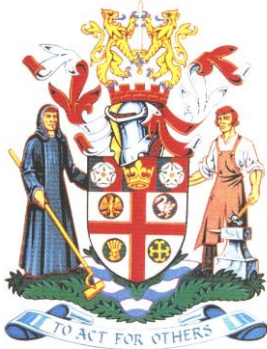


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 2 December 2021**
Time: **4.00 pm**
Venue: **Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT**
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan**

1. Apologies for Absence

2. Minutes (Pages 1 - 4)

The Executive is asked to approve the minutes of the meeting held on 11 November 2021.

3. Disclosures of Interest

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

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

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

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

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

4. Corporate Performance Report - Quarter 2 2021/22 (July to Sept) (E/21/26) (Pages 5 - 32)

To consider report E/21/26, the quarterly Corporate Performance Report which provides a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of progress against priority projects/high level actions and performance against KPIs.

5. Draft Disabled Facilities (DFG) (Adaptations) Policy 2021 (E/21/27) (Pages 33 - 52)

The Executive are asked to consider report E/21/27 and approve the draft DFG (Adaptation) Policy 2021 in order to progress with consultation.

6. Private Sector Housing Assistance Policy 2021 (E/21/28) (Pages 53 - 82)

The Executive are asked to consider report E/21/28 and approve the draft Private Sector Housing Assistance Policy 2021-23 in order to progress with consultation.

7. Better Together Collaboration: Extension of Legal Services - Service Level Agreement to 31 March 2023 (E/21/29) (Pages 83 - 86)

Report E/21/29 seeks Executive approval to extend the present collaboration with North Yorkshire County Council Legal Services until 31 March 2023 to align with the local government reorganisation timeline.

8. Financial Results and Budget Exceptions Report to 30th September 2021 (E/21/30) (Pages 87 - 108)

To consider report E/21/30 which sets out the financial results and budget exceptions report to 30th September 2021 (Quarter 2).

9. Treasury Management - Quarterly Update Q2 2021/22 (E/21/31) (Pages 109 - 118)

To note report E/21/31 which set out the actions of officers on the Council's treasury activities for Q2 2021/22, and approve the revised Prudential Indicators set out at Appendix A to the report.

10. Draft Revenue Budget and Capital Programme 2022-23 and Medium Term Financial Plan (E/21/32) (Pages 119 - 158)

The Executive are asked to consider report E/21/32 and approve 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.

11. Community Infrastructure levy (CIL) and Health report (Sherburn in Elmet) (E/21/33) - To Follow

The Executive are asked consider report E/21/33 and this will be circulated when available. This report has been listed on the agenda in accordance with Executive Procedure Rule 5.5 where it is a key decision not listed on the Forward Plan. The report is needing to be considered due to reasons of urgency and the Chair of the Overview and Scrutiny Committee has been notified in accordance with the rules.

Janet Waggott

**Janet Waggott
Chief Executive**

Date of next meeting
Thursday, 6 January 2022 at 4.00 pm

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

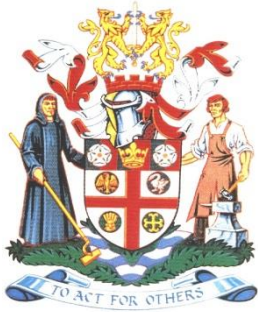
Recording at Council Meetings

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

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Agenda Item 2

Selby District Council



Minutes

Executive

Venue:	Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 11 November 2021
Time:	4.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan
Also Present:	Councillors R Packham
Officers Present:	Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Suzan Harrington (Director Corporate Services and Commissioning), Karen Iveson (Chief Finance Officer (s151)), Alison Hartley (Solicitor to the Council and Monitoring Officer), Duncan Ferguson (Regeneration Manager), Angela Crossland (Head of Community, Partnerships and Customers), Stephanie Dick (Economic Regeneration and Projects Lead) and Palbinder Mann (Democratic Services Manager)

NOTE: Only minute numbers 128 and 129 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 24th November 2021. Decisions not called in may be implemented from Thursday 25th November 2021.

125 APOLOGIES FOR ABSENCE

There were no apologies for absence.

126 MINUTES

The Committee considered the minutes from the meeting on Thursday 7 October 2021.

RESOLVED:

To approve the minutes of the meeting held on Thursday 7 October 2021.

127 DISCLOSURES OF INTEREST

There were no disclosures of interest.

128 SELBY DISTRICT HOUSING TRUST - REQUEST FOR LOAN FUNDING

The Leader of the Council presented the report which recommended the Executive approve a loan between Selby District Council and Selby and District Housing Trust, to cover the costs of exploring the wind up of the Trust and remedial property works.

The Director of Corporate Services and Commissioning explained that the loan would cover aspects such as the Trust obtaining legal advice however it was possible that the valuation costs could be shared with the Council.

In response to a query concerning the number of properties built by the Trust, it was explained that the target figure was a flexible target and that building properties was affected by access to land and obtaining planning permission.

RESOLVED:

- i) Subject to a loan agreement between Selby DC and Selby and District Housing trust, a loan of up to £54k be approved to cover the costs of exploring the wind up of the Trust and remedial property works;**
- ii) To approve a budget of £50k to enable the Council to work with the Trust to understand the implications of wind up and determine a case for asset acquisition should this be a viable option;**
- iii) To meet the costs of the SDHT loan and Council costs from the Programme for Growth Contingency;**
- iv) To delegate authority to enter into a loan to**

**Selby and District Housing Trust to the
Lead Executive Member for Finance and
Resources in consultation with the Chief
Finance Officer and Solicitor to the Council.**

REASON FOR DECISION:

To enable the Trust to undertake some necessary remedial works to its properties; and the Trust and Council to explore winding up of the Trust and bring forward a detailed report and if appropriate, a business case for asset acquisition.

129 TOWN CENTRES REVITALISATION PROGRAMME - GRANT POLICY

The Lead Executive Member for Communities and Economic Development presented the report which asked the Executive to approve the Towns Centres Revitalisation Programme (TCRP) Grant Policy.

The Lead Executive Member for Communities and Economic Development explained that the Grant Policy would assist in funding small to medium projects in an effective way to support town centre revitalisation. It was noted that the range of funding for projects was £10k to £250k and that the Policy would go live on 1st December 2021.

In response to a query concerning who was on the Grant Panel considering the grants, the Lead Executive Member for Communities and Economic Development explained that it would be himself, the Director of Economic Regeneration and Place, the Chief Finance Officer and the Solicitor to the Council.

The Executive discussed how Ward Members could be involved when projects were taking place in their respective wards. It was agreed that Ward Members would be consulted when projects were submitted however projects were not to be held up if they didn't respond with comments. Additionally, the Executive requested that the first resolution refer to funding per project.

It was suggested that plaques could be placed on the site of the projects to outline where the funding for the projects came from. It was agreed this would be inserted into the conditions for the grant.

RESOLVED:

- i) To approve the Towns Centres Revitalisation Programme (TCRP) grant policy.**
- ii) To approve delegation to operate the grant**

policy to the Director of Economic Regeneration and Place in consultation with the Lead Executive Member for Communities and Economic Development, the S151 Officer and Solicitor to the Council, up to a maximum of £250,000 per project.

REASON FOR DECISION:

To enable the Economic Development and Regeneration Service to deliver the town centres revitalisation programme in a proactive and flexible way in line with the council plan priorities and principles: to develop a long-term programme of market town regeneration, and to be community focused – empowering people in decisions about their area and their services.

The meeting closed at 4.27 pm.



Report Reference Number: E/21/26

To: Executive
Date: 2 December 2021
Status: Non-Key Decision
Ward(s) Affected: All
Author: Michelle Dinsdale, Senior Policy and Performance Officer
Lead Executive Member: Cllr Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 2 2021/22 (July to September)

Summary:

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

Recommendations:

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

Reasons for recommendation

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

1. Introduction and background

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Council Plan 2020-2030 – is a key element of the performance management arrangements.
- 1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:

- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales) see Appendix: A Council Delivery Plan 2020-23 Monitoring Report; and
- performance against KPIs (are targets being met; are we getting better) see Appendix B: Corporate Performance Report.

2. Reporting Period

2.1 The specific focus of this report covers the period July to September 2021. The Covid-19 pandemic continued throughout this period.

2.2 Summary of progress

Quarter 2

To summarise progress in quarter 2:

- 57% of KPIs reported are showing improvement over the longer term or have maintained 100% performance.
- 63% of KPIs reported are on target – with 25% of KPIs within acceptable tolerances.

We are currently finalising a Covid 19 variation to the leisure contract that includes revised KPI's and as such we have not recently been reporting any leisure KPI's due to the variation and the fact that leisure centres have been closed most of last year and part of this year. From Q2 onwards we will be reporting three KPIs: number of memberships at combined leisure centres; number of visits to combined leisure centres; and number of GP referrals.

2.3 What went well in quarter 2

2.3.1 Response to Covid-19

- **Environmental Health, Enforcement and Licensing have:**
 - Received and where necessary officers have responded to 6 reports/complaints this quarter (reports received on Covid related matters have dropped in Q2 compared with Q1), in addition to requests from businesses and residents for advice;
 - Used intel to target sector specific businesses and undertaken spot checks and assessed compliance with the relevant COVID-19 regulations and government guidance;
 - Continued to support the work of the COVID-19 Outbreak Control Teams (OCTs) by working closely alongside colleagues from Public Health England, Health and Safety Executive and NYCC to manage COVID-19 outbreaks related to workplaces and the local community;

- Continued to work closely with colleagues at NYCC and the Police to share intelligence and co-ordinate responses and any necessary enforcement action that has been taken; and
 - Supported the work of the Safety Advisory Group (SAG) by providing advice and support to the operators of events in the district to ensure they are adhering to the relevant COVID-19 guidance.
- **Business Grants**
 - The Restart Grants closed for payment on 31 July 2021, in Q2 a further £741,784 was issued in grant payments to businesses to assist with reopening through the restricted measures. In August phase 3 payments of the Additional Restrictions Grant were considered and £477,408 in discretionary grants were issued in payments to eligible businesses.

2.3.2 Positive Performance - KPIs

- Total number of empty homes (6 months +) brought back in use through direct action - 28 empty homes were brought back into use in Q2, against a target of 10, compared to 29 in Q2, making the cumulative figure 57.
- The average wait time – in minutes – before a customer phone call is answered by an advisor for Q2 was 1.86 mins, against a target of 5 mins. This is an improvement on the Q1 figure of 2.87 mins. The team have delivered phone and email services, in addition to re-starting limited face to face appointments for issues that can't be resolved digitally (5 customer appointments in Q2).
- Percentage of people accessing benefit forms and taxation direct debit forms online in relation to other channels - 60% received online, against a target of 50% - this includes 76% of new benefit claim forms and 70% of direct debit mandates submitted online.
- Number of missed waste collections - the total number of missed bins for Q2 was 188, against a target of 321. This is across refuse, recycling and green waste collections and is an improvement on performance against Q2 2020/21 and 2019/20.
- Percentage of sundry debt collected - 55.80% sundry debt collected, ahead of the 45.79% target and an improvement on the Q2 figure for 2020/21 which was 50.61%.
- Average days to re-let standard void types – performance improvements seen in Q1 have continued into Q2 with the average time taken to bring a standard void back into re-use now sitting at 21.5 days - reduction of 2.03 days on Q1 - against a target of 26 days.

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

- Percentage of stage 1 corporate complaints fully responded to in required time – 50% responded to in time (target 90%) – of the 14 complaints due a response, 7 were responded to in time, 3 were late and 4 were not responded to in Q2. In Q1 performance was 89%. Some complaints received are complex, often spanning several service areas and therefore take longer to respond to.
- Percentage of stage 2 corporate complaints fully responded in required time - 55% responded to in time (target 90%) – of the 11 complaints due a response, 5 were responded to late. Q1 performance was 100%. A dedicated officer will continue to proactively chase officers and provide support to help them meet the deadlines.
- Percentage of Non-domestic rate collected - 53.34% collected, against a target of 55% - £595k behind target but £649k ahead of the position we were in at this point last year when we collected 51.52%.
- Percentage of Council Tax collected - 56.26% collected, against a target of 57.5%, £819k behind target and £91k behind the position we were in at this point last year when the collection rate was 56.4%.
- Average days to re-let major void types – performance in Q2 has dipped slightly as a result of issues around longer lead times for such items as kitchens and resource challenges both internally and within our sub-contractor support. The average time taken to bring a major void back in to re-use is now sitting at 46.83 days – an increase of 3.08 days on Q1- against a target of 45 days.
- Average days sickness per full time employee (FTE) rolling 12 months – at 5.16 days per FTE – was slightly below the target of 5 days. This is higher than the Q1 figure of 3.96 days but is lower than the 5.8 days in Q2 the previous year. Whilst the majority of staff continued to work at home throughout Q2, the period saw the further relaxation of a number of national Covid-restrictions such as the requirement to wear face masks. Both nationally and locally Covid rates were relatively high at both the beginning and end of Q2. Anecdotally, it is suggested that the significant periods of isolation over the last 18 months reduced the immunity of the public to colds, flu and other respiratory illnesses.
- Planned savings – 184k against a target of 379k– savings in the general fund are on target to be met in the year. However, the savings earmarked in the HRA will not be met this year due to the delay to implementation of phase two of the housing system.
- Repairs to council owned properties - performance on repairs continues to see a gradual improvement as the service continues its recovery from the suspensions enforced as a result of Covid-19. At the end of the Q2 there were 2,169 repairs jobs outstanding, a reduction of circa 77% since early

May. Of these outstanding repairs, there were 46 Priority 1 (P1) jobs outstanding at the end of Q2; a reduction of 90% since early May.

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

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

4.3 Policy and Risk Implications

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

4.4 Council Plan Implications

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

4.5 Resource Implications

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

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

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

6. Background Documents

None

7. Appendices

Appendix A: Council Delivery Plan 2020-23 Monitoring Report Quarter 2 2021/22




Appendix B: Corporate Performance Report Quarter 2 2021/22

Contact Officer:

Stuart Robinson
Head of Business Development & Improvement
Selby District Council
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Council Delivery Plan 2020-23 Monitoring Report

Key:

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





Theme: A great place to LIVE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Increased Housing Supply	Maintain our Five-Year Housing Land Supply	Martin Grainger	Cllr Musgrave	Deal with pre-application queries and planning applications for new residential development expeditiously	31-Mar-2023			Despite Covid the Planning Development Management Service is continuing to process applications as efficiently as possible. SDC was one of the first authorities in the region to recommence site visits and set up virtual meetings. The pandemic has however created a back log which are now seeking to address. Since May we have managed to reduce it by around 27%. In addition, significant progress has been made on the production of a Local Plan. This document sets out a portfolio of housing and employment sites for the next twenty years. Consultation on the Preferred Options draft of the plan took place between 31 st January and 12 March 2021. Over 1200 comments were received which will help to inform the Publication version of the Local Plan, which will be consulted on in early 2022. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these additional sites took place between 2 nd August and 13 th September 2021. A number of additional evidence base documents have also been	
				Explore new sources of supply and a long-term pipeline of housing sites to 2040 through the new Local Plan (see below).	31-Mar-2023				
				Proactive Work with developers to unlock 'stuck sites'	31-Mar-2023				
				Provide appropriate Planning support to deliver the Councils Housing Development Programme and HRA new-build projects	31-Mar-2023				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								consulted on as a separate exercise. They related to the approach to Greenbelt, CIL and Local Plan Viability, Greenspace Audit and Indoor/Outdoor Sports.	
Page 12 Increased Housing Supply	Maximise the number of available homes through delivering the Empty Homes programme.	June Rothwell	Cllr Crane	Deliver the Empty Homes Programme	31-Mar-2022		▶	<p>By end September there were 352 homes empty and unfurnished for more than 6 months, this in comparison with 12 months ago when there were 433 empty. Over the last year around 100 properties are back in use (or demolished) following interventions from the Council. Most often this has been letters offering assistance, advise letters supporting VAT reductions, follow up calls and nudge behaviour towards taking responsibility and decisions about the property's future. In most cases properties became re-occupied after a change in ownership.</p> <p>We have seen a lot of movement leading to a reduction of long-term empty homes had reduced to 411. Of these 26 have been brought back into use against a target of 5 for Q1. A further 12 long term empties were demolished in Q2 against a target of 5.</p> <p>Extended programme agreed with Homes England. The 7 properties purchased have now been let as affordable housing. A further property was purchased in Q2 and 2 more are in process which will be purchased to complete the Homes England programme.</p>	▶




OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Increased Housing Supply	Implement a Selby District Council Housing Development Programme	June Rothwell	Cllr Musgrave	Agree the most appropriate delivery models for the HDP	31-Dec-2020			A new Affordable Housing Strategy for 2021 onwards has been approved by the Executive. This sets out the delivery priorities for the HDP.	
				Create HDP Programme Board, agree priority sites within Phase 2 and the Development Programme.	31-March-2023			HDP Board created and meetings taking place. Due to other Covid related work, phase 2 Planning reports (flood risk) had been delayed. The information needed to complete this work has now been provided. Further responses from the EA delayed progress of this to Planning Committee in August. This will now go to the Planning Committee in November. On 1 st April the Executive approved a new Affordable Housing Policy and a revised Policy on the use of Section 106 funding to purchase and build affordable housing, this will enable the HDP to be accelerated. Negotiations to purchase 22 S106 properties are ongoing.	
Improve our housing stock	Deliver the housing improvement programme element of the HRA Business Plan 2019-2025.	June Rothwell	Cllr Crane	Deliver the HRA improvement Plan.	31-Mar-2022			The Housing Repairs Service is continuing to refurbish VOID properties and carryout all repairs and performance in these areas remains on target. Substantial progress has been made with Covid backlog work. Reducing this by 77% 2 additional trades staff have been recruited to work on the backlog of jobs.	
				Deliver the HRA Business Plan 3 Year Capital Investment Programme (agreed Dec 2019).	31-March-2023			Increased lead times on numerous materials (kitchens, plaster, timber, door slabs etc.,) coupled with increasing numbers of customers refusing works	




OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Market Town Regeneration	Develop and implement Town Action Plans and partnerships for Selby, Tadcaster and Sherburn-in-Elmet	Julian Rudd	Cllr Buckle	Complete Town Centre Action Plans for Selby & Sherburn	30-Sep-2020		▶	<p>due to self-isolation, shielding and simply not wanting people in their homes continues to severely hamper programme delivery.</p> <p>In additional in Q2 contractors have requested price increases due to increased material and labour costs. The programme is achieving targeted performance, however, this could impact on future performance.</p> <p>A programme of 548 properties have been issued to the contractor for survey or work. Orders are being issued as the surveys are returned. This included the properties we were unable to access in 2020 due to tenants refusing access, the 2021 programme and some properties programmed for 2022.</p>	
				Develop partnership groups for implementing Selby, Sherburn and Tadcaster Town Centre Action Plans.	31-Dec-2020		▶	<p>Revitalising Towns Initiative</p> <p>The SDC Officer team have identified potential schemes and highlighted their relevance to wider Council initiatives and policies. The priority projects included within the Town Centres Revitalisation Programme were approved at 09.09.21 Executive meeting. The scope of the work has been broadened to include Sherburn Legacy Projects. Detailed project plans are being developed to ensure that projects are completed (or at least under construction) by March 2023.</p>	▶
				Complete Town Centre Action Plan for Tadcaster	31-Mar-2021		▶		
				Implement the Opening Town Centres Safely plan.	31-Mar-2021		▶		
				Implement key projects from Town Action Plans for Selby, Sherburn and Tadcaster including:	31-Mar-2021		▶		

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Complete Places and Movement study of Selby, Sherburn and Tadcaster – joint with NYCC (plus LEP funds).				<p>Selby District Places and Movement Study</p> <p>A report summarising the consultation, and proposed way forward was approved at 09.09.21 Executive meeting. The report also acknowledged the current work being undertaken by the Local Plan Team in Tadcaster. It remains the intention to take forward proposals through a future Levelling Up Fund bid. SDC has allocated £2m as a match for a bid of up to £20m to implement projects coming out of this P&M study.</p>	
				Deliver the Selby town centre High St Heritage Action Zone programme.		31-Mar-2023		<p>Selby Town Centre High Street Heritage Action Zone</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Page 16				Deliver Transforming Cities Fund programme to transform the Selby station area.	31-Mar-2023		▶	<p>The HSHAZ is a national grant programme by Historic England to invest in Selby town centre through community engagement and building regeneration projects. This includes the creation of new planning guidance which explores the details of Selby's heritage character and features and offer guidance on how to maintain and enhance them. It is under draft internal review and was written by Donald Insalls architects.</p> <p>A number of premises have taken up the property improvement grant initiative and will start to show heritage renovation in coming quarters.</p> <p>The quarter has included cultural and community activity including 'Selby Stories' - oral histories and reminiscences of local people.</p> <p>Song-writing workshops and a new iteration of the Minecraft project including in person workshops.</p> <p>'Selby Faces' researching famous and well-known Selby people with portraits developed and displayed in the Abbey.</p> <p>National Heritage Open Days local activity including a 'Streets For All' audit approach</p> <p>Selby Station Gateway Transforming Cities Fund (TCF)</p> <p>The Outline Business Case (OBC) was submitted to WYCA at the end of April and WYCA requested further work to be done to show how the TCF contribution can be fully spent by March 2023. This work has now been completed and is to be submitted in early October 2021. Final approval for the OBC is now expected in later 2021, and</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>recommendations on how to proceed to the Full Business Case will be identified. Important to note: As previously highlighted, the March 2023 national deadline for completion of TCF projects, set by the DfT before the pandemic, remains very challenging, particularly for projects that involve land acquisition. Officers are in continuous dialogue with WYCA over delivery timescales and Members will be informed as further information becomes available. The Council has identified sufficient funding to ensure that the Station Gateway scheme will be fully delivered, including the Station Plaza, by March 2024.</p>	

Theme: A great place to ENJOY									
Community	Develop a resilient community	Angela Crossland	Cllr Buckle	Establish local arrangements that support residents in addressing financial difficulty.	31-Dec-2020	31-03-21		Full Council approved the establishment of a £2M Community Legacy Fund with Two Ridings Community Foundation to support local	
				Collaborate with community	30-Jun-	01-11-21			




Page 18				representatives and funders to establish the community engagement and funding process post covid-19	2021			community organisations to access District funding, protected to the area in perpetuity.	
				Collaborate with local authority, health, and voluntary sectors to establish a development pathway for a strong and resilient VCS sector to support community emergency response and long-term recovery of communities from Covid-19.	30-Sep-2021			Selby health Matters Partnership have established a new action plan for 2021-2023 which includes developing a leadership programme to support VCSE and health leaders to provide joined up services. Programme design will be developed. Interim local place leader networks established by Community First Yorkshire. Selby District AVS has joined the Equalities and Advice networks to further strengthen connections between VCSE providers. Revised due date 31 Mar 2022.	
Environment – Low Carbon	Implement the recommendations of the Low Carbon Working Group (LCWG)	Dave Caulfield	Cllr Musgrave	Develop a Low Carbon Action Plan considering the recommendations of the Low Carbon Working Group.	31-Dec-2020			<p>The Policy Review Committee LCWG continue to meet – the last meeting was held on 13th October and the next meeting is expected to be held as a workshop to discuss the range of low carbon projects, prioritise, and investigate costs and timescales.</p> <p>Low Carbon Officer has developed a Low Carbon Strategy which was approved by Executive on 7th October and will go to full Council on 21st December.</p> <p>Progress is being made with a number of low carbon projects – baseline emissions study for</p>	

								2018-2019 has been completed by APSE, further data gathering will be completed to calculate carbon footprint for 2019-2020 and 2020-2021; tree planting plans are progressing with collaboration with the White Rose Forest (WRF); there are now pages on the website for climate work under Resident > Sustainability; further EV chargers are proposed; and methods for reducing emissions in our built environment and vehicle use are being investigated.	
Environment – Green Space Page 19	Work with local partners to maintain and enhance local parks, play areas and open spaces.	Keith Cadman	Cllr Grogan	Deliver capital investment of £100k p.a. to improve quality and accessibility of Council play areas – improving two play areas per year for the years 2020-21; 2021-22; 2022-23.	31-Mar-2023			Works to Grange Road are at interim completion stage and the play area will reopen shortly once the new grass seed has taken. Specification documents are being completed for the remaining sites in the programme which will be completed over the next 18 months to two years.	

Theme: A great place to GROW





OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Local Plan	Deliver the Local Plan by 2023	Martin Grainger	Cllr Musgrave	Develop Preferred Options and consult stakeholders.	28-Feb-2021			In addition, significant progress has been made on the production of a Local Plan. This document sets out a portfolio of housing and employment sites for the next twenty years. Consultation on the Preferred Options draft of the plan took place between 31 st January and 12 March 2021. Over 1200 comments were received which will	
				Develop Submission Draft and consult stakeholders	28-Feb-2022				
				Draft Local Plan Submitted for Examination by the Planning Inspectorate	30-Jun-2022				
				Create the evidence base –	31-Mar-				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				including an Infrastructure Delivery Plan for the Selby district.	2023			help to inform the Publication version of the Local Plan, which will be consulted on in early 2022. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these additional sites took place between 2 nd August and 13 th September 2021. A number of additional evidence base documents have also been consulted on as a separate exercise. They related to the approach to Greenbelt, CIL and Local Plan Viability, Greenspace Audit and Indoor/Outdoor Sports.	
				Local Plan adopted	31-Mar-2023		▶		
Page 20 Visitor Economy	Continued delivery of the 'Selby District Visitor Economy Strategy 2018-22 – and beyond'.	Angela Crossland	Cllr Grogan	Work plan reviewed for the 'Selby District Visitor Economy Strategy 2018-22 – and beyond' with emphasis on sectoral support and development needs in response to C-19:	30-Sep-2020	11/07/20	▶	Heart of Yorkshire website and branding now launched with local VE businesses. Reached over 11,000 visits on the site. 'Get to Know Yor Heart' resident weekend delivered in three towns on 16/17 Oct. Campaign reached over 70,000 people through social media channels and promoted on 10 buses across district. Engagement and planning with national/international trade slowed due to Covid recovery. Continue to access national/international through Welcome to Yorkshire.	▶
				Deliver short-term outputs – emphasis on local people & stay-cationing	31-Mar-2021	31/12/20	▶		
				Deliver medium term outputs – broadening emphasis to national trade	31-Dec-2021		▲		
				Longer term outputs – developing emphasis to include international travellers	31-Mar-2023		▶		
Visitor Economy	Develop and implement the Selby District Cultural Development Framework.	Angela Crossland	Cllr Grogan	Selby District Cultural Development Framework completed (including evidence base & consultation with stakeholders, as agreed with funders)	31-Dec-2020	31-07-21	▶	Announced as one of Arts Council England's National Priority Places. One of 5 in Yorkshire and Humber. Cultural Development Framework signed off in July 2021 and delivery commenced. Events Officer	▶







OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Implement immediate short-term outputs from the framework; develop key projects in line with covid-19 response and external investment e.g. Barby Road Corridor project; extending festivals/events offer;	30-Apr-2022			appointed. Supported delivery of Super Saturday, a Welcome Back to the High Street event in Tadcaster. Selby Stories commenced in line with Heritage Action Zone. Artist in residence appointed to Selby Abbey to complete this work	
Page 21 Enterprise & Growth	Deliver the Selby District Economic Development Framework 2022...and beyond	Julian Rudd	Cllr Buckle	Deliver a sustainable and targeted programme of support to SME businesses – to support the post-Covid recovery	31-Mar-2023			SDC have been fully involved in the YNY LEP in the development and shaping of the Covid -19 Economic Recovery Plan – Greener, Fairer, Stronger. This Plan is constantly reviewed to reflect emerging economic challenges and central government responses to the Covid impact and now reflects actions supported by the budget announcements This Council’s key economic priorities and projects will be put forward for inclusion in the Plan, which will guide the early years of the new authority. SDC has been provided support with an initial emphasis on reopening the high streets safely, now moving into post-Covid growth opportunities. In summary, SDC has continued to provide support on an increasingly in-person basis: <ul style="list-style-type: none"> · Business support to SME’s; · Grant funding for innovation, start-ups; and · Consultancy support funding; · As we emerge from lockdown, SDC has planned a series of workshops to help businesses grow/deal with changing legislation and economic challenges. · Planned 2nd Selby District Business Awards; 	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<ul style="list-style-type: none"> · Planned Circular economy forum; · Re-Established two successful forums/networking groups post-lockdown – now held once again in person; · Planned and delivered the first Employment and Skills Forum; · Worked closely with NYBEP (North Yorkshire Business & Education Partnership) working with schools forming a relationship between schools and businesses; · Worked with apprenticeship and providers and the Apprenticeships Hubs. 	
				Develop and agree with the owners of each key strategic site identified in the EDF Framework (e.g. S2, Eggborough, Kellingley) a programme of short, medium term deliverable actions to bring the site forward in line with EDF	31-Mar-2023		▶	The new Economic Development Manager has now been in place almost 3 months and is mid-review of the team’s priorities for the remainder of the lifetime of this Council, working with the Executive. During Q2 the outlook for strategic development sites has become considerably more positive and whilst developers would prefer a tenant before building starts, they are broadly prepared to commence construction even without a client in mind meaning that progress has accelerated on most sites. This is the result of market shift and significant demand for industrial and storage space in the region. SDC has worked with developers to facilitate this and to encourage the type of development that would fit within the YNY Plan for Growth	

Theme: A great place with a Council delivering GREAT VALUE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Page 23 Digital Customers	Deliver Digital Strategy 2020	Stuart Robinson	Cllr Lunn	Complete implementation of Digital Workforce – Office 365; new devices; MyView	31-Dec-2020	31-Mar-2021		<p>Digital Workforce</p> <ul style="list-style-type: none"> All main elements of the programme now delivered (O365, new devices, MyView). Access to partner organisations in place to support collaboration. Additional training for staff delivered and improved security – including biometrics – in place. Upgrade to member devices and new tablets for Trades scheduled Q4. Mobile phone replacement of older devices also Q4. <p>Digital Customers</p> <ul style="list-style-type: none"> Agreement reached on approach to phone payments – implementation of Civica Pay online payments portal now end Nov 2021. Implementation of Citizens Access Revenues commenced. CA Benefits delayed due to pressures on Taxation & Benefits Team caused by Covid Grants. <p>Civica Cx Housing System</p> <ul style="list-style-type: none"> Upgrade to live system (bug fixes plus improvements in automating lettings) completed. Project plan in place for phase 2 – expect to complete Aug 2022. Upgrade to test system in progress. Tenants Portal expected to go live early Q4 with initial content limited to rent and housing related processes. Campaigns 	
				Complete implementation of phases 1 – 3 of Digital Customers – Northgate Citizens Access; CivicaPay; MyScan; Citizens Online project	31-Dec-2021				
				Complete full implementation of Civica CX digital platform for housing and asset management.	31-Jul-2022				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								and feedback modules by end Q3. <ul style="list-style-type: none"> 2nd round of workshops for the Cx Contractor (asset module) completed. 	
Digital Customers	Transform customer contact services and achieve channel shift	June Rothwell	Cllr Buckle	Set up Contact Centre at Civic Centre and provide appointment-based face to face customer services.	01-Nov-22			Civic Centre reception is now fully open. Customer Services are now open for appointment-based services for those customers unable to access services by other means. Work to create private meeting space is ready to go out to tender	
Quality Workforce	Deliver People Plan to support and develop staff through major change	Stuart Robinson	Cllr Lunn	Deliver People Plan, including new HR and OD service delivery arrangements; Leadership and Management Development Programme; enhanced approach to staff engagement and wellbeing; development of staff core skills	31-Mar-2022			<ul style="list-style-type: none"> Sept staff briefing session attended by 162 employees (65%) Manager skills training programme completed. Feedback positive. Management development programme ongoing – including some classroom-based sessions - and will conclude end Q3. Leadership development modules planned for Q4 – including coaching. Adult skills portal launched in partnership with Selby-based The Skills Network. Staff engagement programme commenced. Second staff survey launched 14 Oct – to be followed by focus groups. Push to complete PDRs launched Sept – aim to finalise Training Plan in Q3. 	
Effective use of Assets	Develop and implement the Asset Strategy 2020-30.	June Rothwell	Cllr Lunn	Develop Asset Strategy 2020-30 and high-level Action Plan – focus on our assets	30-Sep-2022		 	The Property Service staff review has commenced, which will provide capacity to progress this work. The disposal part of the Portholme	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								Road site to Aldi has completed. The lease and sale to L & G and the new licence for the Police will complete in Q3. Bids have been received for the old Council depot at Barlby Road. Marketing has commenced for Edgerton Lodge.	
<p>Page 25</p> <p>Value for Money</p>	<p>Deliver robust arrangements to ensure financial plans are delivered, costs are minimised and planned savings and new opportunities for income are delivered</p>	<p>Karen Iveson</p>	<p>Cllr Lunn</p>	<p>Implement the strategic objectives set out in the MTFS – deliver investment programmes and savings</p>	<p>31-Mar-2023</p>			<p>Covid has impacted severely on the Council's finances and capacity over the last year. The overarching MTFS objectives remain but the majority of savings have been pushed back to 23/24. Investment programmes are in place but spending has been delayed as a result of capacity diverted toward the Council's response to the pandemic.</p>	
				<p>Review the budget for 20/21 and set balanced budget for 21/22 in light of Covid.</p>	<p>31-Mar-2021</p>		<p>A revised budget for 20/21 was approved by Council in September 2020 along with a revised MTFS. The budget for 21/22 was approved by Council in February 2021. It includes provision for Covid and LGR contingencies and takes account of the contractual risks highlighted in the MTFS which have crystallised over 20/21.</p>		
				<p>Update the MTFS in light of Covid impacts and delayed 'Spending Review' (incorporating the Fair Funding Review and any changes to Business Rates and Retention).</p>	<p>31 March 2022</p>		<p>The MTFS has been updated and has been to Council in July 21 and incorporates covid impacts plus areas of additional investment. The spending review however continues to be delayed, so there is no update on this at present.</p>		

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Delivering corporate priorities

Corporate Performance Report

Quarter 2 2021/22

Delivering corporate priorities: Exceptions Q2 2021/22

KPIs Summary



Indicator/action	Exception	Actions/Comments
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Positive performance - KPIs

Total number of empty homes (6 months +) brought back in use through direct action	Target exceeded	28 empty homes were brought back into use in Q2, against a target of 10, compared to 29 in Q2, making the cumulative figure 57.
The average wait time – in minutes – before a customer phone call is answered by an advisor	Target exceeded	The Q2 figure for the average wait time before speaking to an advisor was 1.86 mins, against a target of 5 mins. This is an improvement of the Q1 figure of 2.87 mins. The team have delivered phone and email service, with offered limited FTF appointments, for issues that can't be resolved digitally (with 5 customer appointments in Q2).
% of people accessing benefit forms and taxation direct debit forms online in relation to other channels	Target exceeded	60% received online, against a target of 50% - this includes 76% of new benefit claim forms and 70% of direct debit mandates submitted online.
Number of missed waste collections	Target exceeded	The total number of missed bins for Q2 was 188, against a target of 321. This is across refuse, recycling and green waste collections and is an improvement on performance against Q2 2020/21 and 2019/20.
% Sundry debt collected	Target exceeded	55.80% sundry debt collected, ahead of the 45.79% target and an improvement on the Q2 figure for 2020/21 which was 50.61%.
% FOI responded to within 20 days	Target exceeded	87.22% of FOIs were responded to within time, exceeding the 86% target and an improvement on the Q1 figure of 85.71%.
Average days to re-let standard void types	Target exceeded	Performance improvements seen in Q1 have continued into Q2 with the average time taken to bring a standard void back in to re-use now sitting at 21.50 days - a reduction of 2.03 days on Q1 - against a target of 26 days.

Delivering corporate priorities: Exceptions Q2 2021/22

Indicator/action	Exception	Actions/Comments
Performance concerns - KPIs		
% Stage 1 corporate complaints fully responded to in required timescales	Target not met	50% responded to in time, against a target of 90% – of the 14 complaints due a response, 7 were responded to in time, 3 were late and 4 were not responded to in Q2. In Q1 performance was 89%. Some complaints received are complex, often spanning several service areas and therefore take longer to respond to.
% Stage 2 corporate complaints fully responded in required time	Target not met	55% responded to in time, against a target of 90% – of the 11 complaints due a response, 5 were responded to late. In Q1 performance was 100%. A dedicated officer will continue to proactively chase officers and provide support to help them meet the deadlines.
% Non-domestic rate collected	Target not met	53.34% collected, against a target of 55% - £595k behind target but £649k ahead of the position we were in at this point last year when we collected 51.52%
% Council Tax collected	Target not met	56.26% collected, against a target of 57.5%, £819k behind target and £91k behind the position we were in at this point last year when the collection rate was 56.4%.
Planned Savings	Target not met	184k against a target of 379k – savings in the general fund are on target to be met in the year. However, the savings earmarked in the HRA will not be met this year due to the delay to implementation of phase two of the housing system.
Average days to re-let major void types	Target not met	Performance in Q2 has dipped slightly as a result of issues around longer lead times for items such as kitchens and resource challenges both internally and within our sub-contractor support. The average time taken to bring a major void back in to re-use is now sitting at 46.83 days - an increase of 3.08 days on Q1 - against a target of 45 days.
Average days sick per FTE (full time employee) rolling 12 months	Target not met	5.16 days per FTE, slightly below the target of 5 days. This is higher than the Q1 figure of 3.96 days but is lower than the 5.8 days in Q2 the previous year. Whilst the majority of staff continued to work at home throughout Q2, the period saw the further relaxation of a number of national Covid-restrictions such as the requirement to wear face masks. Both nationally and locally Covid rates were relatively high at both the beginning and end of Q2. Anecdotally, it is suggested that the significant periods of isolation over the last 18 months reduced the immunity of the public to colds, flu and other respiratory illnesses.
Repairs to council owned properties	N/A	Performance on repairs continues to see a gradual improvement as the service continues its recovery from the suspensions enforced as a result of Covid-19. At the end of the Q2 there were 2,169 repairs jobs outstanding, a reduction of circa 77% since early May. Of these outstanding repairs, there were 46 Priority 1 (P1) jobs outstanding at the end of Q2; a reduction of 90% since early May.

Delivering corporate priorities: KPIs Q2 2021/22

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

KPI	Direction of Travel	Q2 2020/21	Q3 2020/21	Q4 2020/21	Q1 2021/22	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
Number of SMEs supported	Aim to Maximise	48	64	80	67	61	50			
% Repairs to council-owned properties completed within agreed timescales (emergency/urgent repairs combined)	Aim to Maximise	N/A	N/A	N/A	N/A	N/A	90			N/A
Total number of empty homes (6 months +) brought back in use through direct action	Aim to Maximise	59	89	99	29	57	10			
% Council Tax collected	Aim to Maximise	56.40	83.89	98.11	29.27	56.26	57.90			
% Council housing rent and arrears collected	Aim to Maximise	92.55	96.47	97.41	92.28	93.28	94.26			
% Non-domestic rate collected	Aim to Maximise	51.52	77.26	94.24	26.38	53.34	55.00			
Sundry debt collected	Aim to Maximise	50.61	66.39	97.01	46.16	55.80	50.61			
Amount of planned savings achieved	Aim to Maximise	156K	156K	141K	184	184	379K			
Average days to process new benefit claims (total)	Aim to Minimise	15.63	16.59	16.42	17.08	17.91	22.00			
Average days to process change of circumstances	Aim to Minimise	3.13	2.76	1.73	4.09	3.22	8.40			
% Major applications within statutory or extension of time	Aim to Maximise	93.75	60	85.71	100	100	60			
% Non-major applications within statutory or extension of time limit	Aim to Maximise	78.57	74.84	73.46	82.98	69.90	70			
% Non-major other applications within statutory or extension of time limit	Aim to Maximise	83.84	79.82	78.95	83.33	72.60	70			
% Stage 1 corporate complaints fully responded to in required timescales	Aim to Maximise	78	100	91	89	50	90			

APPENDIX B

KPI	Direction of Travel	Q2 2020/21	Q3 2020/21	Q4 2020/21	Q1 2021/22	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
% FOI responded to within 20 days	Aim to Maximise	85.16	81.88	85.80	85.71	87.22	86			
The average wait time – in minutes – before a customer is seen by an advisor	Aim to Minimise	N/A	N/A	N/A	N/A	N/A	N/A			N/A
The average wait time – in minutes – before a customer phone call is answered by an advisor	Aim to Minimise	2.36	1.53	2.73	2.87	1.86	5.00			
% of people accessing benefit forms and taxation direct debit forms online in relation to other channels	Aim to Maximise	64.06	64.52	81.95	69.32	60.16	50.00			
Corporate health and safety: the number of incidents report in the last 12 months (rolling year)	Aim to Minimise	1	2	0	0	0	3			
Average days sick per FTE (full time employee) rolling 12 months	Aim to Minimise	5.8	5.56	3.78	3.96	5.16	5.00			
Amount of business rates retained	Aim to Maximise	11.2	11.2	11.2	11.2	11.3	7.5			
Council tax base	Aim to Maximise	31927	32035	32183	32279	32618	32258			
% Stage 2 corporate complaints fully responded in required time	Aim to Maximise	58.3	100	83.33	100	55	90			
Number of missed waste collections	Aim to Minimise	199	254	349	170	188	243			
Residual household waste per household (kg)	Aim to Minimise	141	145	146	147	TBC	N/A			N/A
% Household waste recycled	Aim to Maximise	49.88	39.92	38.2	46.49	TBC	N/A			N/A
Number of memberships at combined leisure centres	Aim to Maximise	N/A	N/A	N/A	N/A	2966	N/A			N/A
Number of visits to combined leisure centres	Aim to Maximise	N/A	N/A	N/A	N/A	60591	N/A			N/A
Number of GP referrals	Aim to Maximise	N/A	N/A	N/A	11	15	N/A			N/A
Average days to re-let standard void types	Aim to Minimise	N/A	N/A	33.26	23.53	21.5	26			
Average days to re-let major void types	Aims to Minimise	N/A	N/A	52.11	43.75	46.83	45			

Context indicators

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

Indicator	Update frequency	Previous Value	Latest Value	Regional comparison
Resident population of the district	annual	89,100	90,600	n/a
% of the district population of working age (16-64)	annual	61.4	61.1	below average
% of the district population aged 65+	annual	19.9	20.1	above average
% working age population in employment	quarterly	78.2	77.9	above average
% working age population claiming Job Seekers Allowance	quarterly	0.8	0.8	below average
% working age population qualified to Level 4+ (annual measure)	annual	34.7	30.4	below average
% working age population with no qualifications (annual measure)	annual	6.9	#	n/a
Total Gross Value Added (£)	annual	1,930m	2,110m	n/a
Business births	annual	480	580	n/a
% business survival rate (2-year)	annual	77.8	74	above average
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	589.9	588.8	above average
Unemployment Rate - % of 16-64 working age population	quarterly	2.7	3.2	below average
% adults defined as overweight or obese (annual measure)	annual	63.5	69.6	above average
% children defined as overweight or obese (at year 6) (annual measure) (reported in Q4)	annual	31.96	33.59	above average



Report Reference Number: E/21/27

To: Executive
Date: 2 December 2021
Status: Key Decision
Ward(s) Affected: All
Author: Drew Fussey, Operational Service Manager
Hannah McCoubrey, Housing Strategy Officer
Lead Executive Member: Cllr 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:

Local housing authorities have a duty to consider housing conditions in their area, including the needs of chronically sick and disabled persons and the adaptation of existing accommodation. The legal responsibility for the provision of Disabled Facilities Grants (DFG) sits with the District Council, who are committed to facilitating any appropriate property aid or adaptation which will allow our residents to live independently with confidence and dignity. 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 Executive Members approve the draft DFG (Adaptation) Policy 2021 in order to progress with consultation.

Reasons for recommendation:

For private residents, the provision for adaptations is funded via the Government and Better Care Fund, whilst for Council tenants, this provision is funded via the Council's Housing Revenue Account (HRA) budget. However, as per legislation, applications for a DFG can be made from people living across all tenures. By approving the draft policy for consultation, we will be one step closer to implementing a more transparent and fair policy which ensures all residents throughout the Selby district undergo the same process when making an adaptation request, irrelevant of their housing tenure. This would see the Council 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. At a time of significant financial constraints, delivering help with home adaptations is said to be one of the most efficient and effective ways of making best use of scarce resources. Selby District Council is therefore 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** Currently, 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 in particular the Occupational Therapy team. They are responsible for the majority of visiting residents, assessing their needs and submitting the adaptation request for our consideration.
- 1.3** As the service provider, the District Council is in the best position to understand the administrative DFG process and propose a new policy which will improve resident's experience and ensure all individuals who require a DFG are catered for appropriately. In light of LGR, this new process will ensure we are best prepared for the realignment of services and the coming together of the District and County Council.
- 1.4** The draft policy will set out clear parameters as to how the 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 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 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.
- Complaints and reviews.

The Funding Process

- 2.2 In terms of funding Council house adaptations specifically, it has always been the practice of the Council to pay for all adaptations, regardless of whether they are minor or major adaptations (under or over £1000) 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, independent of tenure, will now be funded via the County Council. The Care Act 2014, which applies to local authorities with a social services function (namely North Yorkshire County Council), requires said local authority to provide minor aids and adaptations up to the value of £1,000 free of charge.
- 2.3 Presently, the District Council is paying for these minor adaptations. However, by referring the cost back to the County Council, given their legal responsibility, additional funds would be available within the Council's HRA adaptations budget which could be redirected to more costly and critical adaptations. This would allow us to help more of our tenants who need major adaptations and ensure work is undertaken at the earliest opportunity.
- 2.4 Again in-line with DFG requirements, the policy includes a means-test for all applicable residents, including Council tenants, who require a major adaptation. This process exactly mirrors the DFG application, which will consider average weekly incomes and any savings over £6,000. Amounts are set against an assessment of basic needs, considered against a range of allowances. This process is entirely set by Central Government and does not provide flexibility to change these amounts, although they are subject to change.
- 2.5 This is in contrast to the current procedure, where the HRA would be entirely responsible for funding any adaptation request received from our tenants, up to a maximum of £30,000. This means that works likely to amount to more than £6000 would only be automatically funded provided the applicant is receiving a means-tested 'passported' benefit (a list of which is included in the policy). Applicants not in receipt of such a benefit would need to complete the same 'Test of Resources' undertaken as part of a DFG application. This may result in an applicant having to financially contribute towards the works in some capacity, from part to full payment.
- 2.6 Notably, means-testing under these guidelines is likely to be a rare occurrence for Council tenants. However, when 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

- 2.7 Whilst the primary aim of the policy is always to help people remain in their own homes, sadly this is not always possible. This is usually due to 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 then, 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.
- 2.8 In this circumstance, the Council may provide financial assistance to a resident to cover any associated moving costs. This is available to applicants from any tenure and is a discretionary payment offered typically up to a maximum payment of £6,000 (but can be increased in exceptional circumstances). This assistance is detailed further in our Private Sector Housing Assistance Policy, also in draft form, and would be provided via DFG funding. This assistance should help to encourage relevant applicants to consider a move should this be the most suitable way forward. Should this offer be refused however, the policy does provide scope for the Council to refuse the adaptation request. This will allow the Council to both meet the needs of its residents, but also make best use of its housing stock.

Discretionary Assistance

- 2.9 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 can include specialised equipment and remote/smart technology, as well as aids and adaptations for people with mental health issues, behavioural and/or learning disabilities. This is a slight increase on the current amount set at £5,000 due to the general increased cost of materials, works and inflation. It also has the potential to 'top-up' a DFG award if adaptation work exceeds the £30,000 limit.
- 2.10 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. Availability is also 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.
- 2.11 Through a combination of mandatory DFGs and the use of discretionary assistance, we will help to ensure that more Selby district residents, irrelevant of tenure, are living independently and in suitable accommodation, prevented from needing additional health and social care intervention.

Exceptions

2.12 The policy also accepts that there may be circumstances that warrant exceptions to the policy and where necessary and appropriate, provides the Council with the ability to assess individual cases and agree exceptions. The policy is also expected to be reviewed annually, or when there is a fundamental change of legislative or regulatory provisions.

3 Building Safety Bill

3.1 When completing any new building work in the future, it will also be important to consider the draft Building Safety Bill. Following the Grenfell Tower tragedy in 2017, the Hackitt Review of Building Regulations and Fire Safety was commissioned. The review concluded that the whole system needed major reform and that residents' safety needed to be a greater priority through the entire life cycle of a building.

3.2 Government have therefore published new draft regulations, introduced in the House of Commons on 5 July 2021. The Government has indicated that the first round of provisions will come into force within 6-12 months of the Bill gaining Royal Assent (October 2022 - April 2023), whilst the bulk of the new regulatory regime will come into force within 12-18 months of Royal Assent (April 2023 - October 2023).

3.3 The draft Bill establishes a new national Building Safety Regulator, which will sit in the Health and Safety Executive and report to the Secretary of State. The Regulator will have three main functions:

- Overseeing the safety and standards of all buildings, developing key performance indicators (KPIs) related to building control work, data collection and powers to impose sanctions for poor performance.
- Assisting and encouraging the improvement of competence in the building industry and amongst building control professionals and improving building standards.
- Leading implementation of the new, more stringent regulatory regime for 'higher-risk buildings,' including powers to order remedial works and stop non-compliant works.

3.4 At present, 'higher-risk buildings' are defined in the Bill as buildings in England that are at least 18 metres in height or have at least seven storeys and contain at least two residential units. The Secretary of State does however have general powers to amend this definition if deemed necessary. The Bill sets out a more rigorous regime for higher-risk buildings, providing clarity on 'duty-holders' and their roles, ensuring that the right people are held to account when things go wrong. These 'duty-holders' originate in the Construction (Design and Management) Regulations 2015 and are those who commission construction work and who are key in the design and construction process. They are the Client (who commissions the work), the Principal Designer, the Principal Contractor, designers and contractors.

- 3.5 The Bill also amends the Landlord and Tenant Act 1985 to import a new service charge regime related to building safety and allows landlords to be granted entry to dwellings for relevant building safety purposes with 48 hours prior notice. The Bill will also amend the Defective Premises Act 1972 allowing parties to sue under the Act with a prospective and retrospective period of 15 years. It also creates a new duty on those who do any work on a building which contains a dwelling to ensure that the work does not render the dwelling unfit for habitation.
- 3.6 There will also be changes to the building industry:
- Developer levy - applied to developers seeking building control approval to develop certain high-rise residential and other in-scope buildings in England, to ensure they make a contribution to fixing historical building safety defects.
 - New Homes Ombudsman - where new-build homebuyers can channel their complaints. Developers are required to be a member of the scheme to ensure the Ombudsman can hold them to account and require them to pay compensation where appropriate.
 - Complaints to Housing Ombudsman - allowing social housing residents to escalate a complaint directly to the Housing Ombudsman services once they have completed their landlord's complaints process.
 - New regulator for construction products - a new national regulator who will identify 'designated products' and 'safety critical products' that may be withdrawn from the market if they present a risk, and will be able to investigate non-compliance and prosecute companies that break the rules.
- 3.7 We will continue to follow the draft Bill throughout its journey to gain Royal Assent and to becoming law as this will have direct implications on the work we do in regards to both construction and extension of properties. We will ensure that all relevant work is compliant under this new legislation.

4 Consultation

- 4.1 Approval of the draft policy would allow us to progress to the next stage of the process and begin consultation. This would include Council tenants and Selby residents more widely. In light of the current climate, this is likely to take the form of an online questionnaire, publicised on both our own and North Yorkshire County Council's website. Given the demographics of those who are more likely to apply for a DFG however, we will also ask visiting Occupational Therapists to make their customers aware of the consultation and provide them with hard copies of the questionnaire for those residents who prefer or require them.
- 4.2 We will also consult with our partners at North Yorkshire County Council, both at a policy and strategic level, and with those on the frontline who will help us to deliver this service. Consultation has already taken place with District Council staff who will help us deliver the service.

4.3 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 09/12/2021.
04/01/2022 – 14/01/2022	Time taken to consider feedback and make changes.
17/01/2022 – 28/01/2022	Final discussions with key stakeholders.
10/03/2022	Policy taken back to Executive for final approval.

5 Alternative Options Considered

None.

6 Implications

6.1 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.

6.2 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.

6.3 Policy and Risk Implications

N/A

6.4 Corporate Plan Implications

N/A

6.5 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.

6.6 Other Implications

N/A

6.7 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.

7 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.

Executive approval allows us to consult with key stakeholders and residents on the proposed policy, to ensure we take on board all relevant feedback and use this to shape our housing service delivery.

8 Background Documents

N/A

9 Appendices

Appendix A: Draft DFG (Adaptations) Policy 2021

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Document Control

Document Title	DFG (Adaptations Policy) 2021
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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: E/21/28

To: Executive
Date: 2 December 2021
Status: Key Decision
Ward(s) Affected: All
**Author: Sarah Thompson, Housing Service Manager
Hannah McCoubrey, Housing Strategy Officer**
**Lead Executive Member: Cllr 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:

The 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. This 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. These discretionary powers allow the Council to develop different forms of assistance to meet local need, based on local housing conditions and available resources. Whilst responsibility for maintaining privately owned homes rests first and foremost with their owners, this policy recognises 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.

Recommendation:

That Executive Members approve the draft Private Sector Housing Assistance Policy 2021-23 in order to progress with consultation.

Reasons for recommendation:

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. In 2017, almost 6000 dwellings in Selby's private sector were categorised as having a Category 1 safety hazard, that being those which cause a serious and immediate risk to a person's health and safety. By approving the draft policy for consultation, we will be closer to implementing a policy which will provide appropriate advice and assistance to those in the private sector, particularly the vulnerable and elderly. This increased

assistance will encourage improvement in private housing choice and quality across the district and enable independent living wherever possible.

1 Introduction and background

- 1.1** The Council's current assistance policy is for the period 2018-2023. Over the last 3 years, a considerable amount of work has been done by the team to build and strengthen relationships between the district Council and NYCC to ensure that the customer experiences a single and effective service. However, we are bringing forward review of this policy as we are now in the position to further align and enhance these services, and offer them to Selby residents.
- 1.2** 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 than average 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.
- 1.3** At the same time, almost 6000 dwellings in Selby's private sector were categorised as having a Category 1 safety hazard (equating to 17% of total private stock). More detail relating to hazards can be found in Appendix A. 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 estimated at £1.1 million each year. If the wider costs to society are also considered, total costs are estimated to be £14.4 million per year. Almost 9% of all households were also classed as being in fuel poverty, more likely to be experienced in central Selby and our more rural wards. Issues with excess cold were highest again in more rural parishes.
- 1.4** Both reports commissioned by the Council in 2017 (the Health Impact Assessment and Stock Condition Report) found that improvement scenarios involving a spectrum of low cost measures were seen to provide high levels of savings. For example, it is often the case that removing Category 1 hazards requires relatively inexpensive housing solutions, such as an adequate stair or grab rail, 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 Hazard Type	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, refuge	£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	

1.5 Consequently, the aim of this policy is to encourage improvement in private housing choice and quality across the district through support and assistance. We will also ensure that, where appropriate and necessary, enforcement action is taken in line with Council policy. Ultimately, 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.
- Increase the number of empty properties brought back into use, particularly where this can be used to relieve homelessness.

2 Policy Detail

- 2.1 The policy makes it clear that Selby District Council will provide information and advice to assist any person to improve, repair, adapt or rebuild residential premises. We recognise the importance of education and encouragement when working with Private Sector Landlords and with private owners to uphold legislative requirements, improve standards and to increase housing choice.
- 2.2 However, the Council recognises that there may be occasions where advice is not enough and 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.
- 2.3 The policy details both the mandatory Disabled Facilities Grant (DFG) as well as other forms of discretionary assistance afforded under the Regulatory Reform Order. For example, 'Discretionary Adaptations Assistance' includes works under a DFG that may otherwise not be eligible for assistance via the traditional route. It can include specialised equipment and smart technology, as well as aids and adaptations for people with mental health issues, behavioural and/or learning disabilities. It will also be applied where adaptations are expected to cost less than £6,000 and has the potential to 'top-up' a DFG award if adaptation work exceeds the £30,000 limit and offer relocation assistance to an applicant where adaptation is not suitable in their current property for whatever reason.
- 2.4 Healthy Homes Assistance is also a new initiative which is intended to ensure vulnerable or disabled households can live in homes that are safe, warm and secure. Good health and good housing are intrinsically linked with a great deal of evidence highlighting the damage that poor housing does to our health, safety and wellbeing through the effects of cold, pollution, noise and unsafe conditions. With a maximum grant or loan amount of £6,000, this work will generally relate to the removal of, or help to remedy, defects or deficiencies within the home that impact on health, such as: installation or replacement central heating systems or improvement to the energy performance of the home, work to prevent falls around the home, as well as additional security measures. 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. Other schemes include Empty Homes Assistance, Energy Repayment Loans and Dementia Friendly Homes.
- 2.5 With a combination of mandatory DFGs and the use of discretionary assistance, we will help to ensure that more Selby district residents are living independently, in suitable accommodation, and prevented from needing additional health and social care intervention.

Funding information

- 2.6 In 2016, the Government 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 in order to delay or prevent the need for more intense services.
- 2.7 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	

- 2.8 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.
- 2.9 Many types of assistance, both mandatory and discretionary, are also provided on the condition of a land charge being applied to the property. Any and all monies received from the disposal of such properties will be returned to the Private Sector Housing Assistance budget and will be ringfenced for future assistance schemes delivered under this policy.
- 2.10 In regard to decision-making on individual discretionary grants, the policy is written so as to ensure that the relevant Director is able to delegate authority to the relevant Officer/s. For instance, some cases may be a Housing Management concern i.e., looking to move a tenant to a more suitable property, whereas another may be for Property Services if the issue is around the condition or suitability of a property for adaptation.

3 Consultation

- 3.1 Approval of the draft policy would allow us to progress to consultation. This would include both Council tenants and Selby residents more widely. In light of the current climate, this is likely to take the form of an online questionnaire publicised via our website. Given the demographics of those who are more

likely to apply for such assistance, we will also make our statutory and voluntary partners aware in order for them to pass this information on to their customers. We will also provide hard copies of the questionnaire for those residents who prefer or require them.

- 3.2 We will also consult with our partners at North Yorkshire County Council, as well as with other statutory and voluntary organisation who are likely to work with both the elderly and vulnerable customers this policy relates to.
- 3.3 A timetable for consultation and reapproval is detailed below:

Dates	Events
02/12/2021	Draft Private Sector Housing Assistance Policy 2021-23 at Executive for consultation approval.
06/12/2021 – 31/12/2021	Consultation with residents and stakeholders.
04/01/2022 – 14/01/2022	Time taken to consider feedback and make changes.
17/01/2022 – 28/01/2022	Final discussions with key stakeholders.
10/03/2022	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

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. And whilst responsibility for maintaining privately owned homes rests primarily with their owners, this policy recognises that 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.
- Improve the health and wellbeing of people living within the Selby district.

Executive approval allows us to consult with key stakeholders and residents on the proposed policy, to ensure that we take on board all relevant feedback and use this to shape our housing service delivery.

7 Background Documents

Private Sector Housing Assistance Policy 2018-2020

8 Appendices

Appendix A: The 29 Hazards

Appendix B: Draft Private Sector Housing Assistance Policy 2021-23

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Appendix A: The 29 Hazards

The Housing Health and Safety Rating System (HHSRS) assesses 29 housing hazards and the effect that each may have on the health and safety of current or future occupants of a property. As well as assess these hazards, it also determines the best way of dealing with those identified. If a hazard is deemed a serious and immediate risk to a person's health and safety, this is known as a Category 1 hazard. If a hazard is less serious or urgent, this is known as a Category 2 hazard.

	Hazard	Health Effects
PHYSIOLOGICAL REQUIREMENTS		
1	<i>Damp and mould growth</i> Threats from dust mites, mould or fungus	Allergies, asthma, effects of toxins
2	<i>Excess cold</i> (A healthy indoor temperature is 18°C to 21°C)	Flu, pneumonia and bronchitis; heart attacks and strokes
3	<i>Excess heat</i> Threats due to high indoor temperatures	Dehydration, trauma, stroke, cardiovascular and respiratory
4	<i>Asbestos and MMF</i> Exposure to asbestos fibres and Manufactured Mineral Fibres (MMF)	Damage to lungs; damage to skin, eyes and lungs
5	<i>Biocides</i> Threats to health from chemicals used to treat timber and mould growth	Risk from breathing in, skin contact and swallowing of the chemical
6	<i>Carbon Monoxide and fuel combustion products</i> Excess levels of carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke	Dizziness, nausea, headaches, disorientation, unconsciousness and breathing problems
7	<i>Lead</i> Threats from lead ingestion from paint, water pipes, soil and fumes from leaded petrol	Nervous disorders, mental health and blood production issues
8	<i>Radiation</i> Threats from radon gas, primarily airborne but also dissolved in water	Lung cancer caused by exposure
9	<i>Uncombusted fuel gas</i> Threat from fuel gas escaping into the atmosphere within a property	Suffocation
10	<i>Volatile organic compounds</i> Threat from organic chemicals such as formaldehyde (gaseous at room temperature) which can be found in a wide variety of materials in the home	Allergies, irritation to the eyes, nose and skin, headaches, nausea, dizziness and drowsiness
PSYCHOLOGICAL REQUIREMENTS		
11	<i>Crowding and space</i> Hazards associated with lack of space for living, sleeping and normal household or family life	Psychological distress and mental disorders, hygiene issues, accidents, personal space and privacy compromised
12	<i>Entry by intruders</i>	Fear of burglary, stress and

	Hazard	Health Effects
	Problems keeping a property secure against unauthorised entry and maintaining defensible space	anguish caused by burglary and potential injuries caused
13	<i>Lighting</i> Threats associated with inadequate natural or artificial light	Depression/ psychological effects due to lack of natural light
14	<i>Noise</i> Threats due to exposure to noise within the property or within its curtilage	Impact from lack of sleep, poor concentration, headaches and anxiety
PROTECTION AGAINST INFECTIONS		
15	<i>Domestic hygiene, pests and refuse</i> Hazards due to poor design, layout and construction making it hard to keep clean and attracting pests, inadequate/unhygienic provision for storing waste	Stomach and intestinal disease, infection, asthma, allergies, disease from rats and physical hazards
16	<i>Food safety</i> Threats of infection from poor provision and facilities to store, prepare and cook food	Stomach and intestinal disease, diarrhoea, vomiting, stomach upset and dehydration
17	<i>Personal hygiene, sanitation and drainage</i> Threats associated with personal hygiene, including personal and clothes washing facilities, sanitation and drainage	Stomach and intestinal disease, skin infections and depression
18	<i>Water supply</i> Threats from contamination by bacteria, parasites, viruses and chemical pollutants due to the quality of water supply	Dehydration, fatigue, headaches, dry skin, bladder infections and legionnaires disease
PROTECTION AGAINST ACCIDENTS		
19	<i>Falls associated with baths</i> Falls associated with a bath, shower or similar facility	Physical injuries: cuts, lacerations, swellings and bruising
20	<i>Falls on the level surfaces</i> Such as floor, yards and paths, including falls associated with trip steps, thresholds or ramps where the change in level is less than 300mm	Physical injuries: bruising, fractures, head, brain and spinal injuries
21	<i>Falls associated with stairs and steps</i> Where the change in level is greater than 300mm. Includes internal and external stairs or ramps, access to the property and to shared facilities or means of escape from fire	Physical injuries: bruising, fractures, head, brain and spinal injuries
22	<i>Falls between levels</i> Falls from one level to another, inside or outside a dwelling where the difference is more than 300mm	Physical injuries
23	<i>Electrical hazards</i>	Electric shock and burns

	Hazard	Health Effects
	Hazards from electric shock and electricity burns	
24	<i>Fire</i> Threats from exposure to uncontrolled fire and associated smoke. Includes injuries from clothing catching fire, common when trying to put a fire out	Burns, being overcome by smoke or death
25	<i>Flames, hot surfaces and materials</i> Caused by contact with a hot flame or fire, hot objects and non-water based liquids. Scalds caused by contact with hot liquids and vapours.	Burns, scalds, permanent scarring and death
26	<i>Collision and entrapment</i> Risks from trapping body parts in architectural features such as fingers in doors and windows and colliding with objects such as windows, doors and low ceilings	Physical injuries such as cuts and bruising to the body
27	<i>Explosions</i> Threats from the blast of an explosion, from debris generated by the blast and from partial or total collapse of a building	Physical injuries, crushing, bruising, puncture, fractures, head, brain and spinal injuries
28	<i>Ergonomics</i> Threats of physical strain associated with functional space at the dwelling	Strain and sprain injuries
29	<i>Structural collapse and falling elements</i> The threat of the dwelling collapsing or part of the fabric being displaced or falling due to inadequate fixing or disrepair or as a result of adverse weather conditions	Physical injuries

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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.

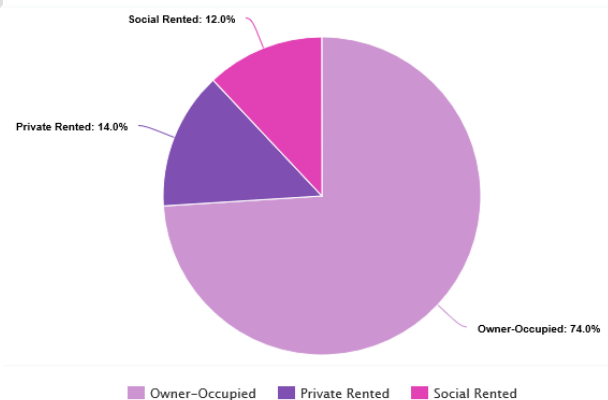
This policy sits within current legislative and financial frameworks to contribute towards providing a decent home for all current and future residents of Selby district through various advice, support and assistance mechanisms; whilst aiming to give priority to those most vulnerable households. It will 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.

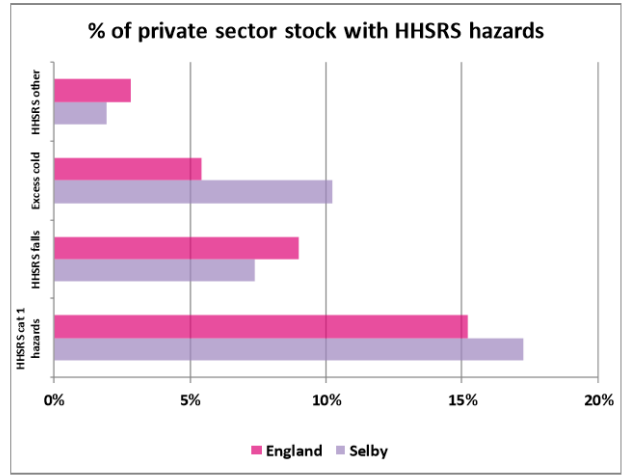
Stock condition work completed in the district in 2017 showed that there are 39,423 dwellings in Selby: 74% owner occupied, 14% private rented and 12% social rented.

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.



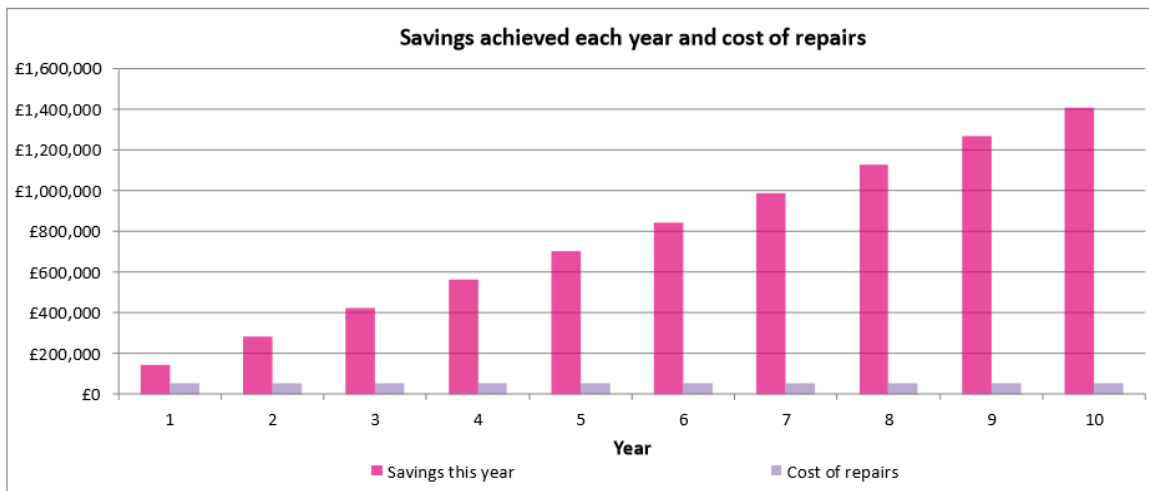
Through this stock condition work, almost 6000 dwellings in Selby's private sector were categorised as having a Category 1 safety hazard (equating to 17% of total private stock). Category 1 hazards are those which cause a serious and immediate risk to a person's health and safety. The total cost of mitigating 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



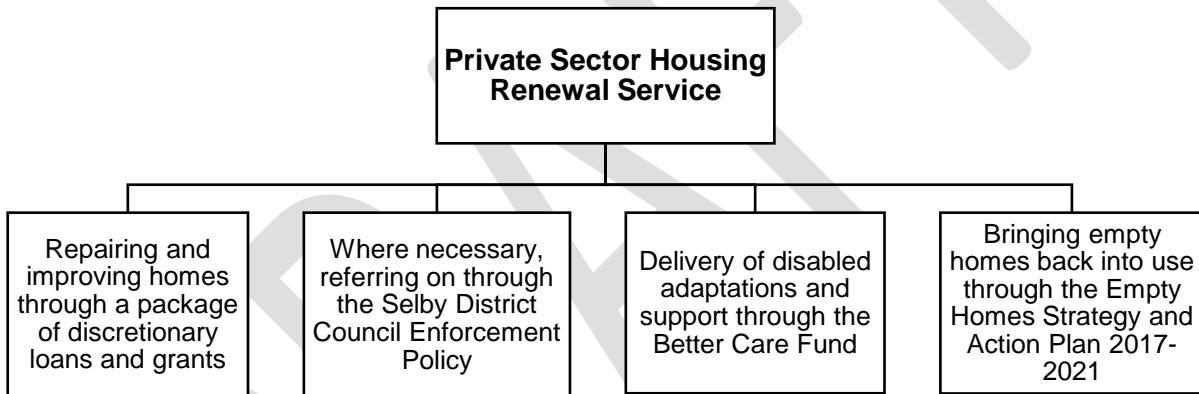
The aim of this policy is therefore to encourage improvement in private housing choice and quality across the district through support and assistance mechanisms. At the same time, enforcement action will be taken in line with the Council’s Corporate Enforcement Policy, where appropriate and necessary. 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):

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)

	<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"> 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 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

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"> 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 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>

	<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

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>

	<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

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

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

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.

	<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 7



Report Reference Number: E/21/29

To: Executive
Date: 2 December 2021
Status: Key Decision
Ward(s) Affected: All
Author: Alison Hartley, Solicitor to the Council
Lead Executive Member: Cllr Mark Crane, Leader of the Council
Lead Officer: Alison Hartley, Solicitor to the Council

Title: Better Together Collaboration: Extension of Legal Services - Service Level Agreement to 31 March 2023

Summary:

This report seeks Executive approval to extend the present collaboration with North Yorkshire County Council Legal Services until 31 March 2023 to align with the local government reorganisation timeline.

Recommendations:

That the Better Together Legal Service Level Agreement with North Yorkshire County Council be extended until 31 March 2023.

Reasons for recommendation

The present Service Level Agreement expires on 31 December 2021. As Local Government Reorganisation will result in the abolition of Selby District Council on 31 March 2023, and district functions will then be transferred to the new North Yorkshire Council it is appropriate to extend the shared legal service delivery to enable continuation of the legal service to Selby District Council and facilitation of a safe and legal transition of functions to the new Council on 1 April 2023.

1. Introduction and background

1.1 The Service Level Agreement with NYCC Legal Services under the Better Together Collaboration Agreement has been in place since April 2018. The Solicitor to the

Council monitors the contract and meets regularly with the NYCC Legal Services Manager to direct and manage the resource appropriately to SDC client departments. All legal disciplines excluding governance, planning law and major project legal work is provided to SDC by NYCC.

- 1.2 The governance and planning law advice is provided by the SDC in house solicitor and the Solicitor to the Council. Both also act as intelligent client in respect of major projects to ensure use of external legal resource is focussed and used effectively.
- 1.3 The shared service arrangement was only extended to 31 December 2021 so that the direction of the Local Government Reorganisation could be factored into any decision about extending the arrangement further.
- 1.4 This report seeks Executive approval to extend the arrangement on the same terms until 31 March 2023 to align with the local government reorganisation timetable.

2. Terms of the Shared Service Arrangement

- 2.1 The arrangement provides a base of 4900 hours of legal work per year. The total cost of the base service is estimated for 21/22 to be £200,333.20, and for 22/23 to be £204,339.86. In 21/22 hours above 4900 are charged at £128.28. In 22/23 it will be £130.85.

3. Alternative Options Considered

The only other option would be to bring the service back in house. In light of Local Government Reorganisation this is not a credible option in that the focus is now on working to bring all legal resources together in the new North Yorkshire Council to achieve a safe and legal transition of Council functions by April 2023.

4. Implications

4.1 Legal Implications

To provide continued robust legal advice to the Council in the lead up to LGR the extension of the shared service is recommended. The contract will continue to be monitored to make best use of public resources and support the Council as a whole.

4.2 Financial Implications

The cost of the service achieves best value.

4.3 Policy and Risk Implications

Not continuing the service and bringing the service in house would be at odds with the collaborative working arrangements with NYCC to achieve a smooth transition into the new North Yorkshire Council.

4.4 Corporate Plan Implications

The extension continues the collaboration between NYCC and SDC and provides for working together to shape the new Council.

4.5 Resource Implications

Finance have been consulted and agree the cost achieves best value.

4.6 Other Implications

None.

4.7 Equalities Impact Assessment

None.

5. Conclusion

The present Service Level Agreement expires on 31 December 2021. As Local Government Reorganisation will result in the abolition of Selby District Council on 31 March 2023, and district functions will then be transferred to the new North Yorkshire Council, it is appropriate to extend the shared legal service delivery to enable continuation of the legal service to Selby District Council and facilitation of a safe and legal transition of functions to the new Council on 1 April 2023.

Contact Officer:

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Report Reference Number: E/21/30

To: Executive
Date: 2 December 2021
Status: Key Decision
Ward(s) Affected: All Wards
Author: Peter Williams, Head of Finance
Lead Executive Member: Cllr C Lunn, Lead Member for Finance & Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 30th September 2021

Summary:

Whilst the majority of financial impacts of Covid-19 were in 2020/21, it continues to have an impact on this financial year. We continue to report monthly to MHCLG the estimated impacts of this on our income streams and cost base, affecting both the General Fund and the HRA.

At the end of Q2, current estimated full year revenue outturn estimates indicate a surplus of (£93k) for the GF and a (£101k) surplus for the HRA. The key variances are highlighted in the report with further detail in Appendix A.

Recommendations are included in the report to approve a permanent virement for £20k to support phase 2 of the Property Services Team restructure funded from operational savings within the HRA to assist with retaining, recruiting and regrading Joiner posts.

A number of savings were put back to 2024/25 as part of the recent Medium Term Financial Strategy paper. General Fund planned savings are currently forecast to deliver at (£184k), details can be found in Appendix B. The £195k saving in the Housing Revenue Account for the housing system however will not be achieved this year as it is predicated on the implementation of phase 2 of the housing system which will not happen until later in the year.

The capital programme is currently underspent by (£1,687k) at the end of quarter 2. Of this, (£1,262k) is forecast to be underspent at the year end, of which (£739k) is in the General Fund. The majority of the General Fund underspend relates to investment in the industrial units and the car park improvement programme. The HRA underspend of (£523k) is made up of works at St Wilfrids Court, the Environmental Improvement Plan and the Health & Safety Improvement Programme. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth projects spend was £830k in quarter 2, £491k of which was staffing costs with the majority of the remainder on visitor economy, transforming cities fund, High Street Shop Fronts and towns masterplanning. Project by project progress is shown in Appendix D.

The latest MHCLG return submitted for September indicates an overall estimated gross impact on Council finances of £2,746k across both the General Fund and HRA when compared to pre-pandemic budget levels.

Recommendations: It is recommended that:

- i) The Executive endorse the actions of officers and note the contents of the report;**
- ii) The Executive approve re-profiled capital programmes and Programme for Growth as set out at Appendices C and D.**
- iii) The Executive approve the permanent virement of £20k from operational HRA Savings identified in Appendix A to support phase 2 of the Property Services Restructure.**
- iv) The Executive approve a virement of £154k from the covid contingency to cover the losses of car park, lifeline and assets team income.**

Reasons for recommendation

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

1. Introduction and background

- 1.1 The revenue budgets and capital programmes were approved by Council on 18 February 2021, this report and associated appendices present the financial performance as of 30 September 2021 and a full year forecast against these budgets.
- 1.2 In the first half of this financial year, the country has continued under some levels of Covid-19 restrictions. Many staff have continued to work from home and some resources continue to be diverted towards the Council's response.
- 1.3 The Council continues to administer emergency grants for businesses and test and trace payments in 2021/22 and this is expected to continue for some months to come.
- 1.4 The estimated financial impacts for the year as a result of Covid-19 have been recorded in monthly returns to the Ministry for Housing, Communities and Local Government (MHCLG). This equates to £2.7m of additional pressures on income and costs when compared to pre-pandemic budget levels.

2. Main Report

General Fund Revenue

2.1 Latest forecasts show an expected full year surplus of (£93k).

2.2 The table below shows the summary position at the end of September 2021.

General Fund Account Q2 2021/22	Revised Budget £000's	Latest Approved Budget £000's	Forecast £000's	Forecast Variance £000's
Corporate Services & Commissioning	7,177	7,177	7,413	236
Economic Regeneration & Place	10,630	10,630	10,598	(32)
Corporate / Finance	(592)	(592)	(952)	(360)
Legal, Democratic, Licensing, Electoral & Land Charges	792	792	801	9
Contingency	1,175	1,175	1,356	181
Net Service Expenditure	19,182	19,182	19,216	35
	0			
Contribution to / from reserves	(1,677)	(1,677)	(1,804)	(127)
Other Accounting Adjustments	129	129	129	0
Council Tax	(5,875)	(5,875)	(5,875)	0
Business Rates & Associated Grants	(2,402)	(2,402)	(2,402)	0
Collection fund Deficit / (Surplus)Share	(9,322)	(9,322)	(9,322)	0
Shortfall / (Surplus)	34	34	(59)	(93)
Budget Savings Left to Deliver	(34)	(34)	(34)	0
Net Revenue Budget	(0)	(0)	(93)	(93)

2.3 The main forecasted variances against the General Fund are:

- The return on property funds has improved since the budget was set. It was anticipated the return would be halved to £100k as a consequence of covid-19, but the first six months figures indicate an outturn of £160k for the year although given economic uncertainty, this should be viewed with caution.
- The sales, fees and charges compensation scheme relating to the period April – June is for (£86k) which is expected to be received in the second half of the year. This helps to cover some of the income losses on leisure, car parking, lifeline and streetnaming services.
- Car parking income is expected to fall £75k short of target, with ongoing restrictions resulting in reduced footfall in the town centre and fewer people commuting to workplaces. Similarly, lifeline income is also expected to fall short of target with little growth in the customer base, a £66k shortfall in income is expected. The Assets Team will not generate any income £50k due to the shortage of staffing resources in

the team and ongoing covid implications. £37k of these losses is covered by the Q1 sales, fees and charges compensation scheme referred to above. Currently there is no indication that this scheme will continue beyond June, so it is recommended that the remaining shortfall of £154k is covered by the covid contingency.

- The commercial waste service has seen an increase in contract income which is expected to be (£45k) higher than budget this year this is due to a combination of fee increases, customer retention and gain. At the same time there is anticipated a reduction in disposal costs based on latest costs which is expected to result in a (£18k) saving, so a (£63k) increase in the profitability of the service.
- The contract for the use of the Summit premises as a vaccination centre has been extended to 31 March 2022 on the same terms, this is forecast to generate an additional (£114k).
- Salaries are expected to be over budget by £176k due to a low number of vacancies in the services and some vacant posts being filled by ongoing agency appointments.
- Additional costs of £67k on the streetscene & waste contracts due to over annual inflation increases, additional costs for waste vehicle maintenance and additional grass cutting costs offset by commodity payments which are estimated based on costs to date driven by an increase in the material price for paper and card sales, partly offset by an additional (£14k) of other waste service income, based on quarter 2 figures.
- There is a (£47k) saving on the drainage board levies due to the difference in inflation on the fees compared to what was assumed in the budget.

Housing Revenue Account (HRA)

2.4 Latest forecasts show a (£101k) surplus which will result in an increase in the transfer to the major repairs reserve from £3,589k to £3,690k.

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

Housing Revenue Account – Q2 2021/22	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	8,713	8,446	(267)
Dwelling Rents	(12,302)	(12,136)	166
Net (Surplus) / Deficit transferred to Major Repairs Reserve	(3,589)	(3,690)	(101)

2.6 The main forecasted variances against the HRA surplus are:

- (£437k) saving on interest and borrowing charges following reduced requirements this year based on current anticipated progress in the housing development programme.
- The £195k saving which would be generated from the implementation of the housing system will not be achieved in year due to delays in implementation of phase 2 plus continuing requirement of resources as a result of covid-19.
- Lower rent collection based on latest trends which indicate a £166k shortfall over the year.

Planned savings

- 2.7 Many of the savings were pushed back to 2024/25 as part of the latest Medium Term Financial Strategy. Three savings remain in the General Fund totalling £184k and all are currently expected to be achieved.
- 2.8 The HRA has a budgeted savings target for 2021/22 of (£195k) which relates to efficiency savings following implementation of new Housing and Asset Management System. The second phase of the implementation is due to go live later in 2021/22 but delays and continuing covid priorities means that savings are unlikely to be realised in the current financial year and have been forecast out.

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

Capital Programme

Capital Programme 2021/22	Actual Year to Date £k	Budget Year to Date £k	Year To Date Variance £k	Full Year Budget £k	Full Year Forecast £k	Full Year Variance £k
GF	207	300	-93	2,460	1,720	-740
HRA	2,537	4,131	-1,594	11,232	10,709	-523
Total	2,744	4,431	-1,687	13,692	12,429	-1,263

- 2.9 The capital programme shows a forecast underspend of (£1,263k) which (£740k) is in the general fund and (£523k) in the HRA.
- 2.10 In the General Fund the main variances of the (£740k) is made up of:
- Industrial Units Investment – The forecast has been revised to £20k for 21/22 and £338k carried forward to 22/23, work is ongoing with the EPC assessor to establish the scale of works required and a specification developed and issued to market which due to capacity is not expected to occur until Q4.
 - Car Park Improvement Programme – Forecast has been revised to £150k for 21/22 with £370k is proposed to carry forward to 22/23 relating to delays on work at Back Micklegate due to timing of external funding opportunities and ongoing landowner discussions.

- £28k carried forward for Private Sector Home Improvement Loans, driven by reduced demand.

2.11 The HRA currently has a forecast variance of (£523k), the main variances are:

- St Wilfrids Court - £93k, a decision has been made to delay the tender until the next financial year when market pressures may stabilise due to upward pressures on material and labour costs.
- Environmental Improvement Plan - £68k to carry forward, the scheme was delayed by Covid restrictions, 6 sites were identified with 2 anticipated to be completed this financial year.
- Health & Safety Improvement Programme - £361k slippage due to the contractor not having the resources to deliver additional works, combined with lead in time for materials.

Details of the Capital Programme can be found in Appendix C.

Programme for Growth (PfG)

Programme For Growth 2021/22	Actual Year to Date £k	Full Year Budget £k	Full Year Forecast £k	Full Year Variance £k
Total	830	8,335	6,608	-1,727

2.12 Following approval of additional projects, the total programme for growth for delivery from 2021/22 onwards is £23,824k. £830k of this was spent in the first half of the year of which £491k was spent on salaries.

2.13 New projects approved in the recent Medium Term Financial Strategy include £2m investment into the community legacy fund, increase in funds for the transforming cities fund project and budgets to support projects at Sherburn, Tadcaster and Burn.

2.14 Project by project detail can be found in appendix D.

3. Alternative Options Considered

3.1 Not applicable.

4. Implications

4.1 Legal Implications

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

4.2 Financial Implications

There are no financial implications beyond those highlighted in the report.

4.3 Policy and Risk Implications

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

4.4 Corporate Plan Implications

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

4.5 Resource Implications

The pandemic has put considerable pressure on the Council to deliver all of its priorities from the Council plan in addition to the new requirements as a result of covid-19. An additional £500k has been put into the 2021/22 budget to cater for additional staffing requirements to deal with backlogs of work as a result of the pandemic.

4.6 Other Implications

None.

4.7 Equalities Impact Assessment

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

5. Conclusion

5.1 The general fund at the end of quarter 2 is forecasting a (£93k) surplus for the year whilst the housing revenue account is forecasting a (£101k) surplus.

5.2 The council is still suffering considerable losses in 2021/22 against pre-pandemic budgets.

5.3 There continues to be increased pressure on resources and capacity to deliver the Council's priorities with covid-19 and local government reorganisation both likely to require considerable resource throughout the financial year.

6. Background Documents

None.

7. Appendices

Appendices A – D (details below)

- A - General Fund and Housing Revenue Account Revenue Budget Exceptions
- B – General Fund and Housing Revenue Account Savings
- C – General Fund and Housing Revenue Account Capital Programme
- D – Programme for Growth

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	Previous Year Actuals	Original Budget	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	£k	
Income									
Investment Income	-646	-300	-300	-90	-150	-368	60	-68	Interest rates on council investments have now stabilised following the drop in Bank of England base rate as a result of the Covid-19 pandemic, and for the remainder of the 21/22 financial year the rate of return on investment is currently expected to remain at current levels. The average interest rate achieved for Q2 was 0.19% against base rate of 0.1%. Property fund revenue return performance higher than estimated when the budget was set. Return expected to be approximately £160k v a budget of £100k.
Recharges	-11,293	-11,375	-11,443			-11,450		-7	Increased External Audit & Bank Charge costs recharged to the HRA.
Customer & Client Receipts	-4,364	-4,785	-5,493	-2,234	-2,719	-5,444	484	49	The impact of Covid 19 on services has led to a stagnant customer base on the lifeline service £66k and £75k on Car Parks, footfall has not increased leading to low usage, as restrictions ease this position may improve. There is also anticipated to be a shortfall of industrial unit income £38k from occupancy levels due to condition, the approved investment programme will contribute to rectifying it. It is unlikely that the Trades Team will generate any income from rechargable works £50k this year from the impact of Covid and staff shortages in the team. Offsetting this is, the extended use of the Summit Premises as a vaccination centre to 31 March (£114k), Commercial Waste is forecasting an improved position of (£45k), this is due to maintaining and increasing the customer base through the pandemic. Other waste service income is expected to exceed income by (£14k).
Government Grants	-10,772	-11,502	-11,614	-4,808	-4,804	-11,625	-5	-11	Housing Benefit resource management grant (£18k) received offset by reduced Admin Subsidy £7k.
Other Government Grant	-2,686	-1,823	-1,834	-1,155	-922	-2,101	-233	-267	Additional Council Tax Support funding, to be transferred to contingency
Other Grants/Contributions Etc	-30,615	-1,009	-1,313	-920	-708	-1,350	-211	-38	Additional New Burdens funding received including Local Elections & Domestic Abuse Support.
Budget Savings Required		-34	-34			-34			
Total Service Income	-60,376	-30,828	-32,032	-9,207	-9,303	-32,373	96	-342	
Expenditure									
Employees	8,423	8,456	9,075	4,349	4,477	9,252	-128	176	£112k of Vacancy factor has been identified to date leaving £246k still to be achieved (£358k Target). Forecast indicates a £70k saving against salaries at this stage to further contribute to meeting VF. This position is expected to change as the year goes on as more payroll data is available
Premises	815	815	949	555	408	993	147	44	£37k is for additional grass cutting from April to September outside of the agreed contract, £16k shortfall anticipated on NNDR, the majority relates to William Jaques House which forms part of the TCF project, this is partly offset by small repair and utility savings at the Contact Centre premises.
Supplies And Services	37,454	8,451	17,392	3,978	4,090	17,421	-112	29	A net shortfall is currently forecasted £30k for the waste and recycling service due to inflation on the contract anniversary being higher than budgeted and additional contract costs for the waste fleet maintenance and gate fees, savings on commodity payments partially offset this due to stronger paper prices, this is quite volatile and is influenced by volume of waste and prices of recyclable materials. (£11k) is forecasted in Business Support for office running costs and (£18k) on Trade Waste Disposal based on actual payments to date. There is a forecasted shortfall on B&B provision of £14k for homeless services, this is still impacted by the pandemic. There are also increased costs for Bank Charges for the volume of card payments £11k additional Audit Fees £7k and £10k for specialist support for Leisure Services. There are also Scrutiny and Standards Committee savings identified.
Transport	114	145	145	58	73	140	-15	-5	Various car allowance savings across services as a result of reduced travelling due to Covid-19 restrictions.
Benefit Payments	10,268	11,610	11,593	3,810	3,859	11,593		-49	
Support Services	8,201	8,085	8,085			8,085			
Third Party Payments		-23	881	367	368	881			
Drainage Board Levy	1,739	1,814	1,807	880	900	1,760	-20	-47	Inflation increases anticipated when setting the budget were higher than actual levies.
External Interest Payable	77	75	75	38	38	75			
Contingency		2,400	1,175			1,356		181	Additional New Burdens Funding
Total Service Expenditure	67,090	41,830	51,179	14,035	14,211	51,556	-176	377	
Accounting - Non Service budgets									
Total Accounting & Non Service Budgets	-6,714	-11,002	-19,147	-2,477	-2,477	-19,275		-128	Reduced contributions from Bus Dev & P4G Reserves for salary slippage.
Net Total				2,350	2,430	-93	-80	-93	

HRA Management Accounts 2021-22
Results as at 30th September
HRA

	Previous Year	Latest	Year to Date		Annual Total	Variances		Comment
	Actuals	Approved				Year to date	Full Year	
	Actual	Budget	Actual	Budget	Forecast	Actual	Forecast	
	£k	£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-101	-38			-43		-5	Interest rates on council investments have now stabilised following the drop in Bank of England base rate as a result of the Covid-19 pandemic, and for the remainder of the 21/22 financial year the rate of return on investment is currently expected to remain at current levels. The average interest rate achieved for Q2 was 0.19% against base rate of 0.1%
Garage Rents	-102	-107	-45	-54	-100	8	7	Anticipate a shortfall in Garage income as sites identified for HDP have not been replaced.
Housing Rents	-12,010	-12,302	-6,061	-6,151	-12,136	90	166	Forecasts suggest a shortfall in rents against budget. This follows the ongoing impact of Covid-19 on households and homes not being replaced per assumptions in the approved HRA Business Plan.
Customer & Client Receipts	-501	-150	-61	-56	-159	-5	-8	Small increase in Ousegate Hostel Rent due to occupancy levels and recharges to former tenants.
Recharges		-18			-9		9	Internal rechargeable works on corporate buildings have not been taking place due to Covid-19 restrictions, therefore no charges raised to date.
Total Service Income	-12,714	-12,616	-6,167	-6,260	-12,447	93	169	
Expenditure								
Employees	69	123	34	37	119	-3	-4	Small savings expected on Cleaning Staff and Housing Enforcement officer posts.
Premises	825	730	305	320	716	-16	-14	Although this is a small net variance, this is made up of a number of items. There is currently forecast a shortfall in budget for Gas Servicing, this position may improve as the servicing cycle progresses. This is offset by income returns for the alternative heating systems installed and savings on Fencing, Footpaths and Asbestos surveying managed now through the capital programme, savings are also anticipated on solid fuel servicing as systems are being replaced which contributes to this shortfall. There are increased costs for cleaning at the community centres as facilities need to be provided for the Trades Staff in the areas they are working, this is offset by general running and utility costs for these centres not being in general use. There are other smaller savings across services required for supporting the Property Services
Supplies And Services	1,189	1,293	489	503	1,287	-13	-6	Small savings are estimated for rent swipe cards charges and resource accounting (identified for supporting the property services restructure), this is offset by potential shortfalls for increased contributions towards bank charges, audit fees and skip usage.
Support Services	2,742	2,788		34	2,983	-34	195	Delays in implementation of the housing system phase 2 combined with resources still being required to deal with the pandemic mean that the saving of £195k will not be achieved this year.
Transport	189	147	63	66	143	-4	-4	Saving anticipated on fuel charges for the vehicle fleet.
Debt Management Expenses	40	6		3	6	-3		
External Interest Payable	1,915	2,065	42		1,870	42	-195	Only small amount of borrowing anticipated to support the HDP Capital Programme in 21/22, therefore savings anticipated.
Contingencies		75			75			
Provision for Bad Debts	35	271	4		271	4		
Total Service Expenditure	7,004	7,497	937	963	7,469	-26	-29	
Accounting & non service budgets								
Total Accounting & Non Service Budgets	5,710	5,119			4,877		-242	Only a small amount of borrowing anticipated for the HDP Capital programme in 2021/22.
Net Total			-5,230	-5,297	-101	67	-101	

Appendix B : Planned Savings

Strategic Category	Lead	General Fund - Potential Saving	Budget Risk	2021/22 Planned Savings Budget £000's	2021/22 Planned Savings Forecast	2021/22 Planned Savings Variance	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Commentary
Growing resources	Suzan Harrington	Asset rationalisation	Medium	0	0	0	0	100	This saving relates to the lease for the Contact Centre at Market Cross Selby. The saving will be realised when the lease expires and has therefore been reprofiled to 2023/24.
Growing resources	Dave Caulfield	Business Rates Growth	High	0	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.
Total Growing Resources			0	0	0	0	100	300	
Transforming	Suzan Harrington / Stuart Robinson	Process improvements /on-line transactions	High	0	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 to 2023/24.
Transforming	Suzan Harrington	Introduce CT Penalty Scheme - NEW	Medium	5	5	0	5	5	Council Tax Penalty Scheme was not being enforced due to covid-19 but has now been reintroduced.
Transforming	Dave Caulfield	Planning service review	Low	11	11	0	11	11	The planning service review has concluded with an annual recurring saving of £11k
Total Transforming				16	16	0	16	178	
Commissioning	Suzan Harrington	Contract renegotiations	Low	168	168	0	168	168	Savings from contract negotiations
Total Collaboration & Commissioning			0	168	168	0	168	168	
Total				184	184	-	284	646	

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

Strategic Category	Lead	HRA - Potential Saving	Risk	2021/22 Planned Savings Budget £000's	2021/22 Planned Savings Forecast £000's	2021/22 Planned Savings Variance £000's	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Update/Comments
Transforming	Suzan Harrington	Process improvements /on-line transactions	Medium	195	0	195	195	195	The new housing/asset management system is in the process of being implemented and phase 2 will be implemented in 2021/22 but a combination of resource pressures and the time it will take to implement phase 2 and adapt to the new system make the saving unlikely this year. This will be kept under review following implementation.
Total			-	195	-	195	195	195	

Appendix C : 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).			
IT - 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
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.			

Appendix C : 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 C : 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 Cllrs 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			
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		
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.			
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	
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	0	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	
Total General Fund	6,160,904	2,459,714	300,094	207,112	-92,982	1,720,069	735,441	-739,645		2,311,173	839,775	239,000

Appendix C : 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 be 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 C : 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	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 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. 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. 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.	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	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: 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. 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. The forecast has been reduced due to the contractor not having the resources to deliver additional works.	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	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: 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. 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 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.	3,677,796	3,740,890	3,838,150

Appendix C : 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	1,257,878	-1,262,082		15,394,439	6,102,545	5,629,470

Appendix D : 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		
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 and 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	34,850	5,294	34,850	29,556	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.	20,000	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	
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	

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
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, Barby 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 chop 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 beginning 2021-22. The project spend will be determined in accordance with low carbon action plan. Early indications including tree planting initiative and development of community led ideas (Just Transition project). The latter would be towards end of 21/22.	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
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

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 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		257,072	0	257,072	257,072	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.	257,072		
		23,824,497	829,743	23,197,966	22,994,754		6,607,566	12,206,286	5,010,646

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Report Reference Number: E/21/30

To: Executive
Date: 2 December 2021
Status: Non-Key Decision
Ward(s) Affected: All
Author: Christopher Chapman, Accountant
Lead Executive Member: Cllr Cliff Lunn, Lead Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer, S151

Title: Treasury Management – Quarterly Update Q2 2021/22

Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1st July to 30th September 2021 (Q2) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments held in the NYCC Investment pool totalled £77.7m up to the end of the second quarter, at an average rate of 0.19% and earned interest of £73.1k (£49.3k allocated to the General Fund; £23.8k allocated to the HRA) which is £14.4k above the year to date budget. Interest rates on council investments have now stabilised following the drop in Bank of England base rate as a result of the Covid-19 pandemic, and for the remainder of the 21/22 financial year the rate of return on investment is currently expected to remain at current levels. In this regard forecast returns could be in the region of £133k, a budget surplus of £16k.

A prudent forecast has been made in this respect, continuing to assume decreasing invested cash balances over the course of the year as funds are utilised for the annual capital programme. The interest forecast will be kept under review as the year progresses. The Bank Rate of 0.10% is expected to remain in place until March 2022.

In addition to investments held in the pool, the Council has £4.93m invested in property funds as at 30 September 2021. The funds have achieved a 3.46% revenue return and 5.96% capital gain over the course of the year. This resulted in revenue income of £82.9k to the end of Q2 and an 'unrealised' capital gain of £277.1k. These funds are long term investments and changes in capital values are realised when the units in the funds are sold.

Borrowing – Long-term borrowing totalled £52.833m at 30th September 2021,

(£1.6m relating to the General Fund; £51.233m relating to the HRA). Interest payments of £1.912m are forecast for 2021/22, a saving of £0.015m against budget. The Council had no short-term borrowing in place as at 30 September 2021.

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

Recommendation:

- i. That Executive note the actions of officers on the Council’s treasury activities for Q2 2021/22 and approve the revised Prudential Indicators set out at Appendix A to the report.**

Reasons for recommendation

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

1. Introduction and background

- 1.1 This is the second monitoring report for treasury management in 2021/22 and covers the period 1 July to 30 September 2021. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA “Code of Practice on Treasury Management in the Public Services” and in this context is the management of the Council’s cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements. The Council’s Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 18 February 2021.
- 1.4 The two key budgets related to the Council’s treasury management activities are the amount of interest earned on investments £118k (£80k General Fund, £38k HRA) and the amount of interest paid on borrowing £1.927m (£75.2k General Fund, £1.852m HRA).

2. The Report

Market Conditions and Interest Rates

- 2.1 The Council’s treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q2 2021/22 up to 30 September 2021:
 - Bank Rate remained unchanged at 0.1%, with no changes made to the programme of quantitative easing;

- inflationary pressures, due to labour shortages and increasing gas and electricity costs, may mean that inflation is higher than the Bank of England's 2% target for some time;
- financial markets are now pricing in a first increase in Bank Rate from 0.10% to 0.25% in February 2022; and
- Covid-19 vaccines have boosted confidence, with the expectation of increased demand in the travel, restaurant and hotel sectors.

Interest Rate Forecasts

2.2 The current interest rate forecasts (last update 29th September) of Link Asset Services – Treasury Solutions are as follows:

<i>Date</i>	<i>Bank rate</i>	<i>5 year PWLB*</i>	<i>10 year PWLB*</i>	<i>25 year PWLB*</i>	<i>50 year PWLB*</i>
Current rates	0.10%	1.40%	1.80%	2.20%	2.00%
Dec 2021	0.10%	1.40%	1.80%	2.20%	2.00%
March 2022	0.25%	1.40%	1.80%	2.20%	2.00%
June 2022	0.25%	1.50%	1.90%	2.30%	2.10%
Sept 2022	0.25%	1.50%	1.90%	2.30%	2.20%
Dec 2022	0.25%	1.60%	2.00%	2.40%	2.20%
March 2023	0.25%	1.60%	2.00%	2.40%	2.20%
June 2023	0.50%	1.60%	2.00%	2.40%	2.20%
Sept 2023	0.50%	1.70%	2.10%	2.50%	2.30%
Dec 2023	0.50%	1.70%	2.10%	2.50%	2.30%
Mar 2024	0.75%	1.70%	2.10%	2.60%	2.40%

* Net of certainty rate 0.2% discount

2.3 After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, the Monetary Policy Committee has left the rate unchanged at its subsequent meetings. As shown in the forecast table above, an increase in Bank Rate from 0.10% to 0.25% is now forecasted for March 2022, a second increase to 0.50% in June 2023 and a third one to 0.75% in March 2024.

Annual Investment Strategy

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

- Security of Capital and
- Liquidity of its investments

2.5 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, the Council's Annual Investment strategy and Lending List has been aligned to that of NYCC.

- 2.6 NYCC continues to invest in only highly credit rated institutions using the Link suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year.
- 2.7 The Council's investment activity in the NYCC investment pool up to Q2 2021/22 was as follows:

• Balance invested at 30 September 2021	£80.6m
• Average Daily Balance Q2 21/22	£77.7m
• Average Interest Rate Achieved Q2 21/22	0.19%
• Total Interest Budgeted for 2021/22	£118k
• Total Forecast income for 2021/22	£133k

- 2.8 The average return to Q2 2021/22 of 0.19% compares with the average benchmark returns as follows:

• 7 day	-0.08%
• 1 month	-0.07%
• 3 months	-0.05%
• 6 months	-0.02%
• 12 months	0.07%

Borrowing

- 2.9 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix A. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.10 The TMSS indicated that there was no requirement to take external borrowing during 2021/22 to support the budgeted capital programme. However, the borrowing requirement is largely dependent on the Housing Development Programme and whilst it is expected that this will be funded by internal borrowing, this will continue to be reviewed to optimise the timing of external debt.
- 2.11 The Council approved an Authorised Borrowing Limit of £78m (£77m debt and £1m Leases) and an Operational Borrowing Limit of £73m (£72m debt and £1m Leases) for 2021/22.
- 2.12 The current strategy in relation to capital financing, is to continue the voluntary set aside of Minimum Revenue Provision (MRP) payments from the HRA in relation to self-financing debt in order to be in a position to repay the debt over 30 years. £1.58m is budgeted for 2021/22.
- 2.13 The combination of the long-term loan repayment in 2020/21, and the Council's voluntary MRP strategy, has meant the Council was in an under-borrowed position of £3.5m as at 30 September 2021. This means that capital borrowing (external debt) is currently lower than Council's underlying need to borrow. Based on current

forecasts, the council will be in an under borrowed position of £0.8m at year end, which is in line with MTFS indicators.

2.14 The Council's external borrowing requirements continue to be reviewed on an on-going basis to ensure the borrowing strategy reflects the latest capital programme needs and forecast borrowing rates.

2.15 Plans to undertake any additional long-term borrowing in the short/medium term will be kept under review while borrowing rates remain low, as the HRA Extended Housing Delivery Programme will continue to progress.

Capital Strategy

2.16 The Capital Strategy was included as part of the Council's Annual Treasury Management and Investment Strategy 2021/22, approved in February 2021 and updated in July 2021 as part of a refreshed Medium-Term Financial Strategy. The Capital Strategy sets out how capital expenditure, capital financing and treasury management contribute to the provision of corporate and service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.

2.17 Alternative non-treasury investments are considered as part of the Capital Strategy. Given the technical nature of potential alternative investments and strong linkages to the Council's Treasury Management function, appropriate governance and decision-making arrangements are needed to ensure robust due diligence in order to make recommendations for implementation. As a result, all investments are subject to consideration and where necessary recommendations of the Executive.

Housing Delivery Programme Loans

2.18 The Housing Delivery Programme has delivered a number of successful schemes so far, in partnership with Selby & District Housing Trust. Whilst no further schemes are planned, existing loans to fund provision of affordable homes in the District continue. The forecast income for the year in addition to standard treasury returns is £118k, which is approximately £112k over the forecasted standard interest that is currently achieved on cash investments.

2.19

Scheme	Loan Rate %	Principal Outstanding 30 September 2021 £	Interest Q2 21/22 £	Interest Full Year £

Kirgate, Tadcaster	4.56%	182,373	4,354	8,708
St Joseph's St	4.20%	198,103	4,260	8,520
Jubilee Close, Ricall	3.55%	536,299	9,413	18,826
Ulleskelf	4.87%	1,049,193	25,281	50,562
Ousegate	3.65%	849,425	15,573	31,146
Average Rate / Total Principal and Interest	4.19%	2,815,394	58,881	117,762

Commercial Property Investments

- 2.20 To date there have been two Commercial Property acquisitions, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first acquisition was a Tadcaster property, which completed during Q2 18/19. The second in Selby, which completed towards the end of Q3 18/19 and was subsequently sold in July 2020 generating small surplus of around £10k. Plans for the future of the Tadcaster property are currently being considered.

Property Funds

- 2.21 The position on Property Funds at 30 September 2021 is as follows:

In Year Performance

Fund	Bfwd Investment £k	Valuation as at 30-Sep-21 £k	In Year Performance Q2 21/22			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,394.96	2,516.98	122.0	5.09	34.8	2.83
Threadneedle	2,225.82	2,410.89	155.1	6.87	48.1	4.12
Total	4,650.78	4,927.87	277.1	5.96	82.9	3.46

- 2.22 Total Fund Performance

Fund	Original Investment £k	Valuation as at 30-Sep-21 £k	Total Performance			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,502.50	2,516.98	14.5	0.58	229.9	3.36
Threadneedle	2,439.24	2,410.89	(28.3)	(1.16)	304.2	4.25
Total	4,941.73	4,927.87	(13.8)	(0.28)	534.1	3.80

- 2.23 Investments held in Property Funds are classified as Non-Specified Investments and are, consequently, long term in nature. Valuations can, therefore, fall and rise over the period they are held. Any gains or losses in the capital value of investments are held in an unusable reserve on the balance sheet and do not

impact on the General Fund until units in the funds are sold.

- 2.24 Following a fall in Fund Capital Values in the initial months of 2020 as a result of Covid-19, the values of both funds have continued their recovery and now stand above pre-Covid levels. At the end of Q2 2021/22 the funds have demonstrated a combined capital gain of £227.1k in the year. Both funds have also continued to generate a positive revenue return, amounting to £82.9k by the end of Q2 of 2021/22.

3.0 Alternative Options Considered

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

4.0 Implications

4.1 Legal Implications

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

4.2 Financial Implications

- 4.2.1 The financial implications are set out in the report.

5. Conclusion

- 5.1 The ongoing impact of the pandemic, and the speed and nature of the economic recovery seen, continue to have an impact on the Council's investment returns. An increase in Bank of England base rate is now forecasted to occur prior to the end of the financial year, however this position will be kept under review. Any increase in base rate will serve to increase the rate of return of Council investments.

- 5.2 The Council's debt position is in line with expectations with no further in year loans to the Selby District Housing Trust, and no expenditure to purchase new land as part of the capital programme anticipated, as approved under the latest Medium Term Financial Strategy. Opportunities to optimise the Council's debt portfolio will continue to remain under review.

- 5.3 The Prudential Indicators are reviewed annually as part of the Treasury Strategy to ensure approved boundaries remain appropriate. The indicators in the Appendix reflect the updated position approved as part of the refreshed MTFS approved in July 2021, as referenced in the Q1 report. The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits.

6. Background Documents

None

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Appendices:

Appendix A – Prudential Indicators as at 30 September 2021

Prudential Indicators - As at 30 September 2021

APPENDIX A

Note	Prudential Indicator	2021/22 Updated Indicator - MTFS	Quarter 2 Actual
1	Capital Financing Requirement £'000	53,682	56,361
	Gross Borrowing £'000	52,833	52,833
	Investments £'000	53,216	88,753
2	Net Borrowing £'000	-383	-35,920
3	Authorised Limit for External Debt £'000	78,000	52,833
4	Operational Boundry for External Debt £'000	73,000	52,833
5	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	0%
6	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	0
7	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	0.00%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	3.00%
	15 years and above %	90%	97.00%

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

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

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

4. Operational Boundary for External Debt – this is set at the Council's most

likely operation level. Any breaches of this would be reported to Councillor's immediately.

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

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

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



Report Reference Number: E/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

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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	

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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 138 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

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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	

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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		

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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.			

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

Forecast
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

Forecast 22/23	Forecast 23/24	Forecast 24/25
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

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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 and 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	

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