



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY, 15 JANUARY 2019**
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 - 6)

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 17 December 2018.

4. Chair's Address to the Policy Review Committee

5. Taxi Policy Review Consultation Update (PR/18/6) (Pages 7 - 64)

To note the contents of the report and provide any comments on the draft policy.

6. Draft Revenue Budget and Capital Programme 2019/20 and Medium Term Financial Plan (PR/18/7) (Pages 65 - 98)

To consider the Draft Revenue Budget and Capital Programme 2019/20 and Medium Term Financial Plan.

7. Work Programme 2018-19 and planning for 2019-20 (Pages 99 - 104)

To consider the work programme for 2018-19, and the draft work programme for 2019-20.

Janet Waggott

Janet Waggott, Chief Executive

Dates of next meetings (5.00pm)

Tuesday, 12 March 2019

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:	Monday, 17 December 2018
Time:	5.00 pm
Present:	Councillors J Deans (Chair), J Cattnach, M McCartney and J Shaw-Wright
Officers present:	Martin Grainger, Head of Planning, Fiona Derbyshire, Planning Development Officer and Victoria Foreman, Democratic Services Officer
Others present:	None
Public:	0
Press:	0

15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Karl Arthur.

16 DISCLOSURES OF INTEREST

There were no disclosures of interest.

17 MINUTES

The Committee considered the minutes of the meeting held on 11 September 2018.

RESOLVED:

To approve the minutes of the Policy Review Committee held on 11 September 2018 for signing by the Chair.

18 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE

The Chair thanked members of the Committee and Officers for their work and support during 2018 and wished them all a Happy Christmas and a Good New Year.

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

The Committee received a report from the Head of Planning and was asked to note the progress and provide comments on the draft Enforcement Management Plan, prior to its consideration by the Council's Executive, provisionally planned for February 2019.

The Head of Planning and the Planning Development Officer explained that the report gave Policy Review Committee an up to date position on Planning Enforcement performance and provided an opportunity to comment on the draft Enforcement Management Plan (EMP).

Members recalled the report considered by the Committee in July 2018, which indicated a high case load and general perception of underperformance with approximately 400 outstanding cases, a significant proportion of which were high profile, broad impact matters.

The Committee noted that at the time of the last report to Members, the team consisted of one full-time consultant filling a maternity vacancy at Principal Officer level and one full-time junior Enforcement Officer. The perception was that they were struggling with work load volumes leading to complaints from both Members and the public. A Senior Enforcement Officer had been recruited into the service in early 2018. Further temporary experienced resource was added in June 2018 and a full review of the extent of the outstanding cases was undertaken.

In addition, an initial prioritisation of cases was undertaken and proactive approach to addressing these cases was instigated. The Principal Enforcement Officer returned from maternity leave in October 2018 and an additional junior enforcement post was created on a temporary basis to help address the backlog. The overall caseload had been reduced by around 25% despite the generation of new cases on a weekly basis; response times and customer service was improving.

Officers explained that the agreement of a detailed Enforcement Management Plan (EMP) was a key step in optimising the Planning Enforcement service.

Members discussed the draft EMP in detail and made a number of comments and suggestions. The Committee felt it should be made clearer that whilst there was still a backlog of historic cases, these were continuing to be worked through whilst the future of the service and improvements to it were developed at the same time.

In relation to the timescales for dealing with cases, Members felt it should

be clarified that the timescales listed in the EMP were the very maximum or 'worst case scenario', and it was likely that most cases would be responded to in a timelier manner. Members understood that some cases could take longer to resolve than others due to sensitive negotiations, and that flexibility was essential.

The listing of untidy land as a lower priority matter caused concern for some Members, as this was a topic that the public contacted their local Councillors about regularly. Officers explained that it was important to set realistic expectations for the public and Members, and that whilst every case would be taken on its own merit, there needed to be a framework to work within.

Unauthorised advertisements were also raised as an area of concern by the Committee, as they had a detrimental effect on the local area; Officers were asked to consider whether some forms of unauthorised advertising, i.e. in conservation areas, could be prioritised. However, Members did acknowledge that the prioritisation of some enforcement matters above others was difficult and there wasn't a 'one size fits all' that could be implemented across the whole District or within the EMP.

The Committee queried the resource available in the Planning Enforcement Team and asked Officers to confirm if they felt they had sufficient resource to tackle the existing backlog of cases, as well as dealing efficiently with new ones. Officers confirmed that they felt the service was now working efficiently, but that the matter should be monitored and looked at again around six to twelve months after implementation, to ensure that improvements within the service, as a result of the EMP, were continuing to be seen.

Members also indicated that some of the details and wording in the draft EMP could be streamlined and strengthened; the inclusion of elements replicating parts of the NPPF could offer opportunities to appellants where there was perceived to be a difference in the form of words on matters concerning responses to the processes for dealing with action. In order to keep the information in the EMP simple, further explanatory notes could be provided to accompany it when published online.

Proactive monitoring of the performance of the EMP and the Planning Enforcement Team was suggested as an essential component to the implementation and success of the plan. The Committee suggested that a Planning Sub-Committee be established to meet and monitor the progress of the enforcement caseload on a quarterly basis.

The Committee also requested that an all-Member briefing to formally launch the document take place following agreement of the EMP by the Executive.

RESOLVED:

- i. The Policy Review Committee welcomed the production of a Policy Review Committee – Minutes
Monday, 17 September 2018

Planning Enforcement Management Plan, and offered the following comments:

- a) that the time lines for action appeared to be too long, it needed to be emphasised that these were maximum response times; and
 - b) that the Plan was regarded as not being strong enough and was weakened by too many qualifications relating to available resources;
 - c) that the inclusion of elements replicating parts of the NPPF could offer opportunities to appellants where there was perceived to be a difference in the form of words on matters concerning responses to the processes for dealing with action.
- ii. The Committee recommended that a Planning Enforcement Sub-Committee be established to meet and monitor the progress of the enforcement case load on a quarterly basis.
 - iii. The Committee recommended that following approval by the Executive, an all-Member briefing session be arranged, at which the Planning Enforcement Management Plan would be launched.

20 WORK PROGRAMME 2019-20

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

The Chair took the Committee through the current work programme and noted the upcoming items for the January and April 2019 meetings.

The Committee asked that following the next Universal Credit update in September 2019, the matter then be considered every 6 months.

Members also agreed that the Planning Enforcement Management Plan should be reconsidered by the Committee again six months after its initial implementation.

With reference to the other potential items for the future, Members agreed that Housing Need was an area they would like to consider in the future.

RESOLVED:

- i. To note the work programme for 2018/19.**
- ii. To ask the Democratic Services Officer to ensure that following the next Universal Credit update in September 2019, future updates on the running of the service to the Committee be scheduled every 6 months.**

- iii. To ask the Democratic Services Officer to add the Planning Enforcement Management Plan to the Committee's work plan for review six months after its implementation.
- iv. To ask the Democratic Services Officer to add Affordable Housing and Housing Need to the Committee's work plan as a future topic for consideration.

The meeting closed at 5.55 pm.

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Report Reference Number: PR/18/6

To: Policy Review Committee
Date: 15 January 2019
Status: Non Key Decision
Ward(s) Affected: All
Author: Sharon Cousins, Licensing Manager
Lead Executive Member: Councillor Chris Pearson, Executive Lead Member for Housing, Health and Culture

Title: Taxi Policy Review Consultation Update

Summary:

Selby District Council's taxi licensing policy has been reviewed. A consultation on the proposed policy took place between 1 December 2018 and 12 January 2019.

Officers are currently reviewing the responses. It is intended that the revised policy will be presented to Executive in March 2019 for approval.

Recommendation:

The Committee are asked to note the contents of this report and provide any comments on the draft policy.

Reasons for recommendation:

The Council has the responsibility, under the Local Government (Miscellaneous Provisions) Act 1976, for licensing hackney carriage and private hire vehicles, drivers and operators within the District

To ensure that the Council is in a position to act and respond to any future changes in taxi and private hire legislation

To assist the Council in maintaining a mixed taxi fleet which meets the needs of the travelling public by providing with quality and choice.

To protect the public's health and safety.

1. Introduction and background

1.1 The Council has the responsibility, under the Local Government (Miscellaneous Provisions) Act 1976, for licensing hackney carriage and private hire vehicles, drivers and operators within the District. The overriding aim of any Licensing Authority when carrying out its functions relating to the licensing of hackney or private hire drivers, vehicle proprietors and operators,

must be the protection of the public and others who use it or can be affected by hackney carriage and private hire services.

- 1.2 The last full review of the taxi licensing policy was in 2014 with an amendment in 2016. Since 2014 National taxi licensing has changed with an increased focus on safeguarding, environmental matters and the Government’s decision to commence Section 167 of the Equality Act 2010, with a recommendation for Licensing Authorities to publish a list of wheelchair accessible vehicles maintained by the licensing authority.
- 1.3 In April 2018, the Institute of Licensing, in partnership with the Local Government Association (LGA), Lawyers in Local Government (LLG) and the National Association of Licensing and Enforcement Officers (NALEO), published “*Guidance on determining the suitability of applicants and licensees in the hackney carriage and private hire trade*”.
- 1.4 This guidance was nationally consulted upon. It was produced in the hope that it will be adopted widely by Licensing Authorities, to result in a degree of national uniformity, which serves the public interest in consistency, certainty and confidence in the system of licensing. Adherence to the guidance may provide protection to licensing authority appeals. The proposed policy incorporates these recommendations.

2. The Report

- 2.1 A consultation with the trade to determine a ‘definition of a wheelchair accessible vehicle’ and ‘Discreet Plate licensing’ (Appendix 1) finished on the 8 October 2018. The Council received 19 responses out of 192. The results were as follows:

WAV	
Strongly Agree	7
Tend to Agree	6
Tend to disagree	3
Strongly Disagree	
DISCREET PLATE LICENSING	
Strongly Agree	10
Tend to Agree	3
Tend to disagree	2
Strongly Disagree	3

Some of the responses received unfortunately did not answer all of the questions asked; perhaps only answering the questions they felt was relevant to them.

- 2.2 Although the response to the consultation was poor, the feedback we did receive indicated a level of agreement with the Council’s recommendations, which are now incorporated into the proposed new taxi licensing policy due out for public consultation in December.

Some of the comments received were:

- Requesting a definition of what a discreet vehicle is.
- A lot of the customers picked up from the rank use walking aids, who sometimes complain that the vehicles are not easy to access.
- A deadline should be given for vehicles that do not meet any new wheelchair accessible vehicle definition – a number of responses suggested 1 year.
- The wheelchair vehicle standard should be standard across the UK.
- A thorough check should be enough to determine if a vehicle is safe and converted properly.
- A certificate of conformance should be mandatory.
- Recommendation for discreet plate licensing to show the plate number on the registration plate

The equalities information that was part of the consultation provides the following breakdown of responses:

- 15 Drivers (mixture of private hire, hackney carriage & both, 5 were also private hire operators)
- 2 Operators
- 4 Females
- 13 Males
- 2 did not divulge equality information.

2.3 A full review of Selby District Council’s hackney carriage and private hire vehicle licensing policy was also undertaken. The following are amendments / new provisions to the proposed taxi licensing policy document that went out for consultation between 1 December 2018 and 12 January 2019 (Appendix 2):

2.3.1. In the document we refer to the private hire and hackney carriage vehicles as ‘taxis’ – generic name used for both.

2.3.2. Replacing the current convictions policy with those found in the Institute of Licensing guidance on determining the suitability of applicants and licenses in the hackney and private hire trades, this will include:

General:

- (a) Taking the applicant’s whole character into consideration when making decisions.
- (b) If an applicant has more than one offence, this will raise serious questions about their safety and suitability, once a pattern or trend of repeated offending is apparent, a licence will not be granted or renewed.
- (c) An increase to the time elapsed since conviction.
- (d) Existing vehicles that fall outside the vehicles age policy will be given 5 years, from the date that the new policy comes in to force to change their vehicles.

Operators

- (a) Will be required to DBS check any front line staff.
- (b) Completion of a safeguarding course (by the council's authorised provider) for new applications and requirement to refresh every 2 years. Existing operators to complete a safeguarding course within 1 year of this policy coming into effect.

Drivers

- (a) The Council will make checks on the National Anti-Fraud network database on refusals and revocations of hackney carriage and private hire licences on applications.
- (b) Requirement to sign up to the DBS update service when their next DBS is due (currently every three years).
- (c) Group 2 medicals required for all drivers every 3 years, until the age of 65 when it will be required annually (currently only on application and then from the age of 45).
- (d) To inform the Council of any change of medical condition within 3 calendar days.
- (e) Requirement to hold a DVLA licence for 2 years prior to application (currently 1 year).
- (f) Duties under section 165 of the Equality Act 2010 to assist wheelchair using passengers becomes enforceable if the list of wheelchair accessible vehicles is published under section 167 of the Act. Along with a procedure to be declared medically exempt from these duties.
- (g) The drivers badge to replace the paper licence. Introduction of handbook for drivers to show conditions of the licence and other relevant information.

Vehicle Proprietor/Vehicles

- (a) Introduction of a vehicle age limit of 12 years (existing licence holders will be given 5 years from the date the policy comes into effect to change their vehicles).
- (b) A vehicle cannot be licensed for the first time if it's over the age of 5 years (age will be determined by the first date of registration on the vehicles V5 registration document).
- (c) Requirement to sign a statutory declaration each year that nothing has changed.
- (d) Inspection frequency

Vehicle Age	Frequency of vehicle tests and checks
0 – 1 years	1 check per year
1 – 5 years	2 checks per year
5-12 years	3 checks per year

- (e) If a licensed vehicle fails its vehicle inspection, the proprietor must inform the Council immediately. The vehicle will be suspended until the Council receives confirmation that the vehicle has passed a vehicle test.
- (f) New definition of what a wheelchair accessible vehicle is.

- (g) Requirement for a Loler certificate to be produced upon application and annually if there is a mechanical lift for wheelchairs.
- (h) Introduction of a handbook showing the conditions of the licence and other relevant information.
- (i) Private hire vehicles applying for discreet plate licensing will need to apply via a special application form.
- (j) Creating and publishing a list of wheelchair accessible vehicles under section 167 of The Equality Act 2010.
- (k) Hackney carriage vehicles must be wheelchair accessible. There will no longer be a 70/30 split. As all new vehicles would be expected to be wheelchair accessible, we expect that a significant proportion of the current fleet will not meet the new wheelchair accessible vehicle definition, but we will not be requiring a change of vehicle immediately. The requirement for a new WAV's will be kept under review and reconsidered when the policy is next reviewed.

2.4 Following on from the consultation the next steps will be:

Date	Milestone
4 February 2019	Licensing Committee – to receive a report informing of the outcome of the consultation exercise.
7 March 2019	Executive – to consider the consultation responses and approve the policy (including any amendments where appropriate to reflect consultation responses).

3. Implications

If the current policy is not regularly reviewed, the Council will be out of date with current guidance and best practice with an increased risk of safeguarding issues.

4.1 Legal Implications

Current provisions are in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. The policy does not replace the legislation governing hackney and private hire operations. It sets out what that legislation is and provides guidance on the Council's particular requirements in complying with that legislation. Licensing and enforcement decisions will be made with regard to the policy; however, the Council reserves the right to depart from the policy in exceptional cases.

4.2 Financial Implications

Any additional administration costs will be considered when reviewing the application fee in accordance with the corporate charging policy.

4.3 Policy and Risk Implications

No foreseen impacts.

4.4 Corporate Plan Implications

The consultation process will help us to achieve our corporate priority of making Selby a great place to make a difference. Through allowing local people and businesses to contribute to the development of the policy we are achieving a key focus of the priority, namely, 'empowering and involving people in decisions about their area and services'.

A fit for purpose Taxi Licensing Policy will bring consistency and certainty to both the trade and customers of the trade, this will help us to make Selby a great place to do business.

4.5 Resource Implications

N/A

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

Equalities impact screening has taken place and no significant negative impacts were identified and consultation will provide further evidence of any impacts.

5. Conclusion

5.1 The Policy Review Committee members note the proposed amendments to the draft Taxi Licensing Policy and the recommendations by officers.

The policy will now be drafted to taking into account the responses received to the consultation before going back to the Licensing Committee and to the Executive in March for approval.

6. Background Documents

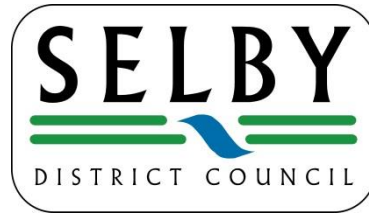
N/A

7. Appendices

Appendix 1 - WAV and Discreet Plate Consultation
Appendix 2 - Proposed Taxi Licensing Policy

Contact Officer:

Sharon Cousins
Licensing Manager
scousins@selby.gov.uk
01757 2942033



Please Ask For: Licensing
Telephone No: 01757 292031
Email Address: licensing@selby.gov.uk
Our Ref: WAV & Discreet Licensing Consultation 2018

21st September 2018

Dear Licence Holder,

Please find enclosed a trade consultation on the definition of a wheelchair accessible vehicle and discreet plates for Private Hire vehicles.

The consultation will run for 2 weeks from Monday 24th September until October 8th 2018.

Please send your response to:

Selby District Council
Selby Licensing Department (trade consultation)
Civic Centre
Doncaster Road
Selby
YO8 9FT

Or please scan the entire form and return to the email address above.

Kind Regards,

Sharon Cousins
Licensing Manager.

Taxi Licensing – Have your say!



Trade Consultation on proposed changes to standards applying to wheelchair accessible vehicles (WAVs) and Executive Vehicle (discreet) licensing

Introduction

There are two main areas that are the focus of this consultation:

Wheelchair Accessible Vehicles (WAVs)

The Equality Act 2010 relating to licensed vehicles came into force in April 2017. This allows Licensing Authorities, to create a list of Wheelchair Accessible Vehicles (WAVs). The creation of this list makes it an offence for drivers of WAVs to refuse to carry/help a passenger using a wheelchair, unless the driver is medically exempt. In the first instance the authority would need to introduce a minimum standard for a vehicle to be classed as a WAV.

Discreet Plates

The current arrangements for granting discreet plates to a private hire vehicle have the potential to cause a public safety concern - i.e. vehicles which have been granted an exemption from displaying licence plates on the outside of the vehicle may be used in place of regular licenced private hire vehicles. This may lead to users becoming accustomed to getting into non-marked vehicles which may be exploited by unlicensed drivers. It is therefore proposed to tighten up the pre-licensing checks and the conditions applying to such vehicles.

We therefore wish to consult on the following:

Wheelchair Accessible Vehicles (WAVs)

- How to establish what a wheelchair accessible vehicle is.

Discreet Plates

- Requirements to apply for discreet licensing
- Proposed conditions to discreet licences

Each issue is explained in more detail below, together with details of what we are proposing to do.

We now want to know what you think and want to encourage as many people as possible to respond to this consultation. Your views will be considered and proposals taken to the Licensing committee. Further consultation may still be required prior to a full policy review.

Proposed standard of a wheelchair accessible vehicle

Background

The definition of a wheelchair accessible vehicle in our current policy states that each vehicle must have approved anchorages, Restraints for the wheelchair and occupant that must be independent of each other. Anchorages for the safe stowage of the wheelchair when not in use, folded or otherwise, if carried in the passenger compartment. They must be designed so as not to cause injury to other passengers. A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for existing wheelchair vehicles. The entry must be either via the nearside passenger door or via the rear. An adequate locking device must be fitted to ensure that the ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

Currently this is determined upon visual inspection during the vehicles compliance test.

What we are proposing

To define what a wheelchair accessible vehicle is and to ensure that it has been built or adapted to Whole European Type Approval.

To clarify this, the council would require you to provide us with a copy of the vehicles V5, or certificate of conversion, as both of these documents evidence that the conversion has been carried out to the approved standard.

What do you think?

To what extent, if at all, do you agree or disagree with this proposal?

- Strongly agree
- Tend to agree
- Tend to disagree
- Strongly disagree

If you disagree with the proposal, could say why and could you suggest an alternative?

Discreet Plate Licensing

Background

The current percentage of discreet plated vehicles in the Selby District as of January 2018 was approximately 20% of the fleet.

Currently, an exemption to not display the vehicle licence plate can be acquired from the Council by submitting a written request and three references along with payment for a discreet badge that goes inside the vehicle. The Licensing Committee decide if the exemption is given.

If the exemption is given, there are no further conditions to the private hire vehicle licence, and the exemption continues until there is a change of vehicle.

What we are proposing

Amending the application process to include:

The Application Process

- i. That a formal application form be used for applications for a discreet vehicle licence, which should be accompanied by 3 references from potential customers who would use the executive service (Appendix 1).
- ii. That the Licensing Committee should consider executive hire vehicle suitability on a case by case basis, aided by the submission of photographs of the vehicle with the application for a discreet licence.
- iii. That the applications for discreet licenses continue to be considered by the Licensing Committee until such time as Members are satisfied that consideration can be delegated to officers.

Conditions upon the Grant of Discreet Vehicle Licences

That it be made a condition upon the grant of a discreet vehicle licence that:-

- iv. The vehicle must only be used for executive hire – this included no school contracts, or other contracts that involved the transport of children, young people, or vulnerable adults.
- v. The private hire licence plate must be carried in the vehicle at all times, although they need not be visible to the passenger.
- vi. The driver of the vehicle must wear visible photo identification at all times.
- vii. The executive hire vehicle is kept to a high standard both internally and externally at all times.
- viii. The exemption certificate (granting the discreet vehicle licence) is displayed on the left of the dashboard/ bottom left of the windscreen.

- ix. A record is kept of all executive hire contracts undertaken by the vehicle and is to be made available for inspection by the Council's Licensing and Enforcement officers upon request.
- x. A dress code is adhered to by drivers, to include a collar and tie.
- xi. The Discreet plate is renewed annually.

What do you think?

To what extent, if at all, do you agree or disagree with this proposal?

- Strongly agree
- Tend to agree
- Tend to disagree
- Strongly disagree

If you disagree with the proposal, could say why and could you suggest an alternative?

Finally, can you tell us something about yourself?

To help us analyse the results of this consultation we would very much appreciate you providing the following details. Please note these details will not be passed on to any third party and will ONLY be used for analysis purposes. Individuals will NOT be identifiable.

(Please tick your selection)

Are you:

Male	
Female	

Are you:

A Hackney Carriage Driver	
A Private Hire Driver	
A Private Hire Operator	
Other Interested Party	

What is your age?

24 or under	25-34	35-44	45-54
65-64	65-74	75-84	85 and over

What is your religion?

None	Muslim
Christian (Inc. Church of England, Roman Catholic, Methodist etc.	Any other religion (please state)

Are your day to day activities limited because of health problems or disability which has lasted, or is expected to last more than 12 months? Please include problems with old age.

Yes, limited a lot	, Yes limited a little	No
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What is your ethnic group? Please tick the boxes that best describe your ethnic background.

A. White

English/Welsh/Scottish/Northern Irish British	Irish	Polish
Gypsy Roma	Traveller of Irish Heritage	Any other white background (please tick and write in section E below)

B. Asian/Asian British

Pakistani	Bangladeshi	Kashmiri
Chinese	Indian	Any other Asian background (please tick and write in section E below)

C. Mixed/Multiple Ethnic Groups

White and Asian	White and Black African
White and Black Caribbean	Any other mixed/multiple ethnic background (please tick and write in section E below)

D. Black/African/Caribbean/Black British

African	Caribbean	Any other background (please tick and write in section E below)
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E. Any other Ethnic Group

Any other ethnic group (please tick and write below)
--

Thank you for taking the time to read this and complete this questionnaire.

Consultation Privacy Notice

This Privacy Notice is designed to help you understand how and why Selby District Council processes your personal data in relation to Consultations. This notice should be read in conjunction with the Council's Corporate Privacy Notice.

Who are you?

Selby District Council is a "Data Controller" as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed Veritau Ltd to be their Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@selby.gov.uk 01609 532526

Why do you need my information

On occasion, we carry out consultations on behalf of Selby District Council or on behalf of third parties, to help inform service delivery. We use the information provided by you in surveys and through consultation to gather your views and feedback on Council strategy and services and to plan our services and shape policies. These surveys are optional and any personal data provided by you to help inform our analysis is on a voluntary basis.

Any personal data supplied will only be used for the purpose(s) outlined in the relevant consultation or survey.

The information that we collect about you is:

- who you are responding as – this is to ensure we have received a wide range of views from across the district, for example, if you are responding as a local resident, elected Member, representative of a voluntary or community group etc
- postcode (and very occasionally fuller address details)
- age

We may occasionally ask for the following information:

- details about your lifestyle and social circumstances
- employment and education details

When respondents complete an online survey, we collect the IP address that you accessed any of our online services from but do not use this to identify individuals.

We may also collect sensitive information about you called special category data. Special category data is defined as:

- disability
- ethnicity
- sexual orientation
- religious or other beliefs of a similar nature

We collect this information to comply with the Equality Act 2010 and the Public Sector Equality Duty 2011. We may also use this information to see if there are differing views between groups of people so that we can make more informed decisions.

What allows you to use my information

When we collect and use your personal information for the purposes of research, consultation and engagement, we do so as part of our public duties as a local authority in order to consult with our local population with a view to improving services. The legislation, policies and guidance that allow us to do this includes but is not limited to:

- General Data Protection Legislation Article 6 part e
- General Data Protection Legislation Article 6 Part J
- Equality Act 2005 and 2010
- Public Sector Equality Duty 2011
- Local Government Act 1999 S.3, as amended by s.137 of the Local Government and Public Involvement in Health Act 2007 and detailed in the DCLG Best Value Statutory Guidance 2011 (these state that Local Authorities have a best value duty to consult)

The Council also complies with the Human Rights Act 1998, so that the rights of individuals are respected, whilst also providing appropriate services. For specific types of statutory consultation, there will also be a variety of other legal bases.

Who will my information be shared with

The Council will not sell any details you provide with third parties. However, your data may be shared with:

- other service areas within Selby District Council where this information will help with developing and improving services
- organisations who are contracted to carry out a service on behalf of Selby District Council.

Summary reports or grouped data, in which individuals cannot be personally identified, are published in reports or used to inform service reviews.

Do I have to provide this information and what will happen if I don't

Taking part in any research, consultation and engagement is completely voluntary, and this is made clear to consultees.

How long will you keep this data for and why

Your response will be kept for six years after the summary report is written, unless there are statutory requirements to retain them for longer.

How will my information be stored

If data is received on paper, e.g. a paper questionnaire, then these are stored securely while the data is being processed electronically, and are destroyed as confidential data, unless there are statutory requirements to retain them longer.

Any responses that are downloaded are stored securely on Council servers.

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our Corporate Privacy Notice



'Taxi' Licensing Policy

Hackney Carriage and Private Hire
Vehicles, Drivers, Operators and
Proprietors.

2019





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Introduction

Selby District Council (the Council) is responsible for the licensing of Hackney Carriage and Private Hire Vehicles (collectively referred to as taxis), their Drivers, Operators and Proprietors in the district. This Policy sets out the standard that the Council will use to inform its decisions on applications for licences, their renewal and consideration of their continuance. This Policy will also be useful for members of the hackney carriage and private hire trades, those seeking licences, the travelling public and others in the community. Licence holders and applicants for licences will find guidance on the application processes in the Appendices to this Policy and on the Council website. If a member of the public has a concern or question about the taxi trade, they should get in touch with The Licensing team at the Council at: licensing@selby.gov.uk

Taxis form an important part of the local transport provision. As a regulator, the Council aims to ensure the safety of drivers and the public and promote the availability of a safe, accessible and convenient taxi service in and beyond the District.

1.1. About this policy

This Policy sets out the Council's approach to regulating the hackney carriage and private hire trades. It includes and describes the way the Council makes licensing decisions and how the required standards in respect of licenced drivers, operators, proprietors and vehicles will be enforced. Licensing and enforcement decisions will be made with regard to this policy, any national or other guidance, the law and all other relevant factors. However, the Council may depart from this policy in exceptional cases and where that occurs full reasons will be given.

1.2. Licences issued by the Council

- Hackney carriage driver's licence (HCDL)
- Hackney carriage vehicle licence (HCVL)
- Private hire driver's licence (PHDL)
- Private hire vehicle licence (PHVL)
- Private hire operator's licence (PHOL)

Note that the licence the Council issues to individuals who wish to drive taxis or private hire vehicles is referred to as a '**driver's licence**', and the licence issued to all motor road vehicle drivers by the DVLA is referred to as a '**driving licence**'.

The Council does not issue school transport permits, these are issued by North Yorkshire County Council.

Any badge, licence or vehicle plate issued to any person remains the property of the Council.

1.3 Hackney carriages and private hire vehicles; what's the difference?

The licences, fares, insurance and working practices of the vehicles are different.

Only hackney carriages may use the word 'Taxi' or 'Cabs' in their name, advertising or signage.

Other differences are set out in this table:

	Private Hire	Hackney Carriage
Bookings		
Can be pre-booked	✓	✓
Can wait in a hackney carriage rank	✗	✓
Can be hailed	✗	✓
Fares		
Set by the council	✗	✓
Uses a taximeter	✗	✓
Set by Operator	✓	✗
Visual differences		
Illuminated roof sign	✗	✓
'Black cab' type allowed	✗	✓
Cab or Taxi in name	✗	✓
Licence plate position	Front and Rear	Rear

2. Vehicle Proprietors

Taxi Vehicle Proprietors may not always drive the vehicle they licence (if they do they will have to hold a driver's licence as well) though they clearly have an interest in the vehicle. They will also be responsible for the maintenance of the vehicle. Vehicles that are not properly maintained have a clear impact on and are a potential risk to public safety.

A checklist to help prepare for a vehicle inspection is at Appendix B – Guidance Notes for Vehicle Inspections.

Proprietors will be required to complete a Basic Disclosure and Barring Service check (DBS) every 3 years and in addition will need to complete an annual declaration, no later than the anniversary of the grant of the licence.

Vehicle licences are issued for 1 year.

TX4 or similar vehicle (commonly referred to as a 'London cab') will not be licensed as a private hire vehicle.

The age of the vehicle will be determined from the date of first registration as stated on the vehicle registration document (V5)

A vehicle cannot be licensed for the first time when it reaches 5 years old.

Once a vehicle reaches 12 years old it can no longer be renewed as a licensed vehicle.

Proprietors of existing licensed vehicles that are beyond the maximum age set out in this policy at the date it comes into force will have a maximum period of 5 years to change the vehicles.

Taxi Vehicle proprietors have two principle responsibilities.

Firstly, they must ensure that the vehicle is maintained to an acceptable standard at all times.

Secondly, they must ensure that the vehicle is not used for illegal or illicit purposes.

3. Drivers

The term 'taxi driver' encompasses the occupations of hackney carriage driver (HCD) and private hire driver (PHD) and is therefore used as a broad, generic term to cover both. In both cases there are identical statutory and other criteria to be met before any applicant can be granted a licence.

Many members of society use, and rely on taxis to provide transportation services. This can be on a regular or occasional basis. In all cases passengers, other road users and society as a whole must have confidence in the safety and suitability of the driver. They must feel that a taxi is a safe place to be.

Any applicant must have held a full driving licence for a minimum of 2 years, have the right to reside and work in the UK, and be able to satisfy the Council that they are a fit and proper person to hold a licence.

Private hire drivers must work through a licensed private hire operator to accept bookings, and must keep the Council informed as to which operator they are working through.

Driver licences are issued for maximum of 3 years. Licences may be granted for a period of less than 3 years at the discretion of the Council if it is appropriate to do so in the circumstances of the case. The duration of the licence will be specified within the licence granted.

3.1 Plying for hire

A PHD's licence does not permit the licensee to ply or stand for hire, but only accept bookings through their licensed private hire operators. To do so is a criminal offence and any driver found to be doing so may be subject to enforcement action.

4. Private Hire Operators

A private hire operator (PHO) is the person who takes a booking for a private hire vehicle (PHV), then despatches a PHV driven by a licensed private hire driver (PHD) to fulfil that booking. All three licences (PHO, PHV and PHD) must have been granted by the same authority. The Council cannot grant a PHO licence unless the applicant has the right to reside and work in the UK and is satisfied that they are a fit and proper person.

Operators must:

- Have an operating base within the district.
- Make sure that all of their drivers are licensed by Selby District Council.
- Make sure that their premises are sanctioned by the Council, including any planning permission required for the site.
- Make sure that all vehicles in the fleet are licensed.
- Prevent defective or unsafe vehicles from being used, even if licensed.
- Familiarise themselves with this policy.
- Ensure that any of their staff who has access to data have a basic DBS check, renewed every 3 years and keep a record of this.
- Inform the Council in writing of any changes to the detail of their licence within 3 days of the change being made, including changes to –
 - The operator's own contact details, home address or business premises

If the Council offices are closed during the 3 day period to report please email: licensing@selby.gov.uk or put in writing.

Operators must always and only use the trading name registered on the licence for business purposes such as bookings and advertising.

4.1 Record Keeping

Operators must keep records of each booking, the name of the passenger, the destination, the name of the driver, the number of the vehicle and any fare quoted at the time of booking, including where the booking has been received from or subcontracted to another operator. This information will enable the passenger to be traced if this becomes necessary and should improve driver security. Records are to be held for at least twelve months and be available for inspection upon request.

4.2 Prompt Attendance

If a PHO accepts a booking under contract for private hire, they will use their best endeavours to ensure that the vehicle is on time for that appointment in the correct place, unless delayed or prevented by sufficient cause. If a legitimate reason for the delay is encountered, every reasonable effort must be made to contact the passenger.

4.3 Insurance

Operators must make sure that every operating base that has access to the public is covered by public liability insurance and employer's liability insurance is in place for the duration of their licence. The insurance certificate must be available for inspection upon request.

If the licensed operator has an operating base to which the public have access then the licence should be on display.

The operator will ensure that all vehicles and drivers under their control have the necessary insurance before allocating a booking for hire.

4.4 Hackney Ranks

PHVs are not permitted to use taxi ranks for any reason, including picking up and dropping off passengers.

Operator licences are none transferable and are issued for a maximum of 5 years. Licences may be granted for a period of less than 5 years at the discretion of the Council if it is appropriate to do so in the circumstances of the case. The duration of the licence will be specified within the licence granted.

5. How decisions are made

The overriding aim of the Council when carrying out its functions relating to the licensing of taxi drivers, vehicles and operators, is the protection of the public and others who use (or can be affected by) hackney carriage and private hire services.

The relevant legislation provides that any person who wishes to hold a PHO, PHD, PHV, HCV, or HCD Licence to which the fit and proper person test will be applied, must satisfy the Council that they are a fit and proper person to hold a licence and that is a test to be applied after an applicant has gained any reasonable required qualifications. It is the final part of the process of an application when the decision is made, whether by a committee, sub-committee or an officer under a scheme of delegation. It involves a detailed examination of their entire character in order to make a judgement as to their fitness and propriety.

Each case will be considered on its own merits having regard to the policy. The Council can depart from the policy where it considers it appropriate to do so. This may happen where the Council considers that there are exceptional circumstances which warrant a different decision. Full reasons for any departure from the policy will be given.

Applications are not complete unless all of the pre-required documents have been received and any fees are paid. Only then will the application move forward for a decision to be made. When all the information and qualifications have been received the decision will be made on the applicants own merits and the appropriate test applied.

The Council will make checks on the National Anti-Fraud Network database on refusals and revocations of hackney carriage and private hire licences.

As the decision process is 'black and white', either 'grant or refuse' no temporary plates or probationary licence will be given whilst a decision is being made.

In relation to all types of licences, the Council has discretion as to whether or not to grant the licence.

5.1 Vehicle proprietor

In relation to both hackney carriage and private hire vehicles, the Council has an absolute discretion over granting the licence and will therefore ensure that both its enquiries and considerations are thorough and robust. Much more is involved than simply looking at the vehicle itself and all considerations are equally applicable on applications to transfer a vehicle as on grant applications.

In determining safety and suitability the Council is entitled to take into account all matters concerning that applicant or licensee. The authority is not simply concerned with that person's behaviour whilst working in the taxi trade.

This consideration is far wider than simply criminal convictions or other evidence of unacceptable behaviour, and the entire character of the individual will be considered. This can include, but is not limited to, the individual's attitude and temperament.

Once a licence has been granted, there is a continuing requirement on the part of the licensee to maintain their safety and suitability. The Council has powers to take action against the holder of all types of licences (driver, vehicle and operator's) and it must be understood that any actions on behalf of the licensee which would have prevented them from being granted the licence on initial application will lead to their licence being revoked.

Vehicle proprietor means the individual, limited company, together with its directors and secretary, or all members of a partnership. This is not an exempt occupation for the purposes of the provisions of the Rehabilitation of Offenders Act 1974 but the Council are able to request a basic DBS, declaration and consideration of spent convictions.

A suitable test would be:

'Would I be comfortable allowing this person to have control of a licensed vehicle that can travel anywhere, at any time of the day or night without arousing suspicion, and be satisfied that he / she would not allow it to be used for criminal or other unacceptable purposes, and be confident that he / she would maintain it to an acceptable standard throughout the period of the licence?'

5.2 Taxi Drivers

A driver has direct responsibility for the safety of their passengers, direct responsibility for the safety of other road users and significant control over passengers who are in the vehicle. As those passengers may be alone, and could also be vulnerable, any previous convictions or unacceptable behaviour will weigh heavily against a licence being granted or retained.

Where an applicant has more than one conviction showing a pattern or tendency irrespective of time since the convictions, serious consideration will need to be given as to whether they are a safe and suitable person.

The Council can require the applicant to provide such information as the Council may consider necessary to enable us to determine whether the licence should be granted or whether the licence should be granted and whether conditions should be attached to any such licence.

The information the Council may require can include, any pre-conditions or tests that the Council feel necessary.

The provision of information in these terms can satisfy the Council that a person has the skills and competencies to be a professional driver to hold a licence. However, the concept of safety and suitability goes beyond this. There is the character of the person to be considered as well.

The character of the driver in its entirety will be the paramount consideration when considering whether they should be licensed. It is important to recognise that the authority is not imposing any additional punishment in relation to previous convictions or behaviour, but are using the information that is available to us to make an informed decision as to whether or not an applicant or licensee is or remains a safe and suitable person.

Taxi drivers are exempted from the provisions of the Rehabilitation of Offenders Act 1974. This means that there are no 'spent' convictions and that any relevant criminal convictions (apart from 'protected convictions' and 'protected cautions' can be taken into account.

The Council must be satisfied in making its decision to grant a taxi driver licence if the person is a 'safe and suitable' person to hold a driver's licence

A suitable test would be:

'Would you (as a member of the licensing committee or other person with the ability to grant a taxi drivers licence) allow your son or daughter, spouse or partner, mother or father, grandson or granddaughter or any other person for whom you care, to get into a vehicle with this person alone?'

5.3 Private hire operator

A PHO does not have direct responsibility for the safety of passengers, other road users or direct contact with passengers who are in the private hire vehicle (except where they are also a licensed driver). However, in performing their duties they obtain and hold considerable amounts of personal, sensitive and private information about their passengers and their family and property which must be treated in confidence and not revealed to others, or used by the operator or their staff for criminal or other unacceptable purposes.

The 'Fit and proper' test for a PHO is applied to an individual, a limited company, together with its directors, secretary or other officers, and all members of partnerships to ensure that they are safe and suitable to hold a licence.

Where an applicant has more than one conviction, serious consideration will be given as to whether they are a safe and suitable person to hold or to continue to hold any licence.

As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to operators as those applied to drivers.

A suitable test would be:

'Would I be comfortable allowing this person to have control of a licensed vehicle that can travel anywhere, at any time of the day or night without arousing suspicion, and be satisfied that he / she would not allow it to be used for criminal or other unacceptable purposes, and be confident that he / she would maintain it an acceptable standard throughout the period of licence?'

6. Relevance of Previous Convictions

Convictions for attempt or conspiracy will be regarded as convictions for the substantive crime. A caution is regarded in exactly the same way as a conviction. Fixed penalties and community resolutions will also be considered in the same way as a conviction.

It is important to recognise that matters which have not resulted in a criminal conviction (whether that is the result of an acquittal, a conviction being quashed, a decision not to prosecute or an investigation which is continuing where the individual has been bailed) can and will be taken into account by the Council. In addition, complaints where there was no police involvement will also be investigated and considered. Within this document, any reference to 'conviction' will also include matters that amount to criminal behaviour, but have not resulted in a conviction.

In the case of any new applicant who has been charged with an offence and is awaiting trial, the determination will be deferred until the trial has been completed or the charges withdrawn. Where an existing licensee is charged, it will be for the Council to decide what action to take in the light of these guidelines.

In all cases, the Council will consider the conviction or behaviour in question and what weight should be attached to it, and each and every case will be determined on its own merits, and in the light of these guidelines.

Any offences committed, or unacceptable behaviour reported whilst driving a hackney carriage or private hire vehicle, concerning the use of a hackney carriage or private hire vehicle, or in connection with an operator of a private hire vehicle will be viewed as aggravating features, and the fact that any other offences were not connected with the taxi trades will not be seen as mitigating factors.

As the Council will be looking at the entirety of the individual, in many cases safety and suitability will not be determined by a specified period of time have elapsed following a conviction or the completion of a sentence. Time periods are relevant and weighty considerations, but they are not the only determining factor.

In addition to the nature of the offence or other behaviour, the quantity of matters and the period over which they were committed will also be considered. Patterns of repeated unacceptable or criminal behaviour are likely to cause greater concern than isolated occurrences as such patterns can demonstrate a propensity for such behaviour or offending.

Most applicants or licensees will have no convictions and that is clearly the ideal situation. In relation to other people, it is accepted that human beings do make mistakes and lapse in their conduct for a variety of reasons, and it is further accepted that many learn from experience and do not go on to commit further offences. Accordingly, in many cases an isolated conviction, especially if committed some time ago, may not prevent the grant or renewal of a licence.

It is also important to recognise that once a licence has been granted, there is a continuing requirement on the part of the licensee to maintain their safety and suitability. The licensing authority has powers to take action against the holder of all types of licence (driver's, vehicle and operator's) and it must be understood that

any convictions or other actions on the part of the licensee which would have prevented them being granted a licence on initial application will lead to that licence being revoked.

Any dishonesty by any applicant or other person on the applicant's behalf which is discovered to have occurred in any part of any application process (e.g. failure to declare convictions, false names or addresses, falsified references) will result in a licence being refused, or if already granted, revoked and may result in prosecution.

As the direct impact on the public varies depending upon the type of licence applied for or held, it is necessary to consider the impact of particular offences on those licences separately. However, there are some overriding considerations which will apply in all circumstances.

Generally where a person has more than one conviction, this result will raise serious questions about their safety and suitability. The Licensing Authority is looking for safe and suitable individuals, and once a pattern or trend of repeated offending is apparent, a licence will not be granted or renewed.

Where an applicant / licensee is convicted of an offence which is not detailed in this guidance, the licensing authority will take that conviction into account and use these guidelines as an indication of the approach that should be taken.

These guidelines do not replace the duty of the licensing authority to refuse to grant a licence where they are not satisfied that the applicant or licensee is a fit and proper person. Where a situation is not covered by these guidelines, the authority must consider the matter from first principles and determine the fitness and propriety of the individual.

6.1 Drivers

As stated above, where an applicant has more than one conviction showing a pattern or tendency irrespective of time since the convictions, serious consideration will need to be given as to whether they are a safe and suitable person.

In relation to single convictions, the following time periods should elapse following completion of the sentences (or the date of conviction if a fine was imposed) before a licence will be granted.

Crimes resulting in death

Where an applicant or licensee has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person they will not be licensed.

Exploitation

Where an applicant or licensee has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual exploitation, grooming, psychological, emotional or financial abuse, but this is not an exhaustive list.

Offences involving violence

Where an applicant has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 7 years have elapsed since the completion of the sentence imposed.

Possession of a weapon

Where an applicant has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

Sex and indecency offences

Where an applicant has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted.

In addition to the above, the licensing authority will not grant a licence to any applicant who is currently on the Sex Offenders Register or on any 'barred' list.

Dishonesty

Where an applicant has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

Drugs

Where an applicant has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

Where an applicant has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. In these circumstances, any applicant will also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.

Discrimination

Where an applicant has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

Motoring convictions

Taxi drivers are professional drivers charged with the responsibility of carrying the public. Any motoring convictions demonstrate a lack of professionalism and will be considered seriously. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the grant of a licence or may not result in action against an existing licence. Subsequent convictions reinforce the fact that the licensee does not take their professional responsibilities seriously and is therefore not a safe and suitable person to be granted or retain a licence.

Drink driving/driving under the influence of drugs / using a hand-held telephone or hand-held device whilst driving

Where an applicant has a conviction for drink driving or driving under the influence of drugs, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In these circumstances, an applicant will also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.

Where an applicant has a conviction for using a hand-held mobile telephone or hand-held device whilst driving, a licence will not be granted until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.

Other Motoring offences

A minor traffic or vehicle related offence is one which does not involve loss of life, driving under the influence of drink or drugs, driving whilst using a mobile phone, and has not resulted in injury to any person or damage any property (including vehicles). Where an applicant has 7 or more points on their DVLA licence for minor traffic or similar offences, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

A major traffic or vehicle related offence is one which is not covered above and also any offence which resulted in injury to any person or damage to any property (including vehicles). It also includes driving without insurance or any offence connected with motor insurance. Where an applicant has a conviction for a major traffic offence or similar offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

Hackney carriage and private hire offences

Where an applicant has a conviction for an offence concerned with or connected to hackney carriage or private hire activity (excluding vehicle use), a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

Vehicle use offences

Where an applicant has a conviction for any offence which involves the use of a vehicle (including hackney carriages and private hire vehicles), a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

6.2 Private Hire Operators

As stated above, where the applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person.

Operators must ensure that any staff that are used within the business (whether employees or independent contractors) and are able to access any information such as personal and private information about their passengers, are subject to the same

standards as operators themselves, by means of those individual staff members being required by the operator to obtain a basic DBS certificate. If an operator is found not to be applying the required standards and using staff that do not meet the Council's overall criteria of obtaining the basic DBS check, this will normally lead to the operator's licence being revoked.

As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards of relevance will be applied to operators as those applied to drivers, which are set out above.

6.3 Vehicle proprietors

As stated above, where an applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person to be granted or retain a vehicle licence.

As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to proprietors as those applied to drivers, which are outlined above.

7. Application Process

7.1 Licence fees

All licence fees are published on the Council's website. These are reviewed annually in line with the Corporate Charging Policy.

7.2 Guidance notes

The full fees for any application (including all associated fees for criminal records checks, medical report, driving proficiency test, wheelchair assistance test and safeguarding training or any other requirement that the Council determines is reasonably required) are to be paid by the applicant. Unfortunately, the Council cannot reimburse applicants for any costs incurred, whether a licence is granted or not.

Applications must be submitted in their entirety, with all of the required documents and the relevant application fee/s. No application will be considered for decision unless all fees and associated fees have been paid and all required information provided at which time the application will be deemed 'complete'.

7.3 Character reference

In order to ensure a high standard of safety for users of the taxi service in Selby District, the Council require a character reference for each applicant. Each applicant is asked to nominate a referee who has known them for at least five years, and has a position of good standing in the community. The Council normally expect a reference from a professional, qualified person, for example a lawyer, doctor or other healthcare professional, teacher, engineer or accountant.

If an applicant has, from the age of 10 years, spent six continuous months or more outside of the United Kingdom, evidence of a criminal record check from the country or countries covering the relevant period will be required.

7.4 Applying for a Vehicle Proprietor Licence

An application must include:

- A fully completed application form
- Vehicle registration document (V5)
- Vehicle insurance
- Fee
- MOT
- Vehicle compliance test certificate - Pass
- Basic DBS – On application and then every 3 years thereafter
- Right to Reside and Right to Work check documentation (if the applicant has lived outside of the UK for more than 6 months a certificate of good conduct will be required from the relevant embassy)
- Statutory declaration

Additional application requirements for HCV's:

- V5 confirms that the vehicle is adapted to EC Whole type approval (ECWVTA) or confirmation of compliance certificate. (Adapted to a wheelchair accessible vehicle (WAV)).
- Certificate of Installation / calibration of taxi meter from the Council approved list.
- LOLER certificate on first application (if there is mechanical wheelchair lift)

7.5 Applying for a Drivers licence

If a new applicant has held a licence as a taxi driver in any other area, or has ever had a licence suspended or revoked, they must declare this in their application form. The Council will run a check on the applicant's licensing history in these cases.

An application must include:

- A fully completed application form
- Fee
- Enhanced Disclosure and Barring Service (DBS) check
- Agreement to Sign up to and remain on the DBS update service (a check will be carried out).
- One passport photograph
- At least one Reference
- Completed Group 2 medical (carried out by your own GP)
- Right to Reside and Right to Work check documentation (if the applicant has lived outside of the UK for more than 6 months a certificate of good conduct will be required from the relevant embassy)
- Knowledge and Safeguarding Certificate (from the provider approved by the Council)
- DVLA access code (note that these codes are only valid for 21 days)

- Pass certificate for 'Practical driving test for driver's hackney carriage or private hire vehicles.

Additional application requirements for all HCD's and the PHD's on the designated list of Wheelchair Accessible Vehicles:

- Certificate of a wheelchair assistance test.

A list of approved course providers can be found on our website www.selby.gov.uk/licensing or by contacting the Licensing team.

7.6 Applying for a PHO licence

An application must include:

- A fully completed application form
- Fee
- A copy of public liability insurance
- At least one reference from a professional and qualified person. (Refer to section 6.3).
- Basic DBS (If a Limited company or partnership, all directors / partners must provide this)
- Right to Reside and Right to Work check documentation (if the applicant has lived outside of the UK for more than 6 months a certificate of good conduct will be required from the relevant embassy)
- Knowledge and Safeguarding Certificate (from the provider approved by the Council)
- Declaration confirming that all staff who have access to data or engage directly with customers will have a Basic DBS check before commencing employment and every 3 years thereafter and records of the checks are kept and available for inspection.

8. Checks on drivers

To effectively meet our regulatory goals, the Council carry out a number of checks on licence holders and applicants. These checks are carried out to ensure that all licensees are and remain fit and proper to drive taxi vehicles, and are eligible to reside and work in the UK. Driving a licensed vehicle will bring members of the trade into regular, close contact with members of the public, and often involves working with vulnerable groups such as children, the elderly, and disabled people. These background checks help to keep the public safe, and increase the trust in the taxi industry.

The Council require that all new drivers complete a DBS, and sign an agreement to sign up to and remain on the DBS update service. A check is carried out annually on the anniversary of the grant of the licence to confirm that the subscription is still in place.

Existing drivers previously submitted a DBS every three years. On completion of their next DBS they are required to sign up to the DBS update service. A check will be carried out to ensure that they have done so.

If a driver is found to have not maintained their subscription to the DBS update service they will be required to apply for another full DBS check, at which point they must

subscribe again to the update service. Failure to obtain any required DBS Certificate or maintain the update service subscription may be taken as conduct which could lead to the suspension or revocation of a licence.

8.1 Medical checks

Drivers need to be in a good condition of health to ensure the safety of their passengers, themselves and other road users. As well as driving, the day-to-day work of a licensed driver may also include lifting heavy items of luggage, wheelchairs and shopping etc. Any applicant for the grant or renewal of a licence who is unable to satisfy the licensing authority that they meet the required medical standard will not be issued a licence.

The Council have a standard medical form which is filled in by the applicants own GP, the costs of which must be met by the applicant. Every licence holder must undergo a medical check upon application and then every 3 years until the age of 65, after which a medical check must be done annually.

The driver must be fit to drive up to the DVLA Group 2 standard.

In addition, all licence holders are required to inform the Council of any illness or condition that affects their ability to drive, as soon as possible but always within 3 days. If the Council offices are closed during this time please email: licensing@selby.gov.uk or put in writing to the Council.

8.2 Driving proficiency and experience

All applicants must have held a full DVLA driving licence for at least two years.

All new applicants for taxi driver's licences will be required to produce evidence that they have successfully completed a practical driving test for drivers of hackney carriage and private hire vehicles and where applicable a wheelchair assistance test from a list of approved providers prior to the initial application. The current approved list can be found on the Council's website.

If complaints are received concerning the driving standards of a licensed driver, the driver may be required to retake another driving standards test.

8.3 Changes to licensees' circumstances

All Licence holders must inform the Council if they move house, if their health condition changes, if they are involved in a motor vehicle accident, no matter how minor, convicted of a crime or cautioned by a police officer and any Immigration Penalties. Notifications of this type must be made as soon as reasonably practicable, and always within 3 days. If the Council offices are closed during this time please email: licensing@selby.gov.uk or put in writing to the Council. A list of incidents and changes in licence details that the Council must be informed of is found in Appendix A – Guidance notes for applicants.

8.4 Failure to notify

Failure to report or declare these changes is very serious, and often attracts an additional weighting to the actual offence, with harsher enforcement action. Failure to report can demonstrate dishonesty or conduct which could lead to suspension or revocation due to breaching this policy and disregarding the legal obligation to notify.

Failure to notify the Council of a conviction or caution by the police is extremely serious. Licensees may wish to note that the police will notify us directly in many cases, and this should be in addition to the licensee's notification.

9. Safeguarding

The Council expects all licensed drivers and operators to support the Council in its aims to raise awareness of and tackle issues around child and adult safeguarding. Licensees must remain alert to these and similar issues, failure to do so may call into question their continuing fitness and propriety

All drivers and operators will be expected to complete a safeguarding course upon first application and a refresher course is to be undertaken every 2 years, the costs of the courses shall be covered by the applicant / licence holder.

Existing operators and drivers will be expected to have completed the safeguarding course within 1 year of this policy coming into effect.

10. Vehicles

About the vehicle inspection

The Council's Testing Standards are based on the Freight Transport Association Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide (August 2012).

Vehicle Age	Frequency of vehicle tests and checks
0–1 years	1 check per year
1– 5 years	2 checks per year
5-12 years	3 checks per year

Routine vehicle inspections must be booked about 4 – 6 weeks in advance of the expiry of the vehicle licence. It is required that drivers or proprietors attend and co-operate with the vehicle inspection.

If a vehicle licence is suspended the vehicle must have another inspection within two months of the suspension notice, otherwise the vehicle licence is revoked.

If a licensed vehicle fails its vehicle inspection, the proprietor must inform the Council immediately. The vehicle licence will be suspended until the Council receive confirmation that the vehicle has passed a vehicle test.

10.1 Vehicle age limits

The Council will only accept applications to licence vehicles for the first time for vehicles under 5 years old. Existing licensed vehicles will not be licensed after the age of 12 years. (The age of the vehicle will be taken from the V5 registration document for the vehicle). Existing vehicle proprietors will have 5 years from the date this policy comes into effect to change their vehicles.

10.2 Licence plates

The licence plates must be clearly on display at all times, as below:

- Large plate- must be securely fixed to the outside back of the vehicle
- Small plate – must be fixed securely outside, nearside Front of the vehicle (private hire vehicles only)
- Internal plate – must be fixed in a position easily visible to passengers, in most cases this will be the dashboard.

Loss of (or damage to) a licence plate must be reported and replaced immediately at the licensee's expense. No hiring contract is to be entered into without a licence plate affixed to the vehicle. If the vehicle is being taken off the road and not being replaced, the licence plates must be returned to the Council.

10.3 Discreet plates

Some private hire operators run chauffeur services or executive travel and may not wish to display the vehicles licence plate. To apply for this an application form must be completed along with the required fee. Please refer to Appendix C

10.4 Safety Equipment

All licensed vehicles must have seat belts in the driver's seat and all passenger seats where fitted by the manufacturer. The Council recognise that some vehicles, including purpose-built taxis with rear-facing seats, do not have seatbelts fitted for all seats. However, the Council expect that the majority of vehicles will have the same number of seatbelts as the maximum number of passengers permitted by the licence (as well as the driver's own seatbelt).

The vehicle must carry a fire extinguisher, which must be in date and tested annually.

A first aid kit must be carried and kept in an accessible position inside the vehicle. The first aid kit may be carried out of view.

The following list, recommended by the Health and Safety Executive, is for the guidance of drivers and proprietors:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages
- safety pins
- large, individually wrapped, sterile, un-medicated wound dressings
- medium-sized, individually wrapped, sterile, un-medicated wound dressings
- a pair of disposable gloves

If safety equipment is not clearly visible, then signs must be in place to indicate its location.

The vehicle must also carry a replacement bulb kit.

10.5 Vehicle Condition

Between inspections the driver must maintain the licensed vehicle in good condition, making sure it is roadworthy and clean inside and out.

10.6 Logos and Liveries

PHV's will be issued with a self-adhesive door sign which states that the vehicle must be pre-booked only. This must be displayed on a passenger door, clearly visible to passengers.

If a logo or livery is required on a licensed vehicle a request must be submitted to the Council in writing. Approval must be given by the Council before any changes can be made.

10.7 Taxi lights

In order to help members of the public tell the difference between taxis and private hire vehicles, taxis must be fitted with an illuminated sign on the roof, with the word 'Taxi' displayed on it. Private hire vehicles are prohibited from any sign on the roof which may be mistaken for a taxi light.

10.8 Tinted windows

All windows must be sufficiently transparent so as not to compromise road safety or prevent clear vision into the vehicle. As a guide, vehicles fitted with manufacturers tinted windows will only be accepted if the front windscreen allows 75% of light, all other windows must allow at least 70% of light to be transmitted through them. Any vehicles with windows darker than the above specification and which do not allow the occupants to be clearly visible from the exterior will not be licensed (notwithstanding the exceptions made in section 10.9).

10.9 Non-standard vehicles

Vehicles which do not conform to the above type specification may still be considered for licensing, and further conditions may be attached to ensure the safety of the public. Each application will be considered on its merits by the Licensing Committee who may inspect the vehicle.

In allowing for non-standard vehicles, the Council aims to include executive vehicles, limousines and novelty vehicles in the transport hire industry. It is not to make exceptions for substandard vehicles which would not otherwise be licensed.

10.10 Taxi meters

All HCV's must be fitted with taximeters. Installation of taximeters must be carried out by an appropriate installer and accompanied with a certificate of installation. The various tariffs as approved by the Council (including extra charges recoverable under the approved table of fares). The meter shall be calibrated and set to the Council's agreed charging distances and tariffs in force. No attempt should be made to

change the taximeter, except by an authorised officer. An officer can request to see any calibration certificate at any time.

The taximeter will be used for all journeys taken by taxi, even if under a private hire contract. For journeys ending outside of Selby District, another fee may be agreed in advance. If no such agreement is made, only the fare showing on the taximeter may be charged. More information can be found in Section 9.23 – Fares. The taximeter must be visible to passengers at all times

10.11 Trailers

A driver who wishes to tow a trailer must satisfy the Council that insurance is in place for this use. Where the trailer obstructs the view of the rear vehicle plate, an additional licence plate must also be clearly displayed on the rear of the trailer (in addition to the rear of the vehicle).

10.12 Advertising

If a driver or operator wishes to display advertising anywhere on or in the vehicle, written permission must be obtained from the Council. Advertising which could cause offence is not permitted in any location on a taxi or private hire vehicle. Specific subject matter that will not be permitted includes alcohol, cigarettes and political parties. Unauthorised advertising will be subject to enforcement action.

10.13 CCTV in Vehicles

The Department for Transport Best Practice Guidance recommends that councils look sympathetically on or even actively encourage the installation of security measures such as a screen between driver and passengers or CCTV systems as a means of providing some protection for vehicle drivers. It is not currently proposed that such measures should be required as part of the licensing regime at this time, and it is considered that they are best left to the judgement of the owners and drivers themselves.

If CCTV is installed, the vehicle proprietor of any vehicle with CCTV must notify the Council and display a sign approved by the Council advising passengers that a CCTV system is in operation in the vehicle.

Where the CCTV is in place there is an expectation that it is in working order when passengers are being carried. The CCTV system should be maintained to the manufacturer's standards and recording must be retained for 28 days and made available for viewing by the Police Officer or an authorised officer of the Council on request. Any failure to comply with this request will be reported to the Council.

The vehicle proprietor must ensure to register with the Information Commissioners Office (ICO).

Any reports of misuse of CCTV or recorded images may result in the immediate referral to the Licensing Committee with a view to suspending both the vehicle and driver licences.

10.14 Environmental Considerations

On 29th February 2016 the Council declared the first Air Quality Management Area (AQMA) in the district, following elevated levels of pollutants measured within Selby Town Centre. Vehicles including Taxis are identified as a contributor to the poor air quality within the town centre, but the Council also recognises the importance of their availability to provide transport for Selby's residents.

Emission standards for Taxis will be subject to review, taking into consideration up-to-date emission monitoring results. To determine whether sufficient progress is being made towards achieving the health based air quality objectives and improving health and well-being of local residents.

Frequent maintenance of vehicles is also recommended, and emissions may also be further reduced by switching off engines whilst stationary or idling, particularly at ranks and stood in traffic.

The AQMA area is along a short stretch of New Street, near Selby Abbey and The Crescent which frequently is subject to high traffic volumes and frequent idling. This area should also be avoided to aid improvement of air quality along the AQMA and alternative routes considered.

Plan of the AQMA



The Council will look further at the impact of taxi emissions via the introduction of low-emission and hybrid vehicle use and the possibility to provide grant incentives and schemes to promote the uptake of low-emission, hybrid and electric vehicles in the fleet. In addition; these types of vehicles tend to carry much cheaper road tax, fuel and insurance costs.

This policy is part of the Council's responsibility to review and assess air quality and meeting national air quality objectives to benefit people's health and create a more pleasant environment for residents and visitors of Selby District.

For further information on the AQMA, Action Plan and air quality please visit;

<https://www.selby.gov.uk/air-quality>

10.15 Vehicle Accidents

If at any time the licensed vehicle is involved in an accident, however minor, the driver must inform the Council of this fact as soon as possible and in any event within one working day (by telephone or email). An accident report form will then need to be completed and submitted to the Council within five working days of the accident occurring, along with photographs of the damage. If the photographs and accident form are not returned within the time limit above, the vehicle license will be suspended.

If the damage appears to be more than minor or superficial the vehicle must be submitted for an inspection at the Council's authorised testing station. – The appointment will be made by the licence holder, who is liable for any fees incurred. The vehicle license will be suspended until a valid compliance test has been provided to the Council.

If the vehicle is so damaged that it cannot be driven, then the vehicle proprietor must inform the Council of the fact and the Council will then advise the proprietor of the action to be taken

Failure to do the required steps above may result in enforcement action.

If a proprietor wishes to use a 'Hire vehicle' whilst their licensed vehicle is damaged, the Council will not accept any application from any insurer or hire company wishing to supply such a vehicle unless the above steps have been completed.

10.16 Changing a vehicle

The Council cannot directly transfer a licence to another vehicle. Instead a new licence will be issued for the new vehicle and refund any full calendar months for the period remaining on the previously licensed vehicle.

10.17 Accessibility and hackney carriage vehicle requirements

In regulating the hackney carriage and private hire trade the Council aim to meet the diverse needs of all accessibility requirements in the district. This includes wheelchair users, the visually impaired, the elderly and other groups that may be disabled or otherwise have accessibility requirements. The Council do not place any restrictions on PHV types. However, if the vehicle is to be wheelchair accessible, to ensure public safety, PHV applicants will be required to provide the V5 document that shows that the vehicle has been defined as wheelchair accessible or the certificate of conformance (refer to section 10.20 below).

10.18 New vehicles with new applicants

Where a new application for a HCV licence is made, the licence will only be granted if the vehicle is wheelchair accessible.

10.19 Replacement vehicles

HCV's will only be replaced by vehicles that are wheelchair accessible.

10.20 Definition of a wheelchair accessible vehicle

A vehicle will only be defined as wheelchair accessible if it is 'European Community Whole Vehicle Type Approval (ECWVTA). This will be shown on either the vehicles V5 registration document or by a 'certificate of conformity' (COC), which shows that the vehicles have been produced to a very high and vigorous standard.

The COC should show the number of passengers the vehicle is able to carry with the wheelchair conversion.

Approved anchorages must be provided for the wheelchair and the wheelchair user. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorage must also be provided for the safe stowage of a wheelchair when not in use, folded or otherwise, if carried within the passenger compartment. They must be designed so as not to cause injury within the passenger compartment. They must be designed so as not to cause injury to other passengers.

A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for existing wheelchair accessible vehicles. The entry must be either via the nearside door or via the rear. An adequate locking device must be fitted to ensure that the ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

If the vehicle has a purpose designed wheelchair lift, then a 'LOLER' certificate must be produced with the initial application, and this must be renewed annually. The onus will be on the vehicle proprietor to ensure this is kept up to date and the certificate can be requested at any time by an Authorised Officer.

10.21 List of wheelchair accessible vehicles

Section 165 – 167 of the Equalities Act 2010 (the 2010 Act) came into force 7th April 2017, and allow local authorities to create a list of designated wheelchair accessible vehicles (a S167 List).

The Council will publish a S167 List of wheelchair accessible vehicles. This means that any vehicle that meets the Council's definition of a wheelchair accessible vehicle will be designated on the list.

By the Council creating the S167 List, this brings into effect the duties placed on drivers under section 165 of the 2010 Act, making it a criminal offence if the driver of a designated vehicle fails to comply with the duties specified under section 165 (see Appendix D)

The Council can exempt drivers from the duties to assist passengers in wheelchairs if they are satisfied that it is appropriate to do so on medical grounds or because the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with the duties. There is no other form of exemption.

To apply for a medical exemption an application form will need to be obtained from the Council, which can also be downloaded from our website. This will need to be given to the applicant's doctor and submitted with a written request for medical exemption to the licensing team. The decision to medically exempt a driver will be made by the Licensing Committee.

If a HCD is granted an exemption, this only exempts them from the duties under section 165 and does not affect the vehicle which is still required to be wheelchair accessible.

10.22 Assistance dogs

Taxis must carry guide / assistance dogs at no extra charge, failure to comply with this may be an offence of the PHO and / or the driver.

Any person with a medical condition that would be aggravated by carrying dogs may apply to the Council for an exemption from this requirement.

10.23 Fares

The Council sets rates for taxi fares (but not for private hire vehicles). The most up to date taxi fares can be found on our website. The table of fares should be clearly displayed in HCV's. Private hire vehicles operators and owners are able to set their own fares.

A driver may not demand a fare in excess of the fare shown on the taxi meter, unless a fare has been previously agreed. If a fare has been previously agreed, the driver may not charge more than this agreement.

Drivers must make no attempt to cancel or hide the fare shown on the taximeter until the passenger has had reasonable opportunity to see it and a payment settled.

11. Complying with the law

All people at all times should comply with the law. Taxi and private hire drivers/operators are no exception, and should not do anything illegal at any time. There are a number of offences which are particularly serious breaches of the law for professional drivers. If a driver does not comply with the law in a way that could put members of the public in danger, the driver's licence may be suspended or revoked in addition to any enforcement action due to breach of the law.

11.1 Mobile phone use

Drivers must not use a mobile phone or any other mobile device whilst driving. It is legal to bring the vehicle to a halt in a safe place and take a phone call, although it may be considered unreasonable to do so with passengers in the vehicle. The hard shoulder of a motorway is not a safe place, and drivers must never stop on a hard shoulder to make or answer a call. The only permitted use of a mobile device while driving is with a hands-free system – though this may also be inappropriate with passengers.

11.2 Alcohol

Drink driving is a serious offence for any motorist. Professional drivers must take particular care, and not drink alcohol immediately before or at any time while driving or being in charge of a vehicle.

11.3 Discrimination

Drivers should carry all passengers upon every reasonable request without discriminating in any way. If a driver refuses to carry a passenger, they will be invited to a hearing and given a chance to state their reasons for refusal. If the Council is satisfied that the reasons are justifiable then no action will be taken, otherwise appropriate enforcement action will be considered and applied. Particularly serious is discrimination on the basis of the protected characteristics of the Equality Act 2010 (including age, disability, gender identity, race, religion, sex and sexual orientation).

11.4 Carrying the right number of passengers

Vehicles are licensed to carry up to a specified maximum number of passengers.

Carrying more passengers than this maximum is a severe breach of policy.

11.5 Parking at hackney carriage ranks

HCD's must remain with their vehicle while at the rank. Drivers are not permitted to use ranks to park their vehicle.

PHV's are not allowed to use the ranks in any capacity.

If the rank is full the driver must drive on. Waiting only where is safe to do so without obstructing the highway or access.

11.6 Vehicle use

It is illegal to allow a person who does not hold a PHVL to drive a licensed PHV, even when that vehicle is not being used as a PHV. This means that a licensed driver's family and friends are not permitted to drive the PHV at any time.

12. Complaints

Members of the public are able to make complaints about licence holders in the taxi trade. In these cases the Council will always keep in touch with the complainant while carrying out the investigation. The licence holder will be told about the complaint, and invited to an interview to discuss it as part of the investigation. The Council will follow up by taking enforcement action where appropriate.

13. Enforcement

The Council's commitment to fair and effective enforcement activity is not only good for public safety, but also for the responsible people in the taxi trades. The Council believe that the majority of those in the taxi trades will seek to comply with this policy and the law. The Council will clamp down on unlicensed operators and liaise with other agencies, especially the police, to ensure compliance with this policy and with the law. Any enforcement action will be taken in line with the Corporate Enforcement Policy:

<https://www.selby.gov.uk/enforcement-policy>

13.1 Considerations

Where enforcement action is being taken or considered by the Council, there will be a full investigation of the circumstances which may involve taking statements, interviewing the licence holder and considering the licence holders record before the appropriate action is determined.

13.2 Levels of enforcement action

In the event of minor transgressions, particularly if the driver has no history of transgressions and the Council believe that the transgression was unintentional, a written warning is likely to be issued.

In more serious cases of transgression, or where the Council find evidence of malpractice or non-compliance with this policy among licence holders, the Council can suspend or revoke licences. Where public safety is the primary cause for concern, the Council reserve the right to suspend or revoke licences immediately.

Licences which are suspended or revoked must be returned to the Council, along with any badges, cards and licence plates.

13.3 Appeals

The Council can refuse to grant or renew a licence, or impose conditions upon a licence of any type except for HCDL.

Any person aggrieved by a decision by the Council can appeal to the Magistrates' Court.

In the case of an immediate suspension on the grounds of public safety, this carries its own right of appeal.

13.4 Policy review

As a regulatory body, the Council are always monitoring changes to legislation. When changes take place, the Council review the policy and update it as necessary and will also regularly carry out a review to monitor its effectiveness and keep it in line with best practice and local considerations.

Appendix A – Guidance notes for applicants (Drivers)

Am I eligible?

To become a taxi driver you will need to get a licence from the Council.

In order to be eligible for a licence you must:

- Have held a DVLA licence for at least 2 years.
- Be able to demonstrate that you are a 'fit and proper person' to hold a licence.

The Council carry out a number of checks to determine whether you meet these criteria as outlined in section 8, Checks on the driver.

Before you apply

You will need to contact the licensing team on 01737 705101 or licensing@selby.gov.uk to make an appointment with a member of the team. During this appointment the full application process will be explained and the application pack given to you. A Right to work check will also be carried out; you will need to provide 3 documents for proof of identity.

Applicants must complete a practical driving test for drivers of hackney carriage and private hire vehicles and where applicable a wheelchair assistance test from a list of approved providers before applying to the Council for a driver's licence.

Drivers must have a good working knowledge of the area in which they work. Applicants will need to complete a 'knowledge and safeguarding course' held at the York work development unit.

<https://york.learningpool.com>

Further information on this course will be given to you during the meeting with licensing.

The Council may extend its course requirements, by an approved provider if deemed to be necessary at any time.

You are ready to submit your application when you have all of the following documents:

- Completed application form
- A digital photograph (sent via email to licensing@selby.gov.uk)
- DVLA Access code (please be aware that these only last for 21 days)
- DBS certificate (dated within 3 months of your application)
- Group 2 medical form completed by your own GP
- The relevant fee (non-refundable)
- Referee contact details for your character reference
- Practical driving test certificate/wheelchair assistance certificate (if applicable)/knowledge and safeguarding certificate.

What happens next?

Once the checks have been carried out the Council will determine your application and inform you of their decision in writing. You may be asked to the Licensing Committee to provide further evidence that you are a fit and proper person.

If you are unsuccessful

Should you be unsuccessful, the reason for your refusal will be confirmed in writing. You will be informed of your right to appeal, which would go to the Magistrates' Court and must be made within twenty-one days of the notice of refusal.

If you are successful

If you are successful you will receive your driver's badge along with your driver's handbook. Once you have received and signed for these you will be licensed to drive a hackney carriage (for hackney carriage drivers) or a private hire vehicle (in the case of private hire drivers). The vehicles used for hire must be licensed by Selby District Council, although the vehicle that you drive does not necessarily have to be owned by you. When working as a driver you must wear your badge in such a position that it can be seen at all times.

It is important that you read and fully understand the driver's handbook. If you are found to be in breach of them it may result in your licence being suspended or revoked.

When your driver's licence is due for renewal you will receive a reminder 4-6 weeks before the licence expires. It is your responsibility to ensure that the full renewal application, documents and fee are received in good time to avoid the lapse of your licence.

What if my circumstances change?

It is very important that the Council knows of changes to circumstances which affect the licence. We have put together this list of things we need to be told about, this list is not exhaustive. Please be aware notification of these must always be within 3 days (please see changes to licensee circumstances). If the Council offices are closed you are still able to email on: licensing@selby.gov.uk or put in writing to the Council.

Every licensee must let the Council know if they:

- Move house, or change primary address details
- Move business premises
- Change contact details (including phone number and email address)
- Receive a police warning or caution, or are fined or arrested.
- Immigration Penalties

Additionally, every licensed driver must inform the Council if they:

- Have a motor vehicle accident
- Get points on their driving licence, or are suspended/disqualified from driving
- Develop a health condition, or a known health condition deteriorates
- Change the operator through whom they work (private hire only)

Appendix B – Guidance notes for vehicle inspections

Vehicles are tested at least every year at a full vehicle inspection. Vehicles over two years old also must have interim inspections (see section 10 - Vehicles).

Payment

Payment for the test must be made at the Access Centre. You can also pay for any renewal / new application here.

You will be given a receipt which will show a payment reference number for the test. Telephone 'Watson's Mot and service centre' our contracted garage on 01757 213650 to book your vehicle in for test, you will need to quote the payment reference number on your receipt to show that you have paid and you will be required to show this to the garage on the day of the test.

Please be aware if you miss your vehicle appointment, you will need to pay the test fee again.

Vehicle standards

At the inspection, as throughout the year, the vehicle must be:

- Safe, clean and tidy inside and out
- In good mechanical order
- Fitted with working seat belts
- Equipped with spare bulb kit
- Fitted with a fire extinguisher, which in turn must be:
 - A dry powder extinguisher
 - At least 600g
 - Within its functional date (i.e. not expired)
 - Near the driver
 - Readily available for use at all times.

Seating

The vehicle must be presented for inspection with the number of seats in position for which it is to be licensed. If it is wheelchair accessible, the number of seats and wheelchair spaces must not exceed the number of seats for which the vehicle is licensed.

Licence plates

If the vehicle is being inspected at renewal or for an interim inspection, the plates provided by the Council must be securely attached to the outside of the vehicle. The small plate must be securely attached to the dashboard.

If you are changing your vehicle or taking it off the road, the old plates must be returned to the Council at the Civic centre before new plates can be issued.

If the vehicle has not been licensed before, you will be contacted by the licensing team after your application has been determined. If granted you will be asked to come to the Civic centre to sign for and collect your plate and vehicle handbook.

Notice for display in vehicle

It is encouraged that the following notices be displayed in a prominent position, visible to passengers. There is one notice for taxis and one for private hire vehicles, highlighting some of the differences between the licences and vehicle type.

Notices for private hire vehicles – What you can expect from the private hire vehicle trade and what the trade expect from you.

The driver will:

- Ensure that the passenger has pre-booked and agrees with the fare before setting off
- Drive with due care and courtesy towards the passenger and other road users
- Take the most time efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and the driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Ensure that they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.

Notice for Taxi Passengers – What you can expect from the taxi trade and what the taxi trade can expect from you.

The driver will:

- Drive with due care and courtesy towards the passenger and other road users
- Use the meter within the licensed area, unless the passenger has agreed to hire by time
- If using the meter, not start the meter until the passenger is seated in the vehicle.
- If travelling outside the licensed area, agree the fare in advance. If no fare has been negotiated in advance for a journey going beyond the licensing area then the driver must adhere to the meter.
- Take the most time efficient route, bearing in mind likely traffic problems and known diversions, explain any diversions from the most direct route.

The passenger will:

- Treat the vehicle and the driver with respect
- Ensure that they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off
- Be aware of the fare on the meter and make the driver aware if it is approaching the limit of their financial resources
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where they can stop the vehicle.

Appendix C – Discreet plate licensing

The application process:

- A completed application form is required.
- At least 3 references from current customers/potential customers wishing to use the proposed service
- Photographs of the vehicle with the registration plate clearly visible.

The decision if the vehicle is suitable will be on a case by case basis.

If granted the discreet licence must be renewed annually.

Discreet Vehicle Licence Conditions:

- The vehicle must only be used for executive hire – no school contracts, or other contracts that involved the transport of children, young people, or vulnerable adults.
- The private hire licence plate must be carried in the vehicle at all times, although it need not be visible to the passenger.
- The driver of the vehicle must wear visible photo identification at all times.
- The executive hire vehicle is kept to a high standard both internally and externally at all times.
- The exemption certificate (granting the discreet vehicle licence) is to be displayed on the left of the dashboard / bottom left of the windscreen at all times.
- A record is kept of all executive hire contracts undertaken by the vehicle and is to be made available for inspection by the Police and any Authorised Officer upon request.
- That a dress code is adhered to by drivers, to include a collar and tie.

Appendix D – Applying for exemption on physical or medical grounds from the duties placed on drivers under section 165 of The Equalities Act 2010

If a driver on the list under Section 166 of the Equalities Act 2010 wishes to apply for an exemption. They should contact the licensing team for an application form. This form will need to be taken to your own GP to be completed and submitted back to Licensing.

The licensing committee shall make the final decision.

(Please note the legislation quoted below is correct as of 30 November 2018 and may change)

Section 165 of the Equalities Act 2010:

Passengers in wheelchairs

(1) This section imposes duties on the driver of a designated taxi which has been hired—

(a) by or for a disabled person who is in a wheelchair, or

(b) by another person who wishes to be accompanied by a disabled person who is in a wheelchair.

(2) This section also imposes duties on the driver of a designated private hire vehicle, if a person within paragraph (a) or (b) of subsection (1) has indicated to the driver that the person wishes to travel in the vehicle.

(3) For the purposes of this section—

(a) a taxi or private hire vehicle is 'designated' if it appears on a list maintained under section 167;

(b) 'the passenger' means the disabled person concerned.

(4) The duties are—

(a) to carry the passenger while in the wheelchair;

(b) not to make any additional charge for doing so;

(c) if the passenger chooses to sit in a passenger seat, to carry the wheelchair;

(d) to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort;

(e) to give the passenger such mobility assistance as is reasonably required.

(5) Mobility assistance is assistance—

(a) to enable the passenger to get into or out of the vehicle;

(b) if the passenger wishes to remain in the wheelchair, to enable the passenger to get into and out of the vehicle while in the wheelchair;

(c) to load the passenger's luggage into or out of the vehicle;

(d) if the passenger does not wish to remain in the wheelchair, to load the wheelchair into or out of the vehicle.

(6) This section does not require the driver—

(a) unless the vehicle is of a description prescribed by the Secretary of State, to carry more than one person in a wheelchair, or more than one wheelchair, on any one journey;

(b) to carry a person in circumstances in which it would otherwise be lawful for the driver to refuse to carry the person.

(7) A driver of a designated taxi or designated private hire vehicle commits an offence by failing to comply with a duty imposed on the driver by this section.

(8) A person guilty of an offence under subsection (7) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(9) It is a defence for a person charged with the offence to show that at the time of the alleged offence—

(a) the vehicle conformed to the accessibility requirements which applied to it, but

(b) it would not have been possible for the wheelchair to be carried safely in the vehicle.

(10) In this section and sections 166 and 167 'private hire vehicle' means—

(a) a vehicle licensed under section 48 of the Local Government (Miscellaneous Provisions) Act 1976;

(b) a vehicle licensed under section 7 of the Private Hire Vehicles (London) Act 1998;

(c) a vehicle licensed under an equivalent provision of a local enactment;

(d) a private hire car licensed under section 10 of the Civic Government (Scotland) Act 1982.

Appendix E - Code of conduct

Behaviour

All licensees must behave in a civil, polite and courteous manner at all times while working as a driver or operator. No swearing, abusive language or offensive gestures are sanctioned, and licensees must conduct themselves so as to avoid offence, nuisance and hazard to the public.

Licensees may be required to attend an interview or hearing. They must therefore respond to an interview request by the licensing authority. It is an offence to fail to comply with a reasonable request from an authorised officer.

Taxi drivers have a duty of care to their passengers, and must behave accordingly.

Prompt Attendance

If a driver is aware of a booking under contract for private hire, they must be on time for that appointment in the correct place, unless delayed or prevented by sufficient cause. If a legitimate reason for the delay is encountered, every reasonable effort must be made to contact the passenger.

Dress code

The Council are committed to encouraging a professional image of drivers in the district. As such, drivers' clothing must be clean, smart and professional at all times. Specifically, sportswear, including jogging or tracksuit bottoms, T-shirts and beach clothing are not appropriate for drivers while on duty.

Identification badge

Drivers must wear their licence which is the identification badge as issued by the Council at all times when on duty. It must match the photo ID displayed in the vehicle being driven.

The Council will supply a driver's badge and photo ID. If a badge is lost, damaged or stolen this must be reported immediately, and a replacement badge paid for.

The photo ID must be visibly displayed in the vehicle to the passengers. Only the ID of the driver currently driving the vehicle may be displayed.

Receipts

A driver must issue a receipt if requested by a passenger following a journey, and may not refuse to issue a receipt in these circumstances. Many licensees issue receipts as standard practice, which the Council encourage.

Luggage

Drivers are to give all reasonable assistance with passengers' luggage in loading and unloading. According to this definition of reasonable, drivers are expected to help passengers to get their luggage to and from the entrance of a building.

Safe places to drop off and pick up passengers

Drivers must never pick up or drop off a passenger in an unsafe location, nor allow a passenger to get out of the vehicle in an unsafe way (onto a road, for example).

Lost property

Drivers must check the vehicle for property that may have been inadvertently left there by a passenger. If any property is found, drivers must take all reasonable steps to return property to any passenger who leaves something in the vehicle. Where this is impractical or the attempt to return property has failed, the driver must return the property to the Council, where it will be recorded and further attempts to return the property will be made.

Animals

Drivers may not carry any animal which does not belong to a passenger in the vehicle. Carriage of an animal owned by a passenger is at the discretion of the driver, apart from guide dogs and other assistance dogs, which must be permitted with their owner free of charge.

Food in the vehicle

The driver must not eat or drink whilst carrying fare-paying passengers in the vehicle.

Music

Noise nuisance is to be avoided. Drivers must not use the radio or any other sound equipment without the express permission of the passenger. Even with passenger permission, the radio system must never be used in a way that would alarm or cause nuisance to any person, including members of the public.

Smoking and e-cigarettes

The Council enforces a no smoking and no e-cigarette policy in licensed vehicles. Drivers must not smoke tobacco or use e-cigarettes or vaporisers, nor allow passengers to do so whilst in the vehicle. The vehicle must clearly have a no smoking sign on display.

Appendix F – Hackney Carriage - enforcement

The following sections outline the hackney carriage offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

Offences under the Town Police Clauses Act 1847

- Giving false information on application for hackney carriage proprietor's licence
- Failure to notify change of address of hackney carriage proprietor
- Plying for hire without hackney carriage proprietor's licence
- Driving a hackney carriage without hackney carriage driver's licence
- Lending or parting with hackney carriage driver's licence
- Hackney carriage proprietor employing unlicensed driver
- Failure by hackney carriage proprietor to hold hackney carriage driver's licence
- Failure by hackney carriage proprietor to produce hackney carriage driver's licence
- Failure to display hackney carriage plate
- Refusal to take a fare
- Charging more than the agreed fare
- Obtaining more than the legal fare
- Travelling less than the lawful distance for an agreed fare
- Failing to wait after a deposit to wait has been paid
- Charging more than the legal fare
- Carrying other person than the hirer without consent
- Driving hackney carriage without proprietor's consent
- Person allowing another to drive hackney carriage without proprietor's consent
- Drunken driving of hackney carriage
- Wanton or furious driving or wilful misconduct leading to injury or danger

- Driver leaving hackney carriage unattended
- Hackney carriage driver obstructing other hackney carriages

Offences under the Local Government (Miscellaneous Provisions) Act 1976

- Failure to notify transfer of hackney carriage proprietor's licence
- Failure to present hackney carriage for inspection as required
- Failure to inform local authority where hackney carriage is stored if requested
- Failure to report an accident to local authority
- Failure to produce hackney carriage proprietor's licence and insurance certificate
- Failure to produce hackney carriage driver's licence
- Making false statement or withholding information to obtain hackney carriage driver's licence
- Failure to return plate after notice given, after expiry, revocation or suspension of hackney carriage proprietor's licence
- Failure to surrender driver's licence after suspension, revocation or refusal to renew
- Permitting any vehicle other than hackney carriage to wait on a hackney carriage stand
- Charging more than the meter fare for a journey ending outside the district, without prior agreement
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable

The above list is not exhaustive and the Council reserves the right to prosecute any other appropriate offence in line with the Corporate Enforcement policy.

Appendix G – Private Hire - enforcement

The following sections outline the private hire offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

Offences under the Local Government (Miscellaneous Provisions) Act 1976

- Using an unlicensed private hire vehicle
- Driving a private hire vehicle without a private hire driver's licence
- Proprietor of a private hire vehicle using an unlicensed driver
- Operating a private hire vehicle without a private hire operator's licence
- Operating a vehicle as a private hire vehicle when the vehicle is not licensed as a private hire vehicle
- Operating a private hire vehicle when the driver is not licensed as a private hire driver
- Failure to display private hire vehicle plate
- Failure to notify transfer of private hire vehicle licence
- Failure to present private hire vehicle for inspection as required
- Failure to inform local authority where private hire vehicle is stored if requested
- Failure to report an accident to local authority
- Failure to produce private hire vehicle licence and insurance certificate
- Failure to produce private hire driver's licence
- Failure to wear private hire driver's badge
- Failure by private hire operator to keep records of bookings
- Failure by private hire operator to keep records of private hire vehicles operated by him
- Failure to produce private hire operator's licence on request
- Making false statement or withholding information to obtain private hire driver's or operator's licence
- Failure to return plate after notice given after expiry, revocation or suspension of private hire vehicle licence

- Failure to surrender drivers licence after suspension, revocation or refusal to renew
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable
- Knowingly sub-contracting a booking to another operator who is not complying with the relevant legislation

Offences under the Transport Act 1980

- Driving a private hire vehicle with a roof sign which contravenes section 64(1)
- Causing or permitting a private hire vehicle to be driven with a roof sign which contravenes section 64(1)

The above list is not exhaustive and the Council reserves the right to prosecute any other appropriate offence in line with the Corporate Enforcement policy.

Appendix H – Definitions in this Policy

Applicant	An individual or organisation applying for the grant or renewal of a licence or licences
Authorised officer	An officer of the Council with powers to administer and enforce relevant legislation.
the Council	Selby District Council
DBS	Disclosure and Barring Service
Driver licence	A licence issued by the Council to taxi drivers.
Driving licence	A licence issued by the DVLA.
DVLA	Driver and Vehicle Licensing Agency
DVLA Group 2	The minimum standard of medical health required of professional drivers.
DVSA	Driving Standards Agency
Hackney Carriage Vehicle	A vehicle which can be hired under the Town Police Clauses Act (1847) either immediately or pre booked.
Licensing Committee	A committee of the Council with authority to determine applications for licences, including private hire operators, drivers and vehicle proprietors.
MOT test	A statutory inspection required for all licensed vehicles.
MOT	Ministry of Transport
Private Hire Operator	An individual, a company or a partnership licenced to make arrangements for the hire of a Private Hire Vehicle
Private Hire Vehicle	A vehicle which can be hired under the Local Government (Miscellaneous Provisions) Act 1976.
Taximeter	A meter which calculates the distance travelled and time spent on a journey in a taxi. The rates are set by the Council and determine a fair fee for the passenger.
Vehicle Proprietor	A person responsible for the maintenance of the vehicle (Usually the owner of the vehicle).



Report Reference Number: PR/18/7

To: Policy Review Committee
Date: 15 January 2019
Status: Key
Ward(s) Affected: All
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Cliff Lunn, Executive Lead Member for Finance And Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Draft Revenue Budget and Capital Programme 2019/20 and Medium Term Financial Plan

Summary: The report gives the Policy Review Committee the opportunity to comment on the Draft Revenue Budget and Capital Programme 2019/20 and Medium Term Financial Plan.

Recommendation:

The Policy Review Committee provides comments on the Draft Revenue Budget, Capital Programme and Medium Term Financial Plan 2019-20.

Reasons for recommendation

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

1. Introduction and background

- 1.1 At its meeting on 10 January 2019 the Executive will discuss report E/18/40, which asks it to recommend that the draft budgets, bids and savings be approved for public consultation and submitted to Policy Review Committee for comment.
- 1.2 A verbal update as to the discussions had by the Executive will be given by Officers at the meeting of the Policy Review Committee.

2. The Report

- 2.1 The Policy Review Committee is asked to review the Executive report, set out at Appendix 1 and to provide comments before the Executive finalise the budget proposals for submission to full Council on 21 February 2019.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

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

4.2 Financial Implications

As set out in the Executive report E/18/40 attached at Appendix 1 to this report.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

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

4.5 Resource Implications

As set out in the Executive report E/18/40 attached at Appendix 1 to this report.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

- 5.1** Following comments from the Policy Review Committee and public consultation responses, the Executive will consider the final budget proposals on 6 February 2019 and submit these to full Council on 21 February 2019.

6. Background Documents

None.

7. Appendices

Appendix 1 – Executive Report E/18/40 considered on 10 January 2019

Appendix 2 – Appendices A to F of the Executive Report considered on 10 January 2019

(Appendices A to F - A: Revenue Estimates, B: Growth Bids, C: Savings, D: GF Capital Programme and Housing Investment Programme, E: Programme for Growth, F: Reserves)

Contact Officer:

Victoria Foreman
Democratic Services Officer
vforeman@selby.gov.uk
01757 292046

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Report Reference Number: E/18/40

To: Executive
Date: 10 January 2019
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: Draft Revenue Budget and Capital Programme 2019/20 and Medium Term Financial Plan

Summary: This report presents the draft revenue budget; capital programmes and latest forecast for the Programme for Growth for 2019/20 to 2021/22. The 2019/20 budgets show a forecasted balanced budget after taking into account planned savings and reserve drawdowns.

In 2019/20 it is proposed that £3.7m is transferred to the Business Rates Equalisation Reserve to provide future revenue support in line with the previously approved MTFS policy. In 2020/21 £745k will be drawn down from this reserve and a further £294k will be required in 2021/22. The on-going use of reserves to support the revenue budget in this way is not a long term sustainable solution and therefore achievement of efficiency savings and additional income generation remain crucial as plans for Business Rates and Council Tax growth are brought to fruition.

The draft budget also includes Capital Programme proposals for the General Fund and HRA which, with exception of housing development loans and programmes which are funded through borrowing, are funded from reserves and external funding.

Subject to the outcome of the 2019 Spending Review, Fairer Funding Review and wider economic risks, plans are in place to deliver a sustainable budget going forward.

Recommendations:

It is recommended that the draft budgets, bids and savings be approved for public consultation and submitted to Policy Review for comments;

Reasons for recommendation: To enable the views of the public and Policy Review Committee members to gathered through consultation.

1. Introduction and background

- 1.1 The Council approved its Medium Term Financial Strategy (MTFS) on 18 September 2018. The MTFS covers both General Fund activities and the Housing Revenue Account, and provides the strategic financial framework for medium term financial planning and annual budget setting.
- 1.2 The Housing Revenue Account (HRA) and Housing Investment Programme (HIP) are covered in more detail by the Housing Business Plan (HBP). The current HBP was approved by Council on 24 February 2015 – a refresh is currently in progress which will align with the overarching financial framework set out in the MTFS.
- 1.3 The MTFS takes account of the Government's offer of a multi-year finance settlement for Local Government which showed core General Fund funding reducing by £1m from £3.4m in 2016/17 to £2.4m in 2019/20 and a further reduction of around £900k in New Homes Bonus. The MTFS recognises on-going reductions to Government funding (Revenue Support Grant and New Homes Bonus) along with risk and uncertainty surrounding the fair funding review and the business rates retention system reset from 2020/21 as the key issues for the Council's finances.
- 1.4 At the time of writing this report the Government has published the provisional Local Government Finance Settlement – any changes to the final settlement will be incorporated into the final budget proposals to be considered by the Executive in February 2019.
- 1.5 The MTFS highlights the wider economic risks associated with the UK's exit from the European Union although realistic quantification of those risks is not possible at this stage.
- 1.6 The MTFS also confirms the Council's strategic approach to securing financial sustainability by reducing its base net revenue budget in order to deliver services within its in-year resources; and investing 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth.
- 1.7 From the HRA perspective the MTFS includes a 1% reduction in housing rents – 2019/20 is the final year of the Government's 4 year plan to reduce social housing rents by 1% year on year.

- 1.8 The MTFS also confirms the Council's reserves strategy - fundamentally avoiding the use of balances to support the on-going revenue budget which is not sustainable in the long term. Instead it seeks to balance the set aside of sums to cover known commitments and financial risk, as well as earmarking resources to support delivery of the Council's Corporate Plan.

2. The Report

- 2.1 The draft revenue budgets for the 3 years from 2019/20 to 2021/22 are presented at **Appendix A**, the proposed capital programmes are shown at **Appendix D** and the current Programme for Growth is at **Appendix E**.

General Fund Revenue Budget

- 2.2 The draft budget includes provision for inflation where considered necessary and provision for the agreed pay award plus provision for the subsequent 2 years – a 5% vacancy factor has also been included to help mitigate the rising pay bill and manage other cost pressures within the budget. Committed growth, (for example the reduction in recycling credits and demand led pressures within our street scene contract) is also included where necessary along with some relatively minor proposals for discretionary growth. **Appendix C** identifies revenue and capital proposals for approval.
- 2.3 The draft budget includes an assumed £7.98m from renewable energy business rates in 2019/20 although it is understood that Drax Power Station is subject to a revaluation. In accordance with the MTFS after allowing for the revenue budget requirements these receipts will be transferred to the Business Rates Equalisation Reserve and the Special Projects Reserve. In accordance with the approved MTFS, the allocation of such receipts will be subject to confirmation as part of the next MTFS refresh and budget for 2020/21.

Provisional Local Government Finance Settlement

- 2.4 The provisional settlement was announced on 13 December. Key changes from the MTFS assumptions are:
- New Homes Bonus – an additional £340k for 2019/20;
 - Business Rates Baseline funding increased to £2.427m (safety net level) to reflect the 75% pilot in 2019/20 and the rolling-in of Rural Services Delivery Grant;
 - Rural Services Delivery Grant maintained at 2018/19 level (subject to safety net);
 - Additional £37k share of levy surplus

In accordance with the approved MTFS the additional resources have been

transferred to Reserves for future allocation. Beyond 2019/20 the funding system is subject to review and for 2020/21 onwards current baselines (plus inflation) are assumed. In 2019/20 the revenue budget requirement for Business Rates includes £128k to bring in-year Business Rates Income up to Baseline.

Council Tax

- 2.5 The approved MTFS assumes a Council Tax increase of £5 for a Band D property for 2019/20. A £5 increase will take the Council average Band D charge from £175.22 to £180.22 – a rise of under 10p per week. This assumption is slightly below that used by the Government in their local government funding assessment, which assumes a maximum of 3%.
- 2.6 The tax base for Council Tax setting purposes has been calculated at 31,395.19 - a 1.81% increase on 2018/19. The MTFS assumed a 1% increase, so this additional growth will generate a further £45k towards the cost of Council services in 2019/20. In total therefore, the Council Tax yield is estimated at £5.658m for 2019/20.
- 2.7 Taking the Council's overall service requirements and funding assumptions together, the estimated position for 2019/20 is summarised overleaf with more detail at **Appendix A**:

General Fund	2019/20 £000's
Net Budget before contribution to/(from) Reserves*	12,119
Contributions to Reserves	9,668
Contributions from Reserves	(2,545)
Net Draft Revenue Budget (including reserve transfers)	19,242
RSG(per multi-year finance settlement)	0
Business Rates Baseline (safety net) - provisional settlement	(2,427)
New Homes Bonus	(1,954)
Special & Specific Grants (still t.b.c.)	(105)
Renewable Business Rates Income	(7,980)
Council Tax	(5,658)
Collection Fund Deficit – Council Tax	23
Total Funding	(18,101)

Planned savings	(1,141)
Net Budget (Surplus)/Deficit	(0)

- 2.8 Subject to the assumptions and risks within the budget, the estimated savings for 2019/20 are therefore £1.1m, with a further £406k for 2020/21 and then £365k for 2021/22 (see **Appendix A**).

Housing Revenue Account

- 2.7 The HRA budgets have been prepared using assumptions on rent changes based on the Government's formula. In 2019/20 the 1% reduction (part of the Government's 4 year plan) has been applied.
- 2.8 The estimated position on the HRA for 2019/20 is shown below, which is around £75k short of the position estimated when the forecasts were updated in February 2018. The HRA savings plan is on track to overachieve but opportunities for further efficiency will continue to be sought in order to maximise the resources available for investment in the service.

HRA	2019/20 £000's
Total Net Budget	8,835
Less Dwelling Rents	(11,840)
Less Savings	(214)
Net Surplus available for Major Repairs	(3,219)

- 2.9 Before consideration of the Housing Investment Programme requirements, a surplus position is anticipated for 2019/20. HRA surpluses are used to fund the HRA investment programme, which are smoothed annually through transfers to and from the Major Repairs Reserve. Investment proposals for 2019/20 total £4.369m (£2.725m previously approved and £1.644m new bids) which, if approved, will require a £1.365m drawdown from the Major Repairs Reserve. **Appendix F** shows the forecast on this reserve assuming all bids are approved.
- 2.10 Looking ahead the refreshed HRA Business Plan will set out the long term requirements for the Housing Revenue Account whilst balancing savings and investments within the context of a sustainable HRA.

Savings

- 2.11 The 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. An approved efficiency plan is a requirement of the multi-year finance settlement.

2.12 The Council has made good progress against its targets to date, but inevitably it is increasingly challenging to achieve further savings from a reducing cost base. However, the focus on delivering planned efficiency savings must be maintained, given their importance in achieving the Council’s financial (and wider) objectives and to avoid the use of balances to support on-going spending which is unsustainable in the longer term. The Council’s approach to savings covers three key strands:

- **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs;
- **Growing** our resources through investment in economic and housing growth to drive growth in Council Tax and Business Rates and through charging for services and trading externally;
- **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.

2.13 Taking the proposals for Council Tax, growth, and reserve transfers and assumptions on Formula Grant, the draft budget includes savings proposals of £1.1m for 2019/20 rising to £1.6m for 2020/21 and to £2m by 2021/22. The plan will continue to be monitored closely and opportunities for further savings will be considered as part of the next refresh of the MTFs. Progress against the latest savings plan is presented at **Appendix C**.

GF Savings Summary	2019/20 £000's	2020/21 £000's	2021/22 £000's
Low risk/completed	580	500	500
Medium risk/in progress	459	747	797
High risk/not started	102	360	675
Cumulative Savings	1,141	1,607	1,972
Annual Savings	1,141	466	365

HRA Savings Summary (Cumulative)	2019/20 £000's	2020/21 £000's	2021/22 £000's
Low risk/completed	12	12	12
Medium risk/in progress	194	194	194
High risk/not started	8	8	8
Cumulative Savings	214	214	214
Annual Savings	214	0	0

General Fund Capital Programme

- 2.14 The General Fund capital programme includes previously approved projects as well as new growth – a summary of the growth proposals is shown at **Appendix B** and the draft capital programme is attached at **Appendix D**.
- 2.15 Much of the programme is of a relatively routine nature and accordingly, subject to Council approval, officers will be given authority to progress schemes in 2019/20 based on the information contained within Appendices B and D. There are however, projects for which Detailed Business Cases will be required for Executive consideration before actual work commences. These are:
- Industrial Units improvement programme
 - Selby and District Housing Trust loans

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

- 2.16 There is limited room for additional revenue contributions to support the capital programme and therefore it is largely supported by capital receipts, external grants and earmarked reserves. Housing development Loans are mainly funded through borrowing. The following table presents a summary of the proposed programme:

Programme	2019/20 £000's	2020/21 £000's	2021/22 £000's
Asset Management works	494	126	50
Grants & Loans	377	377	347
ICT Replacement	321	149	150
Housing Development Loans	7,694	0	0
Total Programme	8,886	652	547
Funding	2019/20 £000's	2020/21 £000's	2021/22 £000's
Capital Receipts	30	30	0
Grants	347	347	347
Reserves	815	275	200
S106 Commuted Sums	220	0	0
Borrowing	7,474	0	0
Total Funding	8,886	652	547

- 2.17 Projects include enhancement of existing assets such as the car parks, the

Civic Centre and industrial units, Disabled Facilities Grants, Selby and District Housing Trust development loans, and ICT projects. The latter cover a range of replacement and new systems, hardware and infrastructure – funding for ICT projects is covered by the ICT Replacement Reserve.

Housing Investment Programme

- 2.18 The Housing Investment Programme (HIP) includes a number of growth proposals to ensure our homes continue to meet the decency standard – these proposals are shown at **Appendix B** and the updated HIP is at **Appendix D**. The following is a summary of the draft programme:

Programme	2019/20 £000's	2020/21 £000's	2021/22 £000's
Decent Homes Programme	3,681	2,893	2,843
Community Centre Refurb	30		
Sheltered Homes Adaptations	165	150	
Empty Homes Programme	700	700	
Estate Enhancements	100		
St Wilfred's Court Refurb	100		
Footpath Repairs	173	173	173
Pumping Station Replacement	120	120	120
New Build Programme	2,280		
Total Programme	7,349	4,036	3,136
Funding			
Major Repairs Reserve	4,369	3,336	3,136
Capital Receipts	340	280	
HCA Grant	210	210	
S.106 Commuted Sums	530	210	
Borrowing	1,900		
Total Funding	7,349	4,036	3,136

- 2.19 As with the General Fund, much of the HRA programme is of a relatively routine nature and again, subject to Council approval, officers will be given authority to progress schemes in 2019/20 based on the information contained within Appendices B and D. Projects for which Detailed Business Cases will be required for Executive consideration before actual work commences are:

- HRA new build programme

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

Programme for Growth

- 2.20 The ‘Programme for Growth’ is the Council’s strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to ‘make Selby a great place’. The current Programme was approved as part of the 2018/19 budget and in-year progress reports have been presented to both Executive and the Overview and Scrutiny Committee (both separately and as part of the quarterly finance updates).
- 2.21 Following a Corporate Peer Challenge in November 2017, the Programme has been reviewed and refocussed. Prioritisation of resources is crucial to ensure delivery of the intended outcomes within the budget available.
- 2.22 The approved budget includes a sum of £10.9m over the 3 years from 2017/18 to 2019/20. In accordance with the approved budget, to date £1m p.a. (£3m in total) has been committed to funding the new Economic Development and Regeneration Service and other internal capacity across the Council required to deliver the growth ambitions set out in the Corporate Plan (including the Economic Development Framework and Action Plan and the Programme for Growth). A £7.9m has been allocated to Programme for Growth projects.
- 2.23 The programme is funded by New Homes Bonus (to date up to £880k p.a.), and business rates receipts from renewable energy facilities.
- 2.24 The Programme budget alongside a proposal to transfer funding from projects to staffing resources (see paragraph 2.26) is summarised below:

Special Projects/Programme for Growth	Current Programme Budget £000’s	Proposed Programme Budget £000’s
Staffing Resources	3,000	3,643
Project Delivery	7,762	7,119
Unallocated	172	172
Total Programme	10,935	10,935

- 2.25 **Appendix E** sets out the current programme.

2.26 The proposed Economic Development Framework Delivery Plan for 2019 and 2020 requires funding to maintain and extend the staffing resource at the Council, similarly the Housing Development Programme, and projects such as the Nat west Banks requires appropriate resource. This can be funded within existing budgets by transferring funds from existing allocations in the agreed P4G project budgets. The cost of the required staffing measures identified for delivery of the EDF is circa £166kp.a (£500k over 3 years). Work is ongoing to confirm the resource requirements for housing and assets. The amount within the existing P4G budget that is available for transfer to a P4G resources pot is currently £643k. This means that subject to Member approval, over £140k plus the £172k unallocated will remain available to address future resource issues.

Reserves

2.27 The Council has a robust reserves strategy which is reviewed annually as part of the refresh of the MTFs. A forecast of reserve balances based on the MTFs assumptions and draft budget, is set out at **Appendix F**. As at 31 March 2019 reserves are forecast at:

Reserves	31 March 2019 £000's
General Fund	
Commitments	4,259
Growth and improvement	4,865
Risk	5,776
Total General Fund Reserves	14,900
HRA	
Balances	2,267
Major Repairs	3,478
Total HRA Reserves	5,745
Capital receipts (from asset sales)	4,468

2.28 Reserves to fund commitments are replenished by regular revenue contributions to ensure they remain sustainable.

2.29 Reserves for growth and improvement include £700k for the Programme for Growth (from New Homes Bonus and the Business Rates windfall and subject to spend profile) and £3.6m in S106 affordable housing commuted sums,

which must be spent on affordable homes. Reserves to manage risk include £3.6m from Business Rates to support the revenue budget (per MTFS) and £1.5m General Working Balance.

- 2.30 The HRA reserves are General Balances and the Major Repairs Reserve (MRR) which are ring-fenced for the HRA. The HRA capital programme will require £4.4m from the MRR in 2019/20.
- 2.31 These earmarked reserves provide the financial capacity to fund the capital programmes and other irregular expenditure. Including the proposals within this draft budget it is estimated that in total £8.3m will be required from reserves to fund on-going projects and new proposals.
- 2.32 Contributions to reserves (including capital receipts) of £15.9m are forecast for the year which includes resources set aside to support future revenue budgets and subject to savings delivery, future investments.

3. Alternative Options Considered

- 3.1 The MTFS sets out scenarios and options for key assumptions including Council Tax.

4. Implications

4.1 Legal Implications

- 4.1.1 None as a result of this report.

4.2 Financial Implications

- 4.2.1 As set out in the report.

4.3 Policy and Risk Implications

- 4.3.1 As part of the annual budget process a risk assessment of the Council's major budgets is undertaken. The continuing uncertainty in the wider economy as Brexit approaches, cuts to public sector funding and the uncertainty within the funding regime, mean greater financial risk for the Council. Areas that are particularly high risk are central government funding and income generation (across key services such as planning, car parking and leisure) along with savings, and inflationary and demand led cost pressures – in services such as waste and recycling.
- 4.3.2 The Council's contingency budgets, earmarked reserves and general balances provide a buffer for these risks and are crucial to ensure sustained financial resilience and viability.

4.4 Corporate Plan Implications

- 4.4.1 The draft budget proposals are in accordance with the Medium Term Financial Strategy approved by Council in September and support delivery of the Council corporate objectives and priorities.

4.5 Resource Implications

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

4.6 Other Implications - None.

4.7 Equalities Impact Assessment

- 4.7.1 There are no particular equality implications arising from the proposals set out in the report.

5. Conclusion

- 5.1 The draft General Fund Net Revenue Budget for 2019/20 totals £19.242m (£18,101 after planned savings of £1.141m). It assumes a Council Tax rise of £5 for a Band D property and after the application of Central Government funding, transfers to reserves, and savings is a 'balanced budget'. Savings of £214k are forecast for the HRA.
- 5.2 Plans are in place to deliver the expected General Fund and HRA savings through a combination of efficiency and income generation. The pace of savings is such that support from Business Rates will be required to support the revenue budget in the shorter term. The MTFS provides resources in the Business Rates Equalisation Reserve for this support – subject to delivery of savings, £1m is planned to be drawn down over the 2 years 2020/21 and 2021/22.
- 5.3 Progress is being made against the proposals identified within the approved plan but with risk to the Council's core funding further opportunities for efficiency will continue to be sought.
- 5.4 The budget also provides for a capital programme to meet General Fund and HRA needs and includes the remaining resources to support the Programme of Growth – the Council's strategic programme which aims to deliver its Corporate Plan priorities, generating economic growth and sustainable income for the Council as core government funding reduces.

6. Background Documents

None

7. Appendices

A – Revenue estimates

B – Growth bids

C – Savings

D – GF Capital programme and Housing Investment Programme

E – Programme for Growth

F – Reserves

Contact Officer:

Karen Iveson, Chief Finance Officer

kiveson@selby.gov.uk

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GENERAL FUND SUMMARY 2019/20 - 2021/22

	2019/20 Original £	2020/21 Original £	2021/22 Original £	Comments
Leadership & Extended Leadership Team	1,000,750	1,019,970	1,039,470	Management Team
Operational Services	3,928,200	3,957,720	3,927,800	Environmental Health, Property Management, Benefits & Taxation, Contact Centre, Strategic Housing
Business Development & Improvement	1,552,060	1,427,920	1,430,670	ICT, Data & Systems, HR, Marketing & Transformation
Commissioning, Contracts & Procurement	4,097,060	4,247,970	4,403,930	Waste & Recycling Contracts, Grounds Maintenance & Leisure
Community, Partnerships & Customers	260,020	124,970	66,180	Includes miscellaneous grants & P4G Schemes
Economic Development & Regeneration	434,440	235,370	76,460	Includes P4G funded posts in Economic Development & Regeneration
Planning	416,530	414,750	117,540	Development Management & Planning Policy (Local Plan)
Finance Services	2,204,220	2,279,690	2,355,870	Finance, Audit & Internal Drainage Boards
Legal & Democratic	916,880	784,090	785,680	Legal, Licensing & Dem. Services - 19/20 includes District Election
Additional Vacancy Factor	(211,620)	(212,760)	(216,420)	Vacancy factor increased from 2% to 5%
Service Budgets	14,598,540	14,279,690	13,987,180	
CEC Charged to HRA	(2,635,470)	(2,688,179)	(2,741,943)	
Recharge to HRA for Capital Programme Delivery	(139,730)	(142,525)	(145,375)	
Net Service Budget	11,823,340	11,448,986	11,099,862	Reducing mainly due to P4G contracts ending
Investment Income	(300,000)	(300,000)	(300,000)	Savings plan includes proposal to increase cap to £350k
External Interest	75,200	75,200	75,200	
Parish CTS Grant	0	0	0	
Capital A/c Adjustment MRP Charge	193,040	193,040	193,040	
Capital A/c Adjustment RAS loans	(30,000)	(30,000)	0	
Capital A/c Adjustment Capital Chgs	(769,850)	(769,850)	(769,850)	
Previously Approved Growth bids/Projects:				
Asset Management Bids	319,002	75,998	825	
Repair Assistance Loans	30,000	30,000	0	
ICT Bids	245,000	149,000	15,000	
New Bids - Revenue				
Civicapay implementation	625	625	625	
Microphone system	0	6,000	6,000	
Implementation of My View	3,500	3,500	3,500	
Repair Diagnostic Tool	1,075	1,075	1,075	
Industrial Unit Improvement Programme	(20,000)	(20,000)		
Closed burial grounds maintenance budget	18,000	18,000	18,000	
Selby Town Abbey 950 addt maintenance programme	18,500			
New Bids - Capital				
Transforming Customer Services	110,000			
Civicapay implementation	36,100			
Microphone system	40,000			
Computer refresh (rolling programme)			49,500	
Microsoft licencing			85,000	
Industrial unit improvement programme	50,000	50,000	50,000	This is a 3 year fixed term bid - the specific programme of works is still to be defined.
South Milford retaining wall works	15,000			
Contingencies	260,000	260,000	260,000	Savings plan includes proposal to reduce base budget to £100k p.a. for the Operational Contingency with a further £150k Commissioning Contingency to be funded from the Contingency Reserve - reviewed annually and subject to sufficient in reserve.
Net Budget before contribution to/(from) Reserves*	12,118,532	11,191,574	10,787,777	
Contribution To Reserves				
Asset Management	200,000	200,000	200,000	
ICT	141,000	141,000	141,000	
PFI	295,156	302,759	309,672	
Pension Equalisation Reserve	100,000	100,000	100,000	Savings plan includes proposal to cease these contributions
District Election	34,000	34,000	38,000	
Special Projects/(Programme for Growth)	5,465,664	-	-	
Local Plan	50,000	50,000	50,000	
Business Rates Equalisation	3,383,385			Resources available after budget support requirements
Contribution From Reserves				
Asset Management	(497,002)	(128,998)	(53,825)	
ICT	(321,100)	(149,000)	(149,500)	
PFI	(426,788)	(435,323)	(444,030)	
District Election	(136,000)	-	-	
Local Plan	(97,500)	(167,500)	-	
Special Projects / Programme for Growth	(1,066,745)	(594,820)	(299,820)	Reducing in line with service budget P4G spend
Business Rates Equalisation	-	(745,349)	(293,504)	Drawdown required to support the revenue budget - subject to savings delivery
NET REVENUE BUDGET	19,242,602	9,798,343	10,385,770	
Grant RSG	-	-	-	RSG no longer included in finance settlement from 2019/20
NNDR	(2,426,683)	(2,363,000)	(2,410,000)	Per Provisional Settlement allowing for N&WY 75% BRR Pilot - 19/20 safety net. 20/21 and 21/22 at pre-pool baseline
New Homes Bonus	(1,954,761)	-	-	Per Provisional Settlement
Special and Specific Grants*	(105,117)	-	-	Levy Surplus per Provisional Settlement and estimate for Council Tax Support
Business Rates Collection Fund Deficit/(Surplus)	(7,980,000)	-	-	Per MTFS
Council Tax to be Levied	(5,658,041)	(5,828,343)	(6,003,770)	Assuming £5 increase in Band D charge and 1.81% tax base growth
Council Tax Collection Fund Deficit/(Surplus)	23,000	-	-	
Shortfall / (surplus)	1,141,000	1,607,000	1,972,000	
Savings Plan	- 1,141,000 -	1,607,000 -	1,972,000	See Appendix C for detail
Shortfall/(Surplus) after savings	(0)	0	(0)	
Tax Base	31,395.19	31,709.14	32,026.23	
Band C Tax	180.22	183.81	187.46	

HOUSING REVENUE ACCOUNT SUMMARY 2019/20 to 2021/22

	2019/20 Original £	2020/21 Original £	2021/22 Original £	Comments
Operational Services	3,008,700	3,014,950	3,042,430	All salary costs removed (except Cleaners), only inflation increases reflected.
Commissioning, Contracts & Procurement	108,720	112,070	115,530	Increase in grounds maintenance contract
New Revenue Bids -Not yet approved	10,000	12,500	20,000	New revenue bid- Fire Risk Assessment & Asbestos removal
Service Budgets	3,127,420	3,139,520	3,177,960	
CEC Recharges from GF	2,775,200	2,830,704	2,887,318	Reflects charges for salaries and overheads attributable to the HRA
Net Service Budget	5,902,620	5,970,224	6,065,278	
Capital A/c Adjustment Capital Chgs	(1,296,640)	(1,296,640)	(1,296,640)	Reversal of Depreciation Charges
Contingency	75,000	75,000	75,000	To support housing development costs / properties held for redevelopment
Debt Management Expenses	6,000	6,000	6,000	Support TM costs, part of NYCC contract
Investment Income	(135,000)	(135,000)	(135,000)	Based on MTFS assumptions
HRA Debt - Payment of Interest	2,712,860	2,379,060	2,331,230	Assumes borrowing up to debt cap at current PWLB Maturity rate.
Provision for Bad & Doubtful Debts	260,480	267,150	273,940	Assume increase in provision for tenants on benefits as a impact of Universal Credit
Net Budget before contribution to/(from) Reserves	7,525,320	7,265,794	7,319,808	
Contribution To Reserves				
Comp Development Cont	50,000	50,000	50,000	Contribution to ICT Reserve
HRA Debt - Voluntary MRP	1,260,000	1,260,000	1,260,000	Provision to repay self financing debt
NET HRA REVENUE BUDGET	8,835,320	8,575,794	8,629,808	
Dwelling Rents	(11,840,000)	(12,143,000)	(12,452,000)	1% Rent reduction for 4 years, 19/20 being the last - CPI + 1% Assumed going forward
Shortfall / (surplus)	(3,004,680)	(3,567,206)	(3,822,192)	To fund the HRA investment programme
Planned Savings	(214,000)	(214,000)	(214,000)	HRA Savings Target
Net Surplus available for Major Repairs	(3,218,680)	(3,781,206)	(4,036,192)	Transfer to / (from) MRR to meet demands of capital programme and new build

GENERAL FUND NEW BIDS 2019/20 - 21/22

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term	Funded From
		19/20	20/21	21/22	19/20	20/21	21/22			
Transforming Customer Services - To make the necessary alterations to the Civic Centre reception area to ensure it is fit for purpose for face to face contact with the customer	Councils budget proposals and MTFS include a savings target to be achieved through relocating the CCC				110,000	0	0	Moving the CCC is a stand-a-lone project but it is inextricably linked with the Council's ambition to channel shift providing access to services 24/7 online, but it will also ensure customers are our focus removing the disconnect between the current Market Cross location and the civic centre. CCC staff will be able to more easily discuss customer issues with service areas and service areas will reconnect with their customers increasing the accountability of each business area to manage customer experience. Negotiations with Dransfield (the Landlord) have commenced to seek an alternative tenant for the property from July 2019. (the earliest date a move could take place) Based on indicative costing provided and based on exiting the lease, Payback on the capital investment required to alter the Civic Centre reception could be achieved within 2 years. The full year saving on this will be £220k per annum from 20/21 which will contribute to the asset rationalisation and transformation savings identified within the savings plan	One off	Asset Mgmt
Net Cost of Bid		0	0	0	110,000	0	0			
Implementation of CivicaPay -Initial software licence	ICT Strategy 2018-2020 sets a programme for delivery of a digital workforce Success would be demonstrated by the increase number of services available to customers to complete transactions online and the measured 'take up' of customer transactions.				11,100			- The ability to take payment online (epayments) is a central strand of the Council's Digital Strategy. It is cheaper for the Council and often more convenient for the customer - who now expect to be able to transact with service providers 24/7 - SDC currently use Northgate Paris Software to process epayments, currently running at almost 4000 transactions per month. the 2 main drivers for using an alternative provider are - 1 - Paris is not compliant with PCI-DSS regulations. There are considerable fines associated with non-compliance following data compromise (from ten to hundreds of thousands of pounds). - 2 Paris has been bought by Civica and is being phased out. it is expected to become unsupported within 18 months. - The proposal is to move from Paris to Civica's own epayments software - Civica Pay - CivicaPay is used in over 150 local authority sites, serving over 15m UK citizens, processing 16m payments annually, a service with 99.99% availability. By implementing the hosted e-payments and income management solution this will help SDC deliver greater automation, efficiency gains and cost savings whilst at the same time providing service improvements to the customer working towards the Digital Transformation agenda. Civica Pay is fully PCI DSS and PA DSS compliant. - Whilst Civica initially proposed to move current Paris customers to Civica Pay for no additional costs, it has become apparent that this is not the case. However, the costs are significantly better than procuring new software from scratch - several years ago SDC were quoted c. £80k for Civica Pay. - This bid is a like for like replacement whilst bringing in additional security & functionality. - Software maintenance is currently predicted to be only slightly higher than the current provision, mainly driven by increases in our projected number of transactions.	One off	ICT
-Conversion of existing PARIS solution to CivicaPay					25,000				One off	ICT
-50,000 transactions p/a		3,500	3,500	3,500					Perm	Revenue
-Hosting		6,000	6,000	6,000					Perm	Revenue
-Maintenance and Support		6,685	6,685	6,685					Perm	Revenue
-Savings		-15,560	-15,560	-15,560					Perm	Revenue
Net Cost of Bid		625	625	625	36,100	0	0			
Page 85 Selby town additional maintenance programme	The work supports the corporate and economic development priority to help the district's market towns reach their potential and supports delivery of two time restricted P4G initiatives - Selby 950 and potentially the Tour de Yorkshire in 2019.	18,500						Review and where needed paint railings in Selby Abbey grounds Review and where needed paint or replace 16 x benches in Micklegate, Church Hill, Portholme Road field, James Street Replace 5 x litter bins on the Market Place - 2019 sees a principal focus on Selby town. The works will support the town to enhance its reputation, encourage footfall and increase dwell time. Positive responses can be monitored through public feedback, social media, snap surveys and resident and business surveys. - Any works can ensure street furniture remains aesthetically pleasing as well as safe to use/experience. - All works would be completed within 2019 - most preferably by end April 2019 to support the beginning of Selby950 activity and hosting the Tour de Yorkshire.	One off	P4G
Net Cost of Bid		18,500	0	0	0	0	0			
Replacing microphone system in the Council Chamber	Working with others and co-developing the way in which services are delivered		6,000	6,000			40,000	The current microphone system is very out dated and has now become not cost effective to repair the faults that occur due to the excessive costs of repair. This is further compounded by the fact that there is no maintenance contract. There are now only 37 working microphones which does not even equal the number of Members on the Council which is 31. If any more microphones stop working, it would have a major impact on Council meetings with particular concern over public involvement and the ability to understand the business which goes on in meetings. This presents a great risk on the Council's reputation with the public and with Members. A more robust and modern system is required that can also able the feature of electronic voting. This feature now comes as standard in many modern systems and is a feature at many other authorities. A new system also gives the Council an opportunity to explore other functionality such as audio recording of meetings which can assist the decision making process. - Currently, estimated process have been sought from companies and if the bid is approved, a more detailed specification will be compiled. - This bid meets the Council's priorities by working with others and co-delivering the way in which services are delivered. This work will help to continually improve value for money in the business.	Perm	Revenue
Net Cost of Bid		0	6,000	6,000	40,000	0	0		One off	ICT

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term	Funded From
		19/20	20/21	21/22	19/20	20/21	21/22			
Implementation of MyView	- Empowering and involving people in decisions about their area and their services - Facilitating people to access and use alternative service delivery channels - By devolving the right amount of responsibility, to the right people, at the right time. - Use Self Service to heighten employees' engagement with HR and communication throughout the council	5,000	5,000	5,000				- 'Digital workforce' is one of the three key priorities of the Digital Strategy agreed by Executive in July. - MyView (or similar) would provide employees with self service functionality to process common HR transactions - such as the approval of leave, absence management and management of the expenses claim process. Hundreds of such transactions take place every month and currently these are all processes that are paper based and undertaken manually. - Automating these transactions would increase efficiency and help create the technology enabled culture that we seek for employees - which would help with our aim of also encouraging customers to take up digitally enabled services. - MyView is currently used by NYCC and it is expected that - whilst an exercise would be undertaken to assess the full VFM of MyView - NYCC would provide SDC with access to MyView under the Better Together collaboration. - Not only would it be expected that both parties would benefit from economies of scale and pace of implementation but the adoption of MyView by SDC would also help streamline the payroll process as SDC staff would essentially connect directly to NYCC HR system. NYCC have already indicated that this would significantly reduce our payroll costs based on the current provision and their may be scope for further savings, e.g. via use of electronic payslips. Until this is confirmed the bid reflects the worst case. - Links directly to the corporate priority of delivering great value - Use of self service to heighten employees engagement with HR and communication throughout the Council - The impact on other service areas are that HR would be affected as they will have completed a full reworking of their service delivery model based on the implementation of MyView - the lack of revenue to support this would not realise the return on investment for the project. - Not implementing HR self service will limit the scope for increased efficiency and prevent SDC from realising savings on the provision of payroll services from NYCC.	Perm	Revenue
	Savings on the current maintenance costs	-1,500	-1,500	-1,500					Perm	Revenue
	Initial Licensing & Implementation								One off	ICT
Net Cost of Bid		3,500	3,500	3,500	0	0	0			
Equipment Refresh	- The Corporate Plan sets out that the Council will 'deliver great value' and modern, secure devices, suitable for officers and councillors to undertake their roles, are crucial to use systems effectively and ensuring services are efficient, delivering value for money. - The ICT Strategy 2018-2020, sets a programme for delivery of a digital workforce and this bid ensures the benefits continue to be realised in the future.						49,500	- The ICT Business Case for the shared service with NYCC identified that in order for them to be able to maintain the estate we would need to refresh our ICT equipment. A bid was placed and is secured for the update of our equipment for 18/19, 19/20, 20/21. - This bid is to secure funding for an annual refresh for 2021/22. - The funding will be used to update approx. one third of the organisations devices (a mix of tablets, laptops and desktops) which will have been purchased in 2018/19. This will continue to drive the future benefits of the Digital Workforce project by ensuring officers and councillors continue to work from devices suitable to undertake their roles.	Perm	ICT
Net Cost of Bid		0	0	0	0	0	49,500			
Replacement of repair diagnostic tool Purchase of customer repair diagnostic tool and surveying tool	Essential to maintain the existing level of service Section Improvement Plan Initiative	6,075	6,075	6,075				An up to date diagnostic tool allows for repairs to link to our schedule of rates and ensures accuracy in diagnosing repairs / costs and the correct resource to carry out the work - resulting in more repairs completed right first time. Two additional options are available: 1. To allow customers to use a version of the diagnostic tool through the tenant portal which would increase options for self serve and save time for the back office team in diagnosing repairs 2. Provision of a surveying tool for trades teams to complete asset surveys electronically and allow updates to transfer automatically to the back office system therefore reducing administrative time	one off	ICT
								The software potentially would reduce reliance upon the contact centre for customers to report repairs as this would enable self service. The software would link directly to the new schedule of rates so that job costing is more accurate and the right trade is applied to the job Applying the right trade first time results in improved customer service	perm	Revenue
								Failure to replace the diagnostic software would impact on the time for back office staff to correctly diagnose repairs - this tool simplifies the procedure meaning that non-technical staff can raise works orders. failure to implement the customer facing diagnostics would reduce available functionality through the new tenant portal	perm	Revenue
Net Cost of Bid		1,075	1,075	1,075	0	0	0			
Industrial unit improvement programme	Making the district a great place to do Business				50,000	50,000	50,000	This is a replacement bid. The stock condition survey completed in 2014/15 vastly underestimated the levels of works required to ensure the units continue to offer a viable option for small businesses. Costs are estimates only. Works required include: - Internal refurbishment of communal areas (Prospect and Vivars Centre). - Refurbishment of individual unit facilities as they become void to provide an attractive proposition for potential tenants. - Replacement of corroding roof sheeting and failing skylights.	Fixed Term	Asset Mgmt
	Previous bid in 2018/19 GF21 £25000	-20,000	-20,000						Asset Mgmt	
Net Cost of Bid		-20,000	-20,000	0	50,000	50,000	50,000			
Works to South Milford Retaining Wall					15,000			To undertake significant remedial works required to a retaining wall at South Milford.	One Off	Asset Mgmt
On-Going Maintenance Programme		18,000	18,000	18,000				Provide an annual investment budget of £1.5k per Closed Burial site to carry out remedial works and repairs.	Perm	Revenue
Net Cost of Bid		18,000	18,000	18,000	15,000	0	0			
Total Value of new GF Bids		21,700	9,200	29,200	251,100	50,000	99,500			

Funding	19/20	20/21	21/22	19/20	20/21	21/22
ICT Reserve				76,100	0	49,500
Asset Management Reserve				175,000	50,000	50,000
P4G	18,500					
Contingency	0					
Revenue	3,200	9,200	29,200			
Total	21,700	9,200	29,200	251,100	50,000	99,500

HRA NEW BIDS 2019/20 - 21/22

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term	Funding
		19/20	20/21	21/22	19/20	20/21	21/22			
To procure the services of an appropriately qualified and competent Fire Risk Assessment specialist to complete individual assessments of circa 230 communal areas across SDC stock, providing legislatively compliant assessments and action plans for each property	SDC are required under the Regulatory Reform (Fire Safety) Order 2005 to complete and maintain Fire Risk Assessments for all communal areas located within our properties and to ensure we have a best practice approach to fire safety				75,000			- In the wake of Grenfell we have reviewed our approach to fire risk prevention for our flats and communal areas. - Although NYCC have undertaken fire risk assessments on some of our properties (offices, commercial units, community centres, Ousegate Lodge etc.) through our health and safety contract, it is evident that assessments relating to the communal areas in our domestic stock has not been updated and maintained. - Since it could be argued the Council does not currently comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, appropriate resource should be secured as soon as possible.	One off	Major Repairs Reserve
Capital improvement works resulting from FRA action plans (estimated as based on findings)					25,000	50,000				
Ongoing revenue budget implications to maintain stock to correct standard once achieved	Compliance with the Regulatory Reform (Fire Safety) Order 2005 is a statutory responsibility, with penalties for non-compliance including unlimited fines and imprisonment.		2,500	10,000				- The bid for capital funding will result in an ongoing maintenance responsibility for the Council in order to maintain the required standards moving forwards. This is difficult to quantify, but is estimated to be circa £10,000 per annum initially. - The Council will also need to ensure at least one member of staff undertakes appropriate training to enable review of the FRA's every 12 months. - Procurement colleagues have identified a fully compliant framework (which SDC can access at no additional cost) for undertaking the assessment part of the programme.	Perm	HRA Revenue
Net Cost of Bid		0	2,500	10,000	100,000	50,000	0			
To undertake a complete assessment of all SDC properties to provide a legislatively compliant record of asbestos containing materials.	Compliance with the Control of Asbestos Regulations 2012 is a statutory responsibility, with penalties for non-compliance including unlimited fines and imprisonment. The programme will deliver a complete assessment of our stock and ensure SDC is able to manage asbestos containing materials within our property portfolio in a legislatively compliant manner.				120,000	120,000	120,000	- The Council has an obligation under legislation to monitor the condition of asbestos containing materials within its property portfolio. - This will necessitate re-inspection of properties on an annual basis by a competent individual. - To ensure the Council complies with the requirements of the Control of Asbestos Regulations 2012, appropriate resource should be secured as soon as possible. - The risk of not undertaking this work is that we may fail in our statutory duty as a landlord, potentially exposing customers, visitors, employees and contractors to the risk of exposure to asbestos fibres.	Perm	Major Repairs Reserve
To provide funding to facilitate removal of asbestos containing materials where their condition or location is considered inappropriate for management in situ.		10,000	10,000	10,000						
Net Cost of Bid		10,000	10,000	10,000	120,000	120,000	120,000			
Door replacement programme.	Effectively maintain the condition of the SDC housing stock				197,600	197,600	197,600	This is a replacement bid based on replacing the doors to 5% of our properties per year. Costs are based on currently procured rates (circa £650/door).	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	-160,000	-160,000	-160,000	Previous Cyclical Repairs bid £160K perm.		
Window Replacement programme	Effectively maintain the condition of the SDC housing stock				453,300	453,300	453,300	This is a replacement bid based on replacing windows to 5% of our properties per year. Costs are based on currently procured rates (circa £2,200/property).	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	-120,000	-120,000	-120,000	Previous bid in 17/18 £130K 18/19 £120K perm.		
Kitchen Replacements	Effectively maintain the condition of the SDC housing stock				180,000	180,000	180,000	This is a replacement bid based on replacing kitchens in 2% of our properties per year. Costs are based on most recently procured rates +2.5% for inflation (circa £3,000/property).	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	-130,000	-130,000	-130,000	Previous bid in 17/18 £140K 18/19 £130K perm.		
Bathroom Replacements	Effectively maintain the condition of the SDC housing stock				134,400	134,400	134,400	This is a replacement bid based on replacing bathrooms in 2% of our properties per year. Cost are based on most recently procured rates +2.5% for inflation (circa £2,152.50/property)	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	-30,000	-30,000	-30,000	Previous bid in 17/18 £30K 18/19 £30K perm.		
CO detection installation system	Effectively maintain the condition of the SDC housing stock				226,600	0	0	Installation of mains powered CO detection (assumes 75% of properties require new installation) to deliver best practice level of detection across property portfolio.	One off	Major Repairs Reserve
Net Cost of Bid		0	0	0	226,600	0	0			
CO detection replacement system	Effectively maintain the condition of the SDC housing stock				0	37,800	37,800	Installation of replacement mains powered CO detection (assumes 25% of properties with existing installation require replacement) to deliver best practice level of detection across property portfolio.	One off	Major Repairs Reserve
Net Cost of Bid		0	0	0	0	37,800	37,800			
Communal area refurbishment programme					230,000	230,000	230,000	Links to sustainable tenancies. Estimated costs for refurbishing the communal entrances and staircases of our domestic blocks across the district. The programme will tie in with potential works identified through the FRA process. Estimated costs are based on completing 10% of our blocks per annum (circa £10,000/block).	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	230,000	230,000	230,000			
Footpath Repairs					172,500	172,500	172,500	Refurbishment of Council owned footpaths across the district. Inspections in recent years have identified circa 4,000 metres of path which is in need of replacement. Bid based on replacing circa 1,500m/annum @ approximately £112.20/metre)	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	172,500	172,500	172,500			
Energy efficiency programme - pilot programme of replacing solid fuel or electric only heating with air source heat pump systems.					150,000	0	0	Links to sustainable tenancies. Estimated costs for pilot programme of switching 12 to 15 properties from solid fuel or electric only heating to energy efficient air source heat pump systems. Programme would look to upgrade other energy efficiency measures at the same time to maximise benefits e.g. doors, windows, cavity wall insulation etc.) Estimated costs circa £10,000/property).	One off	Major Repairs Reserve
Net Cost of Bid		0	0	0	150,000	0	0			
Sewage pumping station replacement programme					120,000	120,000	120,000	Many of our sewage pumping stations are reaching the end of their lifecycles and are in need of replacement. The programme is aimed at replacing 2 stations per annum based on estimated costs received from our existing contractor of £60,000 per station. This bid covers SDC funding all works pending a report to assess if we fully fund or recharge private owners connected	Perm	Major Repairs Reserve
Net Cost of Bid		0	0	0	120,000	120,000	120,000			
Total Value of new HRA Bids		10,000	12,500	20,000	1,644,400	1,255,600	1,205,600			

Funding	19/20	20/21	21/22	19/20	20/21	21/22
Revenue	10,000	12,500	20,000			
Capital Receipts						
HRA Major Repairs Reserve				1,644,400	1,255,600	1,205,600
	10,000	12,500	20,000	1,644,400	1,255,600	1,205,600

Description	Strategic Theme / Priority	Revenue			Capital			Comments	Term	Funding
		19/20	20/21	21/22	19/20	20/21	21/22			

Savings Plan

Strategic Category	Lead	General Fund - Potential Saving	2018/19 Forecast £000's	2019/20 Target £000's	2020/21 Target £000's	2021/22 Target £000's	Update/Comments
Growing resources	Leadership Team	Income generation	0	12	120	185	Proposals to be considered for 2019/20 including a 1.5% increase above standard rates of inflation on some existing discretionary income where considered appropriate. Further opportunities to be identified for 2020/21 onwards.
Growing resources	Julie Slatter	Asset rationalisation - Ex Profiles Gym	14	28	28	28	Ex Profiles Gym let to a charity for a term to early 2020 then rolling annually thereafter.
Growing resources	Julie Slatter	Asset rationalisation - Market Cross	0	48.5	97	97	Achieving this saving is dependent upon the contact centre move from Market Cross. This will require redevelopment of the Civic Centre to accommodate and finding a tenant to replace us. This remains under discussion but works are unlikely to be completed in the current financial year and this savings plan assumes the move happening half way through 2019/20. Police co-location is now expected in February 2019, this saving reflects the new rent level following negotiations.
Growing resources	Dave Caulfield	New SDHT Loans	1.3	100	100	100	Loans currently made to the Selby District Housing Trust will generate £18.3k of interest returns in 2018/19. From 19/20 loans include Riccall, Ulleskelf, and Ousegate. 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. Targets will be updated as new loans are approved.
Growing resources	Dave Caulfield	Commercial property acquisition	0	50	100	250	The current programme for growth has £3.5m earmarked for commercial property acquisition which will generate a direct return on investment. At this level, a return of circa 7% would be required on these acquisitions to achieve the full £250k target. Current market conditions suggest that this level of return is unlikely in the short to medium term. Two former bank buildings have been purchased and plans for their redevelopment are in progress - together these are targeted to achieve £100k of net income per annum. In order to achieve the £250k target it is likely that additional investment funds would be needed but this will be kept under review as the programme moves through delivery. Indicatively with a return of 4%-5%, a further £1.5m - £3m invested would be needed to achieve the £250k return in 20/21. Progress will be monitored as projects are delivered - subject to availability and should it be considered beneficial to increase the funds available for investment, a business case would be brought for consideration.

Strategic Category	Lead	General Fund - Potential Saving	2018/19 Forecast £000's	2019/20 Target £000's	2020/21 Target £000's	2021/22 Target £000's	Update/Comments
Growing resources	Dave Caulfield	Business Rates Growth	0	0	100	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 high risk due to uncertainties regarding the BRR system reset from 20/21. This cautious target assumes that the reset brings the Council out of its current safety net position and enables modest year on year growth to be realised. The pipeline of business growth forecast through the Economic Development Framework suggests significant opportunities ahead but the level of funding that will ultimately delivered to the Council is subject to the future Local Government financing system. Post the system reset and next spending review, a clearer forecast of the potential for this income will be established.
Growing resources	Karen Iveson	Property Fund Investment	0	200	200	200	Investment of £5m in 2 property funds at an estimated net return of 4% p.a. - actual returns subject to fund performance. Funds placed at the end of October 2018. 2018/19 returns offset by entry fees.
Growing resources	Karen Iveson	Increase cap on investment income - NEW	0	50	50	50	£300k cap included in MTFs - potential to reassess and increase if outlook for interest rates remains high but reducing balances will counteract so this brings some risk. Balances and expected rates for 2019/20 suggest that this is low risk for that year. Thereafter this will be kept under review and confirmed as cashflow forecasts are updated and interest rates are known.
Total Growing Resources			15.3	488.5	795	1110	
Transforming	Leadership Team	Process improvements /on-line transactions	42.5	200	250	300	Channel shift project on track with PID and funding approved and additional savings identified for delivery in next two years. Quick wins already being delivered in phase 1 with implementation of Revs & Bens online forms - latest information shows half of all new benefit claims being made online. The new housing/asset management system will be fully implemented by early 19/20 with online self-serve functionality for tenants. Potential savings are currently being collated but the savings remain at risk until these are confirmed. Savings expected from changes in DR arrangements, new Licensing System, roll out of tablet devices and modern.gov software for councillors and IDOX environmental health system. Project brief for 'Digital Workforce Project' to support a more flexible and mobile workforce currently being developed. The savings represent approximately 12 FTE most of which should be achievable through natural turnover. Should there be transition costs the Spend to Save Reserve remains available to cover such costs.
Transforming	Dave Caulfield	Planning service review	60	100	100	100	This saving, which was targeted to achieve £200k by 2018/19, has been reviewed following the Government's increase of planning fees and with it the requirement to reinvest in the service. Some internal efficiencies have been achieved in 2018/19 and further are planned for 2019/20.

Strategic Category	Lead	General Fund - Potential Saving	2018/19 Forecast £000's	2019/20 Target £000's	2020/21 Target £000's	2021/22 Target £000's	Update/Comments
Transforming	Dave Caulfield	Planning service review			100	100	This saving is part of the planning service review above - longer term savings require benefits to be realised from the Enterprise system.
Total Transforming			102.5	300	450	500	
Commissioning	Julie Slatter	Environmental contract		40	40	40	The Environmental service contract could deliver savings but this would be dependent on approval for changes to the provision of clinical waste. A report on options will be brought forward for consideration by the Executive.
Commissioning	Julie Slatter	Procurement partnership		12	12	12	Selby is exiting the North Yorkshire Procurement Partnership from April 2019, which will achieve £12k saving in the general fund. Approved by the Executive 4/10/2018.
Collaboration	Julie Slatter	Work carried out for third parties	30	30	30	30	Work for another District Council has been agreed and at present is expected to continue.
Commissioning	Julie Slatter	Contract renewals		10	20	20	A saving is expected from five contract renewals due in 19/20.
Total Collaboration & Commissioning			30	92	102	102	
Technical/housekeeping	Karen Iveson	Remove contributions to pension reserve - NEW	0	100	100	100	This mitigates above inflationary rises in future pension contributions - risk to be managed within base budget from 2019/20
Technical/housekeeping	Karen Iveson	Reduce contingencies - NEW	0	160	160	160	£260k is included in the revenue budget to cover unforeseen items - £110k for operational items and £150k for additional commissions from the Executive. This option would reduce the operational contingency to £100k (the minimum advisable for operational purposes) and draw down funding from the Contingency reserve for additional Executive Commissions as part of the annual budget process. The Contingency reserve would be topped up through windfalls/in-year surpluses.
Total Technical/Housekeeping			0	260	260	260	
To be delivered not budgeted			148	1,141	1,607	1,972	

HRA - Potential Saving	2018/19 Forecast £000's	2019/20 Target £000's	2020/21 Target £000's	2021/22 Target £000's	Update/Comments
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Strategic Category	Lead	General Fund - Potential Saving	2018/19 Forecast £000's	2019/20 Target £000's	2020/21 Target £000's	2021/22 Target £000's	Update/Comments
		Process improvements /on-line transactions	0	194	194	194	The new housing/asset management system will be fully implemented by early 19/20 with online self-serve functionality for tenants and streamlined back office processes. Potential savings are currently being collated but the savings remain at risk until these are confirmed. Project brief for 'Digital Workforce Project' to support a more flexible and mobile workforce currently being developed.
		Commissioning & collaboration	0	8	8	8	Further saving still to be identified.
		NYCC Procurement Partnership		12	12	12	Selby is exiting the North Yorkshire Procurement Partnership from April 2019, which will achieve £12k saving in the general fund. Approved by the Executive 4/10/2018.
		To be delivered not budgeted	-	214	214	214	

2019/20 – 2021/22 GENERAL FUND CAPITAL PROGRAMME

	Estimated Programme 2019/20 £	Estimated Programme 2020/21 £	Estimated Programme 2021/22 £
<u>PROJECTS</u>			
Asset Management Plan Leisure Centres & Park	19,002	75,998	825
Enhancement of Car Parks	300,000		
<u>New Bids</u>			
Transforming Customer Services	110,000		
Industrial Unit Improvement Programme	50,000	50,000	50,000
Works to South Milford Retaining Wall	15,000		
Housing Development (Loans to SDHT)	7,694,300		
<u>Grants</u>			
Disabled Facilities Grants	346,958	346,958	346,958
Repair Assistance Loans	30,000	30,000	
<u>ICT Hardware & Systems Within ICT Strategy</u>			
Virtual Servers, Software & Storage	25,000		
Northgate Benefits & Taxation system development	15,000	15,000	15,000
Disaster Recovery Improvements	20,000		
Microsoft Licensing	85,000	85,000	85,000
Laptop Refresh	40,000	33,000	49,500
<u>New bids</u>			
Civica Pay	36,100		
Microphone System	40,000		
Implementation & Infrastructure Costs	261,100	133,000	149,500
Mobile Working Solution / Digital Workforce	60,000	16,000	
TOTAL	8,886,360	651,956	547,283
<u>SUMMARY OF FUNDING</u>			
Capital Receipts	30,000	30,000	
Grants & Contributions	346,958	346,958	346,958
Reserves	815,102	274,998	200,325
S106 Commuted Sums	220,000		
Borrowing	7,474,300		
TOTAL	8,886,360	651,956	547,283

2019/20 – 2021/22 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

	Estimated Programme 2019/20 £	Estimated Programme 2020/21 £	Estimated Programme 2021/22 £
<u>PROJECTS</u>			
<u>PROJECTS</u>			
<u>Current Projects</u>			
Electrical Rewires	240,000	240,000	240,000
Central Heating - Gas	470,000	470,000	470,000
Central Heating - Solid Fuel	75,000	75,000	75,000
Roof Replacements	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	145,000	145,000	145,000
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>			
Community Centre Refurbishment	30,000		
Sheltered Homes Adaption	165,000	150,000	
Empty Homes Programme	700,000	700,000	
Estate Enhancements	100,000		
St Wilfrids Court Refurbishment	100,000		
New Build Projects	2,280,000		
<u>New Bids</u>			
Fire Risk Assessments	100,000	50,000	
Asbestos Assessments	120,000	120,000	120,000
Door Replacements	37,600	37,600	37,600
Window Replacements	333,300	333,300	333,300
Kitchen Replacements	50,000	50,000	50,000
Bathroom Replacements	104,400	104,400	104,400
Co Detection Installation Programme	226,600		
Co Detection Replacement Programme		37,800	37,800
Communal Area Refurbishment Programme	230,000	230,000	230,000
Footpath Repairs	172,500	172,500	172,500
Energy Efficiency Programme	150,000		
Sewage Pumping Station Replacement Programme	120,000	120,000	120,000
TOTAL	7,349,400	4,035,600	3,135,600
<u>SUMMARY OF FUNDING</u>			
Revenue Contributions	4,369,400	3,335,600	3,135,600
Borrowing	1,900,000		
Capital Receipts	340,000	280,000	
HCA Grant Funding	210,000	210,000	
S.106 Commuted Sums - affordable housing subsidy	530,000	210,000	
TOTAL	7,349,400	4,035,600	3,135,600

Programme for Growth Project Updates

Project	Lead Officer	Budget £	Position @ 30 November 2018			Update
			Spend to date £	Forecast £	Full Term Forecast Variance £	
Healthy Living Concepts Fund	Angela Crossland	82,176	385	82,176	0	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.
Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	22,331	542,193	0	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	0	200,000	0	£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	9,150	160,003	0	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	-4,135	76,761	-35,000	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	27,801	78,108	0	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	30,167	108,340	0	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.

Project	Lead Officer	Budget £	Spend to date £	Forecast £	Full Term Forecast Variance £	Update
Towns Masterplanning (Regeneration)	Angela Crossland	150,000	0	120,000	-30,000	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	Iain Brown	246,613	0	200,613	-46,000	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.
Access to Employment	Iain Brown	100,000	0	40,000	-60,000	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	0	0	-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	0	0	-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 known. Total project costs forecast to be £70K shared between partners.
Business Space & Accommodation Review	Iain Brown	17,152	0	0	-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	13,538	115,475	0	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	Iain Brown	38,300	680	38,300	0	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 SDHT's role in the more ambitious HDP approved by Executive in January 2018.
Stepping Up' Housing Delivery	Iain Brown	49,862	10,365	24,862	-25,000	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.

Project	Lead Officer	Budget £	Spend to date £	Forecast £	Full Term Forecast Variance £	Update
Olympia Park	Iain Brown	435,000	70,115	435,000	0	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	Iain Brown	230,000	6,475	180,000	-50,000	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 authorised the former Barlby Road Depot site to be marketed for employment use.
Commercial property acquisition fund	Gill Marshall / Iain Brown	3,500,000	453,408	3,500,000	0	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	0	100,000	0	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	Iain Brown	230,000	0	200,000	-30,000	This project has been delayed. The budget forecasts have been reduced for 2018/19 to reflect this until timelines are determined.
Allocated		6,844,983	640,280	6,201,831	-643,152	

P4G Budget Position	£'000
P4G Investment Fund Fund - Per MTFS	10,934
Less Spend to Date	-666
	10,268
Existing P4G & Carried Forward Projects	6,845
HDP Feasibility & SDHT Support Post	251
Balance Before Salaries	3,172
P4G Salaries 17/18	635
P4G Salaries 18/19 (Forecast)	988
Remaining Salaries	1,377
P4G Contingency	172

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	-	426,788	295,156	3,385,549	-	435,323	302,759	3,252,985	-	444,030	309,672	3,118,627	
ICT	573,571	-	1,068,272	500,000	196,299	-	321,100	191,000	66,199	-	149,000	191,000	108,199	-	149,500	191,000	149,699	
Asset Management	1,004,960	-	1,057,848	250,000	397,112	-	497,002	200,000	100,110	-	128,998	200,000	171,112	-	53,825	200,000	317,287	Future commitments require top up of £250k
Election	113,934	-		34,000	147,934	-	136,000	34,000	45,934	-	34,000	-	79,934	-	38,000	-	117,934	
	5,335,908	-	2,544,550	750,000	4,258,527	-	1,380,890	720,156	3,597,793	-	713,321	727,759	3,612,231	-	647,355	738,672	3,703,548	
Reserves to fund growth and improvement:																		
Special Projects/Unallocated	-	-	5,000,000	5,000,000	-	-	4,192,250	4,192,250	-	-	4,192,250	-	-	-	-	-	4,192,250	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 £3.2m 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	-	7,499,598	880,000	687,971	-	1,066,745	1,273,414	894,640	-	594,820	-	299,820	-	299,820	-	-	P4G resources/spend 2018/19 to 2019/20 = £9.461m
S106 Affordable Housing Commuted Sums	3,490,610	-	1,098,940	1,218,744	3,610,414	-	750,000	2,437,488	5,297,902	-	210,000	1,223,266	6,311,168	-	-	-	6,311,168	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	
NYCC 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	-	9,012,462	150,000	2,098,744	-	4,851,405	7,903,152	6,745,562	-	804,820	1,223,266	7,164,008	-	299,820	-	6,864,188	
Reserves to mitigate financial risk:																		
Pensions Equalisation Reserve	741,643	-		100,000	91,643	-		100,000	191,643	-		100,000	291,643	-		100,000	391,643	
Business Rates Equalisation	1,604,415	-	845,751	2,804,000	3,562,664	-		3,383,385	6,946,049	-	745,349		6,200,700	-	293,504		5,907,196	Resources held to support revenue budget to 2021/22 - drawdown is subject to savings delivery
Local Plan	550,231	-	479,360	250,000	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	2,954,000	1,503,222	-	97,500	3,533,385	9,211,885	-	912,849	150,000	8,449,036	-	293,504	150,000	8,305,532	Minimum working balance £1.5m
	5,047,111	-	1,325,111	900,000	5,776,000	-	97,500	3,533,385	9,211,885	-	912,849	150,000	8,449,036	-	293,504	150,000	8,305,532	
Total GF Revenue reserves	21,998,142	-	12,882,123	-	5,769,913	-	3,295,135	12,156,693	19,555,240	-	2,430,990	2,101,025	19,225,275	-	1,240,679	888,672	18,873,268	
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	-	3,922,796	3,070,443	3,477,671	-	4,369,400	3,004,680	2,112,951	-	3,335,600	3,567,206	2,344,557	-	3,135,600	3,822,192	3,031,149	
Sub Total	8,248,517	-	5,574,592	-	3,070,443	-	4,369,400	3,004,680	4,379,648	-	3,335,600	3,567,206	4,611,254	-	3,135,600	3,822,192	5,297,846	
Total Revenue Reserves	30,246,659	-	18,456,715	-	8,840,356	-	7,664,535	15,161,373	23,934,888	-	5,766,590	5,668,231	23,836,529	-	4,376,279	4,710,864	24,171,114	
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	-		500,000	3,900,327	
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	-	620,000	750,000	4,598,370	-	310,000	500,000	4,788,370	-	-	500,000	5,288,370	



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 (CANCELLED)	Work Programme 2018/19	To consider the Work Programme for 2018/19.
13 November 2018 (was provisional, then confirmed, now MOVED to December)	Planning Enforcement Policy	To consider the new Planning Enforcement Policy.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.
Monday 17 December 2018 (to replace 13 November 2018 meeting)	Work Programme 2018-19	To consider the Work Programme for 2018-19.
	Planning Enforcement Policy	To consider the new Planning Enforcement Policy.
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.
	Taxi Licensing Policy	To receive an update on the refresh of the Taxi Licensing Policy.
	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.

	Taxi Licensing Policy	To consider the refresh of the Council's Taxi Licensing Policy.
	Empty Homes Strategy	To consider the Empty Homes Strategy.
	North Yorkshire Home Choice – Choice Based Lettings	To consider impacts of changes to the North Yorkshire Home Choice, i.e. withdrawal of City of York Council from the scheme.
	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
- Universal Credit Update – September 2019n(following this update, UC updates should be scheduled for every 6 months)
- Air Quality Action Plan – consider a year after adoption (September 2019)
- Planning Enforcement Management Plan – for consideration again 6 months after implementation
- Affordable Housing and Housing Need

Deep Dives/Working Groups – potential items

To be advised by Members.

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Draft Policy Review Committee Work Programme 2019-20

Date of Meeting	Topic	Action Required
June 2019	Work Programme 2019-20	To consider the work programme for 2019-20.
July 2019	Work Programme 2019-20	To consider the work programme for 2019-20.
September 2019	Air Quality Action Plan	To consider the Air Quality Action Plan a year on from its adoption in September 2018.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.
	Medium Term Financial Strategy	To consider and comment on the Medium Term Financial Strategy.
October 2019	Work Programme 2019-20	To consider the work programme for 2019-20.
	Planning Enforcement Management Plan	To consider the Planning Enforcement Management Plan following 6 months of operation.
December 2019	Work Programme 2019-20	To consider the work programme for 2019-20.

	Affordable Housing and Housing Need	To consider matters relating to Affordable Housing and Housing Need.
January 2020	Work Programme 2019/20 and Work Programme Planning for 2020/21	To consider the current Work Programme for the rest of 2019-20 and begin to plan the Committee's Work Programme for the 2020-21 year.
	Financial Budget 2020-21	To review the Council's Budget.
April 2020	Work Programme Planning for 2020-21	To finalise and agree the Committee's Work Programme for the 2020-20 year.
	Annual Report of the Policy Review Committee 2019-20	To consider the Annual Report 2019-20 of the Policy Review Committee.
	Universal Credit Update	To receive an update on the running of Universal Credit.

The following **provisional** dates are also in the Democratic Services calendar for provisional meetings if required: **TO BE CONFIRMED**

Other potential items for 2019-20:

- PLAN Selby – will be re-added to work plan when new timetable for consideration known

Deep Dives/Working Groups – potential items

To be advised by Members.