



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY, 11 SEPTEMBER 2018**
Time: **5.00 PM**
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD,
SELBY, YO8 9FT**
To: **Councillors J Deans (Chair), M Hobson (Vice-Chair),
J Cattanach, M McCartney, K Arthur, D Hutchinson and
J Shaw-Wright**

Agenda

1. Apologies for Absence

2. Disclosures of Interest

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

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

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

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

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

3. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 24 July 2018.

4. Chair's Address to the Policy Review Committee

5. Gambling Policy Refresh (Pages 5 - 42)

To consider the draft Gambling Policy, the consultation responses received and provide any comments or recommendations.

6. Universal Credit Update (PR/18/3) (Pages 43 - 48)

To consider the content of the report and make any comments on Universal Credit.

7. Medium Term Financial Strategy (PR/18/4) (Pages 49 - 100)

To consider the contents of the report and make any comments on the Council's Medium Term Financial Strategy.

8. Work Programme 2018-19 (Pages 101 - 104)

To consider the current Policy Review Committee Work Programme for 2018-19.

G. Marshall

Gillian Marshall, Solicitor to the Council

<p>Dates of next meetings (5.00pm) Tuesday, 16 October 2018</p>
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Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046
vforeman@selby.gov.uk.

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Minutes

Policy Review Committee

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Tuesday, 24 July 2018
Time:	5.00 pm
Present:	Councillors J Deans (Chair), J Cattnach, M McCartney, P Welch and K Arthur
Officers present:	Martin Grainger, Head of Planning, Fiona Derybshire, Planning Development Officer, Victoria Foreman, Democratic Services Officer
Others present:	Councillor J Mackman, Executive Lead Member for Place Shaping
Public:	0
Press:	0

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Hobson and J Shaw-Wright. Councillor Paul Welch was in attendance as a substitute for Councillor Shaw-Wright.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 MINUTES

The Committee considered the minutes of the meeting held on 17 April 2018.

RESOLVED:

To approve the minutes of the Policy Review Committee held on 17 April 2018 for signing by the Chair.

4 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE

The Chair asked Members to avoid making reference to specific enforcement cases when discussing agenda item 5 – Planning Enforcement Management Plan.

5 PLANNING ENFORCEMENT MANAGEMENT PLAN (PR/18/1)

The Committee received a report from the Planning Development Officer and was asked to agree the use of a specific Planning Enforcement Management Plan (PEMP) to improve the performance of planning enforcement, and note that a specific PEMP would enable the embedding of policy and practice, which would improve responses and output, whilst at the same time setting clear standards for delivery. The Executive Lead Member for Place Shaping was in attendance at the meeting.

The Head of Planning explained that the report before Members set out the current policy governing planning enforcement and established the principles of forward planning for service improvement. The service was underpinned by Selby District Council's Corporate Enforcement Policy and formed the overarching general approach to enforcement of planning, licensing, housing and environmental issues.

The Committee noted that their views were being sought on the principle of moving towards a specific PEMP in order to facilitate service improvement. When the PEMP had been drafted it would be brought back to the Committee in November 2018 for further comment and consideration.

The Committee was pleased to note that work had already begun to improve the Planning Enforcement service in a number of ways, such as active management of the case load and improving levels of communication. Members acknowledged that around 20% of the cases causing a backlog were either non-planning matters, duplicates or out of time, and emphasised the importance of these cases being filtered out appropriately, in order for the legitimate enforcement matters to be dealt with. Officers explained that this approach was part of the work currently taking place to build a clearer picture of the current situation, and subsequently formulate a strategy of how to move forward work more efficiently.

The Committee expressed concern that prioritisation of enforcement matters was not working, and that better information about enforcement procedures and processes would be useful to both the public and Members. Reporting and monitoring of enforcement was also a key element of the service which Members felt required improvement; Officers confirmed that work would be undertaken on these aspects as part of the development of the PEMP.

Officers explained that recruitment to the Enforcement Team had been an

issue in the past, but that the team would be fully staffed from October. The provision of additional resource and ways of integrating the work of the Enforcement Team with that of Development Management were being explored in order to begin clearing the backlog of cases.

Staff training was identified as another area requiring attention, particularly on the effective use of software and existing workflow/project management systems.

Members noted that Officers were expecting the PEMP to be in force by the end of 2018, and for the service to begin to demonstrate improvements by then. It was suggested by the Executive Member for Place Shaping that an all-Member briefing on planning enforcement could be arranged when the PEMP was in place; the Committee were supportive of this suggestion.

RESOLVED:

- i. To strongly support the development and implementation of a Specific Planning Enforcement Management Plan to improve the performance of planning enforcement.**
- ii. To recommend that a Specific Planning Enforcement Management Plan will enable the embedding of policy and practice, which will improve responses and output, whilst at the same time setting clear standards for delivery.**
- iii. To review the existing case-load and
 - i) all non-planning matters, historic or otherwise, should be removed from the case-load and re-directed to the appropriate service; and**
 - ii) all out-of-time, duplicate cases and non-planning matters should be culled from the list of outstanding cases.****
- iv. To recommend that on completion of the draft Planning Enforcement Management Plan, it should be presented again to the Policy Review Committee for review and comment.**

6 POLICY REVIEW WORK PROGRAMME 2018-19

The Committee considered the work programme and were asked to consider items for inclusion in the 2018/19 municipal year.

The Chair emphasised the importance of Officers preparing and submitting reports to the Committee at the meetings for which their items were scheduled on the work programme. The Committee agreed that their work programme required further development

The Committee asked the Democratic Services Officer to contact Officers who had items under the 'potential items for 2018/19' section at the end of the work programme, in order to ascertain which committee meetings these would be presented at.

RESOLVED:

- i) To note the Work Programme for 2018/19.**
- ii) To ask the Democratic Services Officer to contact Officers with items listed under the 'potential items for 2018/19' section at the end of the plan in order to ascertain which committee meetings these would be presented at.**

The meeting closed at 5.50 pm.



Report Reference Number: PR/18/2

To: Policy Review
Date: 11 September 2018
Status: Non-key decision
Ward(s) Affected: All
Author: Sharon Cousins, Licensing Manager
Lead Executive Member: Councillor Pearson, Lead Executive Member for Housing, Health and Culture
Lead Officer: Gillian Marshall, Solicitor to the Council

Title: Gambling Policy Refresh

Summary:

Selby District Council is the Licensing Authority responsible for the licensing of certain gambling premises licences and all types of gaming machine permits in Selby District. As part of this role the Council must have regard to the statutory licensing objectives and issue a statement of licensing principles (the Gambling Policy) which must be reviewed every 3 years.

The next review is due by January 2019. The existing policy has been reviewed and it is considered that very minor changes are required. The Council consulted on the revised policy between 16 July 2018 to 13 August 2018.

Recommendations:

- i. **To consider the draft Gambling Policy and to provide any comments or recommendations; and**
- ii. **To consider the consultation responses received and to provide comments or recommendations.**

Reasons for recommendation

To ensure the Policy Review Committee have the opportunity to provide comments on the draft Policy.

1. Introduction and background

- 1.1. Selby District Council as a Licensing Authority is given responsibility by the Gambling Act 2005 (the Act) for issuing premises licences for the following in Selby District:

- Casino Premises
 - Bingo Premises
 - Adult Gaming Premises
 - Family Entertainment Centre Premises
 - Betting Premises
- 1.2. The Act also passes responsibility to the Council for the granting of all types of gaming machine permits and alters the manner in which certain categories of lotteries are registered and controlled.
- 1.3. In exercising functions under the Act, the Council must have regard to the Licensing Objectives, which are distinct and different from those contained under the Licensing Act 2003. They are:
- Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way; and
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.4. The Council has a duty which it must discharge under s349 of the Act. The Council is required to formulate a Gambling Policy (Statement of Principles) that it proposes to apply in exercising its functions under the Act.
- 1.5. The Gambling Policy (Statement of Principles) must be reviewed at least every three years, and the current policy must be reviewed and revised (if necessary) by January 2019.

2. The Report

- 2.1. The Gambling Commission (the Commission) is required by s25 of the Act to issue guidance to licensing authorities on the discharge of their functions under the Act. It deals primarily with matters intended to assist in the development of a licensing authority's Gambling Policy and is something the Council must have due regard to. The Commission's guidance was most recently updated in September 2016.
- 2.2. The draft Policy has been reviewed (Appendix A). It was adopted in 2017 and the regulatory regime is unchanged. For that reason it is considered that the only changes required are to update the area's population and to add a footnote to the stakes and prizes table (Appendix D of the policy) to show that these may change.
- 2.3. The Executive considered the draft policy on 12 July 2018 and approved it for consultation from 16 July 2018 to 13 August 2018. The Consultation was wide, including, those consultees required by statute (listed at Appendix B of the draft Policy), as well as non-statutory consultees such as the general public, Parish Councils and Selby District Councillors.

2.4. Following this consultation, a policy amended as necessary, is scheduled to be presented to the Executive on 1 November 2018, seeking endorsement for Full Council on 18 December 2018. Subject to approval, the Policy will then come into force before January 2019.

2.5 The Consultation was carried out between 16 July 2018 to 13 August 2018, the following comments have been received:

2.5.1 HM Revenue and Customs a Responsible Authority listed in the appendices of the policy, made contact to amend their postal contact address from 21 India Street to: HM Revenue and Customs, Excise Processing Teams, BX9 1GL, England.

2.5.2 The Gambling Commission emailed and stated that it did not intend to make any representations, however, it made the following observation:

“Within Section 12 of the document, you may wish to include a Council requirement that Local Risk Assessments (LRA) are kept on the premises”.

2.5.2.1. Such a provision may prove helpful to Enforcement Officers when conducting visits to licensed premises as, on occasions, Operators assert the LRA is retained elsewhere / head office.

2.5.2.2 LRA's are a social responsibility code which helps them demonstrate how they aim to address the local risks to the licensing objectives. Premise licence holders in the District must conduct a local risk assessment. These must take into account the relevant matters identified in the licensing authorities statement of licensing policy.

2.5.2.3 They should be structured in a manner that offers sufficient assurance that the premises have suitable controls and procedures in place. These controls should reflect the level of risk within the particular area, which will be determined by local circumstances.

3. Legal Implications

3.1. The review of the Gambling Policy (Statement of Principles) is a legislative requirement. Legislation requires that the final approval for the new Gambling Policy (Statement of Principles) is given by Full Council. Failure to review the policy and follow the correct guidelines will leave decisions on gambling licensing open to challenge.

3.2. The approval of the policy is part of the Budget and Policy Framework of the Council and therefore the Executive is responsible for proposing and consulting on the policy whereas the approval of it must be undertaken by Full Council.

4. Financial Implications

- 4.1. This policy proposes no significant changes and no financial risk is identified.

5. Equalities Impact Assessment

- 5.1. Given the minor nature of the changes to the draft no impacts are anticipated and therefore no screening document completed.

6. Conclusion

- 6.1. The Gambling Policy (Statement of Principles) has received a statutory required review which will ensure the Council is carrying out its role as Licensing Authority in line with the Gambling Act and the most recent Gambling Commission guidance. The draft Policy went out for consultation between 16 July 2018 and 13 August 2018. It received no representations, however two comments were received.
- 6.2. Officers are seeking comments from the Policy Review Committee. The draft Policy will then be presented to the Executive, seeking endorsement for approval from Full Council. Subject to approval, the new policy will then come in to force by 31 January 2019.

7. Background Documents

Existing Gambling Policy

8. Appendices

Appendix A – Draft Gambling Policy (Statement of Principles)

Contact Officer:

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01757 292033



Gambling Policy

Gambling Act 2005

Statement of Principles





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PART A

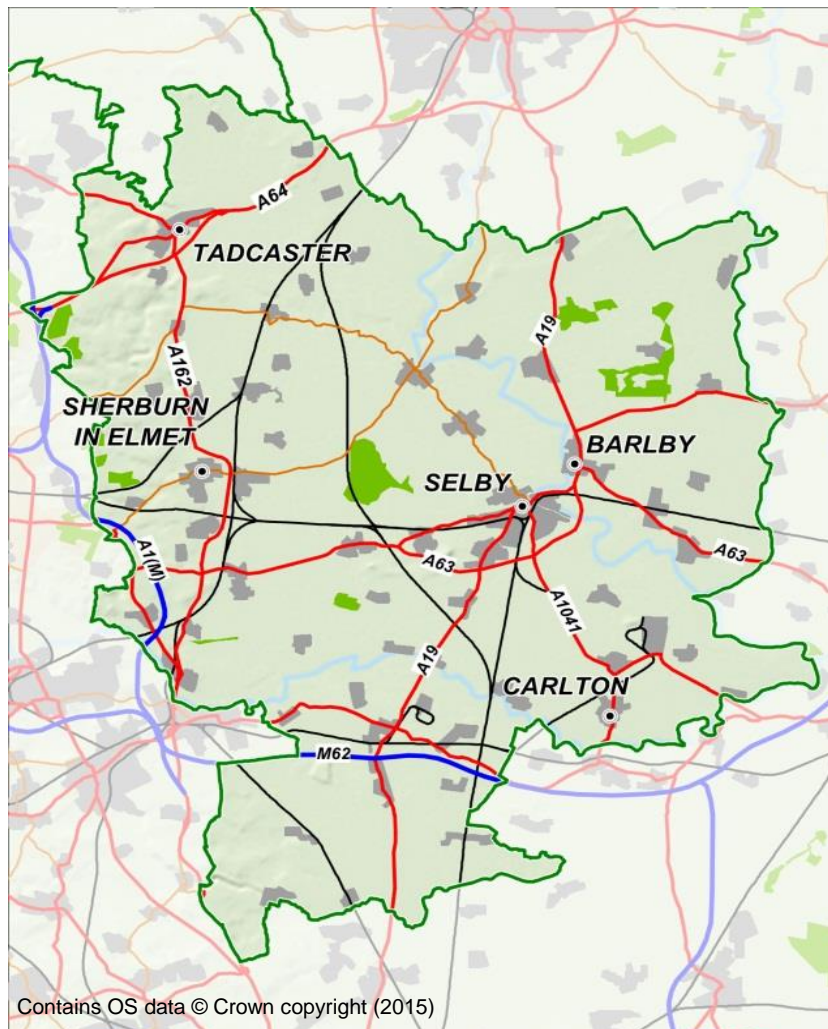
1. Introduction

- 1.1 Section 349 of the Gambling Act 2005 ('the Act') requires us (Selby District Council) as a Licensing Authority in England and Wales to define and publish our Policy Statement on the exercise of our gambling functions at least every three years.
- 1.2 We will review our statement from "time to time" and consult upon any amended parts to the statement. We will then re-publish the amended statement.
- 1.3 In exercising most of our functions under the Act, we must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
 - Ensuring that gambling is conducted in a fair and open way
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 1.3 We have noted that the Gambling Commission has stated: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".
- 1.4 We have noted that, as per section 153 of the Act, in making decisions about premises licences and temporary use notices we should aim to permit the use of premises for gambling in so far as we think it is:
 - in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives and
 - in accordance with the authority's Statement of Principles
- 1.5 The Act requires that we consult with the following parties:
 - The Chief Officer of Police
 - One or more persons who appear to us to represent the interests of persons carrying on gambling businesses in our area
 - One or more persons who appear to us to represent the interests of persons who are likely to be affected by the exercise of the our functions under the Gambling Act 2005
- 1.6 We have consulted widely on this policy statement from to. A list of persons consulted can be found at Appendix A.
- 1.7 There were four comments received in response to this consultation.
- 1.8 This statement of Principles was approved at a meeting of the Full Council on. This is published on our website (www.selby.gov.uk). In addition, copies are placed in the public libraries of the area as well as being available in our customer contact centre.

1.9 It should be noted that this Statement of Principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

2. Profile of Selby District

2.1 Selby District is situated in the County of North Yorkshire. It covers an area of 602 square kilometres and is situated to the south of the city of York. The district's population is 86,900¹ and the principal settlements are Selby, Tadcaster and Sherburn-in-Elmet. The council area is mainly rural in character and aspect with a dispersed settlement plan. There are 74 Parish Councils as well as various Parish and Community meetings. Selby in particular is of historical importance built as it is around Selby Abbey. As a consequence tourism and leisure are important industries. Detail of the district is shown in the map below.



¹ ONS Mid-Year Estimates 2016

3. Declaration

- 3.1 In producing this Statement of Principles, we have given regard to the licensing objectives of the Act, the guidance issued by the Gambling Commission, and any responses from those consulted on the Statement of Principles.

4. Responsible Authorities

- 4.1 We are required by regulations to state the principles we will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group
- 4.2 In accordance with the Gambling Commission's Guidance for local authorities this authority designates Corporate Director of Children and Young People's Services, North Yorkshire County Council, Room 122 County Hall, Racecourse Lane, Northallerton, North Yorkshire, DL7 8DD for this purpose.
- 4.3 The contact details of the Responsible Authorities under the Act can be found at Appendix B and on our website www.selby.gov.uk

5. Interested parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Act as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorities activities,*
- b) has business interests that might be affected by the authorised activities, or*
- c) represents persons who satisfy paragraph (a) or (b)”*

- 5.2 We are required by regulations to state the principles we will apply in exercising our powers under the Act to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits. We will not apply a rigid rule to our decision making. We will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities at 8.12 to 8.17. Note though that decisions on premises and temporary use notices must be “in accordance” with Gambling Commission Guidance (Section 153 of the Act). We will also consider the

Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

- Interested parties can be persons who are democratically elected such as councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these, however, we will generally require written evidence that a person/body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the licensing team at:

Licensing
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT
licensing@selby.gov.uk

01757 705101

6. Exchange of Information

- 6.1 We are required to include in our policy statement the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between us and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between us and the other persons listed in Schedule 6 to the Act.
- 6.2 The principle that we apply is that we will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. We will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Act.
- 6.3 Should any protocols be established as regards information exchange with other bodies then they will be made available.

7. Enforcement

7.1 We are required by regulation under the Act to state the principles we will apply to exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

7.2 Our principles are that:

We will be guided by the Gambling Commission's Guidance for local authorities. We will endeavour to be:

- **Proportionate:** regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
- **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- **Consistent:** rules and standards must be joined up and implemented fairly;
- **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
- **Targeted:** regulation should be focused on the problem, and minimise side effects.

7.3 As per the Gambling Commission's Guidance for local authorities we will endeavour to avoid duplication with other regulatory regimes so far as possible.

7.4 We have adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this Statement of Licensing Principles

7.5 Our main enforcement and compliance role in terms of the Act will be to ensure compliance with the premises licences and other permissions which we authorise. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that we will not deal with concerns about manufacture, supply or repair of gaming machines but these concerns will be notified to the Gambling Commission.

7.6 We will also keep ourselves informed of developments regarding the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

7.7 Bearing in mind the principle of transparency, our Corporate Enforcement Policy is available upon request from the licensing team (see details on page 7) or online at: <http://www.selby.gov.uk/enforcement-policy>.

8. Licensing Authority functions

8.1 As the Licensing Authority we are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- Register *small society lotteries* below prescribed thresholds
- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

8.2 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via Operator Licences.

PART B

PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

9. General Principles

9.1 Premises Licences will be subject to the requirements set-out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

Decision-making

9.2 We are aware that in making decisions about premises licences we should aim to permit the use of premises for gambling in so far as we think it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy (which is available to view at the following webpage: <http://www.selby.gov.uk/licensing-policies>)

9.3 It is appreciated that as per the Gambling Commission's Guidance for local authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos below) and also that unmet demand is not a criterion for us.

10. Definition of “premises”

10.1 In the Act “premises” is defined as including “any place”. Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

10.2 The Gambling Commission states in the fifth edition of its Guidance to Licensing Authorities that: “in most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the

Gambling Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.

10.3 We take particular note of the Gambling Commission's Guidance to Local Authorities which states that: Licensing Authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

10.4 The Guidance also gives a list of factors which we should be aware of when considering if two or more proposed premises are truly separate, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

10.5 We will consider these and other relevant factors in making decision, depending on all the circumstances of the case.

10.6 The Gambling Commission’s relevant access provisions (as defined at 7.23 of the Guidance) for each premises type are reproduced below:

Type of premises	Access Provisions
Casinos	<ul style="list-style-type: none"> • The principal access entrance to the premises must be from a street • No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons • No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence
Adult Gaming Centre	<ul style="list-style-type: none"> • No customer must be able to access the premises directly from any other licensed gambling premises
Betting Shops	<ul style="list-style-type: none"> • Access must be from a street or from another premises with a betting premises licence • No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.
Tracks	<ul style="list-style-type: none"> • No customer should be able to access the premises directly from: <ul style="list-style-type: none"> - a casino, or - an adult gaming centre
Bingo Premises	<ul style="list-style-type: none"> • No customer must be able to access the premises directly from: <ul style="list-style-type: none"> - a casino - an adult gaming centre, or - a betting premises, other than a track
Family Entertainment Centre	<ul style="list-style-type: none"> • No customer must be able to access the premises directly from: <ul style="list-style-type: none"> - a casino - an adult gaming centre, or - a betting premises, other than a track

10.7 Part 7 of the Gambling Commission’s Guidance to Licensing Authorities contains further guidance on this issue, which we will also take into account in our decision-making.

11. Premises “ready for gambling”

11.1 The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that we can be satisfied is going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

- 11.2 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.
- 11.3 In deciding whether a premises licence can be granted where there is outstanding construction or alteration works at premises, this authority will determine applications on their merits, applying a two stage consideration process:
- **Stage 1:** whether the premises ought to be permitted to be used for gambling
 - **Stage 2:** whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.
- 11.4 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.
- 11.5 More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.59-7.66 of the Guidance.

12. Location:

- 12.1 We are aware that demand issues cannot be considered with regard to the location of premises, but that considerations in terms of the licensing objectives are relevant to our decision-making. As per the Gambling Commission's Guidance to Local Authorities, we will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this policy statement will be updated.
- 12.2 We will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives before refusing. From 6 April 2016, it has been a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under Section 10, for licensees to assess the local risks to the licensing objectives posed by the provisions of gambling facilities at each of their premises, and have policies, procedures and control measure to mitigate those risks. In undertaking their risk assessments, they must take into account relevant matters identified in this policy statement.
- 12.3 The LCCP say that licensees must review (and update as necessary) their local risk assessments:
- to take account of significant changes in local circumstances, including those identified in this policy statement;
 - when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
 - when applying for a variation of a premises licence; and
 - in any case, undertake a local risk assessment when applying for a new premises licence.

12.4 We expect the local risk assessment to consider as a minimum:

- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
- the demographics of the area in relation to vulnerable groups;
- whether the premises is in an area subject to high levels of crime and/or disorder.

12.5 Local risk assessments should show how vulnerable people, including people with gambling dependencies are protected.

12.6 It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how the concerns can be overcome.

13. Duplication with other regulatory regimes:

13.1 We will seek to avoid any duplication with other statutory / regulatory systems where possible, including planning. We will not consider whether a licence application is likely to be awarded planning or building approval, in our consideration of it. We will though listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

13.2 When dealing with a premises licence application for finished buildings, we will not take into account whether those buildings have to comply with the necessary planning or building consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning controls, buildings and other regulations and must not form part of the consideration for the premises licence.

14. Licensing objectives

14.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, we have considered the Gambling Commission's Guidance to Local Authorities:

14.2 Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

We are aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. We are aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

14.3 Ensuring that gambling is conducted in a fair and open way

We note that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences (but, if such concerns come to our notice we will forward them to the Commission). There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section below.

14.4 Protecting children and other vulnerable persons from being harmed or exploited by gambling

We have noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). We will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

14.5 We will also make ourselves aware of the Codes of Practice which the Gambling Commission issues as regards this licensing objective, in relation to specific types of premises.

14.6 As regards the term "vulnerable persons" it is noted that the Gambling Commission does not seek to offer a definition but states that "it will for regulatory purposes assume that this group includes:

- people who gamble more than they want to;
- people gambling beyond their means; and
- people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs."

14.7 We will consider this licensing objective on a case by case basis.

15. Conditions

15.1 Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises: and
- reasonable in all other respects.

15.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures we will consider utilising should there be a perceived need, such as:

- the use of door supervisors;
- supervision of adult gaming machines; and

- appropriate signage for adult only areas etc.

15.3 There are specific comments made in this regard under some of the licence types below. We will also expect the licence applicant to offer his/her own suggestions as to ways in which the licensing objectives can be met effectively.

15.4 We will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

15.5 We will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

15.6 These considerations will apply to premises including buildings where multiple premises licences are applicable.

15.7 It is noted that there are conditions which we cannot attach to premises licences these are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

16. Door Supervisors

16.1 The Gambling Commission advises in its Guidance to Licensing Authorities that if we are concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then we may require that the entrances to the premises are controlled by a door supervisor, and we are entitled to impose a condition on the premises licence to this effect.

16.2 It is noted that the door supervisors at casinos or bingo premises are not required to be registered by the Security Industry Authority (SIA) under the Private Security Act 2001. Where door supervisors are provided at these premises the operator should ensure that any persons employed in this capacity are fit and proper to carry out such duties. Possible ways

to achieve this could be to carry out a Disclosure and Barring Service check on potential staff and for such personnel to have attended industry recognised training. Door supervisors not directly employed by a casino or bingo operator do have to be SIA registered.

17. Adult Gaming Centres

17.1 We will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

17.2 We may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive.

18. (Licensed) Family Entertainment Centres

18.1 Licensed Family Entertainment Centres (FECs) are those premises which usually provide a range of amusements such as computer games, penny pushers and may have a separate section for adult only 17 gaming machines with higher stakes and prizes. Licensed FECs will be able to make available unlimited category C and D machines where there is a clear segregation in place so children do not access the areas where the category C machines are located.

18.2 We will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

18.3 We may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive.

18.4 We will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. We will also make ourselves aware of any mandatory or default conditions on these premises licences.

19. Casinos

19.1 *No Casinos resolution* – We have not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but we are aware that we have the power to do so. Should we decide in the future to pass such a resolution, we will update this Statement of Principles with details of that resolution. Any such decision will be made by the Full Council.

19.2 *Licence considerations / conditions* – We will attach conditions to casino premises licences according to the principles set out in the Gambling Commission's Guidance at paragraph 9, bearing in mind the mandatory conditions listed at paragraph 17 of the Guidance, and the Licence Conditions and Codes of Practice published by the Gambling Commission.

20. Bingo premises

20.1 We note that the Gambling Commission's Guidance states:

20.2 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

20.3 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

21. Betting premises

21.1 *Betting machines* - Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, we will, amongst other things, take into account:

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by vulnerable persons

21.2 Where an applicant for a betting premises licence intends to offer higher stake category B gaming machines (categories B2-B4) including any Fixed Odds Betting Terminals (FOBTs), then applicants should consider the control measures related to the protection of vulnerable persons.

21.3 Where certain measures are not already addressed by the mandatory and default conditions and the Gambling Commission's Codes of Practice or by the applicant we may consider licence conditions to address such issues.

Appropriate licence conditions may be:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive.

22. Tracks

22.1 Tracks (as defined by s353 the Act means a horse-race course, dog track or other premises on any part of which a race or other sporting event takes place or is intended to take place) are different from other premises in that there may be more than one premises licence in effect and that the track operator may not be required to hold an operating licence as there may be several premises licence holders at the track which will need to hold their own operating licences.

22.2 There may be some specific considerations with regard to the protection of children and vulnerable persons from being harmed or exploited by gambling and this authority would expect the premises licence applicants to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided,

although they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

We may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive.

22.3 *Gaming machines* – Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

22.4 *Betting machines* – We have a power under the Act, to restrict the number of betting machines, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. In relation to betting premises away from tracks, we will take into account the size of the premises and the ability of staff to monitor the use of the machines by vulnerable people when determining the number of machines permitted.

22.5 Similar considerations apply in relation to tracks, where the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the law and prevent children betting on the machine. We will consider restricting the number and location of betting machines, in the light of the circumstances of each application for a track betting premises licence.

22.6 We take the view that it would be preferable for all self-contained premises operated by off-course betting operators on track to be the subject of separate premises licences. This would ensure that there was clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

22.7 **Condition on rules being displayed** - This authority will consider whether to attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

22.8 **Applications and plans** – The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that we have the necessary information to make an informed judgement about whether the premises are fit for gambling.

The plan will also be used for us to plan future premises inspection activity. (See Guidance to Licensing Authorities, paragraph 20.28).

22.9 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations (See Guidance to Licensing Authorities 20.29).

22.10 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises (See Guidance to Licensing Authorities 20.31).

22.11 In rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the premises boundaries do not need to be defined (See Guidance to Licensing Authorities, paragraphs 20.32).

22.12 We appreciate that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information so that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan. (See Guidance to Licensing Authorities, paragraph 20.33).

23. Travelling Fairs

23.1 Where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, we are responsible for deciding whether the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

23.2 We will also consider whether the applicant falls within the statutory definition of a travelling fair.

23.3 It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. We will work with our neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

24. Provisional Statements

24.1 Developers may wish to apply to us for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in

light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

24.2 Section 204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed
- expects to be altered; or
- expects to acquire a right to occupy

24.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

24.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

24.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. We will be constrained in the matters we can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances

24.6 In addition to this, we may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premise has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and we note that it can discuss any concerns it has with the applicant before making a decision.

25. Reviews

25.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for us, as the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and

- in accordance with this Gambling Act 2005 - Statement of Principles.

25.2 The request for the review will also be subject to our consideration as to whether the request is frivolous, vexatious, or whether it will certainly not cause us to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

25.3 We can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

25.4 Once we have received a valid application for a review, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after we receive the application, we will publish notice of the application within 7 days of receipt.

25.5 We must carry out the review as soon as possible after the 28 day period for making representations has passed.

25.6 The purpose of the review will be to determine whether we should take any action in relation to the licence. If action is justified, the options open to us are to:-

- (a) add, remove or amend a licence condition we impose;
- (b) exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- (c) suspend the premises licence for a period not exceeding three months; and
- (d) revoke the premises licence

25.7 In determining what action, if any, should be taken following a review, we must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

25.8 In particular, we may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

25.9 Once the review has been completed, we must, as soon as possible, notify our decision to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

PART C

Permits / Temporary & Occasional Use Notice

26. Unlicensed Family Entertainment Centre gaming machine permits

- 26.1 Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to us for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238 of the Act).
- 26.2 The Act states that a Licensing Authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25 of the Act.
- 26.3 S24.9 of the Guidance also states: “An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application” Licensing Authorities might wish to consider asking applications to demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
 - that staff are trained to have a full understanding of the maximum stakes and prizes.
- 26.4 It should be noted that a Licensing Authority cannot attach conditions to this type of permit.
- 26.5 **Statement of Principles:** We expect applicants to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. We also expect (as per Gambling Commission Guidance), that applicants demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
 - that staff are trained to have a full understanding of the maximum stakes and prizes.

27. (Alcohol) Licensed premises gaming machine permits

- 27.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify us, as the licensing authority. We can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

27.2 **Permit: 3 or more machines-** If a premises wishes to have more than 2 machines, then it needs to apply for a permit and we must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as [we] think relevant.*”

27.3 We consider that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff, who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

27.4 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

27.5 It should be noted that we can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

27.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

28. Prize Gaming Permits

28.1 The Act states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

28.2 We have prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law
- clear policies that outline the steps to be taken to protect children from harm.

- 28.3 In making our decision on an application for this permit we do not need (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 28.4 It should be noted that there are conditions in the Act by which the permit holder must comply, but to which we cannot attach conditions.

The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

29. Club Gaming and Club Machines Permits

- 29.1 Members Clubs and Miners' welfare institutes may apply for a Club Gaming Permit or a Club Gaming Machines Permit. A Commercial Club may only apply for a Club Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D), equal chance gaming and games of chance as set out in regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D). Only one category B3A machine can be sited as part of this entitlement.
- 29.2 Gambling Commission Guidance for licensing authorities states: "Members clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs, which replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include; working men's clubs, branches of Royal British Legion and clubs with political affiliations."
- 29.3 Before granting the permit we will need to be satisfied that the premises meet the requirements of a members' club and we may grant the permit only if the majority of members are over 18 years old.
- 29.4 We are aware that we may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years; or
 - (e) an objection has been lodged by the Commission or the police.

- 29.5 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Gambling Act 2005 (Schedule 12 paragraph 10). Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced.
- 29.6 The grounds on which an application under the process may be refused are that:
- (a) the club is established primarily for gaming, other than gaming prescribed under schedule 12;
 - (b) in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - (c) a club gaming permit or club machine permit issued to the applicant in the last ten years have been cancelled."
- 29.7 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

30. Temporary Use Notices

- 30.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for Temporary Use Notices, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 30.2 We can only grant a Temporary Use Notice to a person or company holding a relevant operating licence i.e. a non-remote casino operating licence.
- 30.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this statement the relevant regulations (The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 30.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place".
- 30.5 In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 30.6 We expect to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

31. Occasional Use Notices:

- 31.1 The Act provides that where there is betting on a track on eight days or fewer in a calendar year, betting may be permitted by an Occasional Use Notice without the need for a full premises licence.
- 31.2 We have very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. We will, however, consider the definition of a 'track' and whether the applicant is permitted to benefit him/herself of the notice.

32. Registration of Small Society Lotteries

- 32.1 We will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of an operator:
- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
 - submission of incomplete or incorrect returns
 - breaches of the limits for small society lotteries
- 32.2 Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:
- by, or on behalf of, a charity or for charitable purposes
 - to enable participation in, or support of, sporting athletic or cultural activities.

Appendix A – List of Consultees

The Gambling Act requires that the following parties be consulted on the Licensing Policy:

(a) The Chief Officer of Police

Chief Constable, North Yorkshire Police

(b) One or more persons who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area

Done Brothers (Cash Betting) Ltd
Betfred
Ladbrokes Betting & Gaming Ltd
Ladbrokes
Stan James
William Hill Organisation Ltd
William Hill Bookmakers
William Hill Bookmakers
William Hill
Bowl 'N' Fun
Gamestec Leisure Limited
Popleston Allen

Selby Bowling Club
Inspiring Healthy Lifestyles
BACTA
Association of British Bookmakers Ltd
The Bingo Association
Greyhound Board of Great Britain
The Jockey Club
Federation of Licensed
Victuallers Associations
Alcohol Premises Licence Holders

(c) One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Gambling Act 2005.

Matthew France, Police Licensing
Officer
Chief Fire Officer
The Gambling Commission
H M Revenue & Customs
Social Services Strategy &
Performance
Officer
GamCare
GambleAware
Health and Safety Executive

North Yorkshire Trading Standards
Mr Nigel Adams, MP
Selby District Councillors
Selby District Town and Parish
Councils
Selby District Council Licensing
Committee
Selby District Council Policy Review
Committee
Responsible Authorities

Appendix B – Responsible Authorities

This list of Responsible Authorities is also available on our website www.selby.gov.uk

North Yorkshire Police (For Licensing applications only)
North Yorkshire Police Headquarters
The Licensing Section
Fulford Road
York
YO10 4BY
nyplicensing@northyorkshire.pnn.police.uk

North Yorkshire Fire and Rescue Authority
Chief Fire Officer
Fire Brigade Headquarters
Crosby Road
Northallerton
North Yorkshire
DL6 1AB
www.northyorksfire.gov.uk/contact-us

The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP
Tel: 0121 230 6500

Social Services
Strategy & Performance Officer
Children & Young People's Service
Room SB012
County Hall,
Racecourse Lane
Northallerton
DL8 7AE

Lead Officer – Development Control
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

H M Revenue & Customs
National Registration Unit (Betting & Gaming)
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel: 0141 555 3633

The Licensing Officer
Selby Police Station
Portholme Road
Selby
North Yorkshire
YO8 4QQ

Environmental Health
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Solicitor to the Council
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Health & Safety Section
Environmental Health Department
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Appendix C - Table of delegation of licensing functions

Matter to be dealt with	Full Council	Licensing Sub Committee	Officers
Application for premises licences		✓ Where representations have been received and not withdrawn	✓ Where no representations received / representations have been withdrawn
Application for a variation to a licence		✓ Where representations have been received and not withdrawn	✓ Where no representations received / representations have been withdrawn
Application for a transfer of a licence		✓ Where representations have been received from the Commission or responsible authority	✓ Where no representations received from the Commission or responsible authority
Review of a premises licence		✓	
Application for a provisional statement		✓ Where representations have been received and not withdrawn	✓ Where no representations received/representations have been withdrawn
Application for club gaming / club machine permits		✓ Where objections have been made and not withdrawn	Where no objections made/objections have been withdrawn
Cancellation of club gaming / club machine permits		✓	
Applications for other permits		✓ Where the application is for 5 or more machines	✓ (except where there is a possibility of refusal or grant of a reduced number of gaming or betting machines)
Cancellation of licensed premises gaming machine permits			✓
Consideration of temporary use notice			✓
Decision to give a counter notice to a temporary use notice		✓	

Matter to be dealt with	Full Council	Licensing Sub Committee	Officers
Determination as to whether a representation is frivolous, vexatious or repetitive		✓	
Fee Setting – when appropriate		✓	
Three year Gambling Policy	✓		
Policy not to permit casinos	✓		

✓ indicates the lowest level to which decisions can be delegated.

NB. The Council reserves the right to amend this table of delegation

Appendix D – Categories of Gaming Machines

Section 236 of the Gambling Act 2005 provides for the Secretary of State to make regulations to define four classes of gaming machine: categories A, B, C, and D, with category B further divided into sub-categories. The regulations define the classes according to the maximum amount that can be paid for playing the machine and the maximum prize it can deliver.

The following table shows the different categories of machine and the maximum stakes and prizes that currently apply.

Category of machine	Maximum stake (from Jan 2014)*	Maximum prize (from Jan 2014)*
A	No category A gaming machines are currently permitted	
B1	£5	£10,000*
B2	£100	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize (other than a crane grab machine or a coin pusher or penny falls machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D – money prize (other than a coin pusher or penny falls machine)	10p	£5
D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be prize money)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be prize money)

* with the option of a maximum £20,000 linked progressive jackpot on a premises basis only.

**Stakes and Prizes may change.

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Report Reference Number: PR/18/3

To: Policy and Review Committee
Date: 11 September 2018
Status: Non-Key Decision
Ward(s) Affected: All
Author: Drew Fussey, Customer, Business and Revenue Service Manager
Lead Executive Member: Councillor Chris Pearson, Lead Executive Member for Housing, Health and Culture
Lead Officer: June Rothwell, Head of Operational Services

Title: Universal Credit Update

Summary:

Universal Credit Full Service (UCFS) went live at Selby Job Centre (which covers the majority of postcodes in the district) on 30 May 2018. To date, due to it only being new working age people that are required to claim Universal Credit (UC) the volume of claimants is very low. As a result the impact on Council services, partners and the community and voluntary sector is negligible after the first two months of going live.

Recommendations:

The Committee are asked to consider the content of the report and make any comments on Universal Credit.

Reasons for recommendation

That Councillors note the impact of UCFS since going live on the 30 May 2018.

1. Introduction and background

- 1.1** The Council's priorities to 'make a difference' and 'enjoy life' combined with the Council's values to be customer focused, forward thinking and work as one team have influenced and informed the Council's approach to support residents and tenants to claim and manage their Universal Credit (UC) entitlement.
- 1.2** A full explanation of UC and how the Council will "Make Every Contact Count" to reduce the risk of hardship for those needing to claim UC, and mitigating the likely rise in HRA arrears was presented to committee on the 17 April 2018 (available as a background document).

1.3 This report will provide Councillors with an update on the impact of UC on Council services, partners and the community and voluntary sector following going UCFS on 30 May 2018.

2. The impact of Universal Credit Full Service; the first 2 months

2.1 Feedback from the Department for Work and Pensions (DWP) reports Selby Jobcentre has 336 UC claimants up to the 1st August. The transition from the Legacy benefits is going as expected. With only a few teething issues the DWP are happy and have reported that SDCs approach to the UCFS rollout, working closely with the DWP and partners, has ensured a smooth, supportive path for new UC claimants.

2.2 Feedback from Selby District Council (SDC) Services:

2.3 *SDC Housing Support Team* (responsible for collecting rent) is currently not experiencing any delays with UC claims being processed with the DWP keeping to their timescales. As a trusted DWP partner the team can use the DWP landlord portal to access housing verification forms and request payments for the customers rent element and/or arrears payments which is working well. Unfortunately, at this time, it is not possible to produce reports for differentiating UC claimants rent arrears from other arrears. The Council's Data & Systems team are working on resolving the technical issues.

2.4 *SDC Neighbourhood Officer Team* report no significant issues. There have been some isolated cases that have caused complications, for example a tenant who did not want to take the tenancy due to moving on to Universal Credit. This was a good example of 'make every contact count' with all Neighbourhood Officer's trained the Officer was able to explain the general process and signpost to the Contact Centre for further support. The tenant has now moved in. A more complex example was a housing application from a Horton Housing managed caravan site - Housing Benefit used to pay contributions for both pitch and caravan but now UC will only pay for the pitch. This is a concern as potentially it could become a homeless situation if the UC claimant is unable to afford all the site fees.

2.5 *SDC Housing Options Team* have not seen any change in those presenting as potentially homeless or homeless at this early stage. Over the coming months the team will monitor all presentations so they are able to identify any impact as a result of UC. Currently the team is focused on implementing the Homeless Reduction Act, introduced in April this year ensuring they respond to customers' needs correctly as defined by the new legislation.

2.6 *SDC Customer Contact Centre (CCC)* has received 12 referrals from Selby Job Centre for Digital Support and Budgeting Support in the first two months. 4 Referrals in June and 8 in July demonstrate the expected growth in referrals. In addition the CCC has supported customers who need a little help on the public machines. This work is in addition to the CCC normal workload and is currently being managed within capacity and maintaining KPIs. The Customer Services

Manager will continue to monitor the referrals and impact to ensure the right resource is in place to maintain overall customer standards and experience.

- 2.7** With regards to general enquires, the CCC report more calls than anticipated regarding UC. Advisors have been able to guide customers to either UC or HB using training tools developed by the CCC team with great success. The whole team are very mindful that no one slips through the net so are checking postcodes, double checking with colleagues and benefit specialists if unsure. Again demonstrating the 'one team Selby' approach to 'make every contact count'.
- 2.8** *SDC Benefits and Taxation Team* have started to see a reduction in caseload. In July 2018 our Housing Benefit caseload had reduced by 242 claims (6.6%) compared to August 2017. The combined Housing Benefit/ Council Tax Support (CTS) caseload had reduced by 192 claims (3.9%). The combined caseload reduction is lower because many UC claimants will still be entitled to CTS if they have a liability to pay Council Tax.
- 2.9** However, as expected, the workload generated by UC has increased. From 13/09/17 to 29/05/18 on average 26 UC documents required action from the team. From 30/05/18 this has increased to an average of 83 documents per week, an increase of 319%. This will keep rising with the number of people going onto UC as reported by Ryedale, Harrogate and Richmondshire that have all had increases of over 1000% having been UCFS for over a year.
- 2.10** More positively the changes in UC legislation introduced in the 2017 autumn statement have now been implemented. Claimants who move from Housing Benefit to UC now receive an extra 2 weeks Housing Benefit payable at the maximum award rate. This has no impact on workload and supports tenants in their migration to UC, reducing the likelihood of rent arrears. Also temporary accommodation has been taken out of UC so Housing Benefit is still administered by the team. This is positive because the Council will receive direct payments of Housing Benefit for its temporary accommodation.
- 2.11** Feedback from the community and voluntary sector:
- 2.12** *Selby Big Local* are working with Community First Credit Union to give residents in Selby the opportunity to access local financial support. A credit union worker is being funded to do 17.5 hours a week in the Big Local area. This initiative is just starting so the impact regarding UC is unknown.
- 2.13** *Citizens Advice* have seen little impact as a direct result of UCFS in the district but expect this will change as more people start having to claim UC over the coming months.
- 2.14** Selby & District Foodbank report a marked increase of Clients with vouchers stating they are having delays with their benefits. When talking with the Clients, it appears some of this is due to a changeover from the legacy benefits to UCFS resulting at least a three week delay in receiving any money during the transition. There should be an improvement once this transition period has taken place and

all existing Clients on benefits migrate to UCFS. The issue identified by the foodbank is, in addition to the hardship caused by the migration, is the mental strain on the clients of the uncertainty whilst they wait for their UCFS to start.

3. Future Implications of UC

- 3.1** Looking ahead for the next 12 - 18 months; on 1st August DWP started to transfer the 221Live UC Service customers to Full Service. Unfortunately, Claimants have to resubmit a new claim. This will require Operational Services to re-verify customers housing costs. Whilst this doesn't affect many of our tenants it may cause some disruption in rent payments until all their new claims are processed and payments are received. The full migration to UC is expected to start in 2019 and be completed by 2023 but nothing has been confirmed by the DWP.
- 3.2** The UC working group will meet quarterly to monitor UC rollout. This will ensure any issues are identified early and action taken to mitigate the impact on Council services whilst helping to reduce hardship, sustain tenancies and safeguard its reputation helping make Selby district a great place to live.

4. Legal Implications

Not applicable.

5. Financial Implications

- 5.1** Although there is an expectation that HRA arrears will rise there is little evidence of UC impacting on rent arrears at this time. As the migration to UC increases it is anticipated arrears will increase but the impact may not be as significant as predicted due to the changes made to UC in the 2017 autumn statement. (see background paper)
- 5.2** As a trusted DWP partner the Housing Support team is able to use the DWP landlord portal. This helps speed up access to housing verification forms and allows the team to request direct payments for the customers rent element of UC and/or arrears payments which is working well.

6. Policy and Risk Implications

Not applicable.

7. Corporate Plan Implications

- 7.1** The coordinated partnership approach is contributing to delivery of the Corporate Plan priorities to 'make a difference' and 'enjoy life' combined with the Council's values to be customer focused, forward thinking and work as one team Selby.

8. Resource Implications

8.1 The impact of UCFS will be monitored quarterly via the UC working group. The group was established in January 2018 to ensure Council services, in conjunction with relevant partners, are coordinated to reduce the well documented risks that have been identified as UC has been rolled out nationally.

8.2 Any resource implications identified will be reported to senior management along with proposals to mitigate any pressure where possible from existing resources. If additional funding is required normal operational procedures will be followed but such a request is not anticipated.

9. Other Implications

Not applicable.

10 Equalities Impact Assessment

10.1 The Impact assessment about Universal Credit introduced under the Welfare Reform Act 2012 was published in December 2012. It is available on the government website: <https://www.gov.uk/government/publications/universal-credit-impact-assessment>

11. Conclusion

11.1 The long term impact of UCFS on the District is difficult to predict, especially in light of the Autumn Statement changes. However, this report has used the latest information available taken from a number of sources to try to provide an update following two months of UCFS. As predicted, the transition to UC is slow, incrementally building over the months ahead. The UC working group will continue to meet quarterly to enable services areas to monitor progress and coordinate a response, with partners, if issues arise.

12. Background Documents

17 April 2018; Policy Review Committee report: The Council's approach to support residents and tenants to claim and manage their Universal Credit (UC) entitlement.

13. Appendices

None.

Contact Officer:

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Report Reference Number: PR/18/4

To: Policy Review Committee
Date: 11 September 2018
Status: Key Decision
Ward(s) Affected: All
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Medium Term Financial Strategy

Summary:

The Policy Review Committee is asked to consider the report of the Chief Finance Officer which presents an update to the Medium Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA) prior to consideration by Council on 18 September 2018. The report will also be considered by the Executive on 6 September 2018.

Recommendation:

The Policy Review Committee is asked to consider the contents of the report and make any comments on the Council's Medium Term Financial Strategy.

Reasons for recommendation

The Committee is asked to consider the information as set out in the report as part of their role in contributing to the development of policies contained in the Budgetary and Policy Framework of the Council. The information contained within the report presents an update that takes into account changes to the key assumptions within the MTFS. Comments are invited from the Policy Review Committee prior to consideration of the MTFS by full Council.

1. Introduction and background

1.1 Please see section 1 of the report to be considered by the Executive on 6 September 2018, attached to this report at Appendix A.

2. The Report

2.1 Please see section 2 of the report to be considered by the Executive on 6 September 2018, attached to this report at Appendix A.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

Please see section 3.1 of the report to be considered by the Executive on 6 September 2018, attached at Appendix A to this report.

4.2 Financial Implications

Please see section 3.2 of the report to be considered by the Executive on 6 September 2018, attached at Appendix A to this report.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This Policy Review Committee contributes to the scrutiny and development of policies contained in the Budgetary and Policy Framework of the Council. The information contained within the report presents an update that takes into account changes to the key assumptions within the MTFS.

4.5 Resource Implications

None applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Please see section 3.3 of the report to be considered by the Executive on 6 September 2018, attached at Appendix A to this report.

5. Conclusion

5.1 The Policy Review Committee discharges elements of the Council's statutory overview and scrutiny functions; the Committee's comments and observations on the MTFS are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 6 September 2018
(Further appendices to the Executive report also included)

Contact Officer:

Victoria Foreman
Democratic Services Officer
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Report Reference Number: E/18/18

To: Executive
Date: 6 September 2018
Status: Key Decision
Ward(s) Affected: All
Author: Karen Iveson, Chief Finance Officer
Lead Executive Councillor Cliff Lunn, Lead Executive
Member: Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Medium Term Financial Strategy

Summary:

This report presents an update to the Medium Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA) prior to consideration by Council later this month.

The key assumptions that underpin the strategy have been updated - Policy Review Committee members will be consulted prior to Council considering it later in September.

The MTFS highlights the potential for New Homes Bonus to be withdrawn after 2019/20 and the additional renewable energy business rates receipts expected in this final year before the system is reset.

The MTFS identifies risk and uncertainty around business rates retention and on-going reductions to Government funding for the General Fund and on-going reductions to HRA rents as the key issues for the Council. The MTFS confirms the Council's strategic approach to reducing its base revenue budget and investing 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth.

The MTFS also sets out the Council's reserves strategy which seeks to set aside sums to cover known commitments and cover financial risk as well as earmarking resources to support delivery of the Council's Corporate Plan.

Taking into account prudent forecasts in Business Rates income, alongside our on-going savings plans, a target net General Fund revenue budget of £17.8m and £11.6m for the HRA are proposed for the 2018/19 budget, which includes a savings target of £1.5m for the General Fund.

Based on the assumptions within the MTFS the savings requirement is estimated to rise to £2.9m over the next 3 years.

Recommendations:

It is recommended that:

- i) The Medium Term Financial Strategy be submitted to Council for approval;**
- ii) Delegated authority be given to the Chief Finance Officer, in consultation with the Lead Member for Finance and Resources, for the submission of an application for a 75% Business Rates Pilot, as part of a wider North Yorkshire pool, should this present a favourable outcome for Selby District Council.**

Reasons for recommendation:

To set the framework for the 2019/20 budget and Medium Term Financial Plan to 2021/22.

1. Introduction and background

- 1.1** This report presents an update taking into account changes to the key assumptions within the strategy. The draft MTFS including associated appendices is attached at **Appendix 1**.
- 1.2** The strategy covers both the General Fund and HRA to provide a holistic view of the Council's finances.
- 1.3** Comments on the MTFS will be invited from Policy Review Committee members prior to consideration by full Council.

2. Report

- 2.1** The attached update paper models the Council's revenue budgets over the next 10 years although major risk and anticipated changes within the financing system mean that meaningful future forecasting is extremely difficult. A mid-range forecast is the scenario that is proposed as the basis for the budget round for 2019/20.

- 2.2** Significant changes to the Business Rates Retention Scheme were previously anticipated following the Government's announcement that in future 100% of Business Rates will be retained by Local Government and Revenue Support Grant will be phased out. However since the General Election, plans for 100% rates retention are uncertain as bids for 75% pilots in 2019/20 have recently been invited. This report seeks delegated authority for the Chief Finance Officer to submit an application as part of a wider North Yorkshire pool, on behalf of the Council, should this present a favourable outcome.
- 2.3** The MTFs takes account of the multi-year settlement offer confirmed last year, which sees settlement funding reducing by around £1m by 2019/20. We await the outcome of the Fair Funding Review, which is anticipated in 2019, to clarify funding from 2020/21 and beyond.
- 2.4** For the HRA the MTFs models the on-going 1% reduction in housing rents (2019/20 being the final year of the Government's 4 year reduction plan).
- 2.5** The MTFs mid-case scenario assumes a Council Tax rise of £5, which is in line with the current approved strategy, although a maximum of 3% (£5.25) is allowable under proposed referendum principles.
- 2.6** The Council's approach to the management of its reserves is also re-confirmed in the MTFs – earmarking resources to cover commitments, manage risk and support growth, with £1.5m retained as a minimum general working balance for both the General Fund and HRA.
- 2.7** Based on the assumptions updated within the MTFs, taking the forecast resources available and assuming costs are contained within the net revenue budget, savings of £1.5m p.a. (General Fund) are still anticipated for 2019/20 and the deficit rises to £2.9m by 2021/22. Over the 4 years including this current year a total shortfall of around £7m is estimated.
- 2.8** Given the risk within our savings programme it is proposed to hold back £7m in the Business Rates Equalisation Reserve in addition to 3 years safety net top up per current policy. It must be stressed however that using reserves to support the revenue budget in this way is not sustainable and failure to deliver the savings target would undermine the Council's long term financial resilience and therefore work to deliver and identify further savings to bridge any gap must continue.
- 2.9** In-year HRA surpluses are transferred to the Major Repairs Reserve to support enhancements to the Council's housing stock although reductions to rent levels will mean diminishing resources available for investment.
- 2.10** Whilst revenue resources are challenging, capital receipts remain relatively buoyant which will enable the Council's General Fund capital programmes to be sustained as we consider opportunities to further invest in housing related schemes alongside the Programme for Growth and other reserve programmes which aim to deliver more sustainable income streams whilst improving outcomes for citizens and delivering internal efficiencies.

3. Implications

3.1 Legal Implications

None as a direct result of this report.

3.2 Financial Implications

- 3.2.1** The financial issues are highlighted within the body of the report. Based on the updated key assumptions within the paper, the target net revenue budget for 2018/19 is £17.8m for the General Fund and £11.6m for the HRA.
- 3.2.2** The estimated deficit for 2019/20 totals approximately £1.5m and rising to £2.9m by 2021/22. Work is progressing towards the target but there is a shortfall forecast in 2018/19. This can be off-set by one-off savings in-year but focussed effort is needed to bring this back on track.
- 3.2.3** Further opportunities for savings will be brought forward for consideration as part of the forth coming budget round.

3.3 Equalities Impact Assessment

- 3.3.1** There are no equality impacts as a result of this report – individual savings ideas will be subject to assessment as they are brought forward for consideration/implementation.

4. Conclusion

- 4.1** The key assumptions which underpin the MTFs have been updated based on the latest intelligence available however there remains much uncertainty around public sector finance.
- 4.2** There remains risk within the Business Rates retention scheme and at this stage a cautious stance has been taken regarding the system reset after 2019/20.
- 4.3** For the HRA the MTFs models the on-going 1% reduction in housing rents.
- 4.4** There is also uncertainty over New Homes Bonus, the economic situation, income generation and delivery of savings. The Council's longer term financial position is heavily reliant upon resources keeping pace with inflation and costs being contained within base budget.
- 4.5** Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. The government has indicated a review of New Homes Bonus and stated that the current funding is only secured to 2019/20 and consequently the MTFs tapers this out of the revenue budget over the next 2 years – a loss of around £800k to our revenue budget.

- 4.6** The target net revenue budget for 2019/20 is £17.8m for the General Fund and £11.6m for the HRA. This requires savings of £1.5m General Fund savings for the year. Over the subsequent 2 years this requirement is expected to rise to £2.9m p.a. Given the size of the deficit and risk within the savings programme it is proposed that reserves are held to mitigate this risk although this is not a sustainable solution.
- 4.7** Additional income from Council Tax and Business Rates as a result of our investment in economic growth will help to bridge the funding gap in the long term but in the meantime we must strive to be as efficient as possible and additional savings targets are proposed. We will need to keep this under review as the future for Local Government funding becomes clearer.
- 4.8** The on-going risk to the Council's General Fund and HRA funding means that a careful balance between savings and investment will need to be struck.

5. Background Documents

Approved MTFS Update September 2017

Approved Budget February 2018

6. Appendices

Appendix 1 - Medium Term Financial Strategy Update September 2018

Contact Officer:

Karen Iveson
Chief Finance Officer
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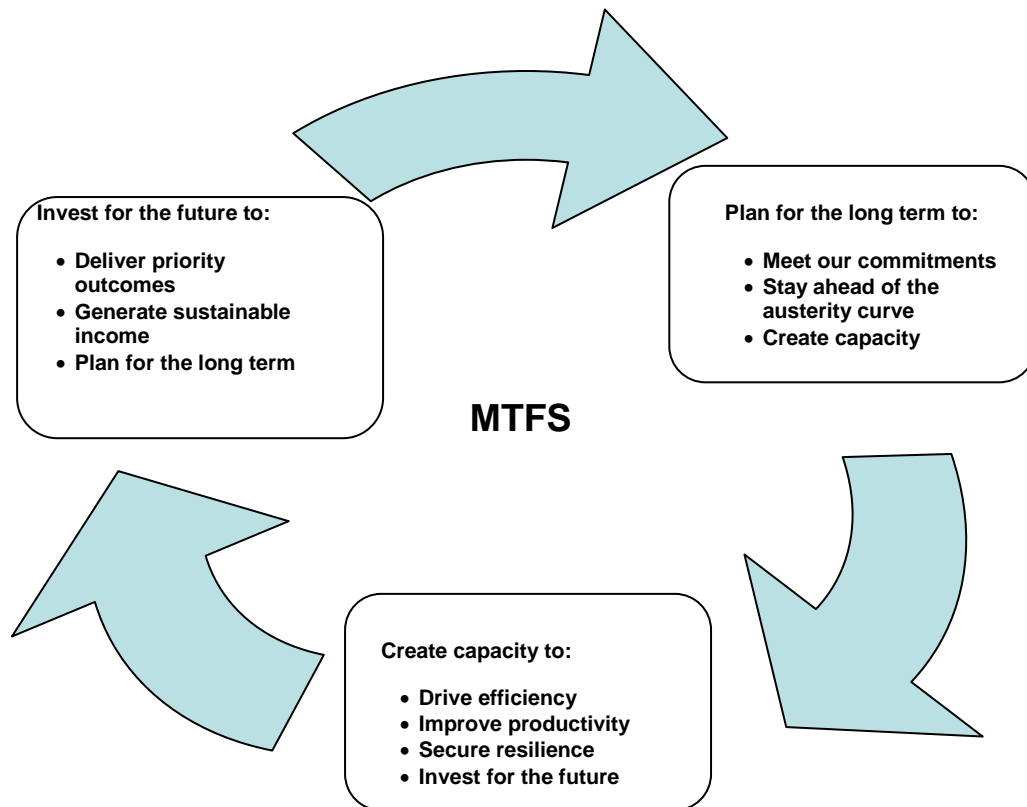
Selby District Council

Medium Term Financial Strategy Update September 2018

1. Introduction and Background

- 1.1 This paper presents an update to the General Fund Medium Term Financial Strategy approved by Council in September 2017 along with an overview of the Housing Revenue Account. It considers the budget pressures and issues facing the Council over the next 3 years and beyond. It provides the framework for the forthcoming budget round and the longer term outlook to inform funding and investment decisions. A refresh of the full HRA Business Plan is in progress and this strategy will provide the financial framework for this work.
- 1.2 At this stage the impacts of the UK's exit from the European Union, on public sector finances are still not clear. The Government's proposals for a reviewed Local Government funding system are emerging but there is still much to be settled. A number of consultations have taken place and the latest closes on 18th September with the closing date for the next round of Business Rates Pool pilots a week later. We continue to await the outcome of the consultation on the fairer funding review to throw further light on the outlook for public sector finances.
- 1.3 As this strategy is being written, the outlook for the devolution agenda remains uncertain and at this stage the financial implications of devolution for Selby are not known and therefore cannot be taken into account in this update. It will be important to understand the on-going implications as part of any future decisions on forming a combined authority with other partners should this ultimately be an option.
- 1.4 Against this backdrop the key drivers for the financial strategy remain unchanged as the pressure on Local Government finance continues. Whilst there is talk that austerity is over, until this is evident in funding settlements for Local Government, we must assume that austerity in some form will continue.
- 1.5 In 2017/18 we refreshed our new Corporate Plan and with it restated the Council's priorities through to 2019/20. The Council has a clear and ambitious growth agenda – aiming **to make Selby a great place to do business, enjoy life and make a difference whilst delivering great value**. The financial strategy aims to provide financial sustainability, resilience and capacity for the Council in pursuing its objectives.
- 1.6 This update once again emphasises financial self-sufficiency as our economic growth agenda develops. This strategy aims to secure the

resources necessary to deliver the Corporate Plan, whilst managing the funding cuts we are facing – ultimately over the long term achieving a self-sustaining financial model which sees the Council free from reliance on central government funding by raising income locally through Council Tax and Business Rates as well as through charging appropriately for services and maximising its investments.



- 1.7 To support this paper and due to the significant volatility within the General Fund, three scenarios ('best', 'mid' and 'worst' case) for the General Fund and a separate mid-case only, forecast for the HRA have been modelled over the 10 years from 2019/20 to 2028/29 and are attached at **Appendix A**. More detailed best and worst case scenarios will be modelled for the HRA when the whole HRA Business Plan is refreshed later this year. The mid-case scenarios are the proposed as the frameworks for the forthcoming budget. However, given the uncertainty for public sector finances, we remain ready to cope with a worst case scenario whilst staying focussed on our Corporate Plan objectives - using our strong financial position to carefully balance savings and investment.

2 Update on financial assumptions

Economic Assumptions

Interest Rates

- 2.1 The bank base rate was raised by 0.25% to 0.5% in November 2017 and then raised again to 0.75% in August 2018. In the latest forecasts received from Link (the Council's treasury management advisors) in May 2018, the bank rate was projected to remain at 0.50% through to December 2018 when a rise to 0.75% was predicted followed by a further rise to 1.00% in September 2019. We await an updated forecast following the August rate rise but have made some broad assumptions for the purpose of this MTFS.
- 2.2 The approved strategy includes provision for a £300k cap on the amount of investment interest used to support the General Fund revenue budget and an equivalent cap of £135k for the HRA is proposed. As a result of the latest interest rate rise and the level of Council balances, it is anticipated that these will be reached in 2019/20:

	2018/19*	2019/20	2020/21	2021/22
Average rate %	0.66	1.10	1.25	1.35
GF Interest £000's	249	300	300	300
HRA Interest £000's	112	135	135	135
Total Interest £000's	261	435	435	435

**2018/19 Quarter 1 Treasury Management Report*

- 2.3 Any surplus receipts above the cap will be transferred to the Contingency Reserve. Rates will be kept under review and forecasts updated as necessary.

Inflation

- 2.4 As at May 2018 CPI inflation was running at 2.4% in contrast to average weekly earnings which rose by 2.5% in the three months to April 2018. The Bank of England forecast CPI to decline through 2018 to 2020 to just above their 2% target. However, it remains to be seen how the UK's exit from the European Union will impact on the outlook for the economy and inflation. Given the continued cuts to central Government funding, the MTFS assumption on inflation has been maintained at 2% although a provision for inflation will only be provided on contractual budgets, which builds in a level of risk mitigation. Relatively minor price rises above this level will be managed within the overall net budget.

General Fund Assumptions

Settlement Funding

- 2.5 This element of funding has seen the most significant changes in recent years following the localisation of Business Rates and Council Tax Support.
- 2.6 The 2017/18 Local Government Finance Settlement provided figures for Settlement funding through to 2019/20. Settlement Funding includes Revenue Support Grant (RSG), Business Rates Baseline Funding (BRBF) and in addition Rural Services Delivery Grant (RSDG) and Transitional Grant (TG) were included in the settlement:
- 2.7 The Government has provided a multi-year settlement (2017/18 – 2019/20) to Local Authorities although has reserved the right to alter the figures due to unforeseen circumstances or ‘shocks’ in the system. The Government have confirmed their intention to honour the multi-year settlement in its final year and are currently consulting on negative RSG, suggesting this may be removed from the 2019/20 settlement. At this stage it is assumed that this will be rolled into the new settlement from 2020/21 so any benefit would be for one year only.

Local Government Finance Settlement	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's*
RSG	1,756	1,121	593	265	0	0
BRBF	2,232	2,250	2,294	2,365	2,418	2,466
Tariff adjustment					-101	-103
SFA	3,988	3,371	2,887	2,630	2,418	2,363
RSDG	0	134	108	135	108	0
TG	0	11	11	0	0	0
Total	3,988	3,516	3,006	2,765	2,526	2,363

**Multi-Year Settlement runs to 2019/20 – 2020/21 Estimated (+2% inflation) and subject to Fair Funding Review and Business Rates Reset*

- 2.8 The settlement shows a funding reduction of approximately £1.5m from 2015/16 to 2019/20 with RSG being completely phased out over the period.
- 2.9 The Government has now shelved plans for Local Government to retain 100% of Business Rates in future and plans to pilot a 75% retention system in 2019/20. The Government’s ‘Fair Funding Review’ is still expected to move forward but without an agreed mechanism to redistribute resources there is the potential for further uncertainty and risk.

Business Rates Retention

- 2.10 The current approach to Business Rates Retention income is to set aside gains above our baseline funding (per settlement) into the Business Rates Equalisation reserve to off-set potential future losses. A rolling balance of 3 years cover down to the safety net plus funds to back fill planned savings will be maintained in this reserve. Balances above this level will be available for investment.
- 2.11 The Council is currently at the 'safety net' for the purposes of rates retention but in receipt of a large windfall from renewable energy (£7.8m p.a. in 2018/19). It is anticipated that this financial situation will continue for a further year until the system is reset from 2020/21.
- 2.12 At the time of updating this strategy the Government has announced a further pilot for Business Rates Retention (75% rather than 100%) prior to the system reset. Work is underway to assess the issues and impacts with colleagues within the potential pilot (North Yorkshire County Council, East Riding of York Council and the Districts within North Yorkshire). The deadline for applications is 25th September and at this stage the financial implications are not known – it is assumed however that if it is decided that Selby should be part of any application, the impacts will be for one year only and as such will not be included within the Council's base budget assumptions.
- 2.13 Our forecast for 2018/19 is based on our NNDR1 return taking account of the 2017 revaluation, latest intelligence on appeals, business growth and closures known at that time:

Business Rates Income	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Selby's share of retained income	-761			
Safety-Net Payment	2,949			
Safety-Net	2,188			
Transfer from BRER	177			
= Baseline	2,365	2,418	2,363	2,410
Assumed growth	0	0	0	0
Renewable Energy/Surplus*	7,820	7,980	0	0

- 2.14 These forecasts do not include any provision for new significant appeals or closures beyond those already known at NNDR1 stage and therefore they should be treated with extreme caution. Since our 2018/19 forecast we have had notification of a downward revaluation for Eggborough Power Station which will reduce Selby's retained income by a further £416k. As Selby is already £2.9m below the safety net (with £761k negative business rates through the retention system in 2018/19) no growth above our baseline funding is anticipated for the foreseeable future. Following the system reset, any subsequent

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additional growth will be factored into our plans once a clear trend can be established and decisions on future allocations will need to be taken in light of the overall funding available and risk at that time.

New Homes Bonus

- 2.15 New Homes Bonus (NHB) is an incentive scheme which rewards housing growth. The scheme is funded partly by the Government and also by top-slicing the Local Government funding settlement. Selby achieved £2.4m p.a. when the scheme reached maturity for 2016/17 (year 6 of the scheme).
- 2.16 The approved strategy provides that £880k p.a. is used to support the Programme for Growth. A new Programme was established as part of the refresh of the Council's Corporate Plan and the current budget assumes that £880k p.a. continues to be transferred to reserves whilst NHB income continues, although funds have not been allocated to projects beyond those approved to date.
- 2.17 The Government's evaluation of NHB and consultation early in 2016 resulted in it being scaled back to a 4 year scheme with a 0.4% growth threshold. New Homes Bonus funding is only secured to 2019/20 and latest intelligence suggests that this scheme will be replaced in its entirety from 2020/21 with the Government considering alternative ways to incentivise housing growth. Assuming a similar level of growth in 2019/20 New Homes Bonus forecasts are:

New Homes Bonus	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's
Year 1	445				
Year 2	435				
Year 3	303	303			
Year 4	542	542			
Year 5	353	353	353		
Year 6	368	368	368	368	
Year 7		400	405	405	0
Year 8			415	415	0
Year 9				427	0
Year 10					0
Total	2,446	1,966	1,541	1,615	0

- 2.18 Given the uncertain nature of NHB it is not advisable to rely on this to support the revenue budget and therefore the previous mid-case scenario assumed that the anticipated reductions impacted on the allocation to the revenue budget in the first instance. This allows a managed reduction in resources to help mitigate the risk of loss should the scheme ultimately be brought to a close.

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2.19 The following is therefore proposed for 2019/20 and 2020/21 onwards:

NHB	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's
P4G	880	880	880	1,248	0
GF	1,566	1,086	661	367	0
Total	2,446	1,966	1,541	1,615	0

2.20 Growth in receipts above these levels or receipts from any new scheme is assumed to be allocated to the Programme for Growth.

Special and Specific Grants

2.21 The Council is in receipt of a number of additional grants for 2018/19 which may continue into the future. For 2018/19 the Local Government Finance Settlement included the following which are assumed to continue to 2019/20 in line with the multi-year finance settlement:

Grants	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Rural Services Delivery Grant	135	108	0	0
Transition Grant	0	0	0	0
Total Grants	135	108	0	0

2.22 Future funding is dependent upon the outcome of the new Business Rates Retention system - beyond 2020 it is assumed that these grants will be rolled into Business Rates funding. Non-service grants are not ring-fenced and are applied to finance the General Fund revenue budget. In addition there are various service specific grants which are included within the Net Revenue budget – they are not listed here as it is assumed that there is corresponding expenditure for these elements.

Council Tax

2.23 A Council Tax Base of 30,837 is estimated for 2018/19 with a 1% rise forecast thereafter included in the Council's current Medium Term Financial Plan. Every 0.5% increase above this level would add approximately 150 Band D equivalents to our Tax Base which equates to around £27k p.a. at the current Band D charge (£175.22).

2.24 At this stage the Government has not proposed changes to the council tax referendum principles that were used in 2018/19 although an update will be provided alongside the provisional local government finance settlement. The current principles are to allow district councils to increase their Band D charge by £5 or 3% (whichever is the higher) without triggering a referendum. A £5 p.a. increase has been factored into our current MTFs for 2019/20.

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- 2.25 A £5 increase equates to an increase of 2.85% or 10p per week for 2019/20. A 1.99% rise (in line with inflation assumptions) has been modelled for 2020/21 onwards:

	2018/19	2019/20	2020/21	2021/22
Tax Base with 1% growth	30,837	31,145	31,456	31,771
Band D Charge £	175.22	180.22	183.80	187.46
% Increase	2.94	2.85	1.99	1.99
Council Tax Income £000's	5,403	5,613	5,782	5,956
Collection Fund Surplus/(Deficit)	(95)	0	0	0

- 2.26 Should the Council wish to consider an alternative policy on Council Tax:
- a 3% increase would take the Band D charge to £180.47 (an increase of £5.25) and raise an additional £8k in 2019/20 – £80k over the life of the MTFS,
 - and a freeze in 2019/20 would reduce income by £157k – a loss of circa £1.6m over the life of the MTFS.

The best case scenario incorporates the 3% increase and the worst case a freeze.

Council Tax Support Grant for Parishes

- 2.27 In accordance with the approach adopted in the current Medium Term Financial Plan, it is assumed that support for parishes will be discontinued from 2019/20 by which time Tax Base growth will have more than compensated for the impact of Council Tax Support. The strategy forecasts the grant amount reducing in line with the reduction in the Council settlement funding (RSG/NNDR). On-going engagement has been undertaken with the Parishes to ensure that they are preparing for this change and this will continue through the forthcoming budget round. It should be noted that Parishes are not subject to Council Tax referendum rules and consequently are able to increase their precept to meet their spending needs.

Service Income

- 2.28 The Council approved an Income Strategy in 2016 which established full cost recovery as the default for all discretionary charges unless a specific decision to subsidise has been taken. A review of fees and charges is planned as part of our savings programme and within the context of a self-sustaining financial model.
- 2.29 This strategy assumes that service income raised through discretionary fees and charges will increase in line with inflation although opportunities to maximise income will be sought as part of our overall approach to savings and efficiency – currently a £185k target for additional income is included within our approved savings plan for

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2019/20. Prescribed planning fees increased by 20% from 17th January 2018 - the additional income generated being used to reinvest in the service. Other grants and subsidies are assumed to remain flat – any subsequent reductions will be managed within the overall base budget/savings requirement.

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2.30 The table below shows the main service related income streams:

Service Income	2018/19	2019/20	2020/21	2021/22
	£000's	£000's	£000's	£000's
General Fund				
Waste Collection & Recycling	1,533	1,564	1,595	1,627
Planning	1,050	1,050	1,050	1,050
Car Park Income	350	350	350	350
Selby Leisure Centre / Summit	407	398	398	406
Commercial Property Rental	319	482	491	501
Lifeline Private Clients	319	357	364	371
Court Fees / Summons Costs	155	158	162	165
Land Charges Search Fees	148	151	154	157
Miscellaneous Fees & Charges	332	368	375	382
Licences	133	136	138	141
Total Service Income	4,746	5,014	5,077	5,150
Current Income Growth Target (per savings plan)	0	185	185	185
Total Target Income GF	4,746	5,199	5,262	5,335

Housing Revenue Account Assumptions

2.31 The core assumptions which impact the HRA include: inflation and interest rates; rent levels; void properties; bad debts; right to buy sales; and new build/acquisitions. The economic assumptions applied to the General Fund will also be applied to the HRA.

Dwelling Rents

2.32 2019/20 will be the final year of the Government's 4 year plan to reduce Social Housing rents by 1% year on year. This squeeze on rental income reduces the amount available to invest in improving our housing stock and new build housing. From 2020/21 a CPI + 1% rise is expected for the period through to 2024/25 although there could be further government policy change in this period so rental assumptions should be treated with caution. Assumptions on void properties and bad debts remain unchanged with 1% and 1% applied respectively.

Council House Sales and New Builds/Acquisitions

- 2.33 Right to buy sales are estimated at 20 per annum which accords with recent experience but such sales are sensitive to economic change and therefore these will be kept under close review.
- 2.34 New builds and acquisitions are currently forecast in line with the Council's approved Housing Development Programme. (£3.48m over the next 2 years). However as our plans are being brought forward there may be some flex required and consequently these assumptions are subject to change. Any such change will be subject to business cases which will consider the impact on the long term financial outlook for the HRA and seek to strengthen and improve the long term sustainability/viability of the HRA.

Rent Forecasts	2018/19	2019/20	2020/21	2021/22
Number of dwellings (mid-year average)	3,040	3,045	3,041	3,027
Average Rent - Rent Restructuring £	83.26	82.43	84.90	87.45
Net Rent Income £000's	11,940	11,840	12,143	12,452

Other Income

- 2.35 In accordance with our fees and charges policy it is assumed that garage rents will increase by CPI inflation each year:

Service Income	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
HRA Garage Rents	100	103	106	107

Debt Charges Assumptions

- 2.36 Management of the Council's debt is governed by the Treasury Management Strategy and Prudential Indicators which aim to ensure the Council's capital expenditure plans are prudent, affordable and sustainable, with decisions on borrowing taken in light of spending plans and available funding, cash flow needs and interest rates (current and future forecasts).
- 2.37 Borrowing enables the Council to spread the cost of capital expenditure over time. Generally speaking it gives rise to two charges against the revenue budget: Minimum Revenue Provision (MRP) and interest payable on debt.

- 2.38 MRP is an amount set aside to repay debt in accordance with the approved policy within the Treasury Management Strategy. As part of the overall savings plan, the Council has maximised General Fund MRP set aside by applying some of the business rates windfalls received. This voluntary set-aside has delivered a corresponding annual revenue saving.
- 2.39 A small amount of MRP charge remains within the General Fund relating to the cost of the 'fit-out' of the Summit which is covered by the trading concession fee received from 'Inspiring Healthy Lifestyles' – this arrangement aims to ensure that the facility remains sustainable by maintaining financial capacity to replace the interior at the end of the 10 year contract should this be required.
- 2.40 The majority of debt charges fall on the HRA as a result of taking on circa £60m of central government debt when the previous HRA subsidy system was abolished in April 2012. MRP is £1.26m p.a. and current interest payable is £2.413m p.a. The amount of borrowing allowable within the HRA is subject to a 'debt cap' of circa £63m – based on current borrowing requirements there is currently approximately £10m available for new borrowing.
- 2.41 The current environment of low returns on cash investments means that it is more favourable to borrow internally (i.e. use available cash earmarked for future spend) than take out new external borrowing. However as interest rates are expected to rise, this will be kept under review as part of monitoring the Council's Treasury activities and corresponding interest charges will be factored into the budget to ensure sufficient capacity to accommodate any necessary borrowing.

Reserves and Balances Assumptions

General Balances

- 2.42 In accordance with the current strategy it is assumed that General balances are **not** used to support the revenue budget.
- 2.43 General Balances remain funding of last resort. The approved minimum working balance is £1.5m for both the General Fund and HRA and resources will be managed to maintain this level over the medium to long term.

Earmarked Reserves

- 2.44 The following has been extracted from the current approved MTFs and updated with the latest available intelligence – it sets out the rationale for each reserve and the proposed contribution where applicable:

Earmarked General Fund Reserves

A review of major earmarked reserves has been undertaken and the following proposed:

- PFI – Based on current forecasts and following an additional lump sum contribution in 2016/17, there is now sufficient balance in this reserve to cover future commitments. The on-going adequacy of this reserve is kept under review in light of interest rates and inflation. Any necessary increases in contributions will form part of the revenue budget and will be funded as a commitment before further service growth is considered.
- ICT Replacement – £141k p.a. General Fund (£150k less £9k saving from the Better Together ICT service) and £50k p.a. HRA contributions are planned to sustain this important reserve, which provides the financial capacity to upgrade and replace our ICT infrastructure, hardware and systems in accordance with our approved ICT Strategy. The use of ICT to support the Council's customer 'self-service' and channel shift agenda means that the financial capacity to invest in modern technologies is crucial to support future services and deliver savings. A review of the Council's ICT strategy was undertaken in 2017/18 and a one-off injection of £500k was included in the approved revenue budget in 2018/19. The level of on-going contribution is confirmed without change. Fixed contributions allow the smoothing of these irregular costs to avoid peaks and troughs in funding requirements. Spending is planned over a 10 year period allowing for known upgrades and systems/replacements.
- Asset Management - £200k p.a. (£178k plus £22k for the Summit Indoor Adventure), is transferred into this reserve to cover our commitments to maintaining our built assets. Major surfacing works to the Council's car parks are planned with £900k committed from this reserve over the 3 years from 2018/19. Accordingly a one-off top-up of this reserve is required and it is proposed that £250k is transferred from General Balances (£150k) and the Pension Equalisation Reserve (£100k). An update to the assessment of works required to maintain our assets over the coming 10 years will be done as part of the next Asset Management Strategy refresh. In the meantime it is proposed that annual contributions be maintained at £200k p.a. pending a more detailed view of future spending needs.

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- Special Projects Reserve - £880k of New Homes Bonus and excess business rates income beyond that required for the Business Rates Equalisation Reserve (see above) are used to top up this reserve for the Council's 'Programme for Growth'. However, **it must be stressed that the use of NHB and Business Rates resources to fund growth is wholly dependent upon achieving the revenue savings targets set.**
- Affordable Housing (s106 commuted sums) – a ring-fenced reserve to support new affordable housing delivery with restrictions on use and requirements to spend within a given timescale. The reserve receives any in-year s106 affordable housing commuted sums which are then applied to our affordable homes programme aiming to deliver more homes 'off-site' than could have been delivered through 'on-site' provision.
- Discretionary Rate Relief – this reserve was established with £300k from the 2012/13 General Fund revenue surplus. Future contributions could come from excess Business Rates income subject to availability and prioritising against the revenue budget and 'Programme for Growth'. A budget of £100k p.a. has been created and will be funded by this reserve – this will enable applications for relief to be considered and awarded promptly. The balance will be kept under review and topped up from in-year savings if required.
- Business Development – the need for on-going savings and efficiencies to achieve the Council's objectives remains a key priority. This reserve provides up-front investment for service improvements and efficiency initiatives, to support the Council's savings plan – in particular commercialisation and income generation. The reserve will be topped up from in-year surpluses, if any, subject to other reserve priorities.
- Pension Equalisation – this reserve receives contributions which provide capacity within the General Fund revenue budget for a rise in employer pension contributions following each triennial valuation. However, the Council has reduced its historic pension fund deficit with a one-off lump sum payment of £9.4m in 2016/17, and therefore contributions to this reserve have been reduced to £100k p.a. This reserve will be reviewed again in light of the next triennial valuation due in 2019.
- Business Rates Equalisation – this reserve was created in 2012/13 in anticipation of localised Business Rates and the funding risk inherent within the scheme. The current strategy assumes that any excess Business Rates above our baseline are transferred into this reserve to mitigate any funding shortfalls prior to the safety net being reached.

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For the purposes of rates retention and whilst receiving the large cash windfalls from renewable energy, the Council is at the safety net and is expected to be in this position until the system is reset from 2020/21. Given the anticipated changes to the rates retention scheme and on-going Local Government funding cuts, the current MTFS provides that 3 years' worth of safety net 'top-up' be held as a minimum balance plus a further sum to back-fill savings targets with the rest transferred to the Special Projects (Programme for Growth) Reserve. This policy will be maintained for 2019/20 and the mid-case forecast on savings requirements suggests that a figure of £8.1m would be prudent to hold back to cover the current savings requirement and safety net 'top-up' for the next 3 years.

The impact of the system reset and the potential for a 75% rates retention pool will be considered and if necessary future changes to this reserve will be brought forward in due course.

- Local Plan Reserve – delivery of a district wide local plan requires a significant and sustained resource input over a relatively long period of time, which can put pressure on in-year budgets when peaks in work occur. £355k was earmarked in 2015/16, with a further £145k from the revenue budget in 2016/17 and then £50k p.a. set aside thereafter. Growing demands in this area suggest it would be prudent to set aside additional funds into this reserve and therefore it is proposed that £250k be transferred from the Contingency Reserve.
- Contingency – this reserve provides resources to cover unforeseen issues beyond those that can be accommodated by in year contingency budgets – for example significant planning appeal costs. The reserve is topped-up using year-end surpluses if available and required.

Housing Revenue Account Reserves

- Major Repairs Reserve – this reserve provides the resources to manage the condition of the Council's housing stock over the long term. It receives depreciation charges along with any in-year surpluses generated through the HRA.

Capital Reserves

- Useable Capital Receipts – generated through the sale of Council assets (General Fund and HRA). The Council's Asset Management Strategy sets out our approach to assets, including review of assets for disposal. These receipts can only be used to fund capital expenditure and are allocated in light of our capital investment plans.

- Retained housing receipts – receipts generated from right to buy sales over and above the Government's assumptions following extension of right to buy discounts can, subject to terms and conditions, be retained for re-investment in new homes.

2.45 A forecast of reserve balances is set out at **Appendix B**.

3 Revenue Budget Outlook 2019/20 to 2021/22

Costs

- 3.1 It is assumed that on average costs will increase in line with inflation. Whilst cuts in general grant continue, demand led cost pressures must be contained within the net revenue budget. The strategy assumes that such cost pressures are managed within the overall base budget and therefore any proposed cost increases must be covered by equivalent savings elsewhere.
- 3.2 There are a number of significant pressures that are currently being monitored:
- Lifeline service – a trial of a reconfigured service has been approved following withdrawal of NYCC supporting people funding. The business case identified an overall net cost of £30k to the Council's General Fund which has been included in the mid-case scenario;
 - Green waste – NYCC are reviewing recycling credits and have consulted on proposals to reduce the amount of credits paid to district councils – a potential loss of £300k. The mid-case scenario assumes a cost neutral position for Selby but as Selby does not currently charge for this service this represents a significant risk;
 - Summit – the facility operator IHL is experiencing lower footfall and approval to amend the service offer has been agreed by the Executive with corresponding one-off funding. The mid-case assumes no change to the income received from IHL for the trading concession.

Whilst we will seek to contain such issues within the revenue budget in 2018/19, given the pressures above it is unlikely this will be achievable going forward and therefore the savings gap is expected to widen from 2019/20.

- 3.3 The single largest cost to the Council is its employees. In 2018/19 the Council's payroll budget is approximately £8.2m including circa £1.0m to directly support the Programme for Growth. This includes the impacts of the 2018/19 pay award which has increased our budgets by approximately £240k and a 2% vacancy factor reducing the payroll budget by £170k. The Council's ambitious growth agenda (an agenda

which is fundamental to the long term sustainability of our vital public services) meant a need to increase our internal capacity over three years from 2017/18. In the shorter term this continues to require support from the Council's reserves and the Council has approved funding through the Programme for Growth through until 2019/20. However, care needs to be taken to ensure that this directly supports an increase in overall cash resources coming into the Council.

- 3.4 The Apprenticeship Levy has also been factored into our future payroll costs – an estimated cost of around £18k p.a.

Income

- 3.5 Service related income levels are improving and helping to support our savings plan. Opportunities for growing income generation remain a priority and proposals for commercialisation will continue to be developed. A strategic review of income generation is planned as part of our savings work which will include opportunities for investment in property and/or other alternatives to achieve an income stream.
- 3.6 The windfall from Business Rates income will have a significant positive impact on our General Fund financial position at least in the short term but we will need to keep this under close review and in accordance with the previously approved MTFS and budget, it is assumed that growth above our baseline funding is transferred into the Special Projects (Programme for Growth) Reserve as it is realised.
- 3.7 Whilst the Government's offer of a multi-year settlement provides a degree of certainty (notwithstanding the impacts of the UK's exit from the EU) this is a diminishing proportion of overall funding. Due to the uncertainty of Business Rates and New Homes Bonus it is difficult to predict the level of resources we can expect beyond 2018/19 with confidence.
- 3.8 Housing rents are subject to the Government's control and forecasts. In 2016/17 a 1% reduction in rents was implemented for a four year period of which the last year will be 2019/20. From 2020/21, CPI + 1% will be applied in line with government policy for a 5 year period but as highlighted in paragraph 2.34 above this could be subject to change.

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Net Budget Forecast (Mid-Case)

- 3.9 The forecasted resources and revenue budgets for 2019/20 to 2021/22 including approved bids and commitments are shown in the table below (mid-case):

General Fund	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Council Tax	5,403	5,613	5,782	5,956
Council Tax Collection Fund Surpluses	(95)	0	0	0
Business Rates Collection Fund Surpluses	7,820	7,980	0	0
RSG	265	0	0	0
Business Rates*	2,188	2,418	2,363	2,410
New Homes Bonus	1,541	1,615	0	0
Other Non-Service Grants	204	191	0	0
Total Resources	17,326	17,817	8,145	8,366
Net Budget Prior to Planned Savings	18,354	19,388	10,490	11,264
Business Rates Equalisation Reserve	668	81	0	0
Forecast Surplus/Deficit (+/-)	-360	-1490	-2,345	-2,897

*2018/19 Safety Net thereafter assumed Baseline

Housing Revenue Account	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Dwellings Rents	11,940	11,840	12,413	12,452
Garage Rents	100	103	106	107
Total Resources	12,040	11,943	12,248	12,559
Net Budget Prior to Planned Savings	11,175	11,664	10,740	12,226
Planned Savings	0	-75	-75	-75
Forecast Surplus/Deficit (+/-) transferred to MRR to fund the capital programme	864	353	1,584	408

- 3.10 The General Fund shows a forecast deficit of £1.5m in 2019/20, £2.3m in 2020/21 and £2.9m in 2021/22.
- 3.11 The on-going risk to the Council's funding (General Fund and HRA) means that we will need to strike a careful balance between savings and investment. We will continue to strive for more efficient and effective services and maximising income where possible and appropriate, which in turn will enable the financial capacity for investment to achieve sustainable cash 'returns' and minimise the impact on front line service outcomes and in the case of the HRA the amount available for investment in our housing stock.

4. Savings

- 4.1 This MTFS emphasises the careful balance that is required between savings and investment in order to ensure the Council's finances remain sustainable. 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.
- 4.2 Taking the proposals for Council Tax, growth, and reserve transfers and assumptions on Formula Grant, the estimated target for savings on the General Fund is £2.9m by 2021/22.
- 4.3 The Council has a good track record for delivering savings, but in 2018/19 progress is behind profile and it is becoming increasingly difficult to achieve further savings from a reducing cost base. However, the focus on delivering planned savings must be maintained, given the importance of savings in achieving the Council's financial (and wider) objectives and to avoid the long term use of balances to support on-going spending which is unsustainable. The Council's approach to savings covers three key strands:
- **Growing** our resources through charging for services, trading externally and importantly investing in economic growth to drive growth in Council Tax and Business Rates;
 - **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs;
 - **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.
- 4.4 A number of 'technical' savings have also been delivered which involved the set-aside of one-off sums to reduce the on-going base budget – these included a £1.5m contribution to the Private Finance Initiative (PFI); £3.3m voluntary minimum revenue provision in relation to outstanding debt; and a £9.391m lump sum payment to the North Yorkshire Pension Fund to reduce employer contributions. Council agreed that resources earmarked in a number of reserves would be redirected in 2016/17 with the potential for these to be replenished in 2017/18 (subject to business rates income) – which was done in 2017/18.
- 4.5 The General Fund savings in progress and forecast for 2018/19 currently total £175k - £185k short of the expected deficit. Looking ahead to 2019/20 much of the identified savings are considered high risk. The previous MTFS provided £2.4m to support the revenue budget pending delivery of saving but given the high risk within the savings programme it would be prudent to hold back sufficient funds to cover the current year and following 3 years deficit – a total of around £7m.

Appendix 1

4.6 In approving the plan and it must be acknowledged that **failure to deliver the savings target would require the use of further reserves to balance the budget which would undermine the Council's long term financial resilience and therefore work to deliver and identify further savings to bridge any gap must continue.**

4.7 Taking into account the updated forecasts in the MTFs and progress on the current savings plan the estimated position on savings is:

GF Savings Summary	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Estimated Deficit (mid-case)	360	1,490	2,345	2,897
Low risk	45	45	45	45
Medium risk	60	319	319	319
High risk	70	1,212	1,212	1,212
Total per plan	175	1,257	1,257	1,257
Further Shortfall	185	233	1,088	1,640

HRA Savings Summary	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Assumed residual target	0	84	84	84
Medium risk	0	194	194	194
High risk	0	20	20	20
Total per plan	0	214	214	214
Current Shortfall / (Surplus)		(130)	(130)	(130)

Note HRA is in surplus but resources are required for capital programme so an assumed savings target is applied

4.8 Opportunities for additional savings will be explored as part of the forthcoming budget round.

5 Capital Programmes

5.1 The Council's Capital Programmes contain the 'business as usual' capital projects planned – for the General Fund these include Disabled Facilities Grants (DFGs), ICT replacements, major works to the Council's assets and loans/grants to Selby and District Housing Trust to support affordable housing delivery; and for the HRA the various enhancement works to the Council's housing stock as well as new build schemes. Expenditure is funded by earmarked reserves set aside for these specific purposes, or through capital receipts from Council House and other asset sales. For information, the approved programmes are attached at **Appendix D**.

5.2 There is currently around £5.7m available in usable capital receipts estimated over next 3 years from right to buy receipts, and land/property sales. In recent years low level receipts have been used to cover the cost of Disabled Facilities Grants, however increases in Council House sales and the Council's agreement with the Government to retain extra receipts to achieve one for one replacement of Council homes, means that going forward, receipts retained from council house sales can be used to support the Council's affordable homes development strategy and deliver new build homes across the district.

5.3 In addition s106 affordable housing commuted sums are anticipated (£8.5m over the next 7 years with £4.88m outstanding at April 2018) which provide the potential to extend our house building/acquisition programme further. Plans are already in progress on the £22m development programme approved by the Executive in January 2018, but with rising right to buy receipts and s106 commuted sums, there is potential to increase our existing programme further. A review of the HRA Business Plan will be undertaken in the coming months and proposals will be brought forward for approval in due course should this be appropriate.

5.4 For the purpose of this strategy it is assumed that new acquisitions (purchased or built) will be subject to business cases and at least self-financing through the rental income achieved. Capital Programme proposals will be considered as part of the forthcoming budget round and borrowing requirements will be kept under review.

6 Programme for Growth

6.1 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**' by investing in jobs; housing; infrastructure/economic development; and the tourism economy. The approved programme, which aligns to the new Corporate Plan, is set out at **Appendix E**.

6.2 The programme is now in its fourth incarnation, with an initial suite of projects approved as part of the 2018/19 budget:

Programme for Growth 3	Projects £000
Total Allocated to projects	7,511
Internal capacity	3,000
Assumed remaining project delivery fund (subject to available resources)	423
Funding from Special Projects Reserve	10,934

- 6.3 These resources could increase further subject to the future of New Homes Bonus and Business Rates and delivery of savings. **The mid-case scenario shows the potential for a further £8.7m receipts in 2018/19.** The Council's treasury management strategy proposes to invest £5m in property funds with entry fees and the investment being financed through the Programme for Growth which would leave £3.7m for future allocation.
- 6.4 At this stage however, given the risk within the savings plan the remaining £3.7m will be held within the Business Rates Equalisation reserve to mitigate the shortfall in our savings plan.
- 6.5 The resources available to fund the programme will be reviewed annually in light of announcements on Local Government funding and the Council's financial outlook. However the Council's strategic approach to its future financial sustainability is reliant upon investment to stimulate housing and business growth which in turn will generate local funds through Council Tax and Business Rates to mitigate losses in central Government funding and provide the capacity for further reinvestment.
- 6.6 There may be opportunity to extend the programme for growth further through bids for funding from external partners (such as the LEP and HCA).

7 Conclusions

- 7.1 The key assumptions which underpin the Financial Strategy have been updated based on the latest intelligence available however there remains much uncertainty around public sector finance.
- 7.2 There is risk within the Business Rates retention scheme as we approach the system reset from 2020/21 - at this stage a cautious stance has been taken and whilst we anticipate further renewable energy receipts in 2019/20 these will only be allocated when they are confirmed although we will keep the potential in mind as we develop our plans.
- 7.3 There is also uncertainty over New Homes Bonus, the economic situation, income generation and delivery of savings. The Council's longer term financial position is heavily reliant upon overall resources keeping pace with inflation and costs being contained within base budget.
- 7.4 Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. However recent indications from central government suggest that this scheme is only secured to 2019/20. To plan for the potential loss it is proposed that the amount

Appendix 1

used to support the revenue budget is phased out over the next 2 years - a loss of nearly £800k to our on-going revenue budget.

- 7.5 Based on the assumptions in this strategy the Council's target General Fund Net Revenue Budget for 2019/20 is £17.8m, including a savings target of £1.5m and net contributions to reserves of £7.8m (which includes £8m non-recurring renewable energy business rates).
- 7.6 By 2020/21 the savings requirement is anticipated to rise to £2.3m and £2.9m by 2021/22 (although this does not take into account growth beyond the standard assumptions contained in this MTFS).
- 7.7 The additional income from Council Tax and Business Rates as a result of our investment in economic growth will help to bridge the funding gap in the long term but inevitably this will take time to come to fruition and therefore in the meantime we must strive to be as efficient as possible and deliver the additional savings targets that have been proposed. We will need to keep these targets under review as the future for Local Government funding becomes clearer.
- 7.8 The target HRA budget for 2019/20 is £11.6m including a savings target of £75k. Over the next 10 years there is capacity within the HRA Business Plan to support additional capital expenditure - balancing investment in our current stock with acquisition of new homes. For the purpose of this strategy it is assumed that new acquisitions (purchased or built) will be subject to business cases and at least self-financing through the rental income achieved. As plans for the Housing Development Programme are established this budget will be updated as required.
- 7.9 Meeting the on-going savings challenge features strongly in the Council's strategic and operational plans and this work will continue. Our collaboration with North Yorkshire County Council and other partners, progressing our digital strategy and reducing demand for services, the commercialisation of our business, income generation and efficiency savings are important to this work.
- 7.10 However achieving financial self-sufficiency will mean that a careful balance between savings and investment will need to be struck. We will continue to strive for more efficient and effective services which in turn will provide the financial capacity for investment in delivering local economic growth – replacing central Government funding with sustainable cash returns in the form of income from services, Council Tax and Business Rates.

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SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN 'Best' Case

GENERAL FUND	← Medium Term Financial Plan →				← Long Term Forecast →					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
KEY ASSUMPTIONS										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	3%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
COUNCIL TAX										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	180.48	184.07	187.73	191.47	195.28	199.16	203.13	207.17	211.29
Council Tax Income (£000's)	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
Precept (£000's)	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
REVENUE FINANCING	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Local Income										
Council Tax	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
Council Tax Collection Fund Surplus/Deficit (+/-)	- 95									
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980								
Gov't Grants										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265									
New Homes Bonus	1,541	1,615								
Rural Services and Transitional Grants	135	108								
Other Specific Grants	69	84								
TOTAL EXTERNAL RESOURCES (a)	17,326	17,825	8,153	8,375	8,602	8,837	9,077	9,325	9,579	9,840
REVENUE BUDGET	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New growth - Lifeline		30	31	31	32	32	33	34	34	35
New growth - Recycling Credits		- 300	- 306	- 312	- 318	- 325	- 331	- 338	- 345	- 351
New growth - Summit		-	-	-	-	-	-	-	-	-
Investment Interest	- 165	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Capital Financing	1,049	581	506	350	357	364	371	379	386	394
Parish CTS Grant	70	-	-	-	-	-	-	-	-	-
Net Budget Before Contributions to/from reserves	11,834	11,282	10,850	10,906	11,131	11,512	11,592	11,830	12,073	12,320
Contributions to Reserves:										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913								
Contingency										
General Balances										
Contributions from Reserves:										
Business Development/Spend to Save	- 84									
ICT	- 474	- 220	- 149	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	- 491	- 491
Building Repairs	- 575	- 361	- 357	- 200	- 204	- 208	- 212	- 216	- 221	- 225
Special Project/P4G Salaries	- 1,114	- 1,000	- 386							
S106 Affordable Housing Commuted Sums										
District Election		- 136				- 153				
NYCC Collaboration										
Discretionary Rate Relief	- 100									
Local Plan	- 55	- 98	- 167							
Contingency										
Business Rates Equalisation (Internal safety net top-up)	- 177									
Net Contributions to/from reserves (+/-)	6,520	7,806	- 666	45	35	- 129	13	- 1	- 15	- 23
Forecast Net Revenue Budget (b)	18,354	19,088	10,184	10,951	11,166	11,383	11,605	11,829	12,057	12,297
Difference between resources and forecast budget (a - b)	- 1,028	- 1,263	- 2,030	- 2,577	- 2,563	- 2,547	- 2,528	- 2,505	- 2,479	- 2,457
Planned drawdown from Business Rates Equalisation Reserve	668	81								
Current Net Surplus/Deficit within MTFP (+/-)	- 360	- 1,182	- 2,030	- 2,577	- 2,563	- 2,547	- 2,528	- 2,505	- 2,479	- 2,457

SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN Mid Case

GENERAL FUND	← Medium Term Financial Plan →					Long Term Forecast →				
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
KEY ASSUMPTIONS										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	£5	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
COUNCIL TAX										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	180.22	183.81	187.47	191.20	195.00	198.88	202.84	206.88	211.00
Council Tax Income (£000's)	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
Precept (£000's)	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
REVENUE FINANCING										
Local Income										
Council Tax	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
Council Tax Collection Fund Surplus/Deficit (+/-)	- 95	-	-	-	-	-	-	-	-	-
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980	-	-	-	-	-	-	-	-
Gov't Grants										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265	-	-	-	-	-	-	-	-	-
New Homes Bonus	1,541	1,615	-	-	-	-	-	-	-	-
Rural Services and Transitional Grants	135	108	-	-	-	-	-	-	-	-
Other Specific Grants	69	84	-	-	-	-	-	-	-	-
TOTAL EXTERNAL RESOURCES (a)	17,326	17,817	8,145	8,366	8,594	8,828	9,068	9,315	9,569	9,830
REVENUE BUDGET										
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New Growth - Lifeline	30	31	31	31	32	32	33	34	34	35
New Growth - Recycling Credits	-	-	-	-	-	-	-	-	-	-
New Growth - Summit	-	-	-	-	-	-	-	-	-	-
Investment Interest	- 165	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Capital Financing	1,049	581	506	350	357	364	371	379	386	394
Partnership Grants	70	-	-	-	-	-	-	-	-	-
Net Budget Before Contributions to/from reserves	11,834	11,582	11,156	11,219	11,449	11,837	11,924	12,168	12,417	12,672
Contributions to Reserves:										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913	-	-	-	-	-	-	-	-
Contributions from Reserves:										
Business Development/Spend to Save	- 84	-	-	-	-	-	-	-	-	-
ICT	- 474	- 220	- 149	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	- 491	- 491
Building Repairs	- 575	- 361	- 357	- 200	- 204	- 208	- 212	- 216	- 221	- 225
Special Project/P4G Salaries	- 1,114	- 1,000	- 386	-	-	-	-	-	-	-
S106 Affordable Housing Commuted Sums	-	-	-	-	-	-	-	-	-	-
District Election	-	- 136	-	-	-	- 153	-	-	-	-
Discretionary Rate Relief	- 100	-	-	-	-	-	-	-	-	-
Local Plan	- 55	- 98	- 167	-	-	-	-	-	-	-
Business Rates Equalisation (Internal safety net top-up)	- 177	-	-	-	-	-	-	-	-	-
Net Contributions to/from reserves (+/-)	6,520	7,806	- 666	45	35	- 129	13	- 1	- 15	- 23
Forecast Net Revenue Budget (b)	18,354	19,388	10,490	11,264	11,484	11,708	11,936	12,167	12,402	12,649
Difference between resources and forecast budget (a - b)	- 1,028	- 1,571	- 2,345	- 2,897	- 2,890	- 2,880	- 2,868	- 2,852	- 2,833	- 2,818
Planned drawdown from Business Rates Equalisation Reserve	668	81	-	-	-	-	-	-	-	-
Net Surplus/Deficit within MTFP (+/-)	- 360	- 1,490	- 2,345	- 2,897	- 2,890	- 2,880	- 2,868	- 2,852	- 2,833	- 2,818

SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN 'Worst' Case

GENERAL FUND	← Medium Term Financial Plan →				← Long Term Forecast →					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
KEY ASSUMPTIONS										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	£0	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
COUNCIL TAX										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	175.22	178.71	182.27	185.89	189.59	193.37	197.21	201.14	205.14
Council Tax Income (£000's)	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
Precept (£000's)	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
REVENUE FINANCING	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Local Income										
Council Tax	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
Council Tax Collection Fund Surplus/Deficit (+/-)	- 95									
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980								
Gov't Grants										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265									
New Homes Bonus	1,541	1,615								
Rural Services and Transitional Grants	135	108								
Other Specific Grants	69	84								
TOTAL EXTERNAL RESOURCES (a)	17,326	17,661	7,985	8,201	8,424	8,652	8,887	9,129	9,378	9,633
REVENUE BUDGET	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New growth - Lifeline		30	31	31	32	32	33	34	34	35
New growth - Recycling Credits		300	306	312	318	325	331	338	345	351
New growth - Summit		-	-	-	-	-	-	-	-	-
Investment Interest	- 165	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Capital Financing	1,049	581	506	350	357	364	371	379	386	394
Parish CTS Grant	70	-	-	-	-	-	-	-	-	-
Net Budget Before Contributions to/from reserves	11,834	11,882	11,462	11,531	11,767	12,162	12,255	12,506	12,762	13,023
Contributions to Reserves:										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913								
Contingency										
General Balances										
Contributions from Reserves:										
Business Development/Spend to Save	- 84									
ICT	- 474	- 220	- 149	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	- 491	- 491
Building Repairs	- 575	- 361	- 357	- 200	- 204	- 208	- 212	- 216	- 221	- 225
Special Project/P4G Salaries	- 1,114	- 1,000	- 386							
S106 Affordable Housing Commuted Sums										
District Election		- 136				- 153				
NYCC Collaboration										
Discretionary Rate Relief	- 100									
Local Plan	- 55	- 98	- 167							
Contingency										
Business Rates Equalisation (Internal safety net top-up)	- 177									
Net Contributions to/from reserves (+/-)	6,520	7,806	- 666	45	35	- 129	13	- 1	- 15	- 23
Forecast Net Revenue Budget (b)	18,354	19,688	10,796	11,576	11,802	12,033	12,267	12,505	12,747	13,000
Difference between resources and forecast budget (a - b)	- 1,028	- 2,027	- 2,811	- 3,375	- 3,379	- 3,380	- 3,380	- 3,376	- 3,369	- 3,367
Planned drawdown from Business Rates Equalisation Reserve	668	81								
Net Surplus/Deficit within MTFP (+/-)	- 360	- 1,946	- 2,811	- 3,375	- 3,379	- 3,380	- 3,380	- 3,376	- 3,369	- 3,367

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SELBY DISTRICT COUNCIL - HRA 10 YEAR FINANCIAL PLAN

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
← Medium Term Financial Plan →											
KEY ASSUMPTIONS											
Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.40%	0.50%	0.75%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Estimated Sales	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20
Demolitions											
Estimated New Build	23	19	13								
Void Loss	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Provision for Bad Debts	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Fees & Charges	2.00%	2.90%	2.90%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rent Increase CPI + 1%	-1.00%	-1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Number of Dwellings (Mid Year Average)	3,044	3,045	3,041	3,027	3,007	2,987	2,967	2,947	2,927	2,907	2,887
Average Rent - Rent Restructuring	83.26	82.43	84.90	87.45	90.07	92.77	95.56	98.42	101.38	104.42	107.55
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
REVENUE FINANCING											
Dwellings Rents	11,940,000	11,840,000	12,142,864	12,451,618	12,740,428	13,035,360	13,336,522	13,644,022	13,957,968	14,278,472	14,605,644
Garage Rents	99,700	102,591	105,566	107,678	109,831	112,028	114,269	116,554	118,885	121,263	123,688
Total Resources (£)	12,039,700	11,942,591	12,248,431	12,559,296	12,850,259	13,147,388	13,450,791	13,760,575	14,076,853	14,399,735	14,729,332
REVENUE BUDGET											
Operational Services	1,756,150	1,711,391	1,665,666	1,698,980	1,732,959	1,767,619	1,802,971	1,839,030	1,875,811	1,913,327	1,951,594
Commissioning Contracts & Procurement	105,900	109,290	112,360	114,607	116,899	119,237	121,622	124,055	126,536	129,066	131,648
Debt Management Costs	6,000	6,000	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030
Contingency	75,000	75,000	75,000	76,500	78,030	79,591	81,182	82,806	84,462	86,151	87,874
Net Service Costs	1,943,050	1,901,681	1,859,026	1,896,207	1,934,131	1,972,814	2,012,270	2,052,515	2,093,566	2,135,437	2,178,146
CEC Recharge from General Fund	2,741,123	2,810,182	2,883,750	2,941,425	3,000,254	3,060,259	3,121,464	3,183,893	3,247,571	3,312,522	3,378,773
Net Operational Budget	4,684,173	4,711,863	4,742,776	4,837,632	4,934,385	5,033,072	5,133,734	5,236,408	5,341,137	5,447,959	5,556,919
Major Repairs Reserve Contribution	909,360	1,363,360	718,360	2,125,427	2,894,624	1,561,230	1,188,475	2,888,405	2,516,773	1,477,568	1,447,780
Depreciation (Dwellings)	1,189,940	1,189,940	1,189,940	1,213,739	1,238,014	1,262,774	1,288,029	1,313,790	1,340,066	1,366,867	1,394,204
Depreciation (All other Assets)	106,700	106,700	106,700	108,834	111,011	113,231	115,496	117,805	120,162	122,565	125,016
Repayment of HRA Reform Loan (Interest)	2,787,103	2,821,630	2,544,580	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750
Loan Principal (Based on 50 Years)	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000
Provision for Bad & Doubtful Debt	262,680	260,480	267,143	273,936	280,289	286,778	293,403	300,168	307,075	314,126	321,324
Investment Interest - Notional Sum	- 74,700	- 99,500	- 139,600	- 140,996	- 142,406	- 143,830	- 145,268	- 146,721	- 148,188	- 149,670	- 151,167
Net Budget Before Contributions to/from Reserves	11,125,256	11,614,473	10,689,899	12,176,322	13,073,666	11,871,005	11,631,619	13,467,606	13,234,774	12,337,166	12,451,826
<u>Contributions to Reserves:</u>											
Computer Development	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Forecast HRA Net Revenue Budget	11,175,256	11,664,473	10,739,899	12,226,322	13,123,666	11,921,005	11,681,619	13,517,606	13,284,774	12,387,166	12,501,826
Difference between Resources and HRA Net Revenue Budget	864,444	278,118	1,508,531	332,974	- 273,407	1,226,383	1,769,172	242,970	792,080	2,012,569	2,227,506
Savings Target	-	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000
Difference between resources and Net Revenue Budget Transferred to Major Repirs Reserve	864,444	353,118	1,583,531	407,974	- 198,407	1,301,383	1,844,172	317,970	867,080	2,087,569	2,302,506
Revenue Capital Programme Funding	909,360	1,363,360	718,360	2,125,427	2,894,624	1,561,230	1,188,475	2,888,405	2,516,773	1,477,568	1,447,780
Surplus Prior to Funding Capital Programme	1,773,804	1,716,478	2,301,891	2,533,401	2,696,217	2,862,613	3,032,647	3,206,374	3,383,852	3,565,138	3,750,286

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Reserve Balances 2018 - 2021															
Description	Estimated Balance 31 March 18	Use	Transfers	Contribs	Estimated Balance 31 March 19	Use	Contribs	Estimated Balance 31 March 20	Use	Contribs	Estimated Balance 31 March 21	Use	Contribs	Estimated Balance 31 March 22	Comments
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Revenue Reserves															
General Fund															
Reserves to fund future commitments:															
PFI Scheme	3,643,442	- 418,430		292,169	3,517,181	- 427,000	295,081	3,385,262	- 435,323	302,656	3,252,595	- 449,460	309,645	3,112,780	
ICT	573,571	- 1,118,272	500,000	191,000	146,299	- 220,000	191,000	117,299	- 149,000	191,000	159,299	- 191,000	191,000	159,299	
Asset Management	1,004,960	- 1,095,848	250,000	200,000	359,112	- 361,430	200,000	197,682	- 356,520	200,000	41,162	- 200,000	200,000	41,162	Future commitments require top up of £250k
Election	113,934			34,000	147,934	- 136,000	34,000	45,934		34,000	79,934		34,000	113,934	
	5,335,908	- 2,632,550	750,000	717,169	4,170,527	- 1,144,430	720,081	3,746,178	- 940,843	727,656	3,532,991	- 840,460	734,645	3,427,176	
Reserves to fund growth and improvement:															
Special Projects/Unallocated	-	- 5,000,000		5,000,000	-		3,852,250	3,852,250			3,852,250			3,852,250	Assumes £5m of renewable energy income is allocated to Property Funds in 2018/19 and remainder to BRER to support savings plan. Subject to confirmation of receipts in 2019/20 the remainder of renewable energy receipts (after £4.1m is held in BRER to support the revenue budget and £25k is allocated to P4G), is available for allocation.
Special Projects / Programme for Growth	7,307,569	- 8,064,794		880,000	122,775	- 1,251,249	1,273,414	144,940	- 144,940		-			-	P4G resources/spend 2018/19 to 2019/20 = £9.461m
S106 Affordable Housing Commuted Sums	3,490,610	- 540,000		1,218,744	4,169,354	- 750,000	2,437,488	5,856,842	- 210,000	1,223,266	6,870,108			6,870,108	Funds ring-fenced and spend subject to progress on housing developments
Discretionary Rate Relief Fund	268,492	- 100,000			168,492			168,492			168,492			168,492	
NYC Collaboration	50,000				50,000			50,000			50,000			50,000	
Spend To Save (Business Development)	498,452	- 313,924	150,000		334,528			334,528			334,528			334,528	
	11,615,123	- 9,018,718	150,000	2,098,744	4,845,149	- 2,001,249	7,563,152	6,554,802	- 354,940	1,223,266	7,423,128	-	-	7,423,128	
Reserves to mitigate financial risk:															
Pensions Equalisation Reserve	741,643		- 750,000	100,000	91,643		100,000	191,643		100,000	291,643		100,000	391,643	
NDR Equalisation	1,604,415	- 845,751		2,820,000	3,578,664	- 81,000	4,102,336	7,600,000			7,600,000			7,600,000	£7.6m held to support revenue budget to 2021/22 - drawdown is subject to savings delivery
Local Plan	550,231	- 479,360	250,000	50,000	370,871	- 97,500	50,000	323,371	- 167,500	50,000	205,871		50,000	255,871	
Contingency	497,600		- 250,000		247,600			247,600			247,600			247,600	
General Fund	1,653,222		- 150,000		1,503,222			1,503,222			1,503,222			1,503,222	Minimum working balance £1.5m
	5,047,111	- 1,325,111	- 900,000	2,970,000	5,792,000	- 178,500	4,252,336	9,865,836	- 167,500	150,000	9,848,336	-	150,000	9,998,336	
Total GF Revenue reserves	21,998,142	- 12,976,379	-	5,785,913	14,807,676	- 3,324,179	12,535,569	20,166,816	- 1,463,283	2,100,922	20,804,455	- 840,460	884,645	20,848,640	
HRA															
HRA Unallocated Balance	2,266,697				2,266,697			2,266,697			2,266,697			2,266,697	
C/fwd Budgets (HRA)	1,651,796	- 1,651,796			-			-			-			-	
Major Repairs Reserve - Capital Programme	4,330,024	- 4,083,796		3,070,443	3,316,671	- 2,725,000	3,013,118	3,604,789	- 2,080,000	3,598,531	5,123,320	- 3,000,000	3,855,974	5,979,294	
Sub Total	8,248,517	- 5,735,592	-	3,070,443	5,583,368	- 2,725,000	3,013,118	5,871,486	- 2,080,000	3,598,531	7,390,017	- 3,000,000	3,855,974	8,245,991	
Total Revenue Reserves	30,246,659	- 18,711,971	-	8,856,356	20,391,044	- 6,049,179	15,548,687	26,038,302	- 3,543,283	5,699,453	28,194,472	- 3,840,460	4,740,619	29,094,631	
Capital Reserves															
General Fund Receipts (after P4G removed)	1,220,043				1,220,043			1,220,043			1,220,043			1,220,043	
HRA Receipts	3,205,327	- 625,000		500,000	3,080,327	- 370,000	500,000	3,210,327	- 310,000	500,000	3,400,327	- 310,000	500,000	3,590,327	
Other Capital Receipts	493,000	- 325,000			168,000			168,000			168,000			168,000	
Capital Receipts (HRA Reserved)	23,205	- 253,205		230,000	0	- 250,000	250,000	0			0			0	
Total GF Capital Receipts	4,941,575	- 1,203,205	-	730,000	4,468,370	- 620,000	750,000	4,598,370	- 310,000	500,000	4,788,370	- 310,000	500,000	4,978,370	

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Appendix C : Savings Plan

General Fund - Potential Saving	Sponsor	2018/19 Forecast £000's	2019/20 Target £000's	Update
Income generation	SR	0	185	Proposals to be developed for additional income streams for 2019/20 and beyond - including potential opportunities to maximise income streams through better understanding of our asset base, following asset management system implementation.
Process improvements /on-line transactions	JS	70	91	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19 but savings are still to be defined. The new housing system will be fully implemented by early 19/20. Potential savings are currently being collated but the savings remain at risk until these are confirmed.
Planning service review	JC	60	200	This saving is currently under review following the Government's increase of planning fees and with it the requirement to reinvest in the service. Some internal efficiencies are planned in 2018/19 but further work is required to confirm the level of savings that can be achieved next year and beyond.
Asset rationalisation	JS	14	140	Ex Profiles Gym has been let to a tenant generating £28k in 18/19. The remainder of this saving is dependent upon the contact centre move from Market Cross. This will require redevelopment of the Civic Centre to accommodate. This remains under discussion but works are unlikely to be completed in the current financial year. Police co-location is now expected in February 2019 and this income is included in the forecast at £13k.
Commissioning & collaboration	JS	30	80	The savings expected in 2019/20 are still to be identified but additional income has been generated in 2018/19 through agreements to deliver work for another local District Council.
New SDHT Loans	DC	1.3	71	Loans currently made to the Selby District Housing Trust will generate £18.3k of interest returns in 2018/19. A number of schemes are currently in progress, with negotiations taking place with developers with a scheme to acquire 12 S106 affordable housing properties recently agreed between SDC and the SDHT at Ulleskelf. The revised and expanded Housing Development Programme agreed by Executive in January 2018 identifies a significant role for the SDHT in delivery which will provide further loan opportunities for SDC. Forecast has been retained at the level of current existing loans, but there is scope for new loans to be made during the year.
Lending to third parties	DC	0	40	This work will be considered as adoption of the Economic Development Strategy is achieved, and the Programme 4 Growth is developed. However, this is not currently a high priority within the Economic Development Framework and consequently this saving will be reviewed as part of the next budget round.
Programme for Growth	DC	0	250	The current programme above indicates that approximately £3.5m of the projects (the Commercial Property Acquisition projects) will generate a direct ROI, so a direct ROI of circa 7% is required on these projects to achieve the £250k target. We are in the process of acquiring two former bank buildings which are targeted to achieve £100k of income per annum from 19/20 but the purchases are not yet finalised and redevelopment proposals are being formulated.
Business Rates Growth	DC	0	200	The Economic Development team will deliver the Council's Economic Development Strategy and proactively foster new inward investment and indigenous business growth. This is however very high risk due to uncertainties regarding the BRR system reset from 20/21.
To be delivered not budgeted		175	1,257	

Low Risk	45	-
Medium Risk	60	302
High Risk	70	955
Total	175	1,257

HRA - Potential Saving	Sponsor	2018/19 Forecast £000's	2019/20 Target £000's	Q1 June 2018
Process improvements /on-line transactions	JS		194	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19. Quick wins already being delivered in Revs & Bens. Implementation of Housing Management System has commenced - first module due Jan 2018. Full implementation expected by July 2019. Project brief for 'Modern Office Project' to support a more flexible and mobile workforce currently being developed.
Commissioning & collaboration	JS		20	
To be delivered not budgeted		-	214	

Low Risk	-	-
Medium Risk	-	194
High Risk	-	20
Total	-	214

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Appendix D : 2018/19 – 2020/21 CAPITAL PROGRAMME

<u>GENERAL FUND</u>	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
PROJECTS			
Asset Management Plan Leisure Centres & Park	22,700	20,080	27,800
Asset Management Plan - Leisure Village	7,510	18,350	5,720
Enhancement of Car Parks	300,000	300,000	300,000
Collapsed Culvert - Portholme Road	207,000		
Housing Development (Loans to SDHT)	4,908,700	7,560,000	
Grants			
Disabled Facilities Grants	346,958	346,958	346,958
Repair Assistance Loans	30,000	30,000	30,000
ICT Hardware & Systems Within ICT Strategy			
DIP Upgrade			
Virtual Servers, Software & Storage		25,000	
Benefits & Taxation	15,000	15,000	15,000
Transactional Services in Bens & Taxation	50,000		
Customer Portal	18,000		
Portal / Digital Platform - to Housing Mgmt System	18,000		
Disaster Recovery Improvements	40,000	20,000	
Microsoft Licensing	85,000	85,000	85,000
Laptop Refresh	60,000	40,000	33,000
Juniper Firewall	1,500		
Citrix Software Licences	30,000		
Implementation & Infrastructure Costs	317,500	185,000	133,000
Desktop Replacement Programme	36,000		
Mobile Working Solution	40,000	60,000	16,000
TOTAL	6,216,368	8,520,388	859,478
SUMMARY OF FUNDING			
Capital Receipts	30,000	30,000	30,000
Grants & Contributions	346,958	346,958	346,958
Reserves	930,710	583,430	482,520
S106 Commuted Sums	360,000	220,000	
Borrowing	4,548,700	7,340,000	
TOTAL	6,216,368	8,520,388	859,478

HRA**PROJECTS****PROJECTS**Current Projects

	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
Electrical Rewires	240,000	240,000	240,000
Central Heating - Gas	295,000	470,000	470,000
Central Heating - Solid Fuel	0	75,000	75,000
Roof Replacements	220,000	400,000	
Damp Surveys & Works	220,000	220,000	220,000
Door & Window Replacements	120,000	120,000	120,000
Kitchen Replacements	130,000	130,000	130,000
Pre Paint & Cyclical Repairs	160,000	160,000	160,000
Void Property Repairs	80,000	80,000	80,000
Asbestos Condition Survey			
Fencing & Gates	40,000	40,000	40,000
Bathroom Replacements	30,000	30,000	30,000
Pointing Works	300,000	300,000	300,000
<u>New Projects</u>			
Garage Sites	10,000		
Community Centre Refurbishment	48,000	30,000	
Sheltered Homes Adaption	180,000	165,000	150,000
Empty Homes Programme	600,000	700,000	700,000
Estate Enhancements	133,000	100,000	
St Wilfrids Court Refurbishment		100,000	
Aids & Adaptations Programme	125,000		
New Build Projects	1,200,000	2,280,000	
TOTAL	4,131,000	5,640,000	2,715,000

SUMMARY OF FUNDING

	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
Revenue Contributions	909,360	1,363,360	718,360
Major Repairs Reserve	1,296,640	1,296,640	1,296,640
Borrowing	1,000,000	1,900,000	
Capital Receipts	565,000	340,000	280,000
HCA Grant Funding	180,000	210,000	210,000
S.106 Commuted Sums - affordable housing subsidy	180,000	530,000	210,000
TOTAL	4,131,000	5,640,000	2,715,000

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Appendix E : Programme for Growth Projects

Project	Lead Officer	Spend to Date / Budget	Update
Towns Masterplanning	Angela Crossland	0	Project paused as part of the review of existing P4G3 projects. A proposal will be brought back to re-focus the project onto specific known regeneration priorities and projects in the town centres rather than broader strategy development. Request to carry-over funding to allow us to develop Business Cases to fund specific Regeneration plans and projects in the towns: * Selby Heritage Action Zone bid proposed for October 2018 linked to Selby Abbey HLF bid and Selby 950 Celebrations * Tadcaster Heritage-led Regeneration masterplan - potential HLF bid and Heritage England collaboration to address known issues to help Tadcaster reach its potential. * Sherburn Infrastructure-focussed review - to better understand gaps to delivery
Visitor Economy	Angela Crossland	204,938	Tour de Yorkshire Tadcaster project successfully delivered. Make it York successfully completed their commission to produce the Visitor Economy Strategy and Action Plan. This was agreed by Executive in March 2018 including a £460k delivery pot for the first phase of work to support Visitor Economy Strategy and Action Plan delivery. The remaining £66k in this Visitor Economy project should be carried forward to allow some early win projects in the Action Plan to be delivered.
Stepping Up' Housing Delivery	Chris Kwasniewski	138	Brief developed. Project superseded by significant work on the Council's new Housing Development Programme approved by Executive in January 2018. Carry forward to allow further work to be undertaken on how the Council could step-up its strategic enabling role in housing delivery including exploring options for investment in market housing to rent and for sale.
Olympia Park	Chris Kwasniewski	5,000	The Council was successful in securing circa £9m funding from Homes England through their 'Housing Infrastructure Fund'. This means significant work is now required to complete 'due diligence' to unlock the HIF funding and prepare for the case to prove deliverability for the Site Allocation Local Plan (summer 2018) and planning application (December 2018). HIF and the landowners will fund the majority of work going forward but we need funding to provide ongoing legal, property and delivery strategy advice and technical studies to support the strategic allocation in the Local Plan.
Strategic Sites Masterplanning	Chris Kwasniewski	145,142	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, Gascoigne Wood Strategic Rail Freight Interchange, and enabling work to help deliver our strategic housing and employment sites.
Access to Employment	Iain Brown	0	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. A Business Forum has been established by the Council's new Senior Inward Investment Officer to fully understand the scope of the issue - this project will then fund a response (along with, it is envisaged, private sector contributions). No spend forecast for 17/18.

Project	Lead Officer	Spend to Date / Budget	Update
Green Energy	Iain Brown	0	Further diligence work on project to be undertaken to produce robust cost/benefit analysis. This was to enable Burn Airfield to be connected to the national grid network so that renewable energy generation could be promoted once the tariffs allow us to achieve grid parity. Burn is a strategic acquisition for Selby District for the next Local Plan period (post 2027) and there is a proposed new P4G project to consider future development options for any new development. Ensuring sustainable energy supply will be a key consideration so it is proposed to carry this funding over to allow further work to be carried out. No spend forecast in 17/18.
Growing Enterprise	Iain Brown	5,239	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. This project will fund small business support activity. An SME Support Programme is being developed, in close consultation with the portfolio holder, by the Council's Senior Business Advisor which will set out the scope of the project in detail. The project is also seeking to develop income streams from support provision, which may mean that delivery from this project can extend into the next financial year. EDF conference and Launch fees covered from this budget.
Church Fenton Studios	Dave Caulfield / Iain Brown	0	Liaison is ongoing with the site owners, key regional stakeholders and potential investors as to the site's future. Until these discussions have concluded, the scope of any potential project cannot be clarified. Positive progress has been made, with a planning application for the 'Create Yorkshire' site submitted, and currently there is no indication that public money will be required to bring the scheme forward (pending further discussions). Expecting to make partnership contribution to Business Plan work and specialist industry advice for the scheme.
Business Space & Accommodation Review	Iain Brown	12,848	CoStar software has been purchased that provides live commercial data around the District's available/soon-to-be-available commercial stock. Advanced nature of software means that analysis can be undertaken as a project by a member of the Council's graduate programme, reducing overall project costs significantly. May also need to commission specialist advice to advise on any gaps in provision for key sectors.
Healthy Living Concepts Fund	Angela Crossland	3,037	Park Run initiated and now sustained. Drafts for Active Travel projects due. A multi-agency Health Action Plan is almost completed and this will identify specific projects that may need funding. Potential commission for an active travel project of £25k factored in to expected outturn.

Project	Lead Officer	Spend to Date / Budget	Update
Marketing Selby's USP	Mike James	39,806	Working directly with our businesses, we've created a series of case studies that tell the story of investment the district. These stories are told by businesses themselves and cover the key business assets for the area – for example road and rail connectivity, affordability of business space and quality of life to attract the best staff. These are the issues that businesses themselves have told us are selling points for the district. During the second half of the year we worked with the business community and partners such as the LEPs to push out this material using a wide variety of channels. The remaining funding – brought forward to 2018/19 - is being used to fund targeted regional and national advertising. We've negotiated with a number of publications and online platforms to create paid-for material supported by 'free' editorial. These are all now set up for the period up to September 2018. All of the remaining project fund has been allocated to this final priority of maximising the reach of the material we've been producing throughout the project.
Retail Experience - Tadcaster Linear Park	Angela Crossland	19,997	This project has now been paused until early 2018 subject to Environment Agency work and current winter season.
Retail Experience - STEP	Angela Crossland	15,360	Grants given to support Selby Arts Festival and Selby Food Festival. Small Business Saturday and Shop Local initiatives delivered Christmas 2017. Heart of Yorkshire Book retailing well. Commission in place to develop public realm work. Due for completion Summer 2018. Developing business case for town centre coordination role. Budget reprofiled with the partnership to span a 2 year initiative.
Empty Homes	June Rothwell / Simon Parkinson	0	The Council has adopted the York and North Yorkshire Empty Homes Strategy 2017-2020 and A Selby District Empty Homes Action Plan which we are currently delivering. A full data base of Empty Home has been developed. All owners of empty properties have been contacted. The Empty Homes Officer has provided advice and assistance to owners of empty properties, and what enforcement action we will consider. The Executive has approved a new Housing Assistance Policy, which includes a scheme to provide grants and loans to enable empty property to be brought back into use. During 2017/18 18 Empty Homes have been brought back into use, exceeding the target of 12.
Selby District Housing Trust	Julie Slatter / Chris Kwasniewski	14,200	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Underspent but discussions required with SDHT to support SDHT's role in the more ambitious HDP approved by Executive in January 2018.
Sherburn All-Weather Pitch	Angela Crossland	200,000	Project completed.
Spend in 17/18		665,705	
Healthy Living Concepts Fund	Angela Crossland	82,176	Developing scope for health initiatives to tackle local health priorities in line with health action plan. Projects likely to include active travel and family engagement activities in line with IHL. Further year of available spend on agreed budget- multi-year project.

Project	Lead Officer	Spend to Date / Budget	Update
Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	Recruitment to Culture, Visitor and Creative Economy Manager post and Tourism Development Officer post completed. Awaiting starts end September. Workstream Interdependent with Selby 950 planning. Multi-year project
Celebrating Selby 950	Angela Crossland	200,000	£150k allocated for potential TdY stage. Awaiting decision. Selby 950 steering group in place with key contributing partners. Schedule of events in development. Project on target.
Retail Experience - Tadcaster Linear Park	Angela Crossland	160,003	Awaiting fee proposal from Amey PLC to complete schedule of works. Also expecting to draw down grant from YorVenture (£27k). Current forecast for project is above the budget allocation although work is underway to mitigate this.
Growing Enterprise	Iain Brown	111,761	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. Phase 2 of the programme is scheduled to be discussed end July'18 with LCR (current programme runs to June '19). year 2 contract of LCR Growth Programme has been signed which contributes 25% of the salary for the Business Growth Adviser role (£8,500pa)
Marketing Selby's USP	Mike James	78,108	First priority has been to create the series of 'case studies' that tell the story of the district. These are based on the issues businesses themselves have said are reasons for their success in the district, as well as data gathered as part of the development of the new Economic Development Framework. We have 20 case studies in the initial batch, in which we focus on an existing business in the district and link this back to a specific business or quality of life issue on our list of 'key messages'. Feedback from business is that this will work best if the material sits within an independent place brand, rather than this just being linked back to the brand of the Council: this is about branding the place, rather than branding a single organisation. Creating a brand concept has, therefore, become part of the overall project. We're working on the concept of branding the area as being 'at the heart of Yorkshire', as this helps to tell the story of our connectivity (a key business attribute) as well as helping to create an emotional connection: if we're to influence perceptions then we need to develop this type of emotional connection. 500 copies of the Heart of Yorkshire book produced and proceeds from the sale to be reimbursed to the project.
Retail Experience - STEP	Angela Crossland	108,340	Commission in place to develop public realm work. Due for completion Summer 2018. Scoping town centre coordination role. Projected completion of spend this financial year.
Towns Masterplanning (Regeneration)	Angela Crossland	150,000	Brief in draft for approval to next stage. Brief to include 2 phases of approach. Phase 1 - stakeholder and literature review of work/data to date. Phase 2 deliverables plan.
Strategic Sites Masterplanning	Chris Kwasniewski	246,613	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, improvements to the area around the railway station in Selby and the Crosshills site.

Project	Lead Officer	Spend to Date / Budget	Update
Access to Employment	Iain Brown	100,000	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. Collaboration managed by ED between Arriva, WYCA, and Sherburn based businesses is close to a transport solution to improve scheduled transport solutions. The option for SDC to underwrite short term risk is being considered if necessary to achieve a collective agreement between all stakeholders.
Green Energy	Iain Brown	50,000	The work is currently on hold until a major study has been completed by the YNYER LEP to determine the regions long term energy strategy.
Church Fenton Studios	Iain Brown	300,000	Collaboration in a stakeholder sector study project currently being developed. No other specific activity in support of the CF development will be committed until the outcome of the consultants report is know. Total project costs forecast to be £70K shared between partners.
Business Space & Accommodation Review	Iain Brown	17,152	Licence fee due Q3 (£4k) we will review cost/benefits ahead of next years subscription. Further professional reporting may be required to support future investment in Commercial acquisitions.
Empty Homes	June Rothwell Simon Parkinson	115,475	Delivery of the Empty Homes Action Plan has resulted in 18 properties being brought back into use during 2017/18. All owners of empty properties have been identified and owners have been contacted. Work is progressing, with the 'top twenty' empty properties we provide advice, assistance through the recently approved private sector assistance scheme and to purchase either voluntarily or through CPO properties. A bid has been submitted to the HCA for grant contribution to assist with the purchase of 10 properties
Selby District Housing Trust	Chris Kwasniewski	38,300	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Discussions required with SDHT to support SDHTs role in the more ambitious HDP approved by Executive in January 2018.
Stepping Up' Housing Delivery	Chris Kwasniewski	49,862	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018, by working as a facilitator with the private sector to unlock sites for mixed tenure housing development.
Olympia Park	Chris Kwasniewski	435,000	The Council has submitted a significant (circa £9m) funding application to the Homes & Communities Agency through their 'Housing Infrastructure Fund'. A decision on this is expected in July 2018 -this will clarify the potential use of this funding in 2018-19 but there is already committed expenditure in relation to the engagement of external legal and property advisers, the employment of a project manager to drive the site forward and contributions towards survey work
Making our Assets work	Chris Kwasniewski	230,000	The budget is targeted at funding due diligence work to bring the Council's assets to the market. These include small garage sites, Portholme Road, Edgerton Lodge, Barlby Road depot and Bondgate. The Executive has recently autorised the former Barlby Road Depot site to be marketed for employment use.

Project	Lead Officer	Spend to Date / Budget	Update
Commercial property acquisition fund	Gill Marshall / Iain Brown	3,500,000	Offers for both the NatWest Bank at Tadcaster and Selby have been accepted. The purchase of Tadcaster was completed 10/08/18. The opportunity to acquire two industrial units is being developed and will be considered subject to the business case delivering an appropriate return and meeting all criteria.
High Street shop fronts	Angela Crossland	100,000	Scope in place and workshop arranged with Heritage England to explore Heritage Action Zone and impact on design. Initiative also interdependent with towns brief. Fund allocated to spend within next 2 financial years and as such £50k is to be carried forward to support year 2.
New lane - Public Realm	Chris Kwasniewski	230,000	This project has been delayed. The budget forecasts have been reduced for 2018/19 to reflect this until timelines are determined.
Projects 2018/19		6,844,983	
Total Projects		7,510,688	



Policy Review Committee Work Programme 2018/19

Date of Meeting	Topic	Action Required
12 June 2018 – CANCELLED	Work Programme 2018/19	To consider the Work Programme for 2018/19.
Tuesday 24 July 2018	Planning Enforcement Policy	To review the Enforcement Policy for Selby District Council.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.
Tuesday 11 September 2018	Universal Credit/Welfare Reform Rollout	To consider an update on the rollout of Universal Credit in Selby District.
	Medium Term Financial Strategy	To note and comment on the Medium Term Financial Strategy.
	Gambling Policy Refresh	To consider and comment on the refresh of the Gambling Policy.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.

16 October 2018	Work Programme 2018/19	To consider the Work Programme for 2018/19.
13 November 2018 (PROVISIONAL DATE)	Planning Enforcement Policy	To consider the new Planning Enforcement Policy.
	Review of Taxi Licensing Policy	To reconsider the Council's Taxi Licensing Policy following consultation.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.
Tuesday 15 January 2019	Work Programme 2018/19 and Work Programme Planning for 2019/20	To consider the current Work Programme for the rest of 2018/19 and begin to plan the Committee's Work Programme for the 2019/20 year.
	Empty Homes Strategy	To consider the Empty Homes Strategy.
	Financial Budget 2019-20	To review the Council's Budget.
Tuesday 16 April 2019	Work Programme Planning for 2019/20	To finalise and agree the Committee's Work Programme for the 2019/20 year.
	Choice Based Lettings	To consider the changes and subsequent impacts on the Choice Based Lettings scheme.

	Air Quality Action Plan	To consider the Air Quality Action Plan.
	Digital Strategy and Transformation Plan	To consider the Digital Strategy and Transformation Plan.
	Annual Report of the Policy Review Committee 2018-19	To consider the Annual Report 2018-19 of the Policy Review Committee.

The following **provisional** dates are also in the Democratic Services calendar for provisional meetings if required: **13 November 2018** and **12 March 2019**.

Other potential items for 2018/19 and 19/20

- PLAN Selby – will be re-added to work plan when new timetable for consideration known
- Counter Fraud Strategy, Counter Fraud and Corruption Policy and Prosecution Policy
(GDPR impacts removed as Audit and Governance have overarching responsibility for this)

Deep Dives/Working Groups –potential items

- Planning Enforcement – management of performance

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