includes various housing types, such as:

- terraced housing
- alleyways behind and between housing areas where there is direct access to properties
- flats and maisonettes with only limited off-street parking
- semi-detached and short terraced dwellings with limited or no purpose made off-street vehicle parking, or parking provision which is not large enough for the use of modern vehicles.

Medium Obstruction Housing Areas

Housing areas should be classified as 'Medium Obstruction Housing' if more than 50% of dwellings have purpose-made off-street parking/garaging facilities for up to 2 modern-day family cars.

This land use includes housing types such as

- private housing, often where passageways at the side of houses are too narrow for most current-day cars
- council housing originally built with no off-street parking, where limited off-street parking has since been provided for some properties
- modern developments with limited off-street parking
- modern developments of flats with parking underneath
- terraced housing with garage facilities or rear access parking for up to 2 cars.

Low Obstruction Housing Areas

This land use includes all types of housing where more than 50% of properties have purpose-made off-road garaging/parking within the property boundary for three or more cars. In these areas, there is generally a low risk of obstruction to mechanical channel sweeping operations.

The space available should be capable of accommodating all the parking requirements of residents (including, where applicable, boats and caravans, etc.) and most of the demand from visitors to the premises.

This category includes maisonettes and flats, as long as the parking is contained within the property boundary. In low obstruction housing areas, it is likely that there will be few or no vehicles parked on-street, and significant on-street parking is the exception rather than the rule.

Industry (Industry, Warehousing, Retail Sheds and Science Parks)

This class includes industrial and warehousing developments, out-of-town retail parks (including food and non-food developments), and science parks (containing offices, laboratories and manufacturing processes).

The following sub-types would be classified as 'industry, warehousing, retail sheds and science parks' sites: classic estates primarily dedicated to heavy industry and warehousing, retail sheds and areas with large retail units, hospitals, business/science parks and campus (such as university or college properties).

Main Roads

Main Roads are all 'A' roads. However, if a main road is situated within Main Retail and Commercial, Other Retail and Commercial, or High Obstruction Housing area, then that transect should be recorded as that land use and not as a Main Road, due to the potential obstruction caused.

Rural Roads

This class comprises of all highways that are located outside built-up areas and are not included in the Main Roads or Other Highways land use classes, whether 'rural' in character or not.

Other Highways

Other Highways are made up of the following:

- Formal lay-bys, informal lay-bys, stub roads, underpasses, footbridges, un-metalled bridleways, metalled bridleways, narrow routes and alleyways, cycle ways and 'other' - this includes any other highway which is not listed above.

Recreation Areas

This land use is a combination of public open space and watersides. 'Public open space' includes parks, recreation areas, grassed areas, picnic sites, and paved areas (which are not classed as either main or other retail or commercial locations). Officially signed and/or marked public footpaths and deconsecrated cemeteries should also be included in this land use category. 'Watersides' includes all publicly accessible areas adjacent to ponds, lakes, reservoirs, canals, rivers and estuaries.

Appendix 3: Explanation of scoring methods and charts

NI195

National Indicator 195 was a statutory requirement for all local authorities until 2010. The indicator takes the grades from sites and produces a percentage of sites deemed to be below an acceptable standard. In accordance to CoPLR, any site graded below a grade B is classed as unacceptable.

NI195-style scores are weighted scores which classify a B- grade as a half-fail, so only 50% of sites graded as B- are included in the NI195-style percentage. All sites below a B- grade are classed as 'whole' fails, so no weighting is applied to C, C- and D grades. The combined percentage for sites below a B grade produces the NI195-style score.

Overall Quality Standards

Local Environmental Quality Survey results can be presented in a number of ways, using different levels of detail for different purposes. Throughout this report the overall standards achieved are summarised as being 'Good', 'Satisfactory', 'Unsatisfactory' or 'Poor'. These are defined as follows:

'Good' – an exceptionally high standard that is unlikely to be maintained in all places at all times. This standard should be achieved after a service intervention (such as street sweeping) has taken place where the overall physical condition of the infrastructure in the survey area is satisfactory.

'Satisfactory' – this classification indicates that a survey area is not completely free of the environmental issue that is being reported – for example, there will be some Graffiti present – however the extent to which it is present is unlikely to be noticed by most people walking or travelling through the survey area.

'Unsatisfactory' – the environmental element in question is present to such a degree that many people passing through an area will notice it and some may regard it as worthy of criticism.

'Poor' – the condition of the environmental element in question has deteriorated to such a degree that few people would fail to notice it and most people would regard that standard as a matter for criticism.

The aim for Local Environmental managers, therefore, is to ensure that the condition of environmental elements does not fall below the lower end of the 'Satisfactory' scale before the next service intervention takes place. The threshold for a 'Satisfactory' standard is set at a point which is achievable in normal circumstances, given suitable equipment and diligence, and where most members of the public would perceive the standard to be satisfactory for the element in question.

Standard Quality Intervals

Each of the four Quality Categories ('Good', 'Satisfactory', 'Unsatisfactory' and 'Poor') covers a range of standards, and can be sub-divided into four Standard Quality Intervals (SQIs). These are shown as sets of coloured blocks on the relevant charts. Each SQI block represents an interval over which a reasonably acute person should see that a small, qualitative difference in standard has occurred for the local environmental element being examined, e.g. Litter, Detritus, Fly-posting or Graffiti.

The SQI scale runs from +8 SQI at the upper end of the 'Good' category to -8 SQI at the bottom end of the 'Poor' category. There is no zero data point.

Dark Green is a 'Good' standard (+5 SQI to +8 SQI)

Light Green is a 'Satisfactory' standard (+1 SQI to +4 SQI)

Yellow is an 'Unsatisfactory' standard (-1 SQI to - 4 SQI)

Red is a 'Poor' standard (-5 SQI to -8 SQI).

Gauge Chart

The Gauge Chart indicates the position of an environmental element within its overall quality category using a 'fuel gauge' graphic. Each of the four quality categories ('Good', 'Satisfactory', 'Unsatisfactory', and 'Poor') is sub-divided into four Standard Quality Intervals (SQI).

Each SQI represents an interval over which a reasonably acute person should see that a small, qualitative difference in standard has occurred for the local environmental element being examined.

The scale on a Gauge Chart runs from +8 SQI at the upper end of the 'Good' category (with +4 SQI being the top end of the 'Satisfactory' scale) to -8 SQI at the bottom end of the 'Poor' category (with -4 SQI being the lower end of the 'Unsatisfactory' category). This is the same scale as detailed under 'Standard Quality Intervals'.

Matrix Chart

The Matrix Chart provides a strategic overview of standards by element across all relevant Land Uses. The standard applicable to a particular element and Land Use is simply shown at an overall Standard Quality Interval (SQI), using the relevant colour – dark green (Good), light green (Satisfactory), amber (Unsatisfactory), or red (Poor).



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Agenda Item 8



Report Reference Number: PR/21/9

To: Policy Review Committee
Date: 11 January 2022
Author: Drew Fussey, Operational Service Manager and Hannah McCoubrey, Housing Strategy Officer
Lead Executive Member: Councillor Mark Crane, Leader of the Council and Lead Executive Member for Housing, Leisure, Strategic Matters, External Relations and Partnerships
Lead Officer: June Rothwell, Head of Operational Services

Title: Draft DFG (Adaptations) Policy 2021

Summary:

This report has come to Committee to allow Members to review the draft Adaptations (DFG) Policy 2021 and provide feedback as part of the consultation process.

The report sets out the Council's legal responsibility for the provision of Disabled Facilities Grants (DFGs). The attached draft DFG (Adaptations) Policy 2021 will provide our residents and relevant stakeholders with a clear policy and process for delivering property adaptations, as well as providing suitable alternatives when adaptations are not appropriate or practicable.

Recommendation:

That the Policy Review Committee note the draft policy and provide any and all relevant feedback as part of the consultation process, before the draft is returned to Executive, expected in March 2022.

Reasons for recommendation:

To allow the Committee to consider current service provision and the ways in which the new policy could improve both services for residents, as well as make best use of current housing stock and maximise spend of our Better Care Fund allocation.

1 Introduction and background

- 1.1 A suitable and well adapted home can be the defining factor in enabling a disabled person to live well and independently. Selby District Council is committed to our vulnerable and disabled residents having the ability to remain in their homes for as long as it is safe and reasonable for them to do so, a provision provided for via the DFG process.
- 1.2 As a two-tier administrative area, Selby District Council staff facilitate and administer the adaptation process, as well as carry out any required work. However, this is done in partnership with North Yorkshire County Council and the Occupational Therapy team. They are responsible for the majority of visiting residents, assessing their needs and submitting the adaptation request for our consideration.

2 Policy Headlines

- 2.1 The aim of the draft DFG (Adaptations) Policy 2021 is to clearly set out the parameters of the DFG process for both our residents and relevant stakeholders. The policy aims to clarify:
 - the difference between ‘minor’ and ‘major’ adaptations;
 - funding and the means-test process;
 - the referral process and timescales;
 - who is eligible for the service;
 - when an adaptation will not be undertaken and alternative options;
 - types of discretionary assistance;
 - rules surrounding tenants who undertake their own adaptation work;
 - changes in need and future maintenance obligations; and
 - complaints and reviews.

The Funding Process

- 2.2 In terms of funding Council house adaptations, the District Council is paying for all minor and major adaptations and without considering the financial circumstances of the tenant requiring the work. However, in order to better align with the DFG process, it is expected that all minor adaptation work will now be funded via the County Council, whilst the policy will also include a means-test for all applicable residents, including Council tenants, who require a major adaptation. This will help to mirror the DFG application, so all customers

undergo the same process when making applications. Whilst means-testing is likely to be a rare occurrence for Council tenants, where it is required, it has the potential to help alleviate HRA budgetary pressures and ensure that Council funding can be utilised where most needed.

Supported Moves

- 2.3 Whilst the primary aim of the policy is always to help people remain in their own homes, sadly this is not always possible. When an adaptation is not viable, it will be necessary to consider moving the applicant to a more suitable property which; either does not require adaptation, or where the adaptation is more suitable to take place. The Council may provide financial assistance to a resident to cover any associated moving costs, available to applicants from any tenure. This is a discretionary payment, as detailed below.

Discretionary Assistance

- 2.4 Subject to the availability of funding, the Council is able to use its discretion under the Regulatory Reform Order 2002 to offer further assistance to applicants who meet certain criteria. This includes works under a DFG that may otherwise not be eligible for assistance via the traditional route or are expected to cost less than £6,000. It also has the potential to 'top-up' a DFG award if adaptation work exceeds the £30,000 limit.
- 2.5 This assistance, along with further schemes, are made available under our new Private Sector Housing Assistance Policy (in draft) which also provides additional detail as to eligibility and the application process. Notably, this discretionary assistance will only be awarded to households where a disabled or vulnerable person is resident.

3 Consultation

- 3.1 Approval to consult on the draft policy was provided via Executive Members on 2 December 2021. The policy has subsequently been provided to key operational and strategic NYCC staff, important equalities groups based in the district and front-line staff who will be expected to support customers through the new process. An online questionnaire is also available on the Council's website and hard copies have been provided to staff who are tasked with visiting new and existing customers in order to garner as much relevant feedback as possible.
- 3.2 As part of the consultation process, we have been asked to submit both the Adaptations (DFG) Policy 2021 and Private Sector Housing Assistance Policy to Policy Review Committee for additional feedback.
- 3.3 A timetable for consultation and reapproval is detailed below:

| Dates | Events |
|-------------------------|---|
| 02/12/2021 | Draft DFG (Adaptations) Policy 2021 at Executive for consultation approval. |
| 06/12/2021 – 31/12/2021 | Consultation with residents and stakeholders – including Policy Review. |
| 13/01/2022 – 17/01/2022 | Time taken to consider feedback and make changes. |
| 28/01/2022 | Final policy to be discussed at Leadership Team |
| 17/02/2022 | Final policy at Executive Briefing. |
| 03/03/2022 | Policy taken back to Executive for final approval. |

4 Alternative Options Considered

None.

5 Implications

5.1 Legal Implications

Section 8 of the Housing Act 1985 requires local housing authorities to consider housing conditions in their area. This includes having regard to the needs of chronically sick and disabled persons; including the adaptation of existing accommodation.

5.2 Financial Implications

There is both a capital and revenue budget in place to assist with Council adaptation requests, which would not be required to change with the introduction of this policy.

5.3 Policy and Risk Implications

N/A

5.4 Corporate Plan Implications

N/A

5.5 Resource Implications

Much of our adaptation work is fulfilled by current Council staff. However, introduction of this policy and means-testing would require new resource for the 'Test of Resources' process. However, this could be fulfilled by the DFG Co-Ordinator (1FTE), a role assimilated into the Council with the closure of Selby's Home Improvement Agency in 2018.

5.6 Other Implications

N/A

5.7 Equalities Impact Assessment

Under the Equality Act 2010, local authorities must demonstrate 'due regard' to the Public Sector Equality Duty, working to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act; advance equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

An Equality, Diversity, and Community Impact Screening was completed on 21/06/2021. It was noted that this policy will specifically impact on households where a person is classed as disabled under the Housing Grants, Construction and Regeneration Act 1996. Most likely, the impact will be positive as it will provide residents with a clear and straightforward policy for adaptation requests, managing expectations and timeframes.

6 Conclusion

The provision of DFGs, including applications by local authority tenants, is expected to be tenure neutral; and whilst this is difficult to achieve given the difference in budgetary restraint, introducing parallel guidelines and processes to that of the DFG process furthers this tenure neutral agenda.

The main aim of any DFG is for the applicant to lead a more independent and healthy life; and whilst an adaptation may be the best solution, this should always be considered in relation to other appropriate options. This policy will therefore provide the Council with greater flexibility to consider each individual case and achieve the best possible outcomes for both the resident and Council.

7 Background Documents

N/A

8 Appendices

Appendix A - Draft DFG (Adaptations) Policy 2021

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Document Control

| | |
|----------------|-------------------------------|
| Document Title | DFG (Adaptations Policy) 2021 |
|----------------|-------------------------------|

Summary

| | |
|---|--|
| Approval date | |
| Related legislation / Applicable section of legislation | Section 8 of the Housing Act 1985 Housing Grants, Construction and Regeneration Act 1996 |
| Related policies, strategies, guidance documents | YNYER Housing Strategy 2015-2021 SDC Private Sector Housing Assistance Policy 2021-2023 (draft) |
| Joint Policy (Yes / No) | No |
| Name of partner(s) if joint | |
| Policy Owner (Name / Position) | Sarah Thompson – Housing Service Manager |
| Policy Author (Name / Position) | Hannah McCoubrey – Housing Strategy Officer |
| Applies to | All Council and Members |

Version Control

| Version | Date | Summary of changes | Name |
|---------|----------|--------------------------------------|------|
| 00.01 | 07/06/21 | First draft following group comments | HM |
| 00.02 | 08/06/21 | Second draft following HR comments | HM |
| 00.03 | 24/06/21 | Final draft following group comments | HM |
| 00.04 | 02/09/21 | Final draft following JR comments | HM |

Selby District Council – DFG (Adaptations) Policy

1. *Introduction*

Background

- 1.1 Under Section 8 of the Housing Act 1985, Local Housing Authorities have a duty to consider housing conditions in their area. This includes having regard to the needs of chronically sick and disabled persons, including the provision or adaptation of existing accommodation for their disabled tenants.
- 1.2 The definition of a disabled person under the Housing Grants, Construction and Regeneration Act 1996 (which governs the provision of Disabled Facilities Grants) is that a person is disabled if:
 - Their sight, hearing or speech is substantially impaired.
 - They have a mental disorder or impairment of any kind.
 - They are physically substantially disabled by illness, injury, or impairments that have been present since birth or otherwise. Generally, the impairment of the applicant must have lasted or is likely to last for at least 12 months.
- 1.3 The legal responsibility for the provision of Disabled Facilities Grants (DFG) sits with the District Council as the housing authority. The District Council is committed to facilitating any appropriate property aid or adaptation which will allow our residents to live independently with confidence and dignity. We want our residents to have the ability to remain in their homes for as long as it is safe and reasonable for them to do so.
- 1.4 For Council tenants, the provision for adaptations is funded via the Council's Housing Revenue Account (HRA) budget. For private residents, Government provides a DFG. However, as per the Housing Grants, Construction and Regeneration Act 1996 - applications for a DFG can be made from people living across all tenures.

Aims

- 1.5 This policy will set out clear parameters as to how the District Council will review and meet requests for adaptation assistance. We will:
 - Work in partnership with North Yorkshire County Council (NYCC).
 - Clearly set out the criteria by which the Council will assess all DFG requests, managing expectations.
 - Recognise the vital importance of DFG work to our residents, whilst ensuring all work is necessary, reasonable and appropriate, and practicable.
 - Make best use of Selby's housing stock.
 - Explore all options to support residents in their DFG requests.
 - Focus on providing a high quality service, delivering cost effectiveness.

- Comply with legal and statutory requirements in relation to the provision of disabled adaptations.

2. *Type of Adaptation*

Minor or Major Adaptations

- 2.1 Minor adaptations have a value of up to £1,000. They are often simple solutions to assist a person to live independently with or without additional carer support. They can be installed swiftly, promote wellbeing, and reduce the risk of accidents; averting additional costs associated with hospital admissions, or residential care and support. Minor adaptations include items such as grab and stair rails, external handrails, half steps, hard of hearing smoke alarms, sight impaired lighting and small low-level ramps.
- 2.2 The Social Services Authority (North Yorkshire County Council) has a responsibility to provide minor adaptations and community care equipment for any person who has been assessed as needing it and for which he or she is eligible. This will be free of charge provided the costs (including fittings) is less than £1000.
- 2.3 Major Adaptations are those valued over £1,000 and they generally require structural changes to a property - such as wet room installation, stair lifts, hoists, or ramps. An Occupational Therapist will need to provide the District Council with a written recommendation, assessing the needs of the individual and making recommendations for any adaptations deemed necessary.
- 2.4 Whilst adaptation work is primarily focused on an applicant's private home, the Council acknowledge that adaptation work may be necessary in communal areas to ensure that applicants living in shared/communal spaces have suitable access to facilities. DFG applications which include works on communal spaces will therefore be processed in-line with this policy to ensure such applicants are not discriminated against.

3. *Funding*

- 3.1 The Council will use its discretion under the Regulatory Reform Order 2002 to provide a 'non-means tested' DFG where the value of major adaptations is less than £6000.
- 3.2 Where major works are likely to amount to more than £6000, the Council will fund this work provided that the applicant is on one of the means tested 'passport' benefits. These are subject to change, but are currently:
- Income Support
 - Income-based Employment and Support Allowance (not contribution-based ESA)
 - Income-based Jobseeker's Allowance (not contribution-based JSA)
 - Guarantee Pension Credit (not Savings Pension Credit alone)

- Housing Benefit
 - Working Tax Credit and or Child Tax Credit (provided that the annual income for the purposes of assessing entitlement to the tax credit is less than £15,050)
 - Universal Credit (this includes any Universal Credit which is being introduced as a replacement for working age benefits and tax credits).
- 3.3 Adaptation work funded by a DFG is currently capped at £30,000. Where works would potentially exceed this limit, each case will be considered on its individual merits as to whether the Council look to use its discretionary powers to top-up the DFG grant, seek additional external funding or to re-house the applicant (see Private Sector Housing Assistance Policy 2021-23).
- 3.4 In circumstances where the maximum limit has been awarded and unforeseen works then occur, the Council may consider additional financial assistance. These works must have been unforeseen at the time the application was approved and be of such importance that without funding the full adaptation works would fail. This may include such items as, but not restricted to: drainage works, change in foundation requirements and Building Control issues.
- 3.5 Applicants not in receipt of a passported benefit will need to complete a 'Test of Resources' which will require information on their financial circumstances. This information, along with any supporting evidence, is used to calculate any contribution towards the agreed scheme of works. Only the financial situation of the applicant requiring the adaptation and/or their partner will be considered for the means test. If the adaptations are in respect of a child, then no means test will be completed (that being a child under 19 and in full-time, non-advanced education or approved unwaged training).
- 3.6 The test will consider average weekly incomes and any savings over £6,000. This amount is then set against an assessment of basic needs, subsequently considered against a range of allowances. These allowances are set by Central Government and are subject to change. If resources are less than the applicant's allowances, they will not normally need to contribute towards the cost of the adaptation. If resources are more than an applicant's allowances however, they may have to financially contribute towards the adaptation in some way but may still have some costs paid for by the Council.
- 3.7 An applicant may also choose to contribute towards their adaptation in relation to preferred and/or additional features; for example, the choice of tiles and increased coverage of a tiled area. Any costs not funded via a DFG must be in place prior to works commencing.
- 3.8 It should also be noted that in cases where medical conditions are degenerative and a successive DFG application is received for the same property within a 5

year period, there may be a reduction in an applicant's financial contribution (if required following the Test of Resources). This amount will be reduced by the contribution amount paid by the applicant as part of the previous adaptation.

For example, if the applicant paid a £7,000 contribution to the previous adaptation works and the current Test of Resources shows a new contribution of £8,000, this would be reduced to £1000.

Referral process and timescale

- 3.9 All applicants are encouraged to initially complete the online self-assessment tool available on North Yorkshire County Council's website to investigate ways of helping themselves with daily activities in their home:
<https://asksara.dlf.org.uk/?auth=northyorks>
- 3.10 If the applicant feels they still require an adaptation, they should contact North Yorkshire County Council's Independence Team and discuss the type of adaptation they feel they require, so that various options can be discussed at an early stage with the relevant professionals. Due to the nature of the works, joint working between NYCC and the District Council is promoted at every stage of the DFG process. Where there are early indications that the application is unusually complex for example, the County Council will make the District Council aware as soon as practically possible.
- 3.11 The County Council's Occupational Therapy team should then complete their assessment and send the District Council a referral for works. This referral will include a recommendation as to the works and materials required for the adaptation.
- 3.12 The Council may, if deemed appropriate, instruct an independent assessor to carry out the initial assessment. This would typically be done where the County Council's Occupational Therapy department are unable to undertake an assessment within a reasonable period, or relatively simple adaptations that are unlikely to cause a risk to the applicant. In these instances, the cost of such an assessment would be met and included within the DFG award.
- 3.13 All requests for a DFG will be given full consideration upon their submission. Eligibility is governed by legislation based on what is reasonable and practicable. Residents who are successful in their application will be dealt with in date order.
- 3.14 By law, the District Council must consider applications for DFGs and make determinations on those applications within 6 months of receipt. The Council considers that an application has been submitted at the point of a satisfactorily completed application form, along with quotations for the work, landlord certificates and any relevant permission. Where a grant is to be means tested, this includes evidence of financial income and savings.

- 3.15 From the very beginning of the adaptations process, the aim is to help people stay in their own home. Sadly, this is not always possible for practical reasons based on technical issues related to the property's design or layout, or due to disproportional costs in relation to the adaptation required. When an adaptation is not viable, it will be necessary to consider moving the applicant to a more suitable property which; either does not require adaptation, or where the adaptation is more suitable to take place. This could include an applicant changing property tenure (see 5.2).
- 3.16 If approved, the aim is to complete major works within 12 months of initial referral. This does not include time where the application is on hold due to property condition or any other issues. Large scale structural works may take longer due to building and planning requirements but should aim to be completed within a maximum 18 months' timescale. *For example, the DFG process from receipt of application to completion for a wet room/level access shower currently averages 79 days.*
- 3.17 In circumstances where resources become limited and/or demand increases significantly, the Council may place approved DFGs on a waiting list, in strict date order. In such circumstances, the applicant will be issued a letter explaining this decision and will then receive further updates on a cyclical basis no later than every four months.

4. *Identifying need and eligibility* Who is eligible?

- 4.1 Council and Housing Association tenants, home-owners, and private rented tenants of any age can apply for a DFG, either for themselves or members of their household. Landlords can also apply on behalf of a disabled tenant.
- 4.2 As a tenant or home-owner, a person must occupy their property as their principle and permanent home and have an impairment which has a serious long-term effect on their ability to carry out normal day-to-day activities. No works will be carried out for lodgers or temporary visitors.
- 4.3 For Selby District Council tenants only, adaptations will only be carried out where a secure or flexible fixed-term tenancy is held; although consideration will be given to introductory tenants if adaptations are required on medical grounds.
- 4.4 If an applicant is not named on their tenancy, they may still be eligible for an adaptation if:
- They are married or registered as a Civil Partner to the tenant; or if not, are living together as though they were.
 - They are a registered occupier.

- The applicant is an immediate family member who has lived with the tenant for a minimum of two years continuously immediately prior to the application.
- In the case of a split household where the disabled person is a child, adaptations will usually only be considered on one property, which is the principal residence. This will normally be decided by which parent is in

SELBY DISTRICT COUNCIL TENANTS ONLY

When an adaptation will not be undertaken

- 4.5 All requests for adaptations will be given full consideration upon their submission. However, it is not always possible to meet these requests. Below is a list of circumstances where an adaptation is unlikely to be granted for Council tenants:
- Where the tenant is looking to move property and has a live housing application.
 - Under occupation, for example where there is a single person or couple occupying a family house with more bedrooms needed for sleeping.
 - Where the Council is taking possession proceedings against the tenant i.e., for rent arrears or anti-social behaviour.
 - Where current total arrears on a tenant's account are £1000 or more.
 - Where the condition of the property is poor, to a point where such works would pose a significant health and safety risk to staff.
 - Where the Council has offered suitable alternative accommodation, which meets their needs and the tenant rejects or refuses it.
 - Where a household is in a situation of overcrowding. However, if there is no suitable alternative accommodation within our housing stock AND an adaptation would relieve the situation of overcrowding, then this may be considered as a solution.
 - Where a stairlift or lift is required in a block of flats, whether this is in a communal area or a private staircase.
 - Where a property is being considered for redevelopment.
 - Where works would require planning permission or Building Regulation approval, which has not been, or would not be, granted.
 - Where a Right to Buy application has been submitted. Note, any removable adaptations already in-situ will be offered to the tenant as part of the purchase, at a cost which will include depreciation.

receipt of Child Benefit for that child.

5. *Refusals and alternatives*

- 5.1 Prior to the commencement of works, the condition of a property will be considered. If this raises any health and safety concerns, this may result in the application being put on hold until such issues are resolved.
- 5.2 The Council acknowledge that there may be times when it is simply not reasonable or practical to adapt a property based on technical issues related to the property's design or layout. Where the condition of a property for any

reason makes it unreasonable and impractical to carry out DFG works, the adaptation may be refused and alternative options for the applicant considered (see 3.15).

- 5.3 Where the District Council is likely to refuse an application for a DFG, it will contact the applicant to give them the opportunity to provide additional information which may affect such a decision, prior to a formal refusal being made.
- 5.4 Where the Council has no option but to refuse a DFG application, they will advise the applicant of the reasons for such refusal. The applicant will have the right to a review of such a decision and should request a review in writing to the Council within 28 days of the date of the refusal letter.

6. *Discretionary Assistance*

- 6.1 Subject to the availability of funding, the District Council reserves the right to use its discretion under the Regulatory Reform Order 2002 to pay for works under a DFG that may otherwise not be eligible for assistance. These could include:
- Insulating a home or providing uPVC double glazing where a DFG is being provided to install a new heating system.
 - Undertaking works to resolve hazards within a property, such as remedial works to tackle damp or excess cold.
 - Undertaking electrical repairs to a home where a new level floor shower or chair lift is being provided.
 - Undertaking measures to improve the safety and security of eligible households such as windows and door locks, fixing loose flooring, undertaking repairs to pathways and the removal of trip hazards.
 - Providing a 'top-up' not exceeding £30,000 to the grant contribution where costs exceed the normal maximum amount of £30,000.
 - Relocation assistance to cover the moving costs associated with a move.
 - Not requiring a full Test of Resources for adaptation work costing under £6000.
- 6.2 Where levels of funding permit, the Council shall also fund the replacement of existing adaptations where they meet the end of their lifespan. These could include the replacement of stair lifts, through floor lifts and step lifts.
- 6.3 If at any point it is deemed more appropriate and/or cost effective than awarding a DFG, it may be decided that the applicant's needs are best managed through a supported move. In this circumstance, the District Council may provide financial assistance to cover any associated moving costs, available to applicants from all tenures. This comes under the umbrella of Discretionary Adaptations Assistance and is offered up to the cost of the

adaptations in the current home. This could result in the applicant changing tenure, which will be made clear to them upon any move.

- 6.4 Should an applicant move to another property within the district where the required adaptations can take place (subject to landlord agreement if relevant) a further grant may also be awarded in order for these adaptations to take place.
 - 6.5 Such discretionary assistance shall only be awarded to households eligible where a disabled or vulnerable person is resident. The Council has placed some additional restrictions and rules regarding eligibility for such discretionary assistance – see the Council's Private Sector Housing Assistance Policy 2021.
 - 6.6 The availability of all discretionary grant assistance is subject to the Council's annual budget setting procedure and the availability of sufficient levels of external funding. All such payments are at the District Council's discretion and will be removed once available funds are exhausted.
7. *Council tenants who want to manage their own adaptations*
- 7.1 If an applicant wishes to install their own adaptations, this will be at their own expense. If renting their property, written approval should first be gained from the landlord. The applicant may also need to have prior approval from the Council's planning team and will need to make separate representations to the planning department. Completed works may be inspected to ensure they have been carried out to a satisfactory standard.
 - 7.2 As a landlord, the Council will only refuse permission with good reason, such as if the work would interfere with any maintenance to the property, if it may cause a potential health and safety risk or would breach any regulatory requirements.
 - 7.3 The Council also advise our tenants they may be required to remove an adaptation and make good any damage to the property at the end of their tenancy. If the tenant does not make good the damage, or the standard of workmanship is such that the Council experience costs rectifying this work, the Council may themselves complete the work and the tenant subsequently recharged for any costs incurred.
 - 7.4 Any adaptations not installed by the District Council will not be maintained by us and the District Council will not be liable for any damage or injury caused by adaptations not installed by us.
8. *Change in needs*
- 8.1 Occasions may arise where an applicant's needs change whilst DFG work is pending, and therefore requires a further assessment. If the works pending have not yet started, they will not commence until an Occupational Therapist

has submitted a further report. Any new work may then be added to the pending works, to be completed as one job (subject to the additional funds being available at the time the work is due to commence).

- 8.2 If the pending work is deemed a minor adaptation, and the new work is also the same; however, the financial cost of completing both works would equate to a major adaptation over £6000, a Test of Resources will be required before the new works can be approved and added to the pending works, to be completed as one job.
- 8.3 We will advise applicants at the time of undertaking DFG works that we would expect not to carry out adaptations to successive dwellings unless there is an overriding need for them to move properties. Where an applicant is an owner occupier and the grant amount is above £5,000, the Council will recover the costs of the grant (up to £10,000) if the property is disposed of within 10 years from the date of the completion of works. This will be placed as a legal charge against the property. The Council can however waive this requirement in exceptional circumstances in accordance with the grant rules.

9. Future Obligations

- 9.1 It is the responsibility of the applicant to ensure that any adaptations are maintained to a reasonable standard and are not misused or abused. Please note:
- The applicant should allow access for any servicing or repairs.
 - Any repairs costs because of misuse will be charged to the applicant.
 - Following the warranty period (information of any warranties will be provided following completion) the applicant is responsible for all costs associated with maintaining and repairing the equipment.
 - All adaptations that are the property of Selby District Council must not be removed or resold.
- 9.2 For Council owned stock, where an adaptation is no longer economical, viable, or suitable for a property, it will be removed as part of the voids process. If an adaptation is however in a good condition, where appropriate, it will be kept in-situ to ensure best use of the property. The Council will not normally remove structural adaptations that have been carried out to a property, such as door ramps, level access showers and widened doors.
- ## 10. Complaints and appeals
- 10.1 If there are any complaints in relation to the adaptation itself or the adaptation service received from the Council or those working on their behalf, these should be directed to Selby District Council and will be dealt with in-line with our Corporate Complaints Procedure.

11. Policy review

11.1 The Council accepts there may be circumstances that warrant exceptions to this policy. Where necessary and appropriate, the Council can assess individual cases and agree exceptions to the policy.

11.2 There will be a review of this policy whenever there is a fundamental change of legislative or regulatory provisions. There will also be an annual review.

11.3 To monitor the provision of this service, Selby District Council will maintain a register of property adaptations they complete each financial year.

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Report Reference Number: PR/21/10

To: Policy Review Committee
Date: 11 January 2022
Author: Sarah Thompson, Housing Service Manager and
Hannah McCoubrey, Housing Strategy Officer
Lead Executive Member: Councillor Mark Crane, Leader of the Council and
Lead Executive Member for Housing, Leisure,
Strategic Matters, External Relations and
Partnerships
Lead Officer: June Rothwell, Head of Operational Services

Title: Draft Private Sector Housing Assistance Policy 2021-23

Summary:

This report has come to Committee to allow Members to review the draft Private Sector Housing Assistance Policy 2021-23 and provide feedback as part of the consultation process. Whilst responsibility for maintaining privately owned homes rests primarily with their owners, the policy recognises that some owners (particularly the elderly and vulnerable) do not always have the necessary resources to repair or improve their homes. The powers afforded under Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives the Council greater freedoms to provide financial assistance in these cases, for adaptations, essential home repairs or to improve housing conditions to benefit an individual's health and wellbeing.

Recommendation:

That the Policy Review Committee note the draft policy and provide any and all relevant feedback as part of the consultation process, before the draft is returned to Executive, expected in March 2022.

Reasons for recommendation:

To allow the Committee to consider current service provision and the ways in which the new policy could improve services for residents, helping to encourage improvement in private housing choice and quality across the district and enable independent living wherever possible.

1 Introduction and background

1.1 Stock condition work completed in the district in 2017 showed that there are 39,423 dwellings in Selby. Notably, almost 6000 of those in the private sector were categorised as having a Category 1 safety hazard (equating to 17% of total private stock). The total cost of mitigating these hazards was estimated to be £20.9 million, whilst the cost to the NHS and wider society of treating accidents and ill-health caused by such hazards was estimated to be £14.4 million per year.

1.2 However, it is often the case that removing Category 1 hazards requires relatively inexpensive housing solutions which can save organisations thousands if it prevents an accident or further health issues. The table below shows the total cost of mitigating Category 1 hazards by tenure in the Selby district and the average cost per private dwelling:

| Housing Type | Hazard | Cost of Mitigating Hazards | | | | Avg. cost per dwelling |
|--|--------|----------------------------|--------------------|-------------------|-----------------|------------------------|
| | | Total Private Stock | Owner Occupied | Private Rented | IMD Lowest 20% | |
| Damp and mould growth | | £380,823 | £276,754 | £104,069 | £6,862 | £7,016 |
| Excess cold | | £17,019,878 | £14,400,326 | £2,619,552 | £38,452 | £4,807 |
| Crowding and space | | £24,687 | £17,940 | £6,746 | £445 | £16,646 |
| Entry by intruders | | £43,723 | £31,774 | £11,948 | £788 | £1,137 |
| Domestic hygiene, pests, refuse | | £16,010 | £11,635 | £4,375 | £288 | £895 |
| Food safety | | £31,451 | £22,857 | £8,595 | £567 | £2,948 |
| Personal hygiene, sanitation, drainage | | £19,332 | £14,049 | £5,283 | £348 | £1,185 |
| Falls associated with baths etc. | | £0 | £0 | £0 | £0 | £531 |
| Falling on level surfaces etc. | | £571,221 | £448,961 | £122,261 | £9,853 | £972 |
| Falling on stairs etc. | | £2,114,161 | £1,661,660 | £452,502 | £36,465 | £1,029 |
| Falling between levels | | £80,390 | £58,421 | £21,968 | £1,448 | £924 |
| Electrical hazards | | £11,332 | £8,228 | £3,094 | £204 | £1,646 |
| Fire | | £400,433 | £291,005 | £109,428 | £7,215 | £4,748 |
| Flames, hot surfaces etc. | | £189,222 | £137,513 | £51,709 | £3,409 | £2,049 |
| Collision and entrapment | | £21,037 | £15,288 | £5,749 | £379 | £597 |
| TOTAL | | £20,923,690 | £17,396,411 | £3,527,279 | £106,724 | |

1.3 With this in mind, the aim of this policy is to encourage improvement in private sector housing choice and quality across the district, primarily through support and assistance. The Council will seek to:

- help owner-occupiers maintain and repair their homes;
- remove or reduce housing related defects that are detrimental to health;

- assist people whose independence may be at risk, to remain in or return to their homes;
- boost domestic energy efficiency to reduce the number of households in fuel poverty, improve heating and reduce carbon dioxide levels;
- encourage and enable private landlords to provide good quality and well managed properties for their tenants;
- maximise the use of existing housing stock to increase housing choice across the district; and
- increase the number of empty properties brought back into use, particularly where this can be used to relieve homelessness.

2 Policy Headlines

2.1 Selby District Council will provide information and advice to assist any person to improve, repair, adapt or rebuild residential premises. However, we also recognise that there may be occasions where it is both necessary and appropriate to provide financial assistance to support this work. The policy details the various types of assistance available to applicants, along with information relating to eligibility criteria, typical works, maximum grant amount, the application process, and any conditions relating to the assistance. The policy details both the mandatory Disabled Facilities Grant (DFG) as well as other forms of discretionary assistance afforded under the Regulatory Reform Order.

2.2 The policy does contain new as well as modified forms of assistance compared with the previous policy. For example, 'Discretionary Adaptations Assistance' has always existed and includes works under a DFG that may otherwise not be eligible for assistance via the traditional route. However, budgets have increased, as well as now offering relocation assistance to an applicant where adaptation is not suitable in their current property for whatever reason. Healthy Homes Assistance is then a new initiative, generally relating to the removal of, or help to remedy, defects or deficiencies within the home that impact on health. The hope is this will ultimately prevent applicants from having to require additional health and social care provisions which would no doubt cost both the Council and its partners considerably more.

Funding information

2.3 The table below shows the amount of funding made available to the Council each year via the Better Care Fund, which in turn will fund the various assistance schemes detailed in the policy:

| Year | Grant Allocation | Total Budget Available | Total budget spent |
|---------|------------------|------------------------|--------------------|
| 2016/17 | £196,000 | £ 358,870 | £ 276,600 |
| 2017/18 | £346,958 | £ 448,206 | £ 179,173 |
| 2018/19 | £411,094 | £ 668,203 | £ 440,093 |
| 2019/20 | £443,595 | £ 630,445 | £ 347,397 |
| 2020/21 | £443,595 | £ 726,643 | £ 302,624 |
| 2021/22 | £503,327 | £ 816,977 | |

2.4 Discretionary assistance will only be awarded to households where a disabled or vulnerable person is resident, ensuring the Council targets residents (and properties) most in need. Availability is also subject to the Council's annual budget setting procedure and the availability of sufficient levels of external funding. All payments are at the Council's discretion and will be removed once available funds are exhausted.

3 Consultation

3.1 Approval to consult on the draft policy was provided via Executive Members on 2 December 2021. The policy has subsequently been provided to key operational and strategic NYCC staff, important equalities groups based in the district and front-line staff who will be expected to support customers through the new process. An online questionnaire is also available on the Council's website.

3.2 As part of the consultation process, we have been asked to submit both the Adaptations (DFG) Policy 2021 and Private Sector Housing Assistance Policy to Policy Review Committee for additional feedback.

3.3 A timetable for consultation and reapproval is detailed below:

| Dates | Events |
|-------------------------|---|
| 02/12/2021 | Draft Private Sector Housing Assistance Policy 2021 at Executive for consultation approval. |
| 06/12/2021 – 31/12/2021 | Consultation with residents and stakeholders – including Policy Review. |
| 13/01/2022 – 17/01/2022 | Time taken to consider feedback and make changes. |
| 28/01/2022 | Final policy to be discussed at Leadership Team |
| 17/02/2022 | Final policy at Executive Briefing. |
| 03/03/2022 | Policy taken back to Executive for final approval. |

4 Alternative Options Considered

None.

5 Implications

5.1 Legal Implications

Section 8 of the Housing Act 1985 requires local housing authorities to consider housing conditions in their area, having regard to the needs of chronically sick and disabled persons, including the adaptation of existing accommodation.

This policy is made under Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 Statutory Instrument No.1860. This gives local authorities a general power to provide 'assistance' 'in any form'

to 'any person' through the introduction of policies relating to renewals, repairs and adaptations in private homes, through grants or loans.

5.2 Financial Implications

The financial assistance included within the policy is largely discretionary (other than the mandatory DFG award). The policy makes it clear that, at times of high demand, assistance schemes may be amended, suspended, or removed entirely, to ensure that the Council can meet its statutory responsibilities.

5.3 Policy and Risk Implications

N/A

5.4 Corporate Plan Implications

N/A

5.5 Resource Implications

Under our previous policy, much of the work was undertaken by the Council's Private Sector Officer (1 FTE). However, it is expected that assistance will also be provided via the Council's Empty Homes Officer, Technical Officer and DFG Co-Ordinator. No further additional resource is expected to be required.

5.6 Other Implications

N/A

5.7 Equalities Impact Assessment

Under the Equality Act 2010, local authorities must demonstrate 'due regard' to the Public Sector Equality Duty, working to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act; advance equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

An Equality, Diversity, and Community Impact Screening was completed on 22/06/2021. It notes that local authorities have an important role to play in providing assistance in relevant cases where residents are particularly vulnerable; this could be due to age, ill health or low income, for example. The policy is an updated document which provides additional forms of assistance for such people. This could be through an advice service or through financial assistance, in the hope of positively impacting upon an applicant's health and wellbeing and/or the condition of the property they live in.

6 Conclusion

Poor quality housing has both negative impacts on the health of occupants as well as on the quality of life in an area. Whilst responsibility for maintaining privately owned homes rests primarily with their owners, particularly elderly and vulnerable residents do not always have the necessary resources to repair or improve their homes. This can lead to poor health, dangerous properties and a limited private stock. However, through the use of this policy and the various advice and assistance schemes it offers, we aim to:

- improve housing conditions across the Selby district;
- increase the number of residents who are able to live independently and safely at home; and
- improve the health and wellbeing of people living within the Selby district.

7 Background Documents

Private Sector Housing Assistance Policy 2018-2020

8 Appendices

Appendix A - Draft Private Sector Housing Assistance Policy 2021-23

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Document Control

| | |
|----------------|--|
| Document Title | Private Sector Housing Assistance Policy 2021-2023 |
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Summary

| | |
|---|--|
| Approval date | |
| Related legislation / Applicable section of legislation | Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 Statutory Instrument No.1860. 2019-20 Better Care Fund: Policy Framework (updated via Policy Statement 2020-21). |
| Related policies, strategies, guidance documents | YNYER Housing Strategy 2015-2021 DFG (Adaptations) Policy 2021 - draft |
| Joint Policy (Yes / No) | No |
| Name of partner(s) if joint | |
| Policy Owner (Name / Position) | Sarah Thompson – Housing Service Manager |
| Policy Author (Name / Position) | Hannah McCoubrey – Housing Strategy Officer |
| Applies to | All Council and Members |

Version Control

| Version | Date | Summary of changes | Name |
|---------|----------|--------------------------------------|------|
| 00.01 | 07/06/21 | First draft following group comments | HM |
| 00.02 | 08/06/21 | Second draft following HR comments | HM |
| 00.03 | 25/06/21 | Third draft following group comments | HM |
| 00.04 | 12/08/21 | Fourth draft following JR comments | HM |



PRIVATE SECTOR HOUSING ASSISTANCE POLICY

2021-2023

1. **INTRODUCTION**

Selby District Council's Private Sector Housing Assistance Policy 2021-23 is made under Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 Statutory Instrument No.1860. This gives local authorities a general power to provide 'assistance' 'in any form' to 'any person' through the introduction of policies relating to renewals, repairs and adaptations in private homes, through grants or loans. Assistance can be given directly to the individual or through a third party.

It has long been accepted that poor quality housing has both negative impacts on the health of occupants as well as on the quality of life in that area. Whilst responsibility for maintaining privately owned homes rests first and foremost with their owners, we recognise that some owners, particularly the elderly and vulnerable, do not always have the necessary resources to repair or improve their homes. Local authorities therefore have an important role to play in providing assistance in these cases.

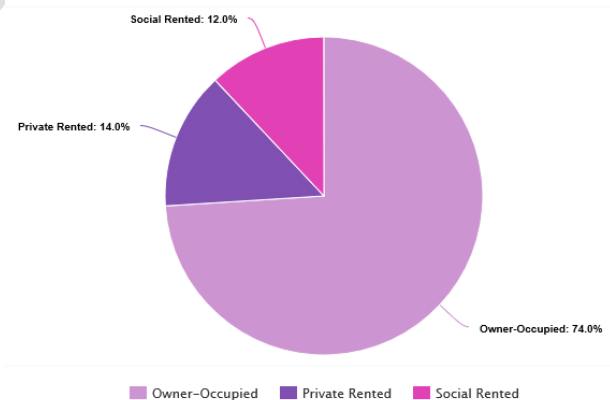
This policy sits within current legislative and financial frameworks to contribute towards providing a decent home for all current and future residents of Selby district through various advice, support and assistance mechanisms; whilst aiming to give priority to those most vulnerable households. It will be reviewed and updated accordingly, taking into account local, regional and national research and policy developments.

1.1 **Policy Aims**

Prosperous and sustainable communities need good quality homes that are safe and decent, and that meet the needs of the people who live in them. The location, type and quality of the homes people occupy can have a significant impact on all aspects of their lives.

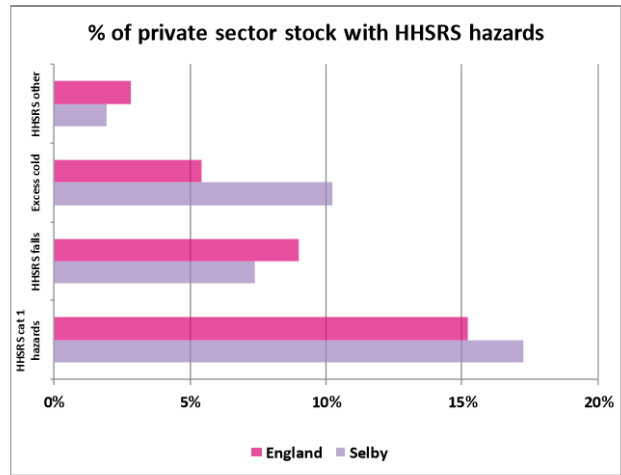
Stock condition work completed in the district in 2017 showed that there are 39,423 dwellings in Selby: 74% owner occupied, 14% private rented and 12% social rented.

Selby's population structure also has a higher proportion of people in every age cohort from 40 and over. This is likely to place increasing pressures on health, social care and acute services. Older people are also more vulnerable to accidents in the home, with those aged 65 plus having the highest risk of falling.



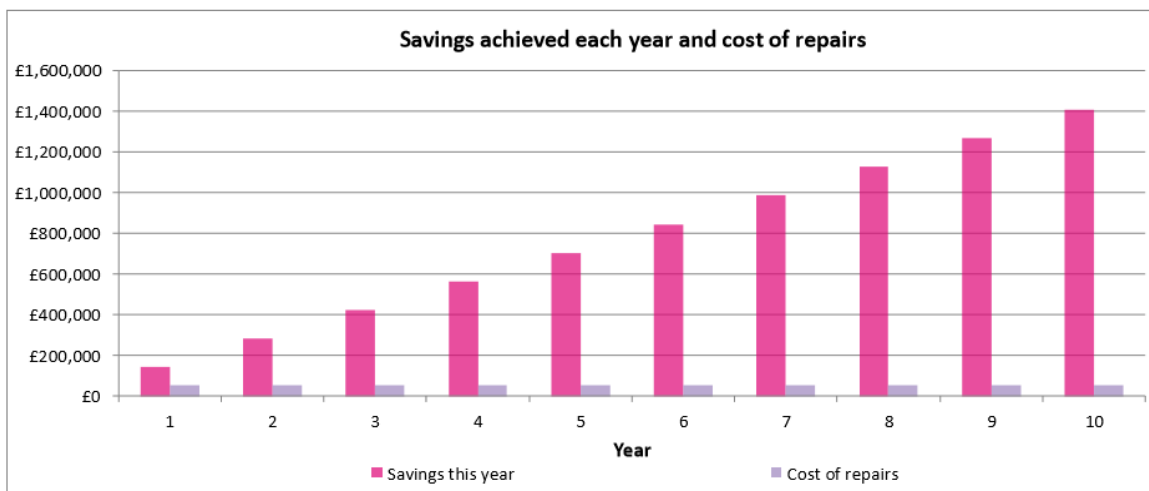
Through this stock condition work, almost 6000 dwellings in Selby's private sector were categorised as having a Category 1 safety hazard (equating to 17% of total private stock). Category 1 hazards are those which cause a serious and immediate risk to a person's health and safety. The total cost of mitigating all such hazards was estimated to be £20.9 million, whilst the cost to the NHS of treating accidents and ill-health caused by these hazards was again estimated at £1.1 million each year. Including wider costs to society, total costs were estimated to be £14.4 million per year.

Figure 4: HHSRS category 1 hazards in Selby District Council compared to England (2012²¹), private sector stock



Almost 9% of all district households were also classed as being in fuel poverty. This affects any home where more than 10% of household income is used to pay for fuel to heat the home. Fuel poverty was more likely to be experienced in two types of area within the district - central Selby and our more rural wards, such as Fairburn and Whitley. Issues with excess cold were highest again in more rural parishes such as Escrick, Whitley, Cawood and Wistow. Importantly, improvement scenarios involving a spectrum of relatively inexpensive measures were seen to provide high levels of savings.

Figure 10: Potential annual costs and savings to society of mitigating the least expensive 50% category 1 falling on stairs etc. hazards in all private sector dwellings



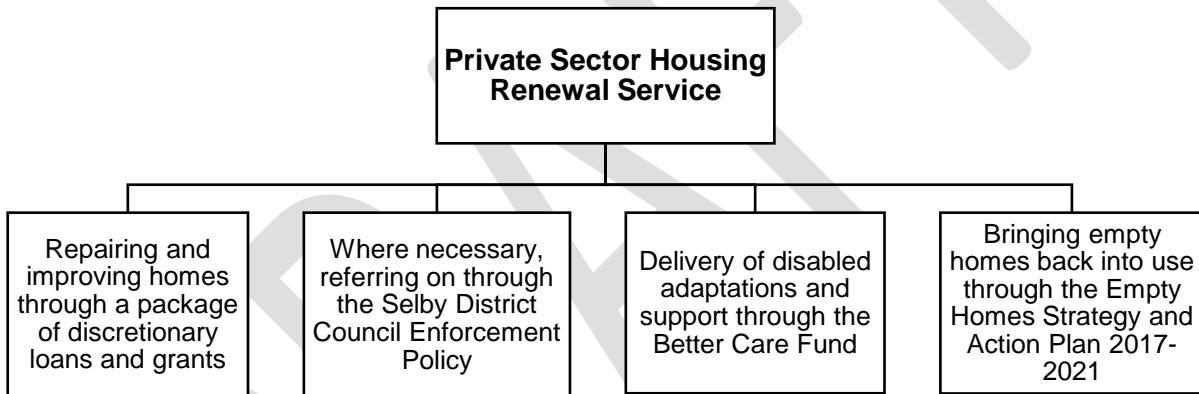
The aim of this policy is therefore to encourage improvement in private housing choice and quality across the district through support and assistance mechanisms. At the same time, enforcement action will be taken in line with the Council’s Corporate Enforcement Policy, where appropriate and necessary. We also want to enable independent living wherever possible, supporting those whose independence may be at risk to access housing (including their current home) which meets their needs.

Ultimately, our aims are to:

1. Improve housing conditions across the Selby district.
2. Increase the number of residents who are able to live independently and safely at home.
3. Improve the health and wellbeing of people living within the Selby district

1.2 **Policy context**

This policy provides the overarching focus for the Council’s private housing renewal service and sits at the forefront of much that we want to achieve:



The policy also links to the following specific policies at a national, sub-regional and local level.

National

2019-20 Better Care Fund: Policy Framework (updated via Policy Statement 2020-21):

This overarching document sets out the policy framework for implementation of the statutory Better Care Fund in 2019/2020. Given the global pandemic arriving in early 2020, this was updated via a reduced statement for 2021. These policies seek to outline how best to deliver the Better Care Fund at a local level, in partnership with others.

Building Safety Bill 2021: Introduced in the House of Commons on 5 July 2021 and expected to become law 9-12 months thereafter; this new bill aims to give residents and homeowners across England more rights, powers and protections - making homes across the country safer. It will provide a clear pathway on how residential buildings should be constructed, maintained and made safe. Residents will be able to raise building safety concerns directly to the owners and managers of buildings, who will have

a duty to listen to them. It will also set out the framework to improve compliance with the Building Safety Regulator, with tougher penalties for those who break the rules and will mandate developers to belong to a New Homes Ombudsman scheme. Selby District Council and its properties will be entirely compliant with this new legislation once it has achieved Royal Assent and becomes law.

Sustainable Warmth: Protecting vulnerable households in England (2021) - building on Cutting the cost of keeping warm: A Fuel Poverty Strategy for England (2015): The initial strategy in 2015 set out how the government would deliver their fuel poverty target to ensure that as many fuel poor homes as reasonably practicable achieve a minimum energy efficiency rating of Band C by 2030. In February 2021, an update was provided via the Sustainable Warmth paper, which sets out how the government will tackle fuel poverty, while at the same time decarbonising buildings so that those in fuel poverty are not left behind on the move to net zero. It also advised that all let domestic properties must now have a minimum energy efficiency rating of Band E. The updated strategy also announced details of new funding - £150 million for the Home Upgrade Grant.

Sub-regional

York, North Yorkshire & East Riding Housing Strategy 2015-2021: This strategy sets out nine sub-regional priorities for housing growth and delivery. Selby District Council is committed to jointly delivering on the following priorities within the theme ‘Understanding and improving the quality of our housing stock.’

- *Priority 5:* Continue to make best use of existing stock and ensure it is of a decent quality to meet the needs of our communities.
- *Priority 6:* Ensure all homes have a positive impact on health and well-being and are affordable to run.

North Yorkshire Joint Health and Wellbeing Strategy 2015-2020: The vision of this strategy is that ‘people in all communities in North Yorkshire have equal opportunities to live long healthy lives.’ It gives direction and sets out priorities for Board partner organisations to include in their own strategies and plans.

North Yorkshire Empty Property Strategy and Action Plan 2017-2021: This strategy outlines the current situation in respect of long-term empty properties (empty for more than 6 months) across the sub-region, and identifies actions which are to be put in place in order to address the issue. Each vacant dwelling brought back into use represents a gain for the sub-region’s housing stock.

Local

Selby District Council’s Plan 2020-30: Priority 1 is to make Selby a ‘great place to live’ by increasing our housing supply as well as increasing the number of affordable homes.

Selby District Council’s Housing Strategy Action Plan (2015-2021): Our local housing delivery plan includes the following relevant key priority areas.

- *Priority 2:* Ensure that our housing stock reflects the needs of communities across all areas of Selby district.
- *Priority 3:* Ensure that our housing stock meets the diverse needs of our communities at all stages of their lives.
- *Priority 5:* Continue to make best use of existing stock and ensure it is of a decent quality to meet the needs of our communities.
- *Priority 6:* Ensure all homes have a positive impact on health and well-being and are affordable to run.
- *Priority 7:* Continue to reduce Homelessness.
- *Priority 9:* Provide appropriate Housing and Support for those with Specific Needs.

Selby District Council's Empty Homes Action Plan 2018: Locally, our action plan has four objectives:

- Develop new, and strengthen existing partnerships.
- Improve the quality and consistency of empty property management.
- Improve the range of assistance available to owners.
- Improve the quality of advice and information available to owners.

1.3 **Legal Framework**

The provision of a DFG is regulated by the Housing Grants, Construction and Regeneration Act 1996. This places a statutory duty on the local housing authority (that being Selby District Council) to provide assistance to qualifying disabled people to undertake a range of adaptations to their homes. These adaptations must be considered 'necessary and appropriate' to meet their needs and are 'reasonable and practical' in relation to the age and condition of the property. Any work must also be determined as 'eligible' as defined by the Act and subsequent regulations. The grant is subject to a 'test of resources' in accordance with the legislation, except in the case of children aged under 19. It also gives the Council powers to require the grant funding to be repaid upon disposal of the property in certain circumstances.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives the Council greater freedoms to provide financial assistance for adaptations, essential home repairs or to improve housing conditions to benefit an individual's health, wellbeing, or quality of life. Article 3 of the Act introduces a wide range of discretionary powers to allow the Council to develop different forms of assistance to meet local need, based on local housing conditions and resources available to the local authority.

The Regulatory Reform Order 2002 does specifically relate to private housing, with national legislation and guidance differing depending on tenure. In the private sector currently, the Health Housing and Safety Rating System applies, aimed at identifying hazards and enabling enforcement under the Housing Act 2004. In the social sector, Government passed legislation which required local housing authorities to meet certain property requirements by 2010 and is currently consulting on what a new 'Decent Homes Standard' would look like today.

In 2016, the Government also made changes to the funding mechanism for DFGs which became allocated as part of the Better Care Fund. This pooled budget enables health, social care, and housing services to work more closely, assisting people to manage their health and wellbeing and to live independently in their communities for as long as possible. It also enabled the introduction of preventative services, designed for early intervention to delay or prevent the need for more intense services. Legal responsibility for the provision of DFGs remains with the local housing authority (Selby District Council) who now have a well-established working relationship with North Yorkshire County Council (as the social care authority) to manage DFG funding.

2. THE POLICY

2.1 This policy outlines how Selby District Council will, through a mix of support, financial assistance (and enforcement*) seek to:

- Help owner-occupiers to maintain and repair their homes.
- Remove or reduce housing related defects that are detrimental to health.
- Assist people whose independence may be at risk to remain in or return to their homes.
- Boost domestic energy efficiency to reduce the number of households in fuel poverty, improve heating and reduce carbon dioxide levels.
- Encourage and enable private landlords to provide good quality and well managed properties for their tenants.
- Maximise the use of existing housing stock to increase housing choice across the district.
- Increase the number of empty properties brought back into use, particularly where this accommodation can be used to relieve homelessness.

*Enforcement protocols are covered in the Council's Enforcement Policy.

2.2 Encouragement and Support

Selby District Council will provide information and advice to assist any person to improve, repair, adapt or rebuild residential premises. In doing so, we may enter into partnership arrangements with third parties, including other local authorities, health and fuel poverty related organisations and with those in the voluntary sector.

We recognise the importance of education and encouragement when working with Private Sector Landlords and owners of empty properties to uphold legislative requirements, improve standards and to increase housing choice. Where possible, we will seek to resolve issues between landlords and tenants in order to achieve tenancy sustainment and reduce homelessness resulting from the termination of tenancies. We also seek to help owners of empty properties overcome difficulties in selling, renovating and ultimately re-occupying empty homes.

The Council will provide support in a number of ways, including:

- Ensuring the availability of information and advice on the Council's website.
- Providing advice from a named Officer.

- Engaging with groups and forums to provide advice to the community and Private Sector Landlords.
- Working in partnership with others to distribute information and advice.

2.3 Financial Assistance

It is the responsibility of owners to maintain and improve their properties at their own expense. However, the Council recognises that there may be occasions when it is both necessary and appropriate to provide financial assistance to support this work.

At times of high demand however, waiting lists for discretionary schemes may be instigated or schemes may be amended, suspended, or removed entirely to ensure the Council can meet its statutory responsibilities.

Where assistance has been given on the condition of a land charge being applied to the property, all monies received from the disposal of such property will be returned to the Private Sector Housing Assistance budget and will be ringfenced for future schemes delivered under this policy.

The Council will consider all enquiries for financial support and may choose to offer assistance through one, or a mix, of the support options listed below.

2.3.1 Disabled Facilities Grant (DFG):

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| Purpose | To remove or help overcome any obstacles which prevent a disabled person from moving freely into and around their dwelling and enjoying the facilities and amenities within it. |
| Eligibility Criteria | <p>This grant is available to owner occupiers and tenants to help adapt their homes in order to meet the needs of a disabled occupant. Landlords may also apply for a DFG on behalf of a disabled tenant.</p> <p>DFGs are delivered in line with current legislation, that being the Housing Grants, Construction and Regeneration Act 1996.</p> <p>Note, adaptation work under £1000 is the responsibility of NYCC as the social care authority. For Council tenants above this amount, the provision for adaptations is funded via the Council's Housing Revenue Account (HRA) budget, but the application process is expected to remain the same.</p> |
| Eligible Works | <p>Works must be deemed necessary and appropriate to meet the needs of the disabled person, as well as reasonable and practicable having regard to the age and condition of the property. Eligible works are listed in the legislation and includes work to:</p> <ul style="list-style-type: none"> • Make the home safe. • Facilitate access to, from and around the home. • Facilitate access to or provide a bedroom. • Facilitate access to the principal family room. • Provide a room containing a bath/shower or facilitate the use of such a facility e.g. level access showers. • Provide of a room containing a toilet and wash hand basin or enable the use of such a facility. • Facilitate the preparation and cooking of food (if used by the disabled) |

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| | <p>person).</p> <ul style="list-style-type: none"> • Provide or improve a heating system. • Facilitate the use of power, light, or heat by altering the same or provide additional means of control. • Facilitate access and movement around the home to enable a disabled resident to provide care for another person. • Facilitate access to a garden. • The payment of fees for the Council's technical service, as well as fees for a private Occupational Therapist, surveyor, architect, structural engineer, any VAT payable, easements, building control fees etc. which may be included in the grant application. |
| Maximum Grant Amount | £30,000 - however the grant will only cover the cost of works deemed to be eligible. |
| Financial Assessment | <p>A financial Test of Resources will be carried out to determine any contribution that the applicant needs to make towards the cost of the adaptations. Exceptions to this are:</p> <ol style="list-style-type: none"> a. When the adaptations are for a child. b. When the adaptations are expected to cost less than £6,000 (in which case, Discretionary Adaptations Assistance may be applied for - see below). c. When the applicant is in receipt of (named) means-tested benefits. |
| Application | <p>Applications should be made using the relevant forms and supported by an assessment of need by North Yorkshire's County Council's Adult Social Care, a private Occupational Therapist or other Trusted Assessor approved by Selby District Council.</p> <p>The Council are responsible for assessing that the relevant person is a qualifying disabled person and that the work is necessary, appropriate, reasonable, and practicable.</p> <p>Certification will be required to prove ownership or landlord's consent.</p> |
| Conditions | <p>The disabled person must intend to occupy the property as their only or main residence for a period of five years after the works are complete (or such shorter period as the person's health or other relevant circumstances permit).</p> <p>The Council is not responsible for the ongoing maintenance or repairs of the work, and it is the applicant's responsibility to ensure they adhere to the recommended servicing of any equipment.</p> <p>Where the applicant is an owner occupier and the grant amount is above £5,000, the Council will recover the costs of the grant up to £10,000 if the property is disposed of within 10 years from the date of work completion. This will be placed as a legal charge against the property; however, the Council may waive this requirement in exceptional circumstances in accordance with the grant rules.</p> |

2.3.2 Discretionary Adaptations Assistance

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| Purpose | <p>The District Council may use its discretion to pay a grant to assist applicants and their Carers when works or circumstances fall outside of the normal DFG criteria, or are expected to cost less than £6,000.</p> <p>Additional assistance may be given with:</p> <ul style="list-style-type: none"> • Repairs to enable adaptations. |
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| | <ul style="list-style-type: none"> • Provision for people with behavioural or learning difficulties. • People preferring or needing to move house rather than adapt their current property. • Additional grant or a loan for works costing over the £30,000 DFG maximum, or towards the assessed contribution towards a DFG. • Provision towards some of the cost of alternative works to meet the assessed need. • Works to adapt access to or across communal areas. |
| Eligibility Criteria | <p>Any applicant who is deemed disabled as per DFG legislation or who the Council deems vulnerable due to age, ill health, low income or any other special reason as determined by the relevant Director on a case by case basis. This decision must be supported either by:</p> <ul style="list-style-type: none"> • An Occupational Therapist assessment; or • A Trusted Assessor assessment; and • A financial assessment. <p>Applicants include owner occupiers and private tenants, or social housing tenants in exceptional circumstances.</p> |
| Typical Works | <p>Works may include:</p> <ul style="list-style-type: none"> • Soundproofing to improve the quality of life for carers. • Specialised bathing equipment to aid carers. • Providing a 'top-up' to the grant contribution where costs exceed the normal maximum amount of £30,000. • Items to provide for remote/smart technology (not including any ongoing maintenance fees). • Aids and adaptations for people (and their carers) with dementia, mental health issues, behavioural and/or learning disabilities. • Removal costs and payment towards purchase and adaptations to a new property (up to the cost of the assessed need at the current property). • Alternative preferred works to meet the assessed need (grant up to the cost of the assessed need may be offered). |
| Maximum Discretionary Grant Amount | <p>Generally this will be restricted to £6,000 per household, and as a minimum will be increased annually from 1 April each year in line with Consumer Price Index (CPI) inflation increases (rate published for the preceding September each year).</p> <p>It may also be increased up to £30,000 in exceptional circumstances.</p> |
| Financial Assessment | <p>A financial Test of Resources will be carried out to determine any contribution that the applicant needs to make towards the cost of the adaptations. Exceptions to this are:</p> <ol style="list-style-type: none"> When the adaptations are for a child. When the adaptations are expected to cost less than £6,000 (in which case, Discretionary Adaptations Assistance may be applied for - see below). When the applicant is in receipt of (named) means-tested benefits. |
| Application | <p>Applications should be made to the District Council directly and will be assessed by the relevant Service Manager.</p> <p>Certification will be required to prove ownership or landlord's consent.</p> |
| Conditions | <p>The relevant person must intend to occupy the property as their only or main residence for a period of five years after the works are complete (or such shorter period as the person's health or other relevant circumstances permit).</p> |

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| | <p>The Council is not responsible for the ongoing maintenance or repairs of the work, and it is the applicant's responsibility to ensure they adhere to the recommended servicing of any equipment.</p> <p>Where the applicant is an owner occupier and the grant amount is above £5,000, the Council will recover the costs of the grant up to £10,000 if the property is disposed of within 10 years from the date of work completion. This will be placed as a legal charge against property; however, the Council may waive this requirement in exceptional circumstances in accordance with the grant rules.</p> |
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2.3.3 Healthy Homes Assistance

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| Purpose | <p>Discretionary assistance intended to ensure vulnerable or disabled households can live in homes that are safe and free from serious defects or hazards, and are warm and secure; ultimately preventing applicants from having to require additional health and social care provisions.</p> <p>This may include National or Regional initiatives e.g. Warm Homes Yorkshire.</p> |
| Eligibility Criteria | <p>Any applicant who is deemed disabled as per DFG legislation or who the Council deems vulnerable due to age, ill health, low income or any other special reason as determined by the relevant Director on a case by case basis. The Council may require supporting evidence from a relevant professional in some circumstances.</p> <p>Applicants are owner occupiers or privately renting tenants. Exceptions to this may be due to requirements from organisations providing funding with their own eligibility criteria.</p> |
| Typical Works | <p>Works eligible for assistance will be at the discretion of the Council and in general relate to the removal or help to remedy defects or deficiencies within the home that impact on health, for example:</p> <ul style="list-style-type: none"> • Essential repairs and improvements in order to make the property safe, warm, weatherproof, secure or healthy. • Installation or replacement central heating systems or improvement to the energy performance of the home. • Work to prevent falls around the home. • Additional security measures. • Flood resilience and prevention. • Work to improve neighbourhoods or manage unforeseen property issues. |
| Maximum Grant Amount | £6,000 grant per property, or other amount of grant or loan determined by the organisation providing the funding |
| Financial Assessment | Applicants must be in receipt of a means tested benefit, unless not required by the organisation providing the funding. |
| Application | <p>Referrals are likely to be received through multiple channels and the District Council will work closely with its statutory or voluntary partners.</p> <p>The applicant will then be required to complete an application form following an inspection from the Council to ensure works meet the requirements of the assistance.</p> |
| Conditions | <p>Written consent from the owner must be obtained before works can commence.</p> <p>The Council will not accept more than two applications for assistance within a five year period.</p> |

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| | <p>Where the applicant is a private tenant, the landlord will be required to make a 50% contribution towards the cost of works, unless not required by the funding organisation.</p> <p>Where the applicant is an owner occupier and the grant amount is above £5,000, the Council will recover the costs of the grant up if the property is disposed of within 10 years from the date of work completion. This will be placed as a legal charge against property; however, the Council may waive this requirement in exceptional circumstances in accordance with the grant rules.</p> |
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2.3.4 Empty Homes Assistance

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| Purpose | Discretionary grant or loan intended to bring long term empty properties back into occupation - in order to optimise the occupancy of the districts housing stock, to support the supply of affordable housing and to minimise the antisocial behaviour and blight associated with empty properties. |
| Eligibility Criteria | <p>The property must:</p> <ul style="list-style-type: none"> • Have been empty for at least 6 months. • Fail to meet acceptable lettable standard in its current condition. • Other exceptional criteria will be determined on a case by case basis by the Housing Service Manager. <p>Assistance will be in loan form unless the property meets a designated housing need as defined by the Council's Private Sector Housing Officer. In this circumstance, assistance will be as a grant.</p> <p>To be eligible for a grant, the owner/s must also agree to let their properties once fit for use. This must be for a five year period at an affordable rent for tenants with a local connection to the district, on a minimum twelve month fixed-term, assured shorthold tenancy.</p> |
| Typical Works | Works eligible for assistance will be at the discretion of the Council and in general relate to works necessary to enable the property to meet the Decent Homes Standard. |
| Maximum Grant Amount | £15,000 per property. |
| Financial Assessment | No formal Test of Resources will be required. |
| Application | The applicant will be required to complete an application form and provide proof of registered ownership following an inspection and relevant enquiries from the Council to ensure the property meets the requirements of the assistance. |
| Conditions | <p>The Council will not pay for works already underway or completed.</p> <p>The applicant must be the freeholder of the empty property or a leaseholder with at least 50 years remaining on the lease.</p> <p>Where the applicant is an owner occupier and the grant amount is above £5,000, the Council will recover the costs of the grant up if the property is disposed of within 10 years from the date of work completion. This will be placed as a legal charge against property; however, the Council may waive this requirement in exceptional circumstances in accordance with the grant rules.</p> |

2.3.5 Energy Repayment Loan

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| Purpose | The Energy Repayment Loan aims to help homeowners undertake energy efficiency work within their properties to address excess cold. |
| Eligibility Criteria | For any individual who the Council deems vulnerable due to age, ill health, low income or any other special reason as determined by the relevant Service Manager on a case by case basis. The Council may require supporting evidence from a relevant professional in some circumstances. The application must be on behalf of the freeholder of the property, who must also occupy the property at the time of application. |
| Typical Works | Works to undertake energy efficiency within properties to address excess cold, such as: <ul style="list-style-type: none"> • A new boiler and heating system • Loft insulation • Cavity/solid wall insulation • Replacement windows and doors |
| Maximum Grant Amount | Between £500 and £3000 interest free. |
| Financial Assessment | The applicant's finances will be assessed to ensure that repayment is affordable. |
| Application | The applicant will be required to complete an application form and provide proof of ownership following an inspection and relevant enquiries from the Council to ensure the property meets the requirements of the assistance. |
| Conditions | This loan is funded via recycled Regional Housing Board funding, and may also be supplemented by Selby District Council funding (as Healthy Homes Assistance above). The loan is administered by The Homes and Loans Service operated by Sheffield City Council on behalf of all local authorities across the Yorkshire and The Humber regions. The loan is secured as a legal charge against the property. When the work has been completed to satisfaction, the contractor will be paid directly and the loan payments collected monthly from the applicant. |

2.3.6 Dementia Friendly Homes

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| Purpose | To provide aids, adaptations, or assistive technology to enable people with memory loss or a diagnosis of dementia to live as independently as possible within their home and reduce feelings of confusion. |
| Eligibility Criteria | The applicant must be an owner occupier, live within the private rented sector or a tenant of a registered provider. The applicant or a member of their household must have a diagnosis of dementia or is suffering from a recognised memory loss affecting day to day living, but is able to continue to live independently at home. |
| Typical Works | The provision of aids or adaptations related to memory loss or dementia, used to support the promotion of independence or the self-confidence of the applicant, for example (this list is not exhaustive): <ul style="list-style-type: none"> • Assistive technology such as dementia clocks, medication dispensers, memo minders etc. • Automatic lighting, exit sensors. • Easy to use telephones. • Activity monitors. |

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| | <ul style="list-style-type: none"> • Installation of key safes, coloured grab rails, thermostatic taps. • Provision and installation of equipment to reduce the risk of fire. |
| Maximum Grant Amount | £2,000 per property. |
| Financial Assessment | There is no formal Test of Resources for this assistance. |
| Application | A referral is required by a relevant health or social care professional supporting the application. |
| Conditions | Ongoing monitoring costs and maintenance of equipment will not be provided. |

2.3.7 In-direct Financial Assistance

Where appropriate, the Council may use discretionary financial powers to support partners in the delivery of shared regional/sub-regional housing objectives. The Council will use these powers to:

- Work in partnership with the Better Homes Programme to source and bid for funding under the banner of 'Better Homes Yorkshire.' All initiatives will be made available to residents through signposting to the relevant Better Homes Yorkshire delivery partner.
- Support the North Yorkshire Health and Wellbeing Strategy and to support joint commissioning schemes to address housing and health impacts.

3. RESOURCING THE POLICY

3.1 It is generally agreed that the primary responsibility for repairing and maintaining homes must rest with the property owner. However, the Council may use a mixture of its own capital funding, Better Care Funding and appropriate third party grant funding to provide financial support to those households or individuals who require help and support.

3.2 Several agencies across the district will work closely together to help encourage and support this investment, as detailed below.

3.2.1 Selby District Council

- The Council will provide general advice and information to owners, landlords and tenants regarding their legal rights and responsibilities, including home maintenance issues.
- It provides wider planning and neighbourhood management services to create safe and sustainable communities.
- It also provides advice and help to elderly, disabled and vulnerable residents so they are able to remain independent in their own homes by identifying necessary repairs and carrying out work through the Council's grant and loan initiatives.
- It supports and promotes the work of partnership organisations to deliver housing improvements.
- It implements enforcement powers granted under the Housing Act 2004 (as a last resort) to ensure owners maintain their properties to relevant standards, address anti-social or nuisance behaviour, and tackle long term empty properties.

3.2.2 Yorkshire and Humber Homes and Loans Service

- This service acts as administrators of the regional loan scheme on behalf of the Council.
- They use their expertise to develop new loan products to target regional housing priorities.

3.2.3 Better Homes Yorkshire

- This organisation promotes energy efficiency and provides free, impartial, locally relevant advice on what residents can do in their home to reduce energy costs and to access financial support aimed at improving energy efficiency.

3.2.4 Central Government

- Green Home Grants - if you're a homeowner or residential landlord you can use a Green Homes Grant voucher towards the cost of installing energy efficient improvements to your home.
- Flood Resilience Grants - available for particular flood events.

3.2.5 North Yorkshire Adult and Community Services

- Initial adaptation and support for home from hospital.
- These services provide specialist guidance and financial top-up support through the Occupational Therapist service towards the administration of the Disabled Facilities Grant.
- They provide minor disabled adaptations and equipment, as necessary.
- They also provide a range of Telecare services.

3.2.6 North Yorkshire Fire and Rescue Service

- This service provides fire safety checks for vulnerable households.
- They also assist with the inspection of Houses in Multiple Occupation (HMOs) and help deliver the North Yorkshire Fire Safety Standard.

4. GENERAL PROVISIONS RELATING TO THE POLICY

4.1 The following general provisions will apply throughout the policy:

- Before any financial assistance is provided, Selby District Council will set out in writing to each person the terms and conditions relating to such assistance.
- A person's ability to contribute towards, or repay, any assistance is always taken into account.
- Clear details will be given in writing to any applicant of financial assistance as to any fees and charges that will be levied prior to any works commencing.
- Risk and fraud are minimised by following the Government's Housing Renewal Guidance and by working closely with the North Yorkshire Audit Team.
- Financial assistance is not ordinarily made available to improve, adapt or repair the living accommodation of Registered Social Landlords (RSLs) on the basis that they should have robust business plans which ensure their properties meet the

Government's Decent Homes Standard. The only exception to this will be through mandatory Disabled Facilities Grants. However, in such instances, Selby District Council will expect the RSL to have explored all alternative solutions prior to encouraging such an application.

- Payments of financial assistance will typically be made on full and satisfactory completion of works, with the discretion to make interim payments resting with the District Council. To safeguard against fraud, payments are usually made directly to the contractor. However, Selby District Council does reserve the right to make payments to the applicant in certain circumstances.
- The Council will review this policy every three years, or as and when it is required due to a change in legislation and guidance. The Council also reserve the right to increase discretionary grant amounts each year by inflation.

4.2 **Complaints Procedure**

A complaint is defined as an expression of dissatisfaction about the standard of service, administrative actions or lack of action by Selby District Council or a named member of staff which affects an individual customer or group of customers.

Any individual is entitled to exercise their right to complain regarding their dissatisfaction with the services they have received from Selby District Council. All complaints will be dealt with in line with the council's Corporate Complaints Procedure.

4.3 **Appeals Procedure**

The appeal process is available to anyone who is dissatisfied with an Officer's decision made in line with the Private Sector Housing Assistance Policy. The process will also apply in cases where the Council is seeking repayment of financial assistance (under conditions which were set out at the time the assistance was given) but the person from whom the repayment is being sought wishes Selby District Council to consider waiving the repayment.

Appeals on issues relating to Energy Repayment Loans should be made in writing to Selby District Council, stating the nature of and the reasons for the appeal. The appeal will then be considered by the Special Cases Panel of the Homes and Loans Service. The Regional Loans Manager will notify the appellant of the outcome of the appeal giving full reasons for the decision.

Appeals on issues relating to all other assistance schemes should be made in writing to Selby District Council, stating the nature of and the reasons for the appeal. The facts of the case will be reviewed by the relevant Head of Service and Service Manager, who will notify the appellant of the outcome of the appeal giving full reasons for the decision.

In all cases, Selby District Council may request additional information as necessary from the appellant, in order for a fully informed decision to be made on the matter.

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Agenda Item 10



Report Reference Number: PR/21/11

To: Policy Committee
Date: 11 January 2022
Status: Non-Key Decision
Ward(s) Affected: All
Author: Tammy Fox, Revenues & Benefits Manager
Lead Executive Member: Councillor C Lunn, Lead Councillor for Finance and Resources
Lead Officer: Suzan Harrington, Director of Corporate Services and Commissioning

Title: Covid-19 Government Grants

Recommendation:

That the Policy Review Committee note the contents of this report.

Reasons for recommendation:

The Committee requested a report on business grants in September 2021, to give further detail about the use of the remainder of the government's Covid-19 grant to the Council and details of security, fraud, and data protection for previous payments of the grants.

1. Introduction and background

1.1 From March 2020 onwards the council has administered a number of business grants schemes on behalf of the Department of Business Energy and Industrial Strategy (BEIS). Most of these schemes have had mandatory qualifying criteria and the guidance on administration of the schemes has been issued by BEIS. The guidance for all grant schemes has been comprehensive and included details of the process required for businesses to apply for the grants, the level of evidence required from businesses and the pre and post payment assurance work that local authorities should undertake.

2. Grant payments

2.1 Beginning in March 2020 the Small Business Support Grant (SBSS) and Retail, Hospitality Leisure (RHL) Grants were paid to 1475 businesses at a total of £16,820,000.00 and the schemes ended in September. A discretionary scheme

was announced for local authorities to administer to support those businesses that didn't qualify for the main schemes and 98 businesses received payments from this scheme totalling £800,000.

- 2.2** In November 2020 following the country entering a further national lockdown the government announced further business grant support schemes, and 7 separate schemes were running from then onwards, over 500 businesses forced to closed in the November 2020 and January 2021 national lockdowns received grant payments totalling £5.9 million. Public houses also received an additional £150,232.00 in grants in separate schemes.
- 2.3** The Restart Grant was paid from 1 April onwards to help businesses reopen and recover. A total of £4,098,032.00 was paid to 535 businesses in individual grants.
- 2.4** The discretionary Additional Restrictions Grant (ARG) scheme has been paid to businesses from the November lockdown onwards in phases to support them through ongoing restrictions, this was mainly paid to those who didn't qualify for the main schemes, 373 businesses received grants totalling just over £2.6 million. As all the original funding allocation was distributed within the required timescale from central government, we secured a further funding pot to continue providing assistance and an amount of £673,000.00 was received. A further phase 3 of the grant was opened for applications in August 2021 and in total 378 separate businesses have now received funding totalling £3,122,579.00. This leave £167,803.00 remaining in this fund, which must be distributed by 31 March 2022.

3. Pre and Post payment Assurance Work

- 3.1** The guidance from BEIS differed for the various schemes with regards to an application form being required, if the business was registered for business rates they advised it was possible to pay the grant automatically. The Council decided to request application forms for all business grants to ensure the pre-payment checks were robust and the grants were being paid to the correct recipient. The application process also contained a declaration that the business must read and sign to ensure that the information provided was true and correct and warned that any deliberate manipulation and fraud would not be accepted and any business caught falsifying records to gain grant money may face prosecution and any funding issued would be recovered.
- 3.2** The guidance from BEIS advised that checks on the bank details provided for payment from grant recipients could be made post payment, again the Council decided to take a firm approach and bank statements for the recipient's bank account were required and checked before payments were made. Some local authorities used an automated system for paying the grants, this Council looked at each application individually to ensure all the details matched and the correct recipient was paid. This careful approach managed the risk of fraud entering the system.
- 3.3** The government made use of their digital due-diligence Spotlight checking tool available to local authorities, this tool checks the activity of companies and allows the authority to check the ongoing viability of recipients. For the March 2020 grants the use of this tool was allowed post payment by BEIS, the guidance

changed for November 2020 grants, and it was made mandatory that this check was done pre-payment. The Council again adopted a cautious approach and throughout administration of all schemes from March 2020 onwards always did the check before payments were made. This highlighted 3 applications from businesses that had become insolvent or had ceased trading and payments were therefore not made to these businesses.

- 3.4** The Councils fraud and audit providers Veritau did a 5% sample check for post assurance work on all grant payments for the Small Business Support Grant (SBSS) and Retail, Hospitality Leisure (RHL) Grants and Discretionary grants and found no errors or fraudulent payments were made. They concluded that the grants had been paid appropriately in line with the Councils scheme and government requirements including conducting reasonable eligibility checks.
- 3.5** The 2020/21 National Fraud Initiative (NFI) exercise on business grants has also been conducted and included an analysis of business grant payments. Specifically, it used cross boundary data not available to the Council. The Council and Veritau's counter fraud team have reviewed any matches found from this and no issues have been found either.
- 3.6** No allegations of fraud have been received from the public regarding business grants. Five referrals were made regarding the March 2020 scheme applications by the team to the council's fraud investigation service providers Veritau and after investigation no further action was necessary. Two referrals have been made by the team regarding the November onwards applications to the council's fraud investigation service providers Veritau for further investigation and payments were not made to the businesses following the outcomes of these.
- 3.7** The details of all business grant payments have been supplied to HMRC, as required by BEIS, using a secure channel so they can ensure all payments have been declared by businesses.
- 3.8** There have been no data protection issues whilst conducting the grant administration, all data is stored securely on the Councils document management system. The guidance from BEIS advises this information must be stored for 10-year post payment, and the section will ensure that this action takes place.

4. Reconciliation work

- 4.1** All grant payments have been subject to a weekly monitoring return to BEIS. All grants have now ended for payment, apart from the Additional Restrictions Grant, and Finance have conducted a Reconciliation process with BEIS to receive further funding or return unspent funding for all the mandatory schemes.

5. Additional Restrictions Grant

- 5.1** There is £167,803.00 remaining in this fund, which must be distributed by 31 March 2022. The guidance from BEIS regarding the ARG advised that local authorities should allocate funding through business support grants or through wider business support measures. All funding provided under this scheme should provide direct support to businesses.

- 5.2** Local authorities were encouraged to support businesses that were severely impacted by the restrictions but didn't qualify under the other mandatory schemes. The Taxation Section ran three phases of applications for the grant and made payment of just over £3.1 million. By phase 3 businesses were beginning to recover and reopen and application numbers were low from businesses therefore the full fund has not been spent.
- 5.3** This situation has been similar for the other North Yorkshire authorities, and they have distributed some of their funding through the Economic Development teams working with the Local Enterprise Partnerships to businesses who have used the funding to diversify and make adaptations to their businesses. This is a route the Council could look at to make further payments from the fund.
- 5.4** Very recent events with the Omicron variant should also be noted, on 20 December 2021 the government announced further grants would be paid to businesses in the hospitality and leisure sectors to help with recent reduced trade. A top up to the ARG has also been announced to support other businesses whose trade has been affected but they are not in this mandatory list. The Council will therefore review where this support should be targeted once the guidance and amount of additional funding has been received.

Contact Officer:

Tammy Fox, Revenues and Benefits Manager
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Appendices:

Appendix 1 – Grants Paid Out Table

Covid - Business Grants Summary

| Period scheme | Mandatory or Discretionary | Scheme | Number grants Paid | Total Amount Paid | Comments/notes |
|---------------------|----------------------------|--|--------------------|-------------------|--|
| Mar 20 - Sep 20 | Mandatory | Small business support grant | 1,472 | 16,800,000 | Recipients were businesses in the rating list receiving retail or small business rates relief |
| Mar 20 – Sep 20 | Discretionary | | 96 | 800,000 | Businesses not in the rating list |
| Nov - Dec 20 | Mandatory | Local Restrictions Support Grant (Closed addendum) November | 553 | 837,626 | Business types forced to close in second national lockdown |
| 2 Nov 20 - 4 Jan 21 | Mandatory | Local Restrictions Support Grant (Closed) | 23 | 33,686 | Pubs not serving substantial meals |
| 2 Nov 20 - 4 Jan 21 | Mandatory | Local Restrictions Support Grant (Open) | 90 | 107,562 | Businesses that are still open but severely impacted by Tier 2 or Tier 3 restrictions |
| Festive period | Mandatory | Christmas Support Payment | 56 | 56,000 | Wet based pubs |
| 5 Jan - 31 May 21 | Mandatory | Local Restrictions Support Grant (Closed addendum) | 1,109 | 2,586,588 | Business types forced to close in third national lockdown |
| 5 Jan - 31 May 2021 | Mandatory | Closed Businesses Lockdown Payment Scheme | 558 | 2,540,000 | Business types forced to close in third national lockdown |
| April 21 - June 21 | Mandatory | Restart Grant | 535 | 4,098,032 | Businesses previously closed to assist with recovery and reopening safely |
| Nov 20 - Date | Discretionary | Additional Restrictions Grant (ARG) Scheme | 378 | 3,122,579 | Discretionary scheme for businesses with affected trade who didn't qualify for mandatory schemes |

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Agenda Item 11

Agenda Item 11 – PR/21/12

Universal Credit Update

The previous rise in Universal Credit recipients in the Selby Jobcentre Plus area has now slowed.

In October 2019 there were 1936 recipients of UC in the Selby Jobcentre Plus area, October 2020 there were 4131 claimants in receipt of UC, the latest figures from October 2021 show there are 4020 recipients.

The natural migration due to change in customers circumstances from legacy benefits has now slowed down.

The managed migration by the DWP of legacy benefit recipients onto UC has been paused due to the need for DWP to move resource in the COVID-19 pandemic.

It is therefore expected the numbers of UC claimants in the district will therefore remain quite static for some time.

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Policy Review Committee Work Programme 2021-22

The following **provisional** dates are also in the Democratic Services calendar if required: 17 August 2021, 19 October 2021, 9 December 2021 and 15 March 2022

| Date of Meeting | Topic | Action Required |
|--|--|--|
| 15 June 2021 – CANCELLED | Work Programme 2021-22 | To review and amend the committee’s work programme for 2021-22 as required. |
| | Low Carbon Working Group Update (Standing Item) | To receive a verbal update on the work of the Low Carbon Working Group. |
| Special Meeting - 12 July 2021 - CANCELLED | Medium Term Financial Strategy | To be consulted on the Medium-Term Financial Strategy. |
| | Work Programme 2021-22 | To review and amend the committee’s work programme for 2021-22 as required. |
| 20 July 2021 | Work Programme 2021-22 | To review and amend the committee’s work programme for 2021-22 as required. |
| | Low Carbon Working Group Update (Standing Item) | To receive an update on the work of the Low Carbon Working Group. |

| | | |
|--------------------------|--|---|
| | Statutory Taxi and Private Hire Vehicle Standards Consultation Selby | To consider the statutory taxi and private hire vehicle standards consultation for Selby. |
| | Car Parking Update (Verbal Update) | To receive an update (verbal) on car parking following discussion at the meeting of the Committee in April 2021. |
| | Universal Credit Update (Standing Item - Every 6 Months) | To receive a short update on Universal Credit (figures only). |
| | Flytipping and Littering | To receive a detailed report on flytipping and littering in the district, in particular what resources (including funding/costs) are needed to improve the collection of litter and tackling of flytipping. Also include approaches to education, enforcement and collection. |
| | Medium Term Financial Strategy | To be consulted on the Medium-Term Financial Strategy. |
| | Summary of Local Plan Preferred Options Consultation Responses | To ask Officers to provide a summary of the Local Plan Preferred Options consultation responses to the Committee. |
| 14 September 2021 | Work Programme 2020-21 | To review and amend the committee's work programme for 2020-21 as required. |
| | Household Item/Bulky Waste Removal | Suggested by the Leader May 2021, the Committee could (should it wish to) examine the Council's approach and charges for the removal of household items, i.e., fridges, freezers etc. – hasn't been examined for several years. Could it be modified or changed? |

| | | |
|---|---|--|
| | Homelessness (including the Homelessness Strategy) | To consider a report on homelessness, following discussions at the Committee's July 2021 meeting. |
| | Low Carbon Working Group Update (Standing Item) | To receive a verbal update on the work of the Low Carbon Working Group. |
| | Payment of COVID-19 Business Grants – Update (Verbal) | Following on from Officer's presentation in March 2021, a verbal update on the payment of COVID-19 Business Grants by the Council. |
| 19 October 2021 – CANCELLED | Work Programme 2021-22 | To review and amend the committee's work programme for 2021-22 as required. |
| | Low Carbon Working Group Update (Standing Item) | To continue the work of the Low Carbon Working Group. |
| 9 December 2021 – now to be the LCWG workshop to discuss LC Strategy | Low Carbon Strategy Workshop | To discuss in detail the Low Carbon Strategy with input from Officers from across the Council, as appropriate. |
| 11 January 2022 | Work Programme 2021-22 | To review and amend the committee's work programme for 2021-22 as required. |
| | Low Carbon Working Group Update (Standing Item) | To consider the draft Low Carbon Action Plan. Verbal update. |
| | Litter Picking in Selby District | An information report for Members on the frequency, methods and locations of litter picking in the district. |
| | Covid-19 Government Grant: | To consider a report which will give further detail about the use of the |

| | | |
|---------------|---|--|
| | Criteria and Uses | remainder of the government's Covid-19 grant to the Council, security of payments, any incidents of fraud, false claims, data protection and business loans. |
| | DFG (Adaptations) Policy 2021 | To consider the Disabled Facilities Grant (Adaptations) Policy 2021. |
| | Budget 2022-23 | To comment on the Budget for 2022-23 ahead of its consideration at Council in February 2022. |
| | Universal Credit Update (Standing Item - Every 6 Months) | To receive a short update on Universal Credit (figures only). |
| 12 April 2022 | Work Programme Planning 2022-23 | To review and finalise the Committee's Work Programme for the 2022-23. |
| | Low Carbon Working Group Update (Standing Item) | To receive an update on the work of the Low Carbon Working Group. |
| | Annual Report of the Policy Review Committee 2021-22 | To review and approve the Annual Report 2021-22 of the Policy Review Committee. |

Other potential items for 2021-22 and 2022-23

It is for the Committee decide when they feel it would be appropriate to consider these matters, i.e. at which meetings.

- **Street Cleansing**
- **AirBnB Homes and their Impact** – The Committee agreed that this was not currently an issue for the Selby District but could be in the future – keep under review.
- **Development Strategy for Affordable Housing** – Bring back to the Committee when further work has been undertaken on the policy.

- **Industrial Units** – Being approached as a joint piece of work with Scrutiny Committee (who will lead on it) and the Audit and Governance Committee. Meeting arranged between three Chairs and Officers to discuss further in October 2021 was cancelled – needs to be rearranged.
- **Council Property Assets - Summit Centre** – Date TBC - As requested at the meeting of the Committee in April 2021, the Committee wish to begin their examination of the Council's property assets by looking at the Summit Centre in Selby, to include brief background information, as well as medium to long term plans, financial implications and what the future held for the building.
- **Draft Corporate Policy Framework** - Officers have been asked to produce a full list of the Council's existing policies which should include details of when they each need reviewing or go out of date, for the Committee to look at, starting with the oldest first. Some policies may require changes following the impending announcement on local government reorganisation in North Yorkshire. Officers to discuss further with the Chair – **date to come to Committee is TBC at present.**

Deep Dives/Working Groups – potential items

The Low Carbon Agenda – Working Group established – work ongoing. Use provisional dates of the Policy Review Committee as dates for the working group?

Further suggestions to be advised by Members.

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