



Meeting: **SCRUTINY COMMITTEE**
Date: **TUESDAY, 12 MARCH 2019**
Time: **5.00 PM**
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**
To: **Councillors W Nichols (Chair), S Duckett (Vice-Chair), D Buckle, L Casling, I Chilvers, D Mackay and D White**

Agenda

1. Apologies for Absence

2. Disclosures of Interest

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

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

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

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

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

3. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the meeting of the Scrutiny Committee held on 25 January 2019.

4. Chair's Address to the Scrutiny Committee

5. Work Programme 2018-19 and 2019-20 (Pages 9 - 26)

To note the Committee's work programme for 2018-19 and discuss and agree

items for inclusion on the Committee's work programme for the next municipal year 2019-20; the draft work plan for 2019-20 is attached.

The Executive's Forward Plan for April 2019 to July 2019 is also appended for information.

6. Corporate Performance Report - Quarter 3 - 2018/19 (October to December) - S/18/24 (Pages 27 - 48)

To consider the report of the Head of Business Development and Improvement which provides a progress update on delivery of the Council's Corporate Plan 2015-20, as measured by a combination of progress against priority projects/high level actions and performance against KPIs.

7. Financial Results and Budget Exceptions Report to 31 December 2018 (Q3) - S/18/25 (Pages 49 - 78)

To consider the contents of the report and make any comments on the Council's financial results and budget exceptions.

8. Treasury Management Quarterly Update Q3 2018/19 - S/18/26 (Pages 79 - 92)

To consider the contents of the report and make any comments on the Council's treasury management.

9. Review of Community Centres - S/18/27 (Pages 93 - 98)

The Committee are asked to agree the scope and methodology of the review and establish a Task and Finish Group, in partnership with the Council's Tenant Scrutiny Panel; to help facilitate a review of Community Centres which will include a district-wide consultation.

10. Olympia Park - Update on Progress and Next Steps - S/18/28 (Pages 99 - 106)

To consider the contents of the report and the work carried out to date, and the proposed next steps to enable the delivery of Olympia Park.

11. Emergency Planning Update - S/18/29 (Pages 107 - 114)

To note the Council's arrangements for emergency planning and the incidents for which an emergency response has been necessary during the last 12 months.

Janet Waggott

Janet Waggott, Chief Executive

<p>Dates of next meetings (5.00pm) Thursday, 25 April 2019 (PROVISIONAL, TBC)</p>
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Enquiries relating to this agenda, please contact Victoria Foreman on vforeman@selby.gov.uk or 01757 292046.

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Minutes

Scrutiny Committee

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Friday, 25 January 2019
Time:	5.00 pm
Present:	Councillors W Nichols (Chair), S Duckett (Vice-Chair), D Buckle, I Chilvers, D Mackay and D White
Officers present:	Julian Rudd, Head of Economic Development and Regeneration, Fraser Neasham, Interim Development Surveyor, Michelle Dinsdale, Senior Policy and Performance Officer, Suzanne Sweeting, Partnerships Manager and Victoria Foreman, Democratic Services Officer
Others present:	Nigel Adams MP for Selby and Ainsty, Councillor P Welch, Member for Selby East
Public:	0
Press:	0

42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L Casling.

43 DISCLOSURES OF INTEREST

There were no disclosures of interest.

44 MINUTES

The Committee considered the minutes of the meeting held on 22 November 2018.

RESOLVED:

To approve the minutes of the Scrutiny Committee

meeting held on 22 November 2018 for signing by the Chair.

45 CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

The Chair welcomed Nigel Adams MP to the meeting.

46 WORK PROGRAMME 2018-19 AND PLANNING FOR 2019-20

Members considered the work programme for 2018-19 and the draft programme for 2019-20.

Members queried when the review of Council-funded community centres would be considered and asked the Democratic Services Officer to enquire about the matter further.

RESOLVED:

- i. To note the work programmes for 2018-19 and 2019-20.**
- ii. To ask the Democratic Services Officer to enquire when the review of Council-funded community centres would be considered by the Committee.**

47 NIGEL ADAMS MP

The Committee welcomed Nigel Adams MP to the meeting.

Mr Adams updated the Committee on his recent ministerial roles in government in housing (focusing on homelessness and rough sleeping) and health (mainly looking at mental health); he was currently a minister in the Wales Office.

Members noted that Brexit and the complicated arrangements for leaving the EU were taking up a lot of time and resources in government, but that the preparations were progressing steadily.

Mr Adams explained that his constituency casework continued as usual, and that he enjoyed working closely with Selby District Council to resolve issues for constituents.

Members asked Mr Adams a number of questions on varying topics, as detailed below:

- In response to a query about the availability of land for social housing, Mr Adams agreed that all kinds of homes needed to be built, including council housing. Mr Adams explained that there were some challenging rules for Councils to adhere to in relation to borrowing to build new homes, and emphasised the importance of meaningful engagement with local communities about where future homes would be built.

- Mr Adams asked that Members provide further information to him regarding the retention of the Green Energy payments which the Council received from Drax; once he had this information he would do what he could to support the Council continuing to receive the payments following the upcoming government review of business rates.
- In relation to the campaign by WASPI (Women Against State Pension Inequality), Mr Adams acknowledged the difficulty of the situation for the women affected, but that it would be difficult to resolve due to the large costs involved; it was hoped that a compromise could be reached. Members emphasised the effect the changes were having on not only the WASPI women themselves in Selby District, but also their families, who may be relying on them for support once they had retired.
- In response to a question about the economic future of the country and Selby district in the light of Brexit, Mr Adams was of the opinion that after leaving the EU, Britain would have the opportunity to be more global in its approach to trade, but that a good deal with Europe was essential.
- Mr Adams expressed his support for NYCC maintaining the PRU (Pupil Referral Unit) in Selby, and explained that whilst he felt it was better to keep children in the mainstream system, there needed to be an alternative option for those pupils that were particularly disruptive. It was essential that all children were given the best start in life, and that the public's views about the importance of well-funded education be acknowledged by the government. Mr Adams was pleased to inform Members that Liz Truss MP, the Chief Secretary to the Treasury, was currently visiting North Yorkshire County Council to talk about their 'No Wrong Door' approach to providing support to young people on the edge of the care system.
- The Committee asked Mr Adams about the causes of homelessness and the impacts of the government's changes to social housing waiting lists on current homelessness rates. Mr Adams explained that there were a number of factors contributing to homelessness and rough sleeping, and that the differences between the two needed to be taken into consideration. Mr Adams explained that the main reason rough sleeping figures went up in cities was due to the operation of begging gangs and the associated problems these gangs brought with them.
- Members raised the issue of new homes and developments being built with inadequate off street parking, and the subsequent problems that this was causing. Mr Adams encouraged Councils to think carefully about the provision of parking when considering new housing schemes, as well as commercial developments that often

also required adequate parking for employees.

- The Committee asked Mr Adams whether he believed there was a link between the increased use of foodbanks and the implementation of Universal Credit. Mr Adams explained that the ability to refer people to food banks and issue vouchers for its use had been widened, but he was not sure that the implementation of Universal Credit was solely to blame for the increase in use. Members noted that whilst it was inevitable that there would be some issues with the switch over to Universal Credit, the new arrangements would simplify the current complicated system. In addition, Mr Adams explained that support had been put in place should there be delays with payments, and as such, no recipient should have to go without money for any period of time.

The Committee thanked Mr Adams for attending the meeting, and indicated that he would be invited to come back to talk to the Committee in a year's time.

48 CORPORATE PERFORMANCE REPORT - QUARTER 2 - 2018/19 (JULY TO SEPTEMBER) (S/18/20)

The Committee received the report of the Head of Business Development and Improvement which asked the Committee to consider the contents and make any comments on the Council's performance.

The quarterly performance report provided a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of progress against priority projects/high level actions and performance against KPIs.

Members noted that performance had improved or exceeded targets in relation to emergency and urgent repairs to Council-owned properties, empty homes, dealing with complaints, processing of major planning applications and sundry debt collection.

However, performance in relation to the re-letting of vacant Council homes, missed bins, staff sick days and health and safety incidents was not as positive.

The Committee were pleased that the number of empty homes brought back into use through direct action had increased, and felt that the target could be revised upwards; the Senior Policy and Performance Officer confirmed that KPIs were due for review and this revision would be considered.

Members again expressed their concern at the time taken to re-let Council properties, but acknowledged that some properties were in a dire state and required a lot of remedial work to bring them up to standard. The difficulty in recruiting to trade jobs for the Council was also causing delays.

Officers were asked to look into missed recycling collections in Selby which were exacerbated by the continuing problem of parked cars down some roads, making it difficult for the recycling vehicles to get down the road to collect the refuse.

RESOLVED:

To note the Council's performance for Quarter 2 (July to September 2018).

**49 SELBY DISTRICT COUNCIL ECONOMIC DEVELOPMENT
FRAMEWORK 2017 - 2022: ONE YEAR REVIEW AND DELIVERY
PLAN 2019 AND 2020 (S/18/21)**

The Committee received the report of the Head of Economic Development and Regeneration, and were asked to consider the contents and make any comments on the Council's Economic Development Framework (EDF) 2017-2022.

The report provided further information requested by the Executive on 8 November 2018 in relation to the proposed EDF Delivery Plan 2019 and 2020, and the associated progress review and budgetary transfers.

The information was comprised of feedback from Members, external partners and stakeholders regarding the proposed delivery plan, details of the business case for recruitment and staffing measures and proposed key performance indicators to monitor progress of the delivery plan and framework.

The report also provided an update regarding opportunities and challenges that had become clearer since the priorities for 2019 and 2020 were last considered in early November 2018.

Members considered the report and asked questions on a number of issues, including public realm works on New Lane in Selby, the future plans for the banks in Tadcaster and Selby that had been purchased by the Council, train and bus transport in Selby and Sherburn and subsequent connectivity for employment purposes, and traffic management issues in Selby.

Officers were keen to involve Members and draw upon their previous experience and local knowledge in order to further improve the EDF and its projects, and would continue to keep the Scrutiny Committee up to date with its progress.

RESOLVED:

To note the Selby District Economic Development Framework 2017-2022 – Year One Review and Delivery Plan 2019 and 2020.

**50 NORTH YORKSHIRE SAFEGUARDING CHILDREN BOARD AND
NORTH YORKSHIRE SAFEGUARDING ADULTS BOARD ANNUAL
REPORTS 2017-2018 (S/18/22)**

Members received the report of the Partnerships Manager and were asked to note the annual reports for the North Yorkshire Safeguarding Children and North Yorkshire Safeguarding Adult's Boards.

The Committee noted that the North Yorkshire Safeguarding Boards had a statutory duty to publish annual reports, accounting for the activities of the Boards for the previous year. The reports covered 2017/18 activity and also provided evidence of the key areas of focus for the current year.

Both reports set out the governance arrangements across North Yorkshire and outlined the activity and partnership working in the Selby District. The priority areas for the boards remained the same as those shared in the 2017 report to Scrutiny Committee.

The Adults Board continued to prioritise awareness and empowerment, prevention of harm, protection and proportionality and partnership effectiveness. The Children's Board prioritised the coordination of the activities of the board and ensuring its effectiveness.

Members noted that in 2017-18 the overall demand for child protection services remained high, with a 22% increase across the County in referrals to Children's Social Services compared to 2016-17; repeat referrals was at 15.8% which indicated that cases remained open until the risk of harm was removed and significant progress had been made.

The report also outlined the 2017-18 audit completed by Selby District Council under Section 11 of the Children Act 2004; the following issues for practitioners had been highlighted across North Yorkshire:

- Awareness of internal policies and procedures, as well as multi-agency procedures when recognising and reporting children safeguarding concerns to avoid delays in addressing those concerns should safeguarding leads be unavailable; and
- Information sharing needed to be considered, ensuring partners knew the need to share information, what could be shared, and when.

The Committee acknowledged that there was a crossover between Safeguarding and Community Safety work, with Selby District Council carrying out activities in both of these realms. At a local level the Council sat on the Selby Children's Safeguarding Strategy Group which focused on e-safety, along with reducing teenage pregnancy. The 2018-19 priorities included developing and integrating teenage pregnancy services, substance misuse and its impact on safeguarding, improving access to Emotional Health and Wellbeing services and maintaining close links to the Domestic Abuse Forum to ensure an integrated approach to the issue.

Officers anticipated that following the review of 'Working Together to Safeguard Children (2018)' some changes would be implemented to strengthen work in multi-agency approaches to safeguarding.

It was explained to Members that the North Yorkshire Safeguarding Adults Board (NYSAB) report informed of the June 2018 appointment of Dr Sue Proctor as the Independent Chair, and the ambition to develop closer relationships with the Children's Safeguarding Board and the Community Safety Partnerships.

2017-18 had seen an independent review of the safeguarding function in North Yorkshire. Key learning points were outlined in the NYSAB report, with the overall the focus around the following:

- Having a clear vision and stronger arrangements for learning lessons and facilitating change;
- Continual improvement of recording, measuring and monitoring information;
- Improvement of sharing information and learning; and
- Ongoing training for the workforce, with a focus on partners working together to develop staff.

The Committee learned that overall the number of adult safeguarding concerns had reduced during the year; it was thought that some of this was due to improved processes, especially how North Yorkshire Police and Yorkshire Ambulance Service provided the information.

Officers explained that the report also set out partner and district achievements over the period of 2017 18 within Appendix 1. Selby District Council had supported safeguarding through providing training, being active in the planning and the delivery of local events during Safeguarding Awareness Week, promoting safeguarding alongside priority areas such as PREVENT and co-ordinating and being an active member of local partnership groups, with a focus on protecting and supporting vulnerable members of the community.

Members noted that the priorities and areas of focus remained the same for 2018-2019. Changes were expected in 2019-20 as new Multi-Agency Safeguarding Adults Policy and Procedures were to be implemented. The NYSAB was also expected to agree new strategic priorities, which would be used to develop the Strategic and Local Delivery Plans.

The Committee asked questions of Officers around current teenage pregnancy rates, the number of residential care homes in North Yorkshire and if the demographics of the county as described in the report were accurate, i.e. rural upbringing.

RESOLVED:

To note the content of the 2017-18 annual reports for the North Yorkshire Safeguarding Children and North

Yorkshire Safeguarding Adult's Boards.

51 HOUSING DEVELOPMENT PROGRAMME: PH2 SITES DETAILED BUSINESS CASES (S/18/23)

The Committee received the report presented by the Head of Economic Development and Regeneration and were asked to consider the contents and make any comments on the Housing Development Programme.

Members noted that the Housing Development Programme sought to provide 207 affordable homes for Selby District Council (SDC) and Selby District Housing Trust (SDHT) by 31 March 2020. The programme was based on three 'delivery pillars' that included direct development on SDC owned sites, the acquisition and development of new sites, and the acquisition of affordable homes constructed by other developers. The programme would generate revenue streams for the Council as a result of loans provided to the SDHT.

Members queried whether the delivery timescales described in the report were realistic; the Interim Development Surveyor advised Members that whilst they were optimistic, they were not unreasonable.

The Committee asked Officers to check the details relating to a location listed under Phase 3, specifically Benedicts Close in Selby.

Members were pleased that a number of sites that had been suggested over the years were appearing in the HDP, and were keen to see them delivered.

It was suggested by the Committee that the wording of the corporate priorities to 'Make Selby a Great Place to do Business' and 'Make Selby a Great Place to Enjoy Life' be amended to include the word 'District', to emphasise that Selby District was not only focused on Selby Town.

RESOLVED:

To note the contents of the Housing Development Programme.

The meeting closed at 6.50 pm.

Scrutiny Committee Work Plan for 2018/19

Please note that any items 'called in' will be considered at the next available meeting. Councillor Call for Action will also be considered at the next available meeting. **PROVISIONAL DATES FOR 2018/19** – 25 October 2018, 21 February 2019, 25 April 2019.

Date of meeting	Topic	Action required
27 June 2018 (moved from 5 July 2018)	Annual Report 2017/18	To consider and approve the Scrutiny Committee Annual report for 2017/18.
	Work Programme 2018/19	To consider the Scrutiny Committee's Work Programme for 2018/19.
	Corporate Performance Report – Q4	To provide a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Treasury Management Monitoring Report - Q4	To consider the Council's Treasury Management Activity for Q4 and the performance against the prudential indicators.
	Financial Results and Budget Exceptions - Q4	To consider the financial results and budget exceptions report for Q4.
	Programme for Growth Update	To consider the changes made to the Programme for Growth as part of the Corporate Plan refresh and as a response to the LGA Peer Challenge recommendations.
	Scrutiny Review 2018	To consider and comment on the report on the Scrutiny Review 2018.

	Housing Matters Report	To consider a report into Housing issues.
Thursday 27 September 2018	Work Programme 2018/19	To consider the Committee's work programme for 2018/19.
	Corporate Performance Report - Q1	To provide a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Financial Results and Budget Exceptions - Q1	To consider the financial results and budget exceptions report for Q1
	Programme for Growth Q1 Monitoring	To consider the Q1 monitoring report for the Programme for Growth.
	Treasury Management - Monitoring Report - Q1	To consider the Council's Treasury Management Activity for Q1 and the performance against the prudential indicators.
	Leisure Annual Review	To discuss the Annual Review of the Council's leisure services.
PROVISIONAL DATE (CONFIRMED) 25 October 2018	Transport Matters	<p>To consider transport matters in the District and surrounding Leeds City Region ('City Region Connectivity'). Invited are:</p> <ul style="list-style-type: none"> - Arriva (Paul Flanagan, General Manager) - Northern Rail (Pete Myers, Stakeholder Manager) - West Yorkshire Combined Authority (Dave Pearson, Director of Transport Services) - Transpennine Express/First Group (Graham Meiklejohn, Regional Development Manager) - NYCC (David Bowe Corporate Director, Business and Environmental Services)

	Street Cleansing Performance	To consider street cleaning performance by Amey, alongside NYCC and Area 7 Highways responsibilities for road/highways cleansing.
	Olympia Park Development	To receive an update on the Olympia Park Development.
Thursday 22 November 2018	The Approach to Health and Wellbeing in Selby District – One Year On	To consider the report and accompanying presentation which updates the Scrutiny Committee on progress made since a joint presentation to the Policy Review and Scrutiny Committees in February 2017 by the Director of Public Health, North Yorkshire County Council and the Selby District Council Head of Service for Community, Partnerships and Customers.
	NYCC Director of Public Health Annual Report 2017-18	To consider the annual report of the Director of Public Health from NYCC.
	Programme for Growth Q2 Monitoring	To consider the Q2 monitoring report for the Programme for Growth.
	Financial Results and Budget Exceptions - Q2	To consider the financial results and budget exceptions report for Q2.
	Treasury Management - Monitoring Report - Q2	To consider the Council's Treasury Management Activity for Q2 and the performance against the prudential indicators.
	Work Programme 2018/19 and Feedback from Recent Scrutiny Training on 23 October 2018	To consider the Committee's work programme for 2018/19 and the feedback report from the recent Scrutiny Training on 23 October 2018.
	North Yorkshire Police – Chairman of Police and Crime Panel and Chief Inspector	To receive an update from the Chairman of the Police and Crime Panel (Cllr Carl Les) on current issues in the county and Selby

		District. Also in attendance will be Chief Inspector Rachel Wood.
Friday 25 January 2019 (due to MP attendance)	Nigel Adams MP – confirmed	The MP for Selby and Ainsty will be in attendance at the meeting to discuss local issues.
	Housing Development Programme	To receive an update on the Housing Development Programme.
	Economic Development Framework – One Year On	To receive an update on the Council's Economic Development Framework.
	Corporate Performance Report – Q2	To provide a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	North Yorkshire Safeguarding Adults and Children Boards Annual Reports 2017/18	To consider the annual reports of the North Yorkshire Safeguarding Adults and Childrens Boards for 2017/18.
	Scrutiny Committee Work Programme Planning for 2018/19	To consider and plan the Committee's work plan for the 2018/19 municipal year.
MEETING DATE CHANGED due to elections - now Tuesday	Scrutiny Committee Work Programme for 2019-20	To consider and agree the Committee's work plan for the next municipal year, 2019-20.

12 March 2019	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with.
	Corporate Performance Monitoring Q3	To provide a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Financial Results and Budget Exceptions – Q3	To consider the financial results and budget exceptions report for Q3. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report – Q3	To consider the Council's Treasury Management Activity for Q3 and the performance against the prudential indicators.
	New Scrutiny Guidance	To consider the new scrutiny guidance published by the Government in December 2018. <i>Not published yet – add to 2019-20 work programme.</i>
	Olympia Park Development	To receive an update on the Olympia Park Development.
	Visitor Economy Strategy and Action Plan – Annual Review	To consider the annual review of the Visitor Economy Strategy and Action Plan. <i>Moved to 2019-20.</i>
	Council Funded Community Centres Review - Scoping Exercise	To scope the review into the Council Funded Community Centres.

Other issues to be added to the work plan as appropriate in 2018/19 or 2019/20:

- Council Funded Community Centres
- Police Co-location and Contact Centre Move – add to 2019-20 plan when co-location agreed and implemented (likely to be moving in early/mid 2019)
- Scrutiny Committee Annual Report 2018/19 – add to first meeting of 2019-20 year
- Local Enterprise Partnerships (LEPs)
- Annual Report of Barlow and Hambleton Hough – Wildlife Trust (add on 2019/20 work programme for July 2019)
- Tour de Yorkshire – evaluation (after the event in May – perhaps add on for July or September 2019)
- Empty Homes/Voids – following Executive consideration
- Regular monitoring of the performance of Planning Enforcement – suggested by Policy Review Committee who have been considering the new Planning Enforcement Management Plan
- Car Parking Strategy and Tariffs Review – to be added back onto the work programme when new tariffs have been implemented (2019-20)
- Community Partnerships Report – add to 2019-20 work plan and schedule with Head of Community, Partnerships and Customers
- Police Complaints Handling by the PCC: Report from Police, Fire and Crime Panel – add to holding area of work plan for 2019-20 when PCC takes over responsibility for this
- Vale of York CCG and Yorkshire Ambulance Service – invite to future meeting in 2019-20 to talk about ambulance provision and patient transport
- Visitor Economy Strategy – to add to the 2019-20 work programme

‘Deep Dives’/‘Scrutiny in a Day’ Reviews

- Review of Planning Enforcement (Policy Review Committee are undertaking elements of this work)
- Review of Safer Selby Hub and Anti-Social Behaviour
- Review of Housing
- 1 or 2 specific aspects of quarterly performance reports, as identified by Members
- Exploring the case for the provision of a temporary travellers site in the District
- Roadworks Scheduling – NYCC, SDC, Water, Telecommunications, Gas, Electricity suppliers working together better to schedule works more efficiently

Scrutiny Committee Work Plan for 2019-20

Please note that any items 'called in' will be considered at the next available meeting. Councillor Call for Action will also be considered at the next available meeting. **PROVISIONAL DATES FOR 2019-20 – TO BE CONFIRMED**

Date of meeting	Topic	Action required
June/July 2019	Annual Report 2018-19	To consider and approve the Scrutiny Committee Annual report for 2018-19.
	Work Programme 2019-20	To consider the Scrutiny Committee's Work Programme for 2019-20.
	Corporate Performance Report – Q4	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Treasury Management Monitoring Report - Q4	To consider the Council's Treasury Management Activity for Q4 and the performance against the prudential indicators.
	Financial Results and Budget Exceptions - Q4	To consider the financial results and budget exceptions report for Q4. This report now also includes the Programme for Growth quarterly update.
	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with.
	Visitor Economy Strategy and Action Plan – Annual Review	To consider the annual review of the Visitor Economy Strategy and Action Plan.

	Housing Revenue Account Business Plan	To consider and comment on the proposed Housing Revenue Account Business Plan.
	New Scrutiny Guidance	To consider the new Scrutiny Guidance from the Government and in the context of scrutiny at Selby.
	Vale of York CCG and Yorkshire Ambulance Service	To hear from the Vale of York CCG and YAS about their work and the provision of patient transport services.
	Barlow and Hambleton Hough Annual Report	To consider the annual report by the Wildlife Trust for Barlow and Hambleton Hough.
September 2019	Work Programme 2019-20	To consider the Committee's work programme for 2019-20
	Corporate Performance Report - Q1	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Financial Results and Budget Exceptions - Q1	To consider the financial results and budget exceptions report for Q1. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report - Q1	To consider the Council's Treasury Management Activity for Q1 and the performance against the prudential indicators.
	Leisure Annual Review	To discuss the Annual Review of the Council's leisure services.
	Olympia Park Development	To receive an update on the Olympia Park Development.
	Housing Development Programme	To receive an update on the Housing Development Programme.

	Your de Yorkshire 2019 – Evaluation	To evaluate the impacts and successes of the 2019 Tour de Yorkshire on the District.
November 2019	Police Co-Location and Contact Centre Move	To consider the impact of the Police co-location and Contact Centre move after six months of operation.
	NYCC Director of Public Health Annual Report 2018-19	To consider the annual report of the Director of Public Health from NYCC.
	Financial Results and Budget Exceptions - Q2	To consider the financial results and budget exceptions report for Q2. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report - Q2	To consider the Council's Treasury Management Activity for Q2 and the performance against the prudential indicators.
	Work Programme 2019-20	To consider the Committee's work programme for 2019-20.
	Economic Development Framework Update	To receive an update on the progress of the Council's Economic Development Framework.
	Local Enterprise Partnership	To consider the work of the Local Enterprise Partnership.
January 2020	Community Partnerships	To consider the report on Community Partnerships.
	MP Nigel Adams	The MP for Selby and Ainsty will be invited to the meeting to discuss local issues.
	6-monthly Emergency Planning Incidents Update	To receive an update on incidents to which the Council's Emergency Response Team have dealt with.
	Corporate Performance Report – Q2	To provide a progress update on delivery of the Council's

		Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	North Yorkshire Safeguarding Adults and Children Boards Annual Reports 2018-19	To consider the annual reports of the North Yorkshire Safeguarding Adults and Children Boards for 2018-19.
	Scrutiny Committee Work Programme 2019-20 and Planning for 2020-21	To consider and plan the Committee's work plan for 2018/19 and planning for 2020-21.
March 2020	Corporate Performance Report – Q3	To provide a progress update on delivery of the Council's Corporate Plan as measured by a combination of progress against priority projects/high level actions and performance against key performance indicators.
	Financial Results and Budget Exceptions – Q3	To consider the financial results and budget exceptions report for Q3. This report now also includes the Programme for Growth quarterly update.
	Treasury Management - Monitoring Report – Q3	To consider the Council's Treasury Management Activity for Q3 and the performance against the prudential indicators.
	Olympia Park Development	To receive an update on the Olympia Park Development.
	Visitor Economy Strategy and Action Plan – Annual Review	To consider the annual review of the Visitor Economy Strategy and Action Plan.
	Scrutiny Committee Work Programme for 2020-21	To consider and agree the Committee's work plan for the next municipal year, 2020-21.

Other issues to be added to the work plan as appropriate in 2019/20 and 2020-21:

- Council Funded Community Centres – following scoping exercise, designate a meeting to report back
- Empty Homes/Voids – following Executive consideration
- Regular monitoring of the performance of Planning Enforcement – suggested by Policy Review Committee who have been considering the new Planning Enforcement Management Plan – Members are asked to consider how they would like to do this.
- Police Complaints Handling by the PCC: Report from Police, Fire and Crime Panel – tie in with work of the Police, Crime and Fire Panel (PFCP) on examining this; add to work plan when PFCP look at the matter in 2019-20.
- Car Parking Strategy and Tariffs Review – to be added back onto the work programme when new tariffs have been implemented (2019-20)

‘Deep Dives’/‘Scrutiny in a Day’ Reviews

- Review of Planning Enforcement (Policy Review Committee are undertaking elements of this work)
- Review of Safer Selby Hub and Anti-Social Behaviour
- Review of Housing
- 1 or 2 specific aspects of quarterly performance reports, as identified by Members
- Exploring the case for the provision of a temporary travellers site in the District
- Roadworks Scheduling – NYCC, SDC, Water, Telecommunications, Gas, Electricity suppliers working together better to schedule works more efficiently

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Selby District Council



Forward Plan of Key Decisions 1 April 2019 to 30 June 2019

This Forward Plan gives notice as requested by the Local Authorities (Executive Arrangements & Meetings and Access to Information) (England) Regulations 2012, of key decisions proposed to be made by the Council's Executive over the next four months and which decisions contain confidential or exempt information as defined in the Local Government Act 1972

Contact Information:

Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

Email: democraticservices@selby.gov.uk
Tel: 01757 292207

Published on 1 March 2019

Selby District Council Executive

Name	Role	Contact Details
Councillor Mark Crane	Leader of the Council and Lead Member for Leisure, Strategic Matters, External Relations and Partnerships	mcrane@selby.gov.uk
Councillor John Mackman	Deputy Leader of the Council and Lead Member for Place Shaping	jmackman@selby.gov.uk
Councillor Cliff Lunn	Lead Member for Finance and Resources	clunn@selby.gov.uk
Councillor Chris Pearson	Lead Member for Housing, Health and Culture	cpearson@selby.gov.uk
Councillor Chris Metcalfe	Lead Member for Communities and Economic Development	cmecalf@selby.gov.uk

Selby District Council Leadership Team

Name	Role	Contact Details
Janet Waggott	Chief Executive	01757 292001 / jwaggott@selby.gov.uk
Dave Caulfield	Director of Economic Regeneration and Place	01757 292073 / dcaulfield@selby.gov.uk
Julie Slatter	Director of Corporate Services and Commissioning	01757 292071 / jslatter@selby.gov.uk
Karen Iveson	Chief Finance Officer	01757 292056 / kiveson@selby.gov.uk
Bernice Elgot	Interim Solicitor to the Council	01757 292085 / belgot@selby.gov.uk

Definition of Key Decisions

In accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document serves as Selby District Council's notification of key decisions and private items. There is a legal requirement for local authorities to publish a notice setting out the key decisions and decisions which may be taken in private 28 clear days before such decisions are taken.

It contains details of decisions for the next four months and is supplemented by the publication of the agenda 5 clear working days before the meeting. It will be updated and published at the end of each month. All items listed on the attached Plan are key decisions and those which are private items are outlined as such.

A Key Decision is any decision which is financially significant for the service or function concerned because it relates to expenditure or savings of more than £150,000 or which will have a significant impact on people who live and work in an area covering two or more district wards.

If you would like further information on any of the items shown in this forward plan please contact the respective officer(s) for each item. Copies of, or extracts from the documents to be submitted to the decision maker may be obtained from the relevant Contact Officer listed in the table below or from Democratic Services, Selby District Council, Civic Centre, Doncaster Road, Selby, YO8 9FT following their publication. Other documents relevant to the matters to be considered may also be submitted to the decision maker and these can be obtained via the same process as mentioned above.

To make your views known on any of the items you may contact the Councillors shown; alternatively you may contact the officer(s) shown and he/she will ensure that a written note of your views is presented to the decision-maker before a decision is taken.

All meetings at which key decisions will be considered are open to the public, unless the subject matter is such that Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 allows the matter to be considered in private. For information about attending meetings or for a copy of the Forward Plan, please contact Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk. A copy is also available at the Council's website, www.selby.gov.uk

In relation to **private meetings**, the reason an item is expected to be covered in private will be identified in accordance with the exempt information categories which are set out in Part 1 of Schedule 12A of the Local Government Act 1972 as amended):

Paragraph	Category/explanation
1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person. (Including the authority holding that information)
4	Information relating to any consultations or negotiations or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes – a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation of prosecution of crime.

The document sets out the items which are to be covered in private at the below meetings. Any representations as to why the item should not be covered in private should be sent to Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk.

The Council will publish a further notice 5 clear days before the relevant meeting which will give the Council's response to any such representations.

Important Note

This document sets out the Council's intentions as to future decisions as at the date of publication. However, if circumstances change, the Council reserves the right to publish an updated version of this document and/or rely on the provisions in the regulations as to urgent decisions.

Likely Date of Decisions	Decision Maker	Title of Decision/Item	Description of Decision	Documents to be submitted to the Decision Maker	Public/Private	Lead Councillor	Lead Officer/Report Author
7 Mar 2019	Executive	Review of Future Options for the Recycling Service	To select and approve the preferred option for the recycling service.	Report and Business Case	Part exempt Part of the report is exempt from disclosure under the provisions of paragraph 3 of Schedule 12A of the LGA 1972 as it includes financial information which will need to be private due to commercial confidentiality.	Councillor Chris Pearson cpearson@selby.gov.uk	Keith Cadman kcadman@selby.gov.uk
15 Mar 2019	Executive	Olympia Park Development Brief and Masterplan	Approval of the Olympia Park Development Brief and Masterplan to go to a public consultation.	Report Development Brief and Masterplan	Open	Councillor John Mackman jmackman@selby.gov.uk	Dave Caulfield dcaulfield@selby.gov.uk
Jun 2019	Executive	Financial Results and Budget Exceptions - Quarter 4	To provide the Executive with details of major variations between budgeted and actual expenditure and income for Quarter 4 of 2018/19. Also includes P4G updates.	Report of the Chief Finance Officer	Open	Councillor Cliff Lunn clunn@selby.gov.uk	Karen Iveson kiveson@selby.gcsx.gov.uk

Jun 2019	Executive	Treasury Management Monitoring Report - Quarter 4	To review the Council's borrowing and investment activity (Treasury Management) for Quarter 4 of 2018/19.	Report of the Chief Finance Officer	Open	Councillor Cliff Lunn clunn@selby.gov.uk	Karen Iveson kiveson@selby.gcsx.gov.uk
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Report Reference Number: S/18/24

To: Scrutiny Committee
Date: 12 March 2019
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development and Improvement

Title: Corporate Performance Report – Quarter 3 – 2018/19 (October to December)

Summary:

The Scrutiny Committee is asked to consider the report of the Head of Business Development and Improvement which provides a progress update on delivery of the Council's Corporate Plan 2015-20, as measured by a combination of progress against priority projects/high level actions and performance against KPIs.

This report will be considered by the Executive at its meeting on 7 March 2019.

Recommendation:

The Scrutiny Committee is asked to consider the contents of the report and make any comments on the Council's performance.

Reasons for recommendation

The Committee is asked to consider the information as set out in the report as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

1. Introduction and background

- 1.1** Please see the report considered by the Executive on 7 March 2019 attached to this report at Appendix A.

2. The Report

- 2.1** Please see the report considered by the Executive on 7 March 2019 attached to this report at Appendix A.

3. Alternative Options Considered

None applicable.

4. Implications

4.1 Legal Implications

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

4.2 Financial Implications

Please see the report considered by the Executive on 7 March 2019 attached at Appendix A to this report.

4.3 Policy and Risk Implications

Please see the report considered by the Executive on 7 March 2019 attached at Appendix A to this report.

4.4 Corporate Plan Implications

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The information contained in the report enables the Council to monitor its performance.

4.5 Resource Implications

Please see the report considered by the Executive on 7 March 2019 attached at Appendix A to this report.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Please see the report considered by the Executive on 7 March 2019 attached at Appendix A to this report.

5. Conclusion

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing the Council's

performance; the Committee's comments and observations on performance are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 7 March 2019

Appendix B – Appendix A of the Executive Report – 7 March 2019

Contact Officer:

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

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Report Reference Number: E/18/48

To:	The Executive
Date:	7 March 2019
Status:	Non Key Decision
Ward(s) Affected:	All
Author:	Stuart Robinson, Head of Business Development & Improvement
Lead Executive Member:	Mark Crane, Leader of the Council
Lead Officer:	Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 3 – 2018/19 (October to December)

Summary:

The quarterly Corporate Performance Report provides a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs.

Recommendations:

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

Reasons for recommendation

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

1. Introduction and background

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Corporate Plan 2015-20 – is a key element of the performance management arrangements. The Corporate Performance Report clearly follows the structure of the Corporate Plan, with a report card for each of the four main priority areas.
- 1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:

- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
 - performance against KPIs (are targets being met; are we getting better)
- 1.3 The Corporate Performance Report (see appendix A) sets out the detail in terms of progress (or otherwise) against the Council's priorities.

2. Reporting Period

- 2.1 The specific focus of this report covers the period October to December 2018. The Corporate Plan 2015-20 has provided consistency in terms of the direction the Council is seeking to follow and the specific priorities.

2.2 Summary of progress

Quarter 3

To summarise progress in quarter 3:

- 52% of KPIs are showing improvement over the longer term, or have maintained 100% performance.
- 45% of KPIs are on target - a further 14% of KPIs are within five percent of target.

2.3 What went well in quarter 3

- Economic growth service delivery – as measured by the Leeds City Region LEP - is performing highly across all parameters. Relative to its business stock, SDC is one of the highest performers in the LEP region.
- Housebuilding - 6 dwellings in Ulleskelf completed for affordable rent for Selby District Housing Trust: 3 each of 2 bedroom and 3 bedroom houses.
- Emergency/urgent repairs to council owned properties completed on time – 100% against a target of 97%
- Total number of empty homes brought back into use through direct action, 7 this quarter against a target of 5. To date, 24 have been brought back into use in 2018/19 – exceeding the annual target of 20
- Missed bins – reduction in the quarterly number of missed bins for the fourth quarter in a row – only 74 of 232,000 were missed in Q3 which was only 9 missed bins more than the increasingly challenging target.
- Planning – we continue to exceed targets for the processing of planning applications.
- Average days to process new Benefit claims and changes in circumstances reduced significantly compared to the last couple of quarters – and both are better than target. Technology improvements – enabling some automation of Universal Credit award details – have sped up these changes freeing up assessor time to concentrate on other work.

- Average wait time for customer phone calls to be answered was 0.53 against a target of 2 minutes. Excellent results with new team members still in their training periods, and the team training on personal land charges searches (which were introduced in December 2018).
- Average wait time - in minutes - before a customer is seen by an advisor was 4.33 against a target of 10 minutes. We received 3594 face to face customers (not including enquiries on reception) for Q3, compared to 4165 for Q3 2017. Average wait time has decreased by 2 mins.
- Stage 2 complaints – 100% fully responded to within the timescale for this quarter, against a target of 90%. This 100% performance has been maintained for the last three quarters.

2.4 What did not go so well in quarter 3 – and what will we do about it

- During Q3 we re-let 74 properties in an average of 62.1 days which compares to us re-letting 61 properties in 36.3 days in 2017/18. There has been a 17% increase in the number of voids and an increase in the work required. In 18/19 we have re-let 208 properties, in 17/18 by the end of Q3 we had re-let 173 properties. Of these 31% were 'normal' voids, 22% 'major' voids, requiring a new kitchen or bathroom and 47% 'refurbishment' voids, requiring a full scheme of improvement (bathroom, kitchen, re-wiring, damp works etc.). Due to the extensive work these refurbishment voids have an average re-let time of over 20 weeks. Bids for additional funding to address the 'refurbishment' voids will provide increased resources and an improvement programme which will be monitored separately next year. Additional temporary staff have been recruited to help clear the backlog. Monthly updates on progress will be provided to the portfolio holder.
- Average days sick per FTE – At 8.2 days per FTE it is broadly average for the sector. Sickness absence increased slightly from Q2 and is higher than a year ago. Long term absence currently dominates our absence profile with 56% of days lost in Q3 – traditionally the profile is 60:40 short: long term. The number of long term absences reduced from October and, whilst October saw one of the highest levels of sickness this year, both November and December were significantly lower – and also lower than the same months in 2017 giving some cause for optimism. We continue to actively support absence management and further absence training is being rolled out. We have commenced a review of our absence policy.
- Number of visits to combined leisure centres – Whilst visitor numbers during Q3 are below target they are up slightly on the same period last year. Q3 is historically a less active period whilst Q4 is historically the best performing quarter of the year and so we anticipate significant improvements for year-end. We will consider whether it is appropriate to have profiled targets next year to reflect seasonal variations.
- Delivery of savings against the profile has changed over the year. The rating is amber. Whilst the savings have not been achieved and are estimated at £198K below target, it is still expected that the savings will be achieved once reprofiled. The slippage is due to planning and asset rationalisation projects. A refreshed plan has been put forward as part of

the budget.

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

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

4.3 Policy and Risk Implications

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

4.4 Corporate Plan Implications

This report provides a progress update on delivery of the Council's Corporate Plan.

4.5 Resource Implications

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

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

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

5. Conclusion

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

6. Background Documents

None

7. Appendices

Appendix A: Corporate Performance Report Quarter 3 2018/19

Contact Officer:

Stuart Robinson
Head of Business Development & Improvement
Selby District Council
srobinson@selby.gov.uk
01757 292296

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Delivering corporate priorities

Corporate
Performance Report
Quarter 3 2018/19

Delivering corporate priorities: Summary Q3 2018/19

Key

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

Key focus of our work What's gone well; what are we concerned about

Delivering Priority 1 - A great place to... **do Business**

Secure new investment in the district

(Lead Director: D Caulfield)



What's gone well this quarter:

- We completed the inaugural Economic Partnership Forum. The subject for the Forum was Infrastructure and Transport and was supported by key speakers from Transport for the North and Northern Powerhouse. Attendees included CEOs from the District's major businesses, representatives from rail and bus providers, operational officers from SDC and NYCC plus Executive Members from both SDC and NYCC.
- LCR Growth Service Programme Performance was reviewed with the LEP. Service delivery for SDC is performing at the highest level across all parameters. In overall terms SDC, relative to its business stock, is one of the highest performers in the LEP region.
- Transformational Infrastructure / Better Together Workshop, delivered with NYCC it was a first step in delivering long term infrastructure solutions across the District. The focus is to recognise the long term needs of both residential and commercial growth and respond with a holistic approach.
- Whitworth Brothers Flour Mill Planning submission for a £40 million investment that will bring new skilled jobs to the District.

What are we concerned about:

- Risks to unlocking the significant potential of the key transformational development sites identified in the 2018 update to our Corporate Strategy.

Improve employment opportunities

(D Caulfield)



What's gone well this quarter:

- Pubs across the district will continue to benefit from business rate relief (with a decreased windfall from this year's level) to ease the burden on struggling landlords.
- Whitworth Bros acquisition of the Rank Hovis facility on Barlby Road with plans for future expansion of site capacity and creating new employment opportunities.
- Construction work has commenced at the P3P Food Technology Park in Camblesforth. The first phase of the work is targeted for completion October '19 when the new tenant will take control of the facilities. The site is projected to create up to 250 skilled jobs.

What are we concerned about:

- Access to Employment for employers at Sherburn Enterprise Park, there have been further delays in getting a commercial solution in place to support long term demand in the area linked to the prime recruitment locations. New endeavours in collaboration with Wakefield Council are still being progressed.

Improve access to training and skills for work

(D Caulfield)



What's gone well this quarter:

- Our monthly SME networking event is well attended with an average attendance of 25 small businesses each month. In addition, over 70 delegates have attended seminars on subjects including: Social Media, HR and Leadership Skills.
- In addition a suite of 10 workshops is currently underway with Selby College including: Introduction to Management, Health & Safety and Customer Service.
- Enabled Drax to engage with 7 local cluster schools (primary and secondary) to develop a long term plan for investing in schools STEM curriculum.
- Commitment to the Selby District Business Week, March 4th to 8th 2019 coincides with the National Apprenticeship Week. A full event schedule has now been agreed with presenters, workshops and skills/training providers.
- The SDC Economic Partnership Forum will be a main event during the Business Week and will focus on the skills challenges facing employers, employees and training providers and will be an important indicator on how we support and deliver the skills and training needed to support future growth expectations.
- At the November '18 Economic Partnership Forum, the General Manager of the Saint Gobain glass plant raised a point regarding specific skills shortages that has been holding back aspects of their business growth. As a result SDC have referred a specialist ICT training provider to Saint Gobain and they are now working together to resolve the skills shortage.

What are we concerned about:

- N/A

Help Selby, Tadcaster and Sherburn reach their potential

(D Caulfield)



What's gone well this quarter:

- Support local businesses – a 'drop and shop' offered childcare at the Summit Indoor Adventure for pre-Christmas Saturday shopping in Selby.
- Free parking available in Council car parks every Saturday in December.
- Selby Town confirmed as the finish location for day one of Tour de Yorkshire - a major boost for the town.
- Roadshow planned to enable local businesses and community groups to maximise benefits from Tour de Yorkshire and Selby 950 celebrations. Welcome to Yorkshire and SDC will co-host the event at Selby Abbey.
- Pop-Up realm – Repositioning of the temporary seating and planters has 'tested' community use of more public spaces.
- Support Tadcaster and Rural CIC and Tadcaster Business Forum in their investigation of a Business Improvement District for Tadcaster.

What are we concerned about:

- N/A

Delivering Priority 2 - A great place to...**Enjoy Life**

Improving the supply of housing

(Lead Director: D Caulfield)



What's gone well this quarter:

- Cawood Housing Needs Survey carried out to identify if there is need for affordable housing and the type and mix of homes that are required.
- We continue to meet housing supply targets outlined in the core strategy through private developer housing and direct build of affordable housing in the pipeline from SDC and Selby & District Housing Trust (SDHT).
- SDC scheme of 13 new homes for affordable rent (part funded by SOAHP grant from Homes England) is running to programme and nearing completion.
- 6 dwellings in Ulleskelf for affordable rent completed for SDHT – 3 each of 2 bedroom and 3 bedroom houses.

What are we concerned about:

- Increase in construction costs affecting financial viability of schemes - Carried out a Value for Money exercise during procurement of new construction contracts.

Improving healthy life choices

(D Caulfield)



What's gone well this quarter:

- New campaign launched focused on disposing chewing gum properly. 'Bin it your way', backed by local schools/colleges, as part of 'Don't be a Waster' campaign.
- Also as part of 'Don't be a Waster', a cookery demonstration organised by SDC was held in Selby to encourage residents to reuse their pumpkins after Halloween.
- Festive film launched to encourage recycling had 7,147 views, reaching 12,803 people
- Three high schools (Barlby High, Selby High & Brayton Academy) joined SDC's blog competition as part of 'Don't be a Waster' campaign.
- Local Cycling Walking Infrastructure Plan project commenced in partnership with NYCC; working to identify key cycling and walking routes and priority development projects for transport infrastructure planning.

What are we concerned about:

- N/A

Delivering Priority 3 - A great place to... **Make a Difference**

Empowering and involving people in decisions about their area and services

(Lead Director: D Caulfield)



What's gone well this quarter:

- Public consultation surveys on how to improve Micklegate and Back Micklegate car parks have been completed including 27 businesses, 46 on site user interviews and 184 responses online.
- Public consultation launched on proposed changes to our Taxi Licensing Policy.
- Tenants Christmas meeting – Housing Tenant Services held a Christmas get together for those who had been involved in tenant participation throughout the year. The event was very well attended and gave an opportunity for tenants to submit their wishes for the housing service over the next 12 months.
- Two Night Time Economy operations carried out in Selby town centre in November and December 2018, including work with Pub Watch, the police, Horizons, IDAS and with a passive drugs dog. 10 licenced premises were visited. Positive engagement was achieved with the public, understanding their concerns and what they would like to see from across the community safety partnership. Information about domestic abuse and substance misuse services also given out.

What are we concerned about:

- N/A

Enabling people to get involved, volunteer and contribute to delivering services locally

(D Caulfield)



What's gone well this quarter:

- The leader pledged to support Selby District Children's Literature Festival –a free festival to bring communities together, giving opportunities for all.
- Successfully supported IHL to apply for £1700 funding from the Office of the Police, Fire and Crime Commissioner. Developing a targeted prevention programme to tackle anti-social behaviour. Aimed at engaging primary schools.

What are we concerned about:

- N/A

Facilitating people to access and use alternative service delivery methods

(D Caulfield)



What's gone well this quarter:

- Hate Crime workshops completed and delivered by Stop Hate UK. The session included at least 8 different partner agencies including SDC and Amey PLC and raised awareness of what hate crime is, where it can be reported, and what support can be put in place.

What are we concerned about:

- N/A

Delivering Priority 4 - Delivering **Great Value**

Working with others and co-developing the way in which services are delivered

(Lead Director: J Slatter)



What's gone well this quarter:

- North Yorkshire Home Choice Planning Away Day – All Board and Operational Group members of North Yorkshire Home Choice met to plan the future for how we allocate social housing across the sub region in order to provide increased choice in housing to residents in North Yorkshire and help to create sustainable, mixed communities where people choose to live.
- Construction work has commenced on the extension to accommodate the Police to co-locate at the Civic Centre, bringing services together to support customers.
- Good progress on Better Together (BT) collaboration with NYCC, e.g. BT Steering Group Meeting agreed to progress joint working on health, social care and district council services with a view to “jointly helping people to live well in the locality”. Officers have identified that a key opportunity to improve outcomes in the area would be to take a multi-agency approach to identifying and resolving “stuck cases” around things like mental health and wellbeing and transfers of care – including minor adaptations and the use of the Disabled facilities Grant (DfG). Other agreed areas of focus include: Active Travel – the development of a local walking and cycling infrastructure plan for Selby; Health in planning, to ensure planning applications, masterplans and associated legal agreements for new developments consider health and wellbeing objectives; and a workplace Well-Being Charter.

What are we concerned about:

- N/A

Commissioning those best placed to deliver services on our behalf

(J Slatter)



What's gone well this quarter:

- During quarter 3 we have commissioned and awarded contracts for, Selby Abbey 950 Events Co-ordinator, Civil works to Portholme Culvert, CEF delivery partner, Landscape Character Assessment, Landscape Sensitivity Assessment, Review of Locally Important Landscape Areas, Damp works to HRA properties, External Telecoms and Car Park Improvements to Audus Street and South Parade.
- Commissioning and sourcing training delivered to over 30 staff from across the organisation.

What are we concerned about:

- N/A

Making sure we communicate well with customers to help us understand what matters, to listen and learn and to enable us to offer the right support

(J Slatter)



What's gone well this quarter:

- In order to improve service to our customers, the Housing Support staff who deal with a wide range of tenancy matters, delivered internal training to the Customer Services Advisers at the Contact Centre followed by a period of shadowing by both teams. All the staff involved felt that this would improve the service for our tenants and customers.

What are we concerned about:

- N/A

**Helping people
access services
digitally**
(J Slatter)



What's gone well this quarter:

- Chanel Shift - The solution for the Revenues and Benefits has been purchased and integration work is currently ongoing to set up the citizen access portal for customers.
- SDC have signed up to the Local Government Digital Declaration. It commits us to, amongst other things, designing services that meet the needs of citizens. We will be collaborating with NYCC to improve accessibility and availability of services on our website.

What are we concerned about:

- N/A

Delivering corporate priorities: Exceptions Q3 2018/19

Summary

52%

KPIs improved¹

45%

KPIs on target

Indicator/action	Exception	Actions/Comments
Positive performance - KPIs		
% of repairs to council-owned properties completed within agreed timescales	Target exceeded	100% against a target of 97%. All emergency/urgent repairs were completed within time.
Total number of Empty Homes (6 months +) brought back into use through direct action	Target exceeded	This quarter, 7 empty homes were brought back into use. In the year to date, a total of 24 homes have been brought back into use, exceeding the annual target of 20.
Average days to process new claims (total)	Target exceeded	The average time to process new housing benefit claims for Q3 was 17.19, against a target of 22 days. Improvements were made with the Northgate system which has allowed for some automation of Universal Credit award details. This has speeded up these changes freeing up assessor time to concentrate on other work.
Average wait time for customer phone calls to be answered	Target exceeded	0.53 minutes against a target of 2 minutes. 25797 calls were received this quarter, 24505 have been answered within the average wait time of 53 secs. For Q3 in 2017 we received 26247 calls, 23332 were answered within an average wait time of 1 min 51 secs (below target of 2 mins wait time). Decrease of 450 calls received compared to last year's Quarter and again an increase in calls answered. Excellent results with new team members still in their training periods, and the team training on personal land charges searches which were introduced in December 2018.
The average wait time - in minutes - before a customer is seen by an advisor.	Target exceeded	We received 3594 face to face customers (not including enquiries on reception) for Q3, compared to 4165 for Q3 2017. Average wait time has decreased by 2 mins. On behalf of DWP we continued to provide 1-2-1 assisted digital and personal budgeting support for Universal Credit.
% stage 2 corporate complaints fully responded to in required time	Target exceeded	We responded to 100% of stage 2 complaints within time, against a target of 90%. We have maintained this level of performance for the last three quarters.

¹ Improved, or maintained at 100% performance, as in the % stage 2 corporate complaints indicator.

Indicator/action	Exception	Actions/Comments
Performance concerns – KPIs		
Number of visits to combined leisure centres	Target not met	Whilst visitor numbers during Q3 are below target they are up slightly on the same period last year. Q3 is historically a less active period whilst Q4 is historically the best performing quarter of the year and so we anticipate significant improvements for year-end. We will consider whether it is appropriate to have profiled targets next year to reflect seasonal variations.
Average time taken to re-let vacant Council homes (General Need & Sheltered combined)	Target not met	During Q3 we re-let 74 properties in an average of 62.1 days, which compares to us re-letting 61 properties in 36.3 days in 2017/18. There has been a 17% increase in the number of voids and an increase in the work required. In 18/19 by the end of Q3 we have re-let 208 properties, in 17/18 by the end of Q3 we had re-let 173 properties. Of these, 31% were 'normal' voids, 22% 'major' voids, requiring a new kitchen or bathroom and 47% 'refurbishment' voids, requiring a full refurbishment of the property. Due to the extensive work these 'refurbishment' voids have an average re-let time of over 20 weeks. Bids for additional funding to address the 'refurbishment' voids will provide increased resources and an improvement programme which will be monitored separately next year. Additional temporary staff have been recruited to provide resources to clear the backlog.
Amount of planned savings achieved	Target not met	The delivery of savings against the profile has changed over the year. The rating is amber. Whilst the savings have not been achieved and are estimated at £198K below target, it is still expected that the savings will be achieved once reprofiled. The slippage is due to planning and asset rationalisation projects. A refreshed plan has been put forward as part of the budget.
Average days sick per FTE (full time employee) Rolling 12 months	Target not met	At 8.2 days per FTE it is broadly average for the sector. Sickness absence increased slightly from Q2 and is higher than a year ago. Long term absence currently dominates our absence profile with 56% of days lost in Q3 – traditionally the profile is 60:40 short: long term. The number of long term absences reduced from October and, whilst October saw one of the highest levels of sickness this year, both November and December were significantly lower – and also lower than the same months in 2017 giving some cause for optimism. We continue to actively support absence management and further absence training is being rolled out. We have commenced a review of our absence policy.

Delivering corporate priorities: KPIs

Q3 2018/19

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

KPI	Direction of Travel	PI History				Current Value	Target	Short Term Trend	Long Term Trend	Status
		Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19					
Number of SMEs supported	Aim to Maximise	31	43	49	53	47	50			
Average time taken to re-let vacant Council homes (General Need & Sheltered combined)	Aim to Minimise	36.3	43.6	40.5	43.6	62.1	26			
% of repairs to council-owned properties completed within agreed timescales (emergency/urgent repairs combined)	Aim to Maximise	99.17	99.90	98.66	99.67	100.00	97.00			
Total number of Empty Homes (6 months +) brought back into use through direct action	Aim to Maximise	9	5	6	11	7	5			
Number of missed bins per 1,000 collections (Note: average collections per month 77,276)	Aim to Minimise	0.21	0.69	0.42	0.37	0.32	0.28			
Number of visits to combined leisure centres	Aim to Maximise	78,052	109,946	109,073	95,746	80,209	100,000			
% of Council Tax collected	Aim to Maximise	85.30	98.37	29.85	57.13	84.65	85.60	-		
% of Council Housing Rent & Arrears collected	Aim to Maximise	98.11	98.52	93.31	94.96	97.24	98.10	-		
% of Non-domestic Rate collected	Aim to Maximise	79.89	99.36	28.68	55.50	80.88	82.00	-		
% of Sundry Debt collected	Aim to Maximise	81.95	98.09	46.3	73.09	80.03	81.95	-		
External auditor Value for Money conclusion (annual)	-	Yes				Yes	Yes	-	-	
Amount of planned savings achieved (£)	Aim to Maximise	889,000	923,000	244,750	896,000	855,000	1,053,000		-	
Average days to process new claims (total)	Aim to Minimise	17.18	21.56	23.84	21.14	17.19	22.00			
Average days to process Change of Circumstances	Aim to Minimise	4.74	3.32	4.82	5.54	4.33	8.40			
Processing of planning applications: % Major applications processed in 13 weeks	Aim to Maximise	65.00	88.89	87.50	100.00	78.57	60.00			

KPI	Direction of Travel	PI History				Current Value	Target	Short Term Trend	Long Term Trend	Status
		Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19					
		Value	Value	Value	Value					
Processing of planning applications : % Minor & Other applications processed in 8 weeks	Aim to Maximise	87.69	89.02	86.78	73.53	80.43	75.00	↑	↓	✓
% stage 1 corporate complaints fully responded to in required timescale	Aim to Maximise	92	88	94	94	81	90	↓	↓	⚠
% of FOI responded to within 20 days	Aim to Maximise	88.11	86.31	90.34	89.06	86.27	86.00	↓	↓	✓
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	6.33	7.33	5.33	6.33	4.33	10.00	↑	↑	✓
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.44	1.54	1.07	1.25	.53	2.00	↑	↑	✓
% of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels	Aim to Maximise	-	-	31.92	32.17	29.2	30	↓	-	⚠
Corporate health & safety : The number of incidents reported in the last 12 months (rolling year)	Aim to Minimise	16	15	14	17	15	12	↑	↑	⚠
Average days sick per FTE (full time employee) Rolling 12 months	Aim to Minimise	6.79	6.33	7.30	8.10	8.19	5.00	↓	↓	⛔
Amount of Business Rates retained (£s)	Aim to Maximise	9,730,189	9,720,451	10,007,543	10,007,821	10,007,821	7,500,000	▬	↑	✓
Council Tax base	Aim to Maximise	30767.7	30797.6	30539	30870.8	31160.3	30900	↑	↑	✓
Number of GP Referrals	Aim to Maximise	88	97	63	48	46	75	↓	↓	⛔
% of active 'Lifestyle' members participating in 1 or more sessions per week	Aim to Maximise	42.1	46.6	43.9	39.5	43.5	51	↑	↑	⚠
Percentage of stage 2 corporate complaints fully responded to in required time	Aim to Maximise	100	75	100	100	100	90	▬	▬	✓

Context indicators

Q3 2018/19

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

Indicator	Update frequency	Previous Value	Latest Value	Regional comparison
Resident population of the district	annual	86,900	87,900	n/a
% of the district population of working age (16-64)	annual	62	61.6	above average
% of the district population aged 65+	annual	19.7	19.9	below average
% working age population in employment	quarterly	77.7	76.1	above average
% working age population claiming Job Seekers Allowance	quarterly	0.9	0.5	below average
% working age population qualified to Level 4+ (annual measure)	annual	31.1	28	below average
% working age population with no qualifications (annual measure)	annual	8.9	7.6	above average
Total Gross Value Added (£)	annual	1,879m	1,930m	n/a
VAT Registrations per 10,000 Population Aged 16+	annual	-	486.9	n/a
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	553.40	546.9	above average
Unemployment Rate - % of 16-64 working age population	quarterly	5.1	3.7	above average
% adults defined as overweight or obese (annual measure)	annual	63.8	63.5	below average
% children defined as obese (at year 6) (annual measure) (to be reported in Q4)	annual	17.87	18.2	above average



Report Reference Number: S/18/25

To: Scrutiny Committee
Date: 12 March 2019
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 31 December 2018

Summary:

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which sets out Financial Results and Budget Exceptions Report to 31 December 2018, which was considered by the Executive at its meeting on 6 February 2019.

Recommendation:

The Scrutiny Committee is asked to consider the contents of the report and make any comments on the Council's financial results and budget exceptions.

Reasons for recommendation

The Committee is asked to consider the information as set out in the report as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The financial information contained in the report enables the Council to monitor its financial and budgetary position and to ensure that budget exceptions are brought to the attention of Councillors.

1. Introduction and background

- 1.1** Please see the summary and introduction and background sections of the report considered by the Executive on 6 February 2019 attached to this report at Appendix A.

2. The Report

- 2.1** Please see the report considered by the Executive on 6 February 2019 attached to this report at Appendix A.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

Please see the report considered by the Executive on 6 February 2019 attached at Appendix A to this report.

4.2 Financial Implications

Please see the report considered by the Executive on 6 February 2019 attached at Appendix A to this report.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The financial position and performance against budget is fundamental to delivery of the Council's Corporate Plan, achieving value for money and ensuring financial stability.

4.5 Resource Implications

None applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing the Council's performance; the Committee's comments and observations on financial results and budget exceptions are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 6 February 2019

Appendix B – Appendices A to D of the Executive Report – 6 February 2019

Contact Officer:

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

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Report Reference Number: E/18/43

To:	Executive
Date:	6 February 2019
Status:	Key Decision
Ward(s) Affected:	All
Author:	Peter Williams, Head of Finance
Lead Executive Member:	Cllr C Lunn, Lead Executive Member for Finance & Resources
Lead Officer:	Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 31st December 2018

Summary:

At the end of quarter 3, the General Fund is indicating an outturn surplus of (£71k). There are a number of variances (positive & negative) which make up this surplus including; shortfall on planned savings, staffing savings; changes in waste and recycling income and higher investment income. The HRA is indicating an outturn surplus of (£401k), (£348k) at Q2, which is mainly driven by lower external borrowing requirements, investment income, offset by lower rents and grants.

Planned savings for the year have already been achieved in the HRA. However, General Fund savings are showing a forecast shortfall of £198k. Details of the planned savings and their status can be found in Appendix B.

The capital programme is currently forecasting an underspend of (£8,425k); (£4,817k) GF and (£3,608k) HRA; In the GF the majority relates to loans to Selby & District Housing trust, Disabled Facilities Grants, asset maintenance and ICT systems some of which will be required to be carried forward to 2019/20 to meet project profiles. Similarly within the HRA a significant saving has been identified but will be required to be carried forward to join up programmes of work. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth was established as part of the budget setting process. These projects are delivered over multiple years, and so are shown at total project value rather than in year delivery.

Recommendations:

Recommendations:

It is recommended that:

- i) The Executive endorse the actions of officers and note the contents of the report;

Reasons for recommendation

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

1. Introduction and background

- 1.1 The revenue budget was approved by Council on 22 February 2018, this report and associated appendices present the financial performance as at 30 December 2018 against the budget.

2. Main Report

General Fund Revenue

- 2.1 Details of forecast variances against budget are set out at Appendix A.

General Fund Account – Q3 2018/19	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	18,351	18,082	(269)
Settlement Funding including RSG/NDR and other Grants	(4,198)	(4,198)	(0)
Amount to be met from Council Tax	14,153	13,884	(269)
Council Tax	(5,403)	(5,403)	0
Collection Fund Surpluses	(7,724)	(7,724)	0
Shortfall/(Surplus)	1,026	757	(269)
Savings Target	(358)	(161)	198
Net Surplus / (Deficit) transferred from Business Rates Equalisation Reserve	(668)	(668)	0
Net Revenue Budget	0	(71)	(71)

- 2.1.2 The main forecasted variances against the General Fund deficit are:

- A £198k shortfall on planned savings as outlined in the planned savings section of this report and in more detail in Appendix B.
- Salary savings of (£236k) as a result of vacancies being held to mitigate the shortfall in planned savings, it is anticipated that this may increase as the impact of frozen posts is realised.
- Additional income of (£178k) expected in investment interest due to buoyant cash balances and the recent rates rise, although £43k is above the £300k ceiling and will be transferred to the contingency reserve.
- Planning Fee income & Pre Application advice anticipated to exceed target (£142k), through large applications and fee increases with £60k of this contributing towards the planned savings target for Planning.

- Shortfall in Housing Benefit Admin Grant, £124k. This grant continues to reduce year on year and the impact is being reviewed as part of the 2019/20 budget setting process.
- The careful management of waste collection rounds reducing the need for additional vehicles may generate up to (£105k) savings for the year across all 3 collection services, although recycling income remains volatile and current forecasts suggest a shortfall of £63k due to the price per tonne of recyclable materials, although this is offset by (£52k) for recycling contractors, gate fees and disposal costs.

2.2 Housing Revenue Account (HRA)

Housing Revenue Account – Q3 2018/19	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	11,075	10,627	(448)
Dwelling Rents	(11,940)	(11,893)	47
Shortfall / (Surplus)	(865)	(1,266)	(401)
Savings Target	0	0	0
Net Surplus / (Deficit) transferred to Major Repairs Reserve	865	865	0
Net Revenue Budget	0	(401)	(401)

2.2.1 The main forecasted variances against the HRA surplus are :-

- External borrowing is expected to be lower due to work programmes being funded from grants and internal borrowing in the short term. It is anticipated that external borrowing will be needed in the future, but a saving of approximately (£374k) is expected this year.
- Investment interest, as a result of buoyant cash balances and a recent rise in interest rates, is expected to exceed budget by (£73k).
- Housing Rents are anticipated to be lower than target by £47k this is due in the main too long term void properties requiring greater investment. Budget is available in the capital programme to address this.

2.3 Planned savings

The General Fund savings target for the year is £360k. Current forecasts indicate a shortfall against this target of (£198k) with further risk in some additional areas. The key areas to note are as follows:

- Planning savings of £200k were set but this is now not expected to be met with the latest forecast indicating a £60k saving this year. Income remains buoyant for the year through large applications and is anticipated to be exceeded.
- Asset rationalisation had a target of £50k saving to be generated from Police Co-location to the Civic Centre. This will not happen in the current

year but plans for the Civic Centre extension are progressing. The Police Co-location move will complete in April 2019/20.

- Collaboration with another local council has generated £30k of additional income.
- Details of all planned savings can be found in Appendix B.

2.4 Capital Programme

2.4.1 The capital programme shows a forecast underspend of (£4,817k) in the General Fund the variance is made up of :-

- Loans to Selby & District Housing Trust are anticipated to be (£4,128k) under budget for 2018/19, this is due to the profile and progress of on-site developments. Costings outlining packaging up smaller sites for development to deliver value for money and further details of phase 2 and 3 development were presented to the Executive on 6 December 2018.
- IHL have completed inspections of the items in the planned maintenance programme for 2018/19 and no works are required to leisure facilities. This budget of (£30k) will be rolled over to cover future maintenance works and the 19/20 maintenance works programme.
- Various ICT system programmes and upgrades are (£184k) lower than expected, the majority of this is slippage and will be carried forward to 2019/20 to continue projects.
- The car park improvement programme is progressing well, as the funding is for works across all the district funding will be required to be carried forward (£182k).
- A significant underspend is likely for Disabled Facilities Grants (£243k), although the grant budget available and spend have increased this year to £205k with a projected spend of £354k. Work is taking place to encourage more applications through the new in-house team and the lifeline service.

2.4.2 The HRA capital programme is anticipating to date a underspend of (£3,608k) for the year made up of:-

- A small saving (£29k) is anticipated on the completion of the Byram Park Road Housing Development with the scheme complete in February 2019.
- Savings of (£75k) are anticipated on Environmental Improvement works as there are no plans to progress any more works beyond the projects identified.
- Due to the profiling of the implementation of the Housing & Asset Management system (£44k) is required to be carried forward to complete the project.
- Slippage is expected on the pointing and roofing schemes (£904k), this is in relation to the Hillside scheme in Tadcaster currently under consultation.
- The Empty Homes Programme is unlikely to be fully committed this year due to the length of time required to progress a CPO and identifying suitable RTB buy backs (£400k), slippage anticipated.

- All contracts have been reviewed and renewed which has slowed spend on planned and cyclical maintenance and budgets will be carried forward to support the new capital programme in 2019/20.
- The next phase of HRA housing development is not expected to commence on site before September 2019, (£1,200k) will need to be carried forward to support the developments.

2.4.3 Capital receipts in the HRA are expected to be £76k higher than forecast. 4 houses have been sold during October & November (13 year to date) in line with budget setting assumptions. However, retained receipts for the year to date are £10k for use on housing development and are much lower than expected.

3. Programme for Growth

3.1 A project by project progress report can be found in Appendix D.

3.2 Good progress overall continues to be made across the range of PfG projects with the full £6.7m of project budgets forecast to be spent over the lifetime of the programme. Some highlights include:

- Health Living Concepts Fund - has jointly funded Local Cycling and Walking Infrastructure Plans with North Yorkshire County Council which can then be used to secure funding for infrastructure investment
- Visitor Economy (Tourism and Culture) – 2 key staff appointed to oversee this work with 3 year action plan agreed. They are playing a key role in delivery of other PfG projects such as Celebrating Selby 950 and the Tour de Yorkshire which will both be delivered in 2019.
- Growing Enterprise – this jointly funds our SME Business Advisor post and work through Ad:Venture and Digital Enterprise which has secured significant grant aid and expert support for local businesses in the district.
- Retail Experience (STEP) – this has funded the pop-up public realm in Selby Town and led to a re-invigorated STEP which is now driving forward a range of initiatives to support the high street and enhance the town centre
- Empty Homes – the project is progressing well, the Empty Homes Officer has directly helped to bring empty properties back into use, we have secured significant Homes England funding for this and we are now pursuing our first CPO to bring an empty property back into use
- Making our Assets work – we are now working on a Joint Venture to develop Edgerton Lodge for housing and have secured significant Homes

England funding through Accelerated Construction to redevelop Portholme Rd and Bondgate, including funding for groundworks.

3.3 Progress has not been as good on a number of other projects including:

- Tadcaster Linear Park - but this is now moving to final scheme design and costings to enable start on site in 2019.
- Town Masterplanning – this was paused to focus less on strategy and more on project delivery but recent opportunities such as the government's £600m+ Future High Street Fund are emphasising the importance of having a clear vision and set of priorities in place for town centres to enable subsequent projects to be funded. We will therefore be re-engaging on this project to develop bespoke visions and delivery plans for each of the three towns.

3.4 A key issue looking forward is to ensure that the PfG is properly aligned with the recently adopted EDF Action Plan for 2019 and 2020 and that the right resources are in place to ensure this can be delivered. Executive (January 2019) approved our proposed re-allocation of PfG resources to deliver the EDF Action Plan. The justification for this is outlined in more detail below.

3.5 In the Council's Medium Term Financial Strategy (MTFS), which seeks to make the Council more financially self-sufficient, one of the three key strands is growing our resources through investment in economic and housing growth to drive growth in Council Tax and Business Rates.

3.6 The Council's Corporate Plan refresh (2018) sets out clear ambitions for housing and economic growth and the Economic Development Framework (EDF) sets out the key priorities and actions required to deliver this. The report to Executive (January 2019) set out the excellent progress achieved since the framework was launched in November 2017 but also responded to the LGA Peer Review by identifying a smaller number of priorities to focus on. A key means of resourcing and delivering the EDF is the Programme for Growth (PfG) and that report set out proposals for re-aligned the Programme for Growth to ensure it reflects and helps to deliver these priorities.

3.7 The Report made it clear that 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 PfG 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 the housing and assets work but is likely to be in the region of £300k over 3 years (£100k per annum).

- 3.8 The amount within the existing PfG budget that is available for transfer to a PfG resources pot is currently £643k as set out in the January report to Executive (Appendix E). This means that over £140k plus the £172k still unallocated in the PfG will remain available to address future resource issues.

4. Alternative Options Considered

Member's comments on the approach to delivery of the P4G work streams are sought for Programme for Growth.

5. Implications

Not applicable

5.1 Legal Implications

There are no legal issues as a result of this report.

5.2 Financial Implications

The financial implications are highlighted in the body of the report and appendices.

5.3 Policy and Risk Implications

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

5.4 Corporate Plan Implications

- 5.4.1 The financial position and performance against budget is fundamental to delivery of the Council's Corporate Plan, achieving value for money and ensuring financial stability.

- 5.4.2 The Programme for Growth plays a critical role in delivering the priorities set out in the Corporate Plan and its recent refresh. It also helps to deliver the priorities set out in the Economic Development Framework Year 1 Review, also on this agenda.

5.5 Resource Implications

- 5.5.1 The resource implications for delivering Programme for Growth are set out in the report and appendices.

- 5.5.2 Programme for Growth: A separate report was presented to the January Executive titled "Selby District Economic Development Framework 2017 – 2022 – Year one review and delivery plan 2019-2020". This discusses a re-balancing of the existing P4G budget to fund staffing and capacity proposals – see paragraphs 2.9-2.11 of that report and the accompanying Appendix C. These movements all fall within the agreed P4G budget envelope and are not

an additional call on financial resources. Any changes arising from that report will be reported in the final version of this report.

5.6 Other Implications

Not applicable.

5.7 Equalities Impact Assessment

Not applicable.

6. Conclusion

- 6.1 At the end of quarter 3, the outturn is indicating both a surplus in the General Fund and the HRA.
- 6.2 Some slippage on capital programmes are forecast.
- 6.3 The Programme for Growth has funded key staffing and projects integral to delivering the Council's Corporate Plan and Economic Development Framework (EDF) and this report outlines progress on the projects.
- 6.4 A separate report is to be presented to the January Executive titled "Selby District Economic Development Framework 2017 – 2022 – Year one review and delivery plan 2019-2020". The report highlights the substantial progress made since the Framework was launched at the Selby Growth Conference in November 2017. This direction of travel – Council's investing to stimulate growth – was reinforced at the recent District Council Network Autumn Assembly as the right direction to take in securing the future of places and helping Council's to become self-sustaining.

7. Background Documents

Not applicable.

8. Appendices

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

Appendix B – General Fund and Housing Revenue Account Savings.

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

Appendix D – Programme for Growth.

Contact Officer:

*Peter Williams
Head of Finance
Selby District Council
pwilliams@selby.gov.uk*

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GF Management Accounts 2018-19
Results as at 31st December

General Fund

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-207	-165	-232	-124	-343	-108	-178	Additional income expected in investment interest due to buoyant cash balances and the recent rates rise. The GF forecast is expected to exceed its £300k ceiling by £43k, this is to be transferred to the Contingency Reserve, a corresponding transfer has been made in the Accounting adjustments line below.
Recharges	-3,020	-3,006			-3,006			
Customer & Client Receipts	-7,309	-4,688	-3,329	-2,703	-4,657	-626	31	Numerous variances. Sale of bins for new developments (£20k), (£33k) Commercial Waste Income from increased customer base, offset by corresponding disposal costs in Supplies & Services below. Planning Fee Income and Advice is currently anticipated to exceed budget by (£82k) due to large applications and National Strategic Infrastructure Projects (NSIPs). There are anticipated income shortfalls in recycling income £63k, due to low prices for recyclates, £29k from private lifeline payers while the service is in transition to trial new service delivery, £40k Assets Team Trading due to staff shortages and Civic Centre Rental income £33k due to loss of hot desk income and delay in the Police Co-location project.
Government Grants	-15,673	-17,793	-10,793	-11,413	-17,650	620	142	Housing Benefit Admin Grant continues to reduce annually, this is partially offset by various smaller DWP new burdens grants grant £124k, including verification of earning and pension alerts, welfare reform changes and Universal Credit Admin changes. There is also £18k shortfall of Lifeline Support Grant due to the withdrawal of funding reported to the Executive in August.
Other Government Grant	-2,137	-1,541	-1,312	-1,156	-1,561	-156	-20	DCLG Property Searches Grant
Other Grants/Contributions Etc	-333	-30			-29			
Budget Savings Required		-358			-161		198	£140k shortfall in planning saving this year. Lower asset rationalisation saving due to contact centre move still being under discussion and will not take place in the current year. These shortfalls have been mitigated by other savings across the services.
Total Service Income	-28,679	-27,582	-15,666	-15,397	-27,408	-269	174	
Expenditure								
Employees	8,049	8,910	4,853	5,315	8,675	-462	-236	£106k GF posts, savings due to vacancies, likely to increase as impact on post freezes feed through. £130k duplicated bid no longer required.
Premises	678	709	554	551	745	3	36	£27k NNDR on corporate buildings as a result of latest RV review and various repair works on general fund property.
Supplies And Services	8,634	11,885	5,844	5,957	11,729	-113	-157	Forecast overspends as follows : transaction Charges for card payments £21k, Trade Waste Disposal from increase in new business £27k, upturn in the requirement for temporary accommodation £16k and costs associated with Communications support to RDC £11k. This is offset by refuse collection contract savings (£105k) across all collection services, the 18/19 budget was increased for additional rounds due to significant property growth in the district over the last 12 months, work continues with the contractor to mitigate the strain. A number of day changes / additional shifts have been undertaken in the first quarter and is likely to increase. Recycling costs are anticipated to be (£52k) below budget for disposal costs and contract fees, offset by corresponding income for the reduced value of recyclates. Demand for discretionary rate relief remains low and a saving against this budget (£71k) is anticipated, this is funded by reserves and a corresponding reduction can be seen in Accounting & non-service budgets below.
Transport	164	147	120	94	144	26	-2	
Benefit Payments	15,256	16,941	10,067	11,152	16,941	-1,085		
Support Services								
Third Party Payments	77	-22		-16	-22	16		
Drainage Board Levy	1,663	1,685	1,685	1,685	1,685			
External Interest Payable	100	75	38	56	75	-19		
Contingency		196			196			
Total Service Expenditure	34,621	40,526	23,160	24,793	40,167	-1,633	-359	
Total Accounting & Non Service Budgets	-5,942	-12,944	-11,549	-11,514	-12,829	-34	114	Corresponding reduction in reserve funding for discretionary rate relief £71k and £43k transferred to contingency reserve for investment income.
Net Total			-4,054	-2,118	-71	-1,937	-71	
Forecast (Surplus) / Deficit						-1,937	-71	

HRA Management Accounts 2018-19
Results as at 31st December
HRA

Appendix A

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-62	-75			-148		-73	Additional income expected in investment interest due to buoyant cash balances and the recent rates rise.
Garage Rents	-98	-100			-103		-3	
Housing Rents	-12,025	-11,940	-9,039	-8,955	-11,893	-84	47	Deficit in rent income anticipated through a number of long term void properties. Work continues to address long term void properties to get them back in to rental including procuring contractors for specific works. Sales to date have some influence but are in line with assumptions made for the year (13 sales to date). The new development scheme at Byram is due to complete early in the new calendar and will have a positive impact on income.
Customer & Client Receipts	-170	-145	-66	-59	-169	-6	-24	Hostel and Temp Accommodation rent income anticipated to exceed budget by (£8k), Property Recharges (£7k) and other smaller amounts including recovered legal costs, property management charges and room hire at the community centres.
Government Grants	-1	-20		-15		15	20	Loss of Supporting People Homelessness funding
Recharges	-14	-18	-7	-14	-18	7		
Total Service Income	-12,370	-12,298	-9,111	-9,043	-12,331	-69	-33	
Expenditure								
Employees	40	2	27	2	36	25	34	Costs of Cleaning staff at the Community Centres - permanent budget adjustment required.
Premises	747	806	453	496	785	-43	-21	The main variance is for Community Centre utilities (£16k) and numerous smaller variances.
Supplies And Services	1,127	1,060	595	611	1,055	-16	-5	There are numerous variances, the main being Tenant Participation costs (£18k) and the use of Sub-contractors (£8k). This is offset by materials £20k due to prices and work done in-house.
Support Services	2,752	2,806			2,806			
Transport	112	113	88	74	111	14	-2	Small saving on fuel and fleet running costs.
Debt Management Expenses	6	6			6			
External Interest Payable	2,413	2,787	1,492	2,090	2,413	-598	-374	No new borrowing anticipated for 2018/19 at this stage but interest rates rises may prompt action to increase borrowing to mitigate future interest costs. This will be kept under review during the year and forecasts will be updated if necessary.
Contingencies		75			75			
Provision for Bad Debts	69	263			263			
Total Service Expenditure	7,266	7,917	2,655	3,274	7,549	-618	-368	
Total Accounting & Non Service Budgets	5,104	4,380			4,380			
Net Total			-6,456	-5,769	-401	-687	-401	

Forecast (Surplus) / Deficit

-401

SAVINGS PLAN

Indicative Cumulative Profile - GF

Potential Saving	Sponsor	2018/19 Target £000's	2018/19 Forecast £000's	Q3 December 2018	Current Risk
Pest Control	KC	15	15	Completed	Low
Income generation	SR	0	0	Fees and charges are under review as part of the budget process with limited opportunities in 19/20 and further opportunities to be identified from 20/21 onwards . There will not be any additional income from fees and charges in the current year.	High
Process improvements /on-line transactions	JS	70	42.5	Channel shift and housing system projects have been approved. Work has been undertaken that has identified the savings and there is confidence that the target for 19/20 will be exceeded. Current year may see a shortfall due to timing in project delivery, but vacancies are being held to mitigate this in year.	Medium
Planning service review	JC	200	60	£60k of recurring savings have been proposed for 18/19. There are no overall savings from the planning function in the year to date due to overspends on agency staffing which are being addressed, so this has been put in amber in the forecast. There has been an increase in income this year, which will help to mitigate some of this short fall in the current year only. Potential for further savings in 19/20 looks challenging so the target in the revised budget has been reduced to £100k.	High

SAVINGS PLAN

Asset rationalisation	JS	90	28	Ex Profiles Gym has been let to a tenant generating £28k in 18/19. The remainder of this saving is dependent upon the contact centre move from Market Cross and Police Co-location. The extension to accommodate the Police and the contact centre (telecoms) will be completed by March 2019 some changes to the Civic Centre to accommodate face to face customers will take place in April 2019. Negotiations are ongoing with the landlord of Market Cross to realise the savings in rent. The Police move will take place in April which will generate £69,000 in rent and service charges.	High
Commissioning & collaboration	JS	0	30	The savings expected in 2019/20 have been identified as part of the budget process. The 18/19 target will be met through the work done by another local District Council.	High
New SDHT Loans	DC	17	18.3	Loans currently made to the Selby District Housing Trust will generate £18.3k of interest returns in 2018/19. A number of schemes are currently in progress, with negotiations taking place with developers with a scheme to acquire 12 S106 affordable housing properties recently agreed between SDC and the SDHT at Ulleskelf. The revised and expanded Housing Development Programme agreed by Executive in January 2018 identifies a significant role for the SDHT in delivery which will provide further loan opportunities for SDC. Forecast has been retained at the level of current existing loans, but there is scope for new loans to be made during the year.	Medium
PFI	KI	57	57	Completed	Low
MRP	KI	185	185	Completed	Low
Pension Fund Deficit	KI	419	419	Completed	Low
Total Savings		1,053	855		

SAVINGS PLAN

Assumed Savings Target		1,053	1,053
(Surplus) / Shortfall		0	198

NB Low risk savings assumed to be delivered at 100%

SAVINGS PLAN

Indicative Cumulative Profile - HRA

Potential Saving	Sponsor	2018/19 Target £000's	2018/19 Forecast £000's	Q2 September 2018	Current Risk
Process improvements /on-line transactions	JS	5	5	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for 2018/19. Implementation of Housing Management System is on-going, full implementation expected by July 2019. Project brief for 'Modern Office Project' to support a more flexible and mobile workforce currently being developed. Work is underway as part of the budget setting process to identify where these savings will be generated from.	High
Pension Fund Deficit	KI	226	226	Completed	Low
Total		231	231		
Assumed Savings Target		148	148		
(Surplus) / Shortfall		-83	-83		

Low risk savings assumed to be delivered at 100%

General Fund	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Selby Park Improvement Work	20,888	15,666	-172	-15,838	20,888	0	A third quotation for replacement of the lights within the park is expected imminently. The quotations received to date would result in the budget being fully spent and we are still intending to complete this work in 2018/19.
DIP System upgrade	23,000	15,000	22,575	7,575	23,000	0	Northgate upgrade for year completed.
Industrial Units - Road Adoption	325,000	243,750	0	-243,750	325,000	0	Further information being sought from NYCC Highways regarding detailed specification requirements to enable formulation of an estimate of costs. Budget costings received from contractor.
GIS System	65,641	49,231	9,960	-39,271	35,000	-30,641	Budget for GIS Digitalisation project is now committed for completion by May 2019. Spend to be phased over 18/19 and 19/20. 18/19 budget required £30k, 19/20 £35k budget required to be carried forward
Benefits & Taxation System upgrade	12,675	9,506	4,000	-5,506	12,000	-675	Software upgrades for legislative changes and E-billing implementation and configuration for Annual billing process in Jan 19. Remaining budget is linked to software upgrade supporting Channel Shift Phase 1 (end date Mar 19). Expected outturn of £12k in 2018/19 although this is subject to upgrade costs for Annual Billing and Legislation changes in January 19 from Northgate. Further consultancy on ebilling required for implementation. No overspends anticipated
IDOX Planning System	37,274	27,956	19,017	-8,939	27,000	-10,274	Committed £13k for standard IDOX upgrades that are due to take place in November 18. Further commitments of £14k towards consultancy and user training on Licensing/Enterprise Planning and Maploader for ARCGIS will be made in 2018/19. Balance to be carried forward to 19/20
ICT - Infrastructure Costs	32,082	24,062	26,895	2,833	32,000	-82	Projects in motion for infrastructure improvements include; Upgrade to door access system, Trades team move to Vivars, Server upgrade for Northgate, Changes to GCSX mail.
ICT - Annual Software Licence	85,000	63,750	0	-63,750	85,000	0	Soft market testing for Microsoft licences in progress. Expect full budget required in 2018/19
ICT - Desktop Replacement Programme	7,448	5,586	4,812	-774	7,448	0	Desktop replacements as required. Not anticipating underspends at this time
ICT - Software	85,194	63,896	0	-63,896	55,000	-30,194	Budget committed to the Digital Foundations Project. Phased spend over 18/19 and 19/20 - Microsoft £55k 18/19 - Citrix £30k 19/20
Committee Management System	18,000	13,500	15,000	1,500	18,000	0	ModernGov software now live and awaiting final invoice to complete the £18k costs in 2018/19

2018/19 Selby District Council Capital Programme - To 30 November 2018

General Fund	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Northgate Revs & Bens	12,000	11,250	0	-11,250	12,000	0	Budget anticipated to be used this year on system upgrades following legislative changes in relation to e-billing. Currently awaiting costs for the Benefits/Information@Work integration before commitment. This work will aid the channel shift project. Currently committed £950 to Northgate for HMRC Landlords extract.
Asset Management Plan - Leisure & Parks	30,210	0	0	0	0	-30,210	IHL have completed inspections of the items in the planned maintenance programme for 2018/19. No works are required and items deferred to 2019/20. As part of the budget setting process progress is being made to develop the 2019/20 planned maintenance programme which will include a review of deferred works from 2018/19.
Portholme Road Culvert	371,374	0	0	0	371,374	0	Intention to award letters have been sent to the bidders following evaluation of the tender submissions. Work will commence in the new year and will take approximately 8 weeks with completion due before the end of March 2019. The pre-contract meeting took place on 27th November and agreed commencement of works in January for completion within 8 weeks
Bus Station Refurbishment	53,000	39,750	0	-39,750	43,000	-10,000	An order for replacement of the shelters has been placed and works are expected to commence in January 2019. The total order value for the shelters is circa £42,500 which would result in a saving on the budget overall.
Police Co-Location Project	229,710	172,282	4,334	-167,948	229,710	0	Works commenced on site with a scheduled build of 19 weeks. Based on the anticipated programme, the budget should be fully spent in 18/19 although this may slip if inclement weather affects delivery over the winter months. There has been some minor delay on piling due to discovery of previously unidentified drainage pipe. NYP PM advising delay will be absorbed within existing programme.
Industrial Units Maintenance	0	0	0	0	0	0	Scheme completed, accrual put through at YE for invoices not yet received.
Car Park Improvement Programme	582,376	436,782	76,625	-360,157	400,000	-182,376	Works to Market Cross Car Park now complete. To minimise income loss, improvement works to the car parks will be not be completed concurrently. Contract awarded for works to South Parade and Audus Street. Works are currently scheduled to commence on 7th January 2019 although this may be slightly delayed due to pre-works required by Northern Power Grid. Total contract costs for improvement works is £204,754. Design works on Micklegate and Back Micklegate Car Parks are progressing in parallel and will be finalised in February. As the funding is for a programme of improvement works across the district's car parks, any funding remaining in 18/19 will be rolled to 19/20.
ICT - Channel Shift 1 Website & Intranet	50,000	37,500	10,500	-27,000	25,000	-25,000	Channel Shift Phase 1 solution for Revs and Bens to be implemented across years 18/19 & 19/20. Following market testing and software demonstrations - funds to be reviewed along with Phase 1 and Phase 2 implementation with associated budget for 19/20 spend.
ICT - Channel Shift 2 Website & Intranet	18,000	0	0	0	0	-18,000	Budget committed to the Channel Shift Phase 2 Project in relation to Customer Portal - however as project target completion date is Mar 2020 this will be carried forward.

2018/19 Selby District Council Capital Programme - To 30 November 2018

General Fund	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
ICT - Channel Shift 3 Website & Intranet	18,000	0	0	0	0	-18,000	Budget committed to Channel Shift Phase 3 Project in relation to Housing Management system, project completion date Mar 2020 so this budget will be carried forward to next year.
ICT - Disaster Recovery Improvements - Software / Hardware	41,500	31,125	0	-31,125	41,500	0	Project started but progress slow, but anticipate being committed before January 19. Project documentation being developed for approvals - £15k Back up solution - £25k Remote Access Solution - £1500 Firewall
ICT - End User Devices - Software / Hardware	96,000	27,000	9,005	-17,995	50,000	-46,000	Budget committed to the Digital Workforce Project, project documentation being developed. Actual spend will follow the Microsoft procurement and will be phased over 18/19 and 19/20 Phased spend forecasts for new end user devices rollout 18/19 £50k 19/20 £46k roll over
ICT - Digital Workforce - Telephones - Mobile Working	40,000	30,000	0	-30,000	35,000	-5,000	Budget committed to the Digital Workforce Project. Project documentation being developed. Actual spend will follow the Microsoft procurement and will be phased over £30k 18/19 to support officers skills to ensure they can work from mobile locations and £10k 19/20 for technical solutions to improve mobile working
New Build Projects (Loans to SDHT)	6,619,900	280,000	373,052	93,052	2,491,970	-4,127,930	These are schemes delivered by SDHT through loans from SDC. Ulleskelf scheme - Handover has taken place on phase 1 - 6 properties, the remaining 6 properties to be completed by March 2019. Riccall scheme is now complete and handover to the Trust has taken place, project is under budget (awaiting final confirmation and final account due September 2019 Exchange has taken place for the purchase of 12 properties at Bridge Wharf, Ousegate and are expected to be complete by January 2019. Further work is to be done on costings on packaging up smaller sites for development to deliver value for money.
Private Sector - Home Improvement Loans	60,000	45,000	-9,564	-54,564	20,000	-40,000	The Repair Loan is a reactive service which is more popular during the last 6 months of the financial year. Much of the funding provides emergency repairs to vulnerable private sector owner occupiers. These repairs (such as boiler and heating replacements) tend to be more apparent during autumn/winter months. Based on last year's Q4 spend the forecast has been reduced.
Disabled Facilities Grants (DFG)	596,960	447,720	204,851	-242,869	354,000	-242,960	Includes C/Fwd. of £250k for Better Care Fund money. New initiatives aimed at increasing take-up of DFG have been approved as part of the Private Sector Housing Assistance Policy 2018. Also, there are on-going discussions regarding the expansion of the adaptations service. By delivering in-house work is on-going to encourage more applications by working with the Lifelines Team. Work also continues to utilise funding on our own homes and also to speed up the overall process including OT sign off and procurement of the work. Currently in 18/19 40 DFG adaptations have been approved totalling £212k As at 13/12/18 the Government have confirmed another £46k made available in 18/19 on DFG therefore the forecast outturn has been adjusted.
	9,531,232	2,090,312	770,890	-1,319,422	4,713,890	-4,817,342	

Housing Revenue Account	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Kitchen Replacements	130,000	97,500	1,321	-96,179	2,000	-128,000	Tender documentation currently being prepared pending issue to market. ITT documentation currently being reviewed and updated to reflect indicative approval of capital bid for 19/20 onwards. Tender likely to be issued in January 2019 with a view to commencing works in April 2019. Budget for 18/19 to be rolled forward to 19/20
Housing & Asset Management System	262,083	196,562	29,248	-167,314	218,083	-44,000	Forms part of the Housing software replacement project that will continue throughout 2018/19 2018/19 Amount committed will be approx. £218k. A total of £44k will be committed in 2019/20
Pointing Works	846,400	634,800	199,895	-434,905	664,000	-182,400	The contractor commenced work 1st October and the programme is expected to be complete by the end of March. Committed approximately 75% of the available budget to the programme as the remaining 25% is being held back to address pointing and wall tie mapping works associated with the Hillside project. Given the position on the latter however, it is envisaged this will need to be rolled forward to 19/20.
Electrical Rewires	240,000	180	94,366	94,186	240,000	0	This budget is used as and when upgrades and partial re-wires are required
Bathroom Replacements	59,860	44,895	8,279	-36,616	59,860	0	Programme commenced as scheduled and is now complete, currently awaiting final account.
Asbestos Surveys	13,232	9,924	12,951	3,027	13,232	0	A programme of works in line with capital projects is on-going. As the capital programme begins to ramp up, this budget will be fully committed and spent before the end of 18/19.
External Cyclical Repairs (Painting & Windows)	320,000	240,000	20,441	-219,559	70,000	-250,000	Contractor pricing of properties surveyed to date received on 31/10. Currently assessing information pending issue of programme of works. As anticipated, the level of works required exceeds the budget available in 18/19. Additional funds sought for window and door replacement works from 19/20 onwards. We have now committed to replacing a small number of doors and windows prior to Christmas, with the bulk of the programme commencing late February/early March 2019 and running through in to 19/20. This will dovetail with the increased capital bid approved by the Executive (subject to Council approval). A carry forward will be submitted for the committed funds in due course
Central Heating System Replacements	295,000	221,250	105,236	-116,014	222,000	-73,000	Currently identifying systems which are nearing the end of their economical lifecycle with a view to implementing a replacement programme early in the new year. Based on previous year's it is anticipated that there will be an underspend on this budget of circa 25% which we will seek to roll forward as in previous years. Looking at the current asset profile, it is envisaged there will be a peak in spend in 22/23. We are seeking to smooth this spike through proactive replacement.

2018/19 Selby District Council Capital Programme - To 30 November 2018

Housing Revenue Account	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Roof Replacement	741,636	556,227	19,508	-536,719	20,000	-721,636	Currently undertaking additional investigation and survey works resulting from the Section 20 consultation process and a report is to be provided to SDC by 21/12/18. Progression of works to replace the roofing across the scheme will be subject to the findings and recommendations of the report. It is unlikely any works will be undertaken in 2018/19 and therefore the funding will need to be rolled to 19/20. A carry forward request will be completed in due course.
Damp Works	220,000	165,000	52,709	-112,291	110,000	-110,000	The contract for damp remediation works is now fully complete. A contract mobilisation meeting is currently being scheduled with a view to contract 'go live' from January 2019. Due to the reactive nature of the works it is difficult at the current stage to accurately predict outturn although based on previous year's it is currently predicted to underspend by circa 50%. This will be kept under review and refined through quarter 4.
External Door Replacements	226,051	169,538	21,341	-148,197	0	-226,051	Programme to work in conjunction with the External Cyclical Repairs Programme. The approved capital bids for 2019/20 seek to amalgamate the various budgets for these works and will be required to be carried forward.
Void Property Repairs	145,000	108,750	65,908	-42,842	145,000	0	2 additional staff members allocated to working specifically on voids, full year budget anticipated to be spent by the year end.
Fencing Programme	42,821	32,116	-6,375	-38,491	42,821	0	Phase 1 of the programme completed on time and in budget. Budget maintained at this stage to address any potential issues resulting from winter weather. Phase two programme issued to contractor for completion by end of 18/19. Currently anticipate budget being fully spent.
St Wilfrid's Court	13,000	9,750	0	-9,750	13,000	0	Budget relates to works required to upgrade lifeline equipment and is to be undertaken as part of wider improvement of the property currently seeking an updated fire risk assessment for the building, the findings of which will inform the works required. It is anticipated the assessment will be completed in January 2019 and funds committed to the required improvements thereafter.
Laurie Backhouse Court	28,000	21,000	-10,231	-31,231	43,000	15,000	Original quotations to replace the lift exceeded the available budget by circa £15k. Additional funds will need to be secured in order to complete these works. Additional forecast updated pending Virement signoff Due to the time which has elapsed since the initial tender process was completed, updated pricing to be obtained from the market prior to commissioning the works. It is expected this will be received in January 2019 and an order issued shortly thereafter. The works are currently envisaged to be completed in 18/19. A virement form to cover the expected shortfall in funding will be submitted once the revised pricing is received.

2018/19 Selby District Council Capital Programme - To 30 November 2018

Housing Revenue Account	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Environmental Improvement Plan	150,488	112,866	1,579	-111,287	75,000	-75,488	No further progress is anticipated, the reduced forecast reflects current proposed projects. Virement form to be completed to move fund to SZ5021 where overspends are forecasted Awaiting updated pricing prior to completing request for virement. Work on environmental improvement works expected to be completed in 18/19. An underspend is forecast due to a lack of viable projects being identified for investment.
Housing Development Project	1,200,000	0	0	0	0	-1,200,000	Programme for the development of up to 10 HRA properties on small sites, Starts on these sites is not anticipated until September 19. Work including asbestos surveys and garage clearance is being progressed.
Garage Sites - improvements to property	18,572	13,929	8,160	-5,769	18,572	0	Works required are influenced by which sites are identified for potential housing development. This budget will be fully committed and spent during 18/19.
Ousegate Hostel	59,499	44,624	1,080	-43,544	59,499	0	Quotation for works to Units 1 and 5 received on 31/10. Currently assessing information pending works. A revised Fire Risk Assessment for the building was undertaken on 30/11/18 and are currently awaiting the report with findings. Previously identified re-modelling works have been out on hold pending the outcome of the assessment. It is expected all funds will be committed in 18/19
Phase 1 Hsg Dev. Byram / Eggborough Bungalows	0	0	740	740	0	0	Project is now complete
Phase 1 Hsg Dev. Byram Park Road	1,455,711	1,091,783	533,939	-557,844	1,426,929	-28,782	Good progress is being made on site. The project will reach Practical completion in Feb 2019.
Footpath Repairs	12,237	9,178	55	-9,123	12,237	0	Issue of ITT to market delayed until January. Now expecting contract award towards end of January 2019 and commencement of works late February 2019. This budget element will be fully spent on urgent, smaller scale works which will be completed prior to commencement of the contract.
Estate Enhancements	133,000	99,750	8,588	-91,162	133,000	0	Links to the above footpath repairs budget. The contract for the work to be let towards the end of January 2019 specifically for footpaths on our estates.
Community Centre Refurbishment	48,000	0	0	0	0	-48,000	Works on hold pending formal Fire Risk Assessment. Capital bid submitted for FRA programme to commence in 19/20. This programme of assessments will identify and inform the works required at this site. On this basis, funds will need to be rolled from 18/19 to 19/20.
Sheltered homes adaption	180,000	135,000	34,439	-100,561	42,000	-138,000	Specification being put together for both this and the aids & adaptation budget and DFG. To cover installation of wet rooms in suitable void properties. Based on the current spend profile, it is anticipated the outturn position on the budget will be circa £42k although as this is effectively a reactive budget, this may fluctuate based on the voids which come through.

2018/19 Selby District Council Capital Programme - To 30 November 2018

Housing Revenue Account	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Empty Homes Programme - Improvements to Property	600,000	450,000	880	-449,120	200,000	-400,000	This is to enable RTB buy backs and the compulsory purchase of properties that will be brought back in to the HRA. Currently looking at 1 CPO. Progressing with the CPO to be on the Executive Agenda in Q3. Valuations will be obtained but because of the time it takes to progress a CPO it is unlikely this spend will occur until Q4 at the earliest. At this stage we have not identified any suitable RTB buy backs. Expected outturn in 18/19: 3,000-200,000. We will request for the remainder to be carried forward to 19/20 to allow the continuation of the Empty Homes Programme.
Aids and adoptions programme	125,000	93,750	127,002	33,252	127,002	2,002	Links to sheltered homes.
	7,565,590	4,558,372	1,331,059	-3,227,313	3,957,235	-3,608,355	
Total Capital Programme	17,096,822	6,648,684	2,101,949	-4,546,735	8,671,125	-8,425,697	

Programme for Growth 2018/19 Financial Year Project Updates**Multi Year schedule for the project lifespan pending amendments for the EDF Action Plan**

Project	Lead Officer	Original Budget £	Revised Budget £	Position @ 31 December 2018			Update
				Spend to date £	Forecast £	Forecast Variance £	
Healthy Living Concepts Fund	Angela Crossland	82,176	82,176	385	82,176	0	The project has now been initiated with North Yorkshire County Council (NYCC) to develop Local Cycle and Walking Infrastructure Plans for the 3 towns. Project will be delivered over 2018-19/2019-20. Sustainable Travel Packs and cycle maps also being developed in 2018-19. The remaining £27,000 is earmarked for projects related to Selby Health Matters Action Plan (3 year plan). A Workshop with Inspiring Healthy Lifestyles (IHL) and NYCC Public Health will take place in January 2019 which should support identification of further potential IHL initiatives.
Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	542,193	37,466	542,193	0	This is a multi-year fund covering 3 years of projects to deliver the Visitor Economy Strategy & Action Plan agreed by Executive in March 2018. The staffing is now in place and a 3 year costed work plan has been finalised. We are currently looking at commissioning baseline activity data.
Celebrating Selby 950	Angela Crossland	200,000	50,000	551	50,000	0	The contract for a 950 Co-ordinator/Curator is in place and will result in be a spend of £5k in this financial year. The second part of this contract will begin in April 2019. The remaining £45k will be carried into 2019/20 as match funding for bids to the Art Council and Heritage Lottery Fund to deliver a dynamic and exciting programme of events.
Retail Experience - Tadcaster Linear Park	Angela Crossland	160,003	160,003	9,150	160,003	0	Moving to final design and costing. Draw down of YorVenture grant expected early 2019 to support Final scheme design checks underway.
Growing Enterprise	Iain Brown	111,761	76,761	-2,984	76,761	0	Phase 2 of Ad: Venture and Digital Enterprise match-funded fees results in forecast expenditure of £55K in Q4. Selby District Business Week may now be funded by Leeds City Region (LCR) Growth Service giving a forecast revised down to £1K in Q4. Final payment on CoStar license is £4K in Q3 with contract terminating in Oct '19. £35k has been approved to be re-allocated to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.
Marketing Selby's USP	Mike James	78,108	78,108	27,853	78,108	0	We have invested in creating new material to tell the story of our strategic big development sites, which will be ready to share from the New Year. This now includes a focus on material that can tell the positive benefits of growth for people already living and working in the area e.g. access to higher skilled jobs and a wider range of employment opportunities. Meanwhile we have continued our engagement with LCR LEP to ensure that Selby's story is included in the regional campaign in the lead-up to MIPIM 2019.
Tour De Yorkshire	Angela Crossland	0	150,000	0	150,000	0	Selby town is hosting the SDC to host the finish of the first stage of Tour de Yorkshire (TdY) in May 2019, which will give the town a massive publicity boost in the year of the Abbey's 950 celebrations
Retail Experience - STEP	Angela Crossland	108,340	108,340	30,176	108,340	0	The Pop-up installations have now been moved to other locations in the town centre to complement/test the ideas proposed for the car park refurbishment project. A networking/membership drive event for the Selby Town Enterprise Partnership (STEP) is proposed for March 2019. There is a re-focusing of STEP priorities to align with the Tourism and Culture and Towns Regeneration work streams.
Towns Masterplanning (Regeneration)	Angela Crossland	150,000	120,000	0	120,000	0	Brief in draft for approval to for next stage of work. Brief to include 2 phases of approach. Phase 1 - stakeholder and literature review of previous work/data. Phase 2 will be a deliverables plan for each town centre. An internal Project Delivery scoping meeting is scheduled for early in the New Year and it will be aligned to work around potential Future High Street Fund bids. It is anticipated that the project will split into separate work streams for each town and across financial years. It has been approved that £30k is will be re-allocated to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.

Project	Lead Officer	Original Budget £	Revised Budget £	Spend to date £	Forecast £	Forecast Variance £	Update
Strategic Sites Masterplanning	Iain Brown	246,613	200,613	4,486	200,613	0	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge and Selby Station Masterplan. 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. Planned Q4 expenditures include £30K consultant work on Station Cycle and walk ways to support a future Transforming cities Fund bid; £25K funding for Church Fenton to jointly commission a detailed business plan for the Create Yorkshire film and creative industries hub. £46k is approved to be re-allocated to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.
Access to Employment	Iain Brown	100,000	40,000	0	40,000	0	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. Through collaboration managed by the Economic Development team between Arriva, WYCA, and Sherburn based businesses, we are close to a transport solution to improve scheduled public transport services. The option for Selby District Council to underwrite short term risk using P4G funding is being considered if necessary to achieve a collective agreement between all stakeholders. Forecast spend - £25k in Q4. £60k has been approved to be re-allocated to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.
Empty Homes	June Rothwell Simon Parkinson	115,475	115,475	15,427	115,475	0	Overall the project is progressing well and there have been some good early results and the Empty Homes Officer has directly helped bring empty homes back into use by offering advice and assistance to owners. Homes England Grant funding has been secured to support the options of voluntary and compulsory purchase. A total of £390,000 has been secured, subject to individual business cases for the properties, to purchase and repair the empty homes, bringing them to a habitable standard. This indicative funding is to bring back in to use 10 empty properties up to 2020, providing up to £39,000 per property. We are currently pursuing our first Compulsory Purchase Order and a report will be taken to executive in December 2018. The process can be long and quite complex but a successfully CPO will send the message that this is a priority for us. We can also use the funding to purchase 'right to buy' buy backs and this is something we will consider on a case by case basis.
Selby District Housing Trust	Iain Brown	38,300	38,300	1,000	38,300	0	This fund is to support SDHTs role in the more ambitious HDP approved by Executive in January 2018 a new post of Trust Housing officer has been established but is currently unfilled. The post will be advertised again in the New Year.
Stepping Up' Housing Delivery	Iain Brown	49,862	24,862	11,045	24,862	0	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018. It has been approved to reallocate £25K to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.
Olympia Park	Iain Brown	435,000	435,000	81,424	435,000	0	The majority of the surveys and reports have now been completed on the site, and the lead developer is using these to inform the a review of the potential viability of alternative engineering design solutions to address the flood and ground condition issues identified through this up to date survey work. This will inform the creation of a comprehensive masterplan for the development of the whole site. This evidence base and masterplan will support the submission of a planning application. The Council has a dedicated project manager to lead the delivery of this key site. We are also continuing to work with our legal and property advisers to explore strategies for the delivery of the site, ensuring we maintain a number of options. The Council has secured £8.878m Housing Infrastructure Funding and is now progressing discussions with Homes England regarding the agreement of grant conditions and drawdown of the Housing Infrastructure Fund investment.
Making our Assets work	Iain Brown	230,000	180,000	7,907	180,000	0	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. £1.7k valuation fees for Barlby Depot during Q4. It has been approved to reallocate £50K to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.

Project	Lead Officer	Original Budget £	Revised Budget £	Spend to date £	Forecast £	Forecast Variance £	Update
Commercial property acquisition fund	Iain Brown	3,500,000	3,500,000	453,640	3,500,000	0	Two additional units are under review and are subject of discussions around developing a business case. £650K planned to cover further potential acquisition
High Street shop fronts	Angela Crossland	100,000	100,000	0	100,000	0	Scope in place and workshop arranged with Historic England to explore heritage development initiatives. This initiative is also interdependent with the Towns Masterplanning project. Funds are allocated to be spent within next 2 financial years and as such £50k is to be carried forward to support year 2. A project officer has now been assigned to lead this from within the Communities and Partnerships team.
New lane - Public Realm	Iain Brown	230,000	200,000	0	200,000	0	This project has been delayed and new timelines are to be determined because of current capacity issues at both SDC and NYCC. The design work will be completed in 2018/19. No expenditure anticipated in 18/19. It has been approved to reallocate £30k to the Staffing resources budget to fund staffing as set out in the January 2019 report to Executive on the EDF.
		6,844,983	6,201,831	677,526	6,201,831	0	

P4G Budget Position		£'000
P4G Investment Fund Fund - Per MTFS		10,934
Less Spend to Date		-666
		10,268
Existing P4G & Carried Forward Projects		6,202
HDP Feasibility & SDHT Support Post		251
Balance before Salaries		3,815
P4G Salaries 17/18		635
P4G Salaries 18/19 (Forecast)		988
Additional Staffing Resources		643
Remaining Salaries		1,377
P4G Contingency		172



Report Reference Number: S/18/26

To: Scrutiny Committee
Date: 12 March 2019
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Treasury Management Quarterly Update Q3 – 2018/19

Summary:

The Scrutiny Committee is asked to consider the report of the Chief Finance Officer which reviews the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 November 2018 (Q3) and presents performance against Prudential Indicators.

This report was considered by the Executive at its meeting on 6 February 2019.

Recommendation:

The Scrutiny Committee is asked to consider the contents of the report and make any comments on the Council's treasury management.

Reasons for recommendation

The Committee is asked to consider the information as set out in the report as part of their role in reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The information contained in the report is required in order to comply with the Treasury Management Code of Practice.

1. Introduction and background

- 1.1** Please see the report considered by the Executive on 6 February 2019 attached to this report at Appendix A.

2. The Report

- 2.1** Please see the report considered by the Executive on 6 February 2019 attached to this report at Appendix A.

3. Alternative Options Considered

None applicable.

4. Implications

4.1 Legal Implications

Please see the report considered by the Executive on 6 February 2019 attached at Appendix A to this report.

4.2 Financial Implications

Please also see the report considered by the Executive on 6 February 2019 attached at Appendix A to this report.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council. This scrutiny function includes reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas. The information contained in the report enables the Council to monitor its treasury management arrangements and to ensure that the Treasury Management Code of Practice is complied with.

4.5 Resource Implications

None applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

- 5.1** The Scrutiny Committee discharges the Council's statutory overview and scrutiny functions and as such has responsibility for reviewing the Council's performance; the Committee's comments and observations on treasury management are welcomed.

6. Background Documents

None.

7. Appendices

Appendix A – Executive Report – 6 February 2019

Appendix B – Appendix A to the Executive Report 6 February 2019

Contact Officer:

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

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Report Reference Number: E/18/45

To: 6 February 2019
Status: Non Key Decision
Ward(s) Affected: All
Author: John Raine, Head of Technical Finance
Lead Executive Member: Councillor Cliff Lunn, Lead Executive Member for Finance and Resources
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Treasury Management – Quarterly Update Q3 2018/19

Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th November 2018 (Q3) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments totalled £64.3m over the first three quarters at an average rate of 0.77% and earned interest of £331k (£231k allocated to the General Fund; £100k allocated to the HRA) which is £171k above the year to date budget. Whilst cash balances are expected to reduce over the year, and Brexit is creating uncertainty in the markets, returns are forecast in the region of £491k (£343k GF, £148k HRA), a budget surplus of £251k. It is proposed that any amount allocated to the GF above £300k is transferred to the contingency reserve, in line with the approved Medium Term Financial Strategy.

Borrowing – Long-term borrowing totalled £59.3m at 30th November 2018, (£1.6m relating to the General Fund; £57.7m relating to the HRA), Interest payments of £2.5m are forecast for 2018/19, a saving of £0.3m against budget, which is due to deferral of borrowing assumed for the Housing Development Programme. The Council had no short term borrowing in place as at 31 March 2018, and has not undertaken any during 2018/19.

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

Property Funds – At the end of October, £5m was invested in Property Funds, split equally between Blackrock and Threadneedle. Returns achieved against Property Fund investments will be allocated against the GF savings target. Entry fees will be treated as revenue expenses and offset against returns in year one.

Recommendations:

- i. Councillors endorse the actions of officers on the Council's treasury activities for Q3 2018/19 and approve the report.**
- ii. Note that investment income allocated to the General Fund, over the £300k threshold is to be transferred to Contingency Reserve.**

Reasons for recommendation

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

1. Introduction and background

- 1.1 This is the third monitoring report for treasury management in 2018/19 and covers the period 1 April to 30 November 2018. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA "Code of Practice on Treasury Management in the Public Services" and in this context is the management of the Council's cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council's Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 22 February 2018.
- 1.4 The two key budgets related to the Council's treasury management activities are the amount of interest earned on investments £240k (£165k General Fund, £75k HRA) and the amount of interest paid on borrowing £2.729m (£75k General Fund, £2.787m HRA).

2. The Report

Interest Rates and Market Conditions

- 2.1 After weak economic growth of only 0.1% in quarter one, growth picked up to 0.4% in quarter 2 and to 0.6% in quarter 3. However, uncertainties over Brexit look likely to cause growth to have weakened again in quarter four. After the Monetary Policy Committee raised Bank Rate from 0.5% to 0.75% in August, it is little surprise that they have abstained from any further increases since then. We are unlikely to see any further action from the MPC until the uncertainties over Brexit clear. In the event of a disorderly exit, the MPC have said that rates could go up or down, though it is probably much more likely to be down so as to support growth. Financial markets are still pricing in the next increase in Bank Rate for the second half of 2019. Investment income forecasts therefore reflect a stable rate for the remainder of 2018/19.
- 2.2 The Council's treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q3 2018/19 :
- The economy lost some momentum after a strong quarter ended 30.9.18;
 - There was a further acceleration in wage growth;
 - Early signs that lower oil prices will soon depress inflation;
 - The Chancellor delivered a giveaway in the autumn Budget;
 - The MPC was stuck in a state of Brexit inertia;
 - Parliament was deadlocked over Brexit;
 - Equity markets worldwide were hit hard by global growth fears.
- 2.3 Deposit rates at the start of 2018/19 have gradually increased, as the rate increases in Q3 17/18 and Q2 18/19 have filtered through into investments placed by the pooled Treasury Fund. Current forecasts suggest there will be no further increase until Q2 19/20, and therefore Treasury investment income has been forecast in line with expectations.

Interest Rate Forecasts

- 2.4 The interest rate forecasts from Link Treasury advisors are as follows;

Table 2: Forecast for Interest Rates

Link Asset Services Interest Rate View													
	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%	1.50%	1.50%	1.75%	1.75%	1.75%	2.00%
3 Month LIBID	0.90%	1.00%	1.10%	1.20%	1.30%	1.40%	1.50%	1.50%	1.60%	1.70%	1.80%	1.90%	2.00%
6 Month LIBID	1.00%	1.20%	1.30%	1.40%	1.50%	1.60%	1.70%	1.70%	1.80%	1.90%	2.00%	2.10%	2.20%
12 Month LIBID	1.20%	1.30%	1.40%	1.50%	1.60%	1.70%	1.80%	1.90%	2.00%	2.10%	2.20%	2.30%	2.40%
5yr PWLB Rate	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.80%	2.80%
10yr PWLB Rate	2.50%	2.60%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%
25yr PWLB Rate	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%	3.40%

Annual Investment Strategy

- 2.7 The Annual Investment Strategy outlines the Council's investment priorities which are consistent with those recommended by DCLG and CIPFA:
- Security of Capital and
 - Liquidity of its investments
- 2.8 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, The Councils Annual Investment strategy and Lending List has been aligned to that of NYCC.
- 2.9 NYCC continues to invest in only highly credit rated institutions using the Link suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year.
- 2.10 The Council's investment activity in the NYCC investment pool up to Q3 2018/19 was as follows:-
- Balance invested at 30 November 2018 £62.74m
 - Average Daily Balance Q3 18/19 £66.38m
 - Average Interest Rate Achieved Q3 18/19 0.75%
- 2.11 The average return to Q3 2018/19 of 0.75% compares with the average

benchmark returns as follows:

- 7 day 0.58%
- 1 month 0.61%
- 3 months 0.79%
- 6 months 0.91%
- 12 months 1.05%

Borrowing

- 2.13 It is a statutory duty for the Council to determine and keep under review its “Affordable Borrowing Limits”. The Council’s approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix A. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.14 The TMSS indicated that there was no requirement to take long term borrowing during 2018/19 to support the budgeted capital programme. However, the borrowing requirement is largely dependent on the Housing Development Programme and whilst it is expected that this will be funded by internal borrowing, this will continue to be reviewed.
- 2.15 The Council approved an Authorised Borrowing Limit of £84m (£83m debt and £1m Leases) and an Operational Borrowing Limit of £79m (£78m debt and £1m Leases) for 2018/19.
- 2.16 The strategy, in relation to capital financing, is to continue the voluntary set aside of Minimum Revenue Provision (MRP) payments from the HRA in relation to self-financing debt in order to create capacity to internally borrow to support the Housing Delivery Programme. £1.26m is budgeted for 2018/19 but actual borrowing is currently deferred.
- 2.17 As a result, the Council was in an over-borrowed position of £5.69m as at 30 November 2018. This means that capital borrowing is currently in excess of the Council’s underlying need to borrow. The slight increase compared to the year-end position is a result of the in-year HRA self-financing set aside and timing of new capital expenditure which will increase as the year progresses, reducing the over-borrowed position.
- 2.18 The 2018/19 Treasury Management Strategy forecasts an under-borrowed position by the end of 18/19, rising to £14.5m by the end of 20/21 as loans are made to support the Housing Trust, and HRA Housing Investment Programme. Plans to undertake any additional long term borrowing in the short/medium term will be kept under review as the Extended Housing Delivery Programme progresses and while borrowing rates remain low.

Capital Strategy

- 2.19 The Capital Strategy was included as part of the Council's Annual Treasury Management and Investment Strategy 2018/19, approved in February 2018. The Capital Strategy sets out how capital expenditure, capital financing and treasury management contribute to the provision of Corporate and service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It sets out the long term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.
- 2.20 Alternative non-treasury investments are considered as part of the Capital Strategy. Given the technical nature of potential alternative investments and strong linkages to the Council's Treasury Management function, appropriate governance and decision making arrangements are needed to ensure robust due diligence in order to make recommendations for implementation. As a result, all investments are subject to consideration and where necessary recommendations of the Executive.
- 2.21 Options for alternative investments currently being explored are Commercial Property investments, which will be subject to individual business case approval, and Property Funds.

Commercial Property Investments

- 2.22 To date there have been two successful bids on Commercial Properties, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first successful bid was placed for the Tadcaster property, which completed during Q2 18/19. The second in Selby, which completed towards the end of Q3 18/19. Business cases are currently being developed for the on-going use of the buildings, which means that costs relating to managing the properties, such as Business Rates, security etc. will need to be funded through the Programme for Growth budget until an income stream is generated or the properties are sold on. To date costs of around £7k have been incurred.

Property Funds

- 2.23 On 6th September 2018, The Executive approved exemption of the Council's procurement rules to invest £5m in Property funds, which have been selected through a procurement exercise carried out by the NYCC Treasury Team, in conjunction with the Council's joint treasury advisors, Link, who were commissioned to support the selection process.
- 2.24 Throughout September and October, the Treasury team progressed the complex application process to buy into the secondary market of Blackrock and Threadneedle Funds, to place £2.5m per fund, direct

investment on behalf of SDC. This included application under Mifid II regulations as the holdings will be wholly owned by SDC. The units were purchased on 31 October 2018.

- 2.25 Returns will be monitored once regular valuation statements are being received, but based on historical performance, it is anticipated that returns will be in the region of 4.86%, total return (5.07% Income, - 0.21% Capital), roughly 4% above forecast income from Treasury cash deposits. However, as the fund returns are linked to capital value, it has been proposed to create a dedicated reserve to ensure that the Council has the capacity to withstand any losses due to market fluctuations.
- 2.26 It has been proposed that The Council funds would be required for up to 5 years as an initial investment horizon, however as referenced above it is recognised that the Property Market values can decrease as well as increase, and so the duration of the investment will be kept under review to help minimise the risk of losses in capital value.

3. Alternative Options Considered

3.1 Not Applicable

4.0 Implications

4.1 Legal Implications

There are no legal issues as a result of this report.

4.2 Financial Implications

- 4.2.1 The Councils investment income during the year has been highlighted through in-year monitoring and is reported in the surplus outturn position for the General Fund and HRA.
- 4.2.2 Going forward investment in property funds will generate a revenue income for the Council – based on past performance (which is no guarantee of future performance) return of 4-5% could be achieved which would give annual income of circa £200k based on £5m invested. The funds will be established and monitored through our existing treasury arrangements but given the specialist nature of these investments an additional fee of 1% of revenue returns (£2k based on estimated returns) will be charged by NYCC plus a one off fee of £3.5k.
- 4.2.3 Fund entry fees came in lower than anticipated at £83k on the secondary market, which includes fees from the Broker and Link. These will be funded from the Programme for Growth (Commercial Property Acquisition Fund).

5. Conclusion

- 5.1 The impact of the economy, and the turmoil in the financial markets, continues to have an impact on the Council's investment returns. Forecasts predict steady growth in bank rates over the long term over and above the 0.50% increase over the last 12 months. Whilst returns remain relatively modest, rate increases earlier than forecast and better than expected cash flows, largely as a result of the timing of collection fund cash-flows has resulted in a positive outlook for 2018/19 in performance against budget.
- 5.2 The Council's debt position is in line with expectations set out in the Strategy, with no immediate changes on the horizon. However, as the Housing Delivery programme progresses and interest rates begin to rise, opportunities to optimise the Council's debt portfolio will be kept under review.
- 5.3 The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits. The Prudential Indicators are reviewed annually as part of the Treasury Strategy to ensure approved boundaries remain appropriate; activities to date during 18/19 have not highlighted any concerns.

6. Background Documents

Finance Treasury Management Files

Contact Details

Michelle Oates
Senior Accountant – Capital & Treasury
North Yorkshire County Council

Appendices:

Appendix A – Prudential Indicators as at 30 November 2018

Prudential Indicators - As at 30 November 2018

Note	Prudential Indicator	2018/19 Indicator	Quarter 3 Actual
1	Mid Year Capital Financing Requirement £'000	61,404	53,802
	Gross Borrowing £'000	59,487	59,487
	Investments £'000	34,869	69,239
2	Net Borrowing £'000	24,618	-9,752
3	Authorised Limit for External Debt £'000	84,000	59,487
4	Operational Boundry for External Debt £'000	79,000	59,487
5	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	0%
6	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	5000
7	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	10.96%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	0.00%
	15 years and above %	90%	89.04%

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

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

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

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

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

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

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



Report Reference Number: S/19/27

To: Scrutiny Committee
Date: 12 March 2019
Ward(s) Affected: All
Author: Sarah Thompson (Housing and Environmental Health Service Manager), Hannah McCoubrey (Housing Strategy Officer)
Lead Executive Member: Cllr Chris Pearson (Lead Member for Housing, Health and Culture)
Lead Officer: June Rothwell (Head of Operational Services)

Title: Review of Community Centres

Summary:

This report provides a brief introduction to the Council's Community Centres and previous work completed. It asks the Committee to establish a Task and Finish Group, working with our Tenant Scrutiny Panel, to complete a review of the centres. The report also details the proposed scope and methodology of the review, which intends to understand how Community Centres are used currently and how they could be used in the future.

Recommendation:

The Committee are asked to agree the scope and methodology of the review and establish a Task and Finish Group, in partnership with the Council's Tenant Scrutiny Panel; to help facilitate a review of Community Centres which will include a district-wide consultation.

Reasons for recommendation:

Housing Revenue Account (HRA) funded Community Centres and their sustainability remains a key issue for members and residents alike. In order to move forward, we must first understand their current position in the community and how tenants and residents use them now and might wish to use them in future.

1 Introduction and background

- 1.1** Previous reviews have taken place in regards to Community Centres. Most notably in 2010, following a report to the Social Board, the decision was made to sell the poorly used centre at Womersley and convert the centre at

Kellington into a residential unit. This left the Council with the 10 centres it has today:

- Anne Sharpe Centre, St Edwards Close, Byram
- Westfield Court Centre, Westfield Court, Eggborough
- Coultish Centre, Charles Street, Selby
- Cunliffe Centre, Petre Avenue, Selby
- Harold Mills House, North Crescent, Sherburn-in-Elmet
- Lady Popplewell Centre, Beechwood Close, Sherburn-in-Elmet
- Grove House, Grove Crescent, South Milford
- Calcaria House, Windmill Rise, Tadcaster
- Kelcbar, Kelcbar Close, Tadcaster
- Rosemary House, Rosemary Court

1.2 Reviewing the Community Centres was suggested as a piece of work in June 2015, following a proposal from Councillor Buckle. Primary concerns were raised around the poor use of the centres, running costs and lack of community engagement. Considerable discussions took place between the Committee and Lead Officer for Community Support, but it was not felt a Task and Finish Group was required at that stage. It was however agreed that work would be undertaken to try and address the issues raised by Committee as to the use of the centres.

1.3 Since then, public WIFI has been installed into almost every centre, and a new booking system created and managed by the Customer Contact Centre, in the hopes of garnering new community and private sector interest in the centres. An investment of £78,000 over two years was also agreed in 2017 to facilitate security and access improvements.

1.4 However, whilst these improvements are acknowledged, the same concerns regarding community usage and value for money remain present; and it is therefore important that this work be revisited and progressed, and that a review is undertaken to inform a way forward.

2 Proposed Review

Defining the review and its scope

2.1 This review is intended to consider how Community Centres are currently being used and how we can make better use of them in the future.

2.2 We propose that the scope of the review will:

- Determine current level of use and public satisfaction with the centres.
- Look at current management models at each centre.
- Confirm the cost of providing the centres to the HRA.
- Explore potential alternative delivery models.
- Explore whether the current service offer meets the future needs of tenants and residents; and if not, what future model may best achieve this.

Proposed Methodology

2.3 We propose that the review is completed over a 6 month period and includes the following:

- Scrutiny to decide Task and Finish group members.
- Officers to provide base line information (costs, condition, level of usage, current management arrangements and constitutions) to support initial fact finding work.
- Co-operative between Scrutiny Committee and Scrutiny Panel to generate a consultation survey.
- Tenant Participation Officer to oversee tenant and resident consultation.
- Site visits to the Community Centres to help understand the usage.
- Benchmark against other local authority practices in relation to Community Centres, with the potential for site visits.

2.4 The Tenant Scrutiny Panel work to analyse and provide recommendations in relation to specific areas of the Council's housing service. Completing the review in this way provides an opportunity for closer working relationships between Council members and our tenants, providing an innovative approach to the review process. Having first-hand experience, tenants can also offer a great insight into the consultation process and everyday use of the centres.

2.5 It is also important to state that different solutions may be appropriate for each centre and a wide range of options should be considered. Of central importance is therefore the views of the local community and it is proposed that a resident-wide consultation take place to best assess and inform the review and options for future use and management of each centre.

3. Implications

3.1 Legal Implications

All Council landlords are required to meet the four consumer standards, as set by the Regulator for Social Housing. The 'Tenant Involvement and Empowerment Standard,' requires landlords to consult with their tenants and *'ensure that tenants are given a wide range of opportunities to influence and be involved.'*

Any further legal implications arising from future proposals in respect of individual Community Centres will be addressed as part of those proposals.

3.2 Financial Implications

Any financial implications arising from future proposals in respect of individual Community Centres will be addressed as part of those proposals.

3.3 Policy and Risk Implications

The report's recommendation provides a number of opportunities to develop a co-operative approach between Council members and tenants, as to the provision and management of the Community Centres. In regards to partnership working arrangements, roles and responsibilities need to be clearly identified in order to mitigate risk as much as possible.

3.4 Corporate Plan Implications

This report links to Priority 3 of the Corporate Plan (2015-2020): To make a difference. It focuses on empowering and involving people in decisions about their area and their services.

3.5 Resource Implications

Any resources required as part of a Task and Finish Group will be identified in the attached Scoping Document – Appendix A.

3.6 Equalities Impact Assessment

All Selby District Council tenants will be eligible for the proposed consultation and every effort will be made to engage as many tenants as possible in this process.

4. Conclusion

- 4.1** In order to ensure that Community Centres are achieving their financial and community benefit potential, we propose a review of the centres take place. To do this, we recommend a Task and Finish Group be established by the Scrutiny Committee and Tenant Scrutiny Panel. This review will include a district-wide consultation and provide recommendations for future use of the centres.

5. Background Documents

N/A

6. Appendices

Appendix A – Scoping document

Contact Officer:

Sarah Thompson

Housing and Environmental Health Service Manager

Selby District Council

sthompson@selby.gov.uk

Hannah McCoubrey

Housing Strategy Officer

Selby District Council

hmccoubrey@selby.gov.uk



Scrutiny Committee Task and Finish Group Review

Task and Finish Group Title:	Review of Community Centres
What the Review would achieve	Identify how the Community Centres are currently used and how we can make better use of them in the future.
Reasons for Review	<p>Criteria for selecting item:</p> <ul style="list-style-type: none"> • Identified by Members as key issue for public. • Positively impact on the delivery of services. • Engage the public and partner organisations. • Is the service cost/effective/value for money? <p>Potential criteria for rejecting items:</p> <ul style="list-style-type: none"> • N/A
Possible areas to be covered	<ul style="list-style-type: none"> • Current level of use and public satisfaction with the centres. • The cost of the Community Centres to the Housing Revenue Account • Exploration of potential alternative models • The current Community Centre management model • Exploration of whether the current service offered meets the future needs of tenants and residents and if not, what future model may best achieve this for the centres.
Methodology/Approach	<ul style="list-style-type: none"> • Establish the Task and Finish Group • Officers to provide base line information to support initial fact finding work which could also include visits to the Community Centres to help understand the usage • The Scrutiny Committee and the Tenant Scrutiny Panel will work together to generate a consultation survey. • Tenant Participation Officer to oversee tenant consultation. • Benchmark against other local authorities

	practices in relation to Community Centres including potential site visits
Indicators of Success	A report will be produced with recommendations on how we can make better use of the centres.
Barriers/dangers/risks	Tenants and service users do not engage in the review.
Length of Review	6 Months
Resources	<ul style="list-style-type: none"> • Staff time • Council member time • Tenant Scrutiny time • Community Centre Committee members time • Tenants and residents time



Report Reference Number: S/18/28

To: Scrutiny Committee
Date: 12 March 2019
Author: Chris Kwasniewski, Olympia Park Project Manager
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: Olympia Park – update on progress and next steps

Summary:

This report seeks to update the Scrutiny Committee on the proactive work that officers from Selby District Council are undertaking with landowners and other key partners to unlock the delivery of Olympia Park, which is a key strategic mixed use development site for the Council.

Recommendations:

Scrutiny Committee notes the work carried out to date, and proposed next steps to enable the delivery of Olympia Park.

Reasons for recommendation

The report has been brought before the Scrutiny Committee to update members on the work being undertaken to unlock the delivery of the strategically important Olympia Park site since the last report to the Committee in October 2018.

1. Introduction and background

- 1.1 As previously reported the Council's Adopted Local Plan Core Strategy identifies Olympia Park (shown on the aerial photograph in Appendix A) to deliver 1000 new homes and 23 hectares of new employment land in the period up to 2027, with a further 10.6 hectares reserved for longer term employment use (total 33.6 ha). The delivery of a mixed use scheme on the site is therefore a key priority for the Council.
- 1.2 The site is in three ownerships. The western part of the site is owned by **ForFarmers**, with **Three Swans Property Management Ltd** acting as the promoter of this part of the site. ForFarmers/Three Swans are in advanced negotiations with a potential development partner who will be responsible for

designing detailed proposals. The land adjoining the Selby by-pass is owned by **Selby Farms** and the **Potter Group** own the central part of the site

- 1.3 All three landowners are keen to bring forward comprehensive proposals to develop Olympia Park for a mixed use scheme and intend to appoint respective development partners to prepare more detailed proposals. Consequently they are supportive of the Council's proposals to secure funding from Homes England and the York, North Yorkshire and East Riding LEP to construct key infrastructure that will open the site for development.
- 1.4 Members will recall that western part of the site was granted a hybrid planning permission in December 2015 (outline planning permission for the development of 863 homes and detailed planning permission for highway infrastructure including a highway bridge over the Selby-Hull railway line and a link road from the Selby by-pass into the Potter Group site). However, no start on site was achieved due to the high infrastructure costs primarily associated with the bridge and this application has lapsed in December 2018.
- 1.5 On this basis, the allocated Olympia Park site does not form part of the Council's current 5 year land supply, as there was not enough evidence for the deliverability of this site at the time of writing the last 5 year housing land supply report.
- 1.6 At the update to Scrutiny Committee in October 2018 officers reported that proposals for bringing this strategic site forward for development were being discussed with the landowners based on a comprehensive, mixed use scheme accessed from the Selby By-Pass.
- 1.7 Members were also advised in October that the Council had been informed by the Homes England (formerly the Homes and Communities Agency) that £8.878 million of funding from the Government's Marginal Viability Housing Infrastructure Fund (HIF) had been approved in principle to help facilitate the delivery of this scheme, subject to further due diligence.

2. The Current Position and Next Steps

- 2.1 Homes England has now issued a formal offer letter to the Council confirming the award of the £8.878 million grant, subject to certain conditions being satisfied. These mainly relate to the Council providing details about how the grant will be spent and ensuring that a comprehensive scheme is delivered for the whole site. The Council is now required to complete a Grant Determination (funding) Agreement with Homes England by the 31st March 2019 to enable the funding to be drawn down.
- 2.2 This HIF investment will have a major impact on accelerating the delivery of the site, targeting funding at the construction of the access road from the by-pass through to the ForFarmers land and contributing to the cost of utilities and site preparation works. This investment will act as a catalyst for future development, but a crucial role for the Council will be to guarantee that mechanisms are put into place to ensure that comprehensive proposals are

developed for the site and that landowners/developers contribute towards the provision of common infrastructure.

- 2.3 The HIF investment has to be spent by the 31st March 2021. In order to achieve this critical deadline the Council will be working collaboratively with all of the landowners to prepare the necessary legal agreements for them to commit to the design and delivery of a comprehensive, integrated scheme for the whole site. Until legal agreements are signed with the respective landowners this will remain a project risk that will need to be actively managed by the Council.
- 2.4 The HIF funding may be supplemented by additional investment from the York, North Yorkshire and East Riding LEP. Up to £1.2 million of investment has been agreed in principle, subject to the approval of a Detailed Business Case, which is being prepared. It is anticipated that this will be considered by the LEP's Board for approval in June 2019.
- 2.5 To help ensure the delivery of a comprehensive scheme, the Council is developing a planning strategy for the Olympia Park site based on the following principles:
- The Council is preparing a Planning Brief and Masterplan for the area shown on the plan in Appendix B of this report that is likely to be published in consultation draft form in June 2019. This document will set out design principles and an overall vision for the site, including the indicative location of key infrastructure such the primary school, neighbourhood centre and open space and it will establish a planning framework for determining future planning applications. Dependent on approval by the Council's Executive, the document will be subject to a 6 week public consultation period in June/July. Representations made at this stage will then be considered prior to the document being formally approved in the autumn of 2019.
 - A detailed planning application for the construction of the access road is likely to be submitted in June 2019 in order to meet the HIF investment timescales
 - Subsequent outline/hybrid planning applications for the development of the site for housing, employment and community uses will be submitted by the landowners and/or their development partners towards the end of 2019 once the Development Brief and Masterplan has been approved by the Council.
- 2.6 The Council has established a strong governance structure to oversee the development of the Olympia Park project that includes a Board (chaired by the Director of Economic Regeneration and Place) and a Project Team that meet on a monthly basis.
- 2.7 The Council is continuing its important enabling role, brokering meetings between the landowners who control the site and their potential development partners to ensure that a comprehensive development strategy is agreed for

the site for a scheme that has appropriate links to the town centre and neighbouring communities.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 The Council has the legal powers to accept the grant outlined in this report. The budgetary framework to accept the grant was approved by The Council at its meeting on the 22nd February 2018.
- 3.2 The Council, with the support of external Legal advice, is preparing legal agreements to formalise its relationship as the accountable body for the HIF investment with the respective landowners with a view to these being in place by the end of June 2019. As outlined above a site specific funding agreement is also being drawn up between the Council and Homes England that will enable the Council to begin drawing down the HIF grant.
- 3.3 Should the Council need to exercise its powers in terms of site assembly it has powers to acquire land by agreement under both the Local Government Act 1972 and the Town and Country Planning Act 1990. Any land required in order to implement the scheme which cannot be acquired by negotiation with landowners could require a compulsory purchase order to enable delivery of the scheme

Financial Issues

- 3.4 The £8.878 million Homes England grant funding will be will be paid to Selby District Council at agreed intervals under section 31 of the Local Government Act 2003, and will be based on progress reports from the local authority. As such Selby District Council will be the Accountable Body for the funding. The £1.2 million funding in principle from the York, North Yorkshire and East Riding LEP will be only be secured if a Detailed Business Case is approved.
- 3.5 This HIF funding is for capital works and the potential acquisition of land and it will not cover staff resources or holding costs

Impact Assessment

- 3.6 The development of a more comprehensive, integrated scheme for Olympia Park will bring considerable benefits for the town in terms the provision up to 1500 homes, the consolidation of existing employment on the site and the creation of significant new employment space and new jobs. It will also regenerate a key strategic site and gateway into Selby town.
- 3.7 A scheme of this size will also include the development of new education and community facilities, new and replacement open space and replacement allotments. These will benefit existing neighbouring areas as well as residents and businesses within the new development.

4.0 Next steps

- 4.1 The key milestones for the next stage of the project are outlined in the table below.

<u>Task</u>	<u>Date</u>
Grant Funding Agreement signed with Homes England	March 2019
First tranche of Homes England Housing Infrastructure Fund investment released (anticipated date)	April 2019
Decision on the YNYER LEP funding	June 2019
Collaboration Agreements signed between Selby District Council and the Olympia Park landowners	June 2019
Development Brief and Masterplan approved by Selby District Council	June 2019
Consultation on Development Brief/Masterplan	June/July 2019
Detailed planning application for the access road submitted	June 2019
Decision on the access road planning application	October 2019
Submission of outline/hybrid planning applications for the development of the site by landowners/developers	December 2019
Infrastructure works commence on site	January 2020
Deadline for the YNYER LEP Funding to be spent and the infrastructure physically completed	December 2020
Deadline for the Housing Infrastructure Funding to be spent	March 2021

5 Conclusion

- 5.1 Significant progress has been made on the Olympia Park project since the last update in October 2018. The Council has received a formal offer of £8.878 million grant funding from the Governments Marginal Viability Housing Infrastructure Fund and has brokered a number of meetings with key stakeholders to develop a delivery strategy for the whole site.
- 5.2 The project is now entering into a delivery phase that will require uses on the site to be established and a clear programme put into place to deliver the HIF infrastructure
- 5.3 The Olympia Park project is being governed by a Project Board and Project Team that both meet on a monthly basis.

5.4 Any decision for the Council to commit further resources to the project will require formal approval through the political process following appropriate due diligence and completion of a detailed business case/appraisal.

5.5 Potential future reports to Executive are outlined as follows:

- Progress report on the HIF investment, and approval of the Consultation Draft of the Development Brief and Masterplan – June 2019

6 Background Documents

Appendix A - Olympia Park Aerial Photograph

Appendix B – Olympia Park Development Brief and Masterplan boundary.

Contact Officer:

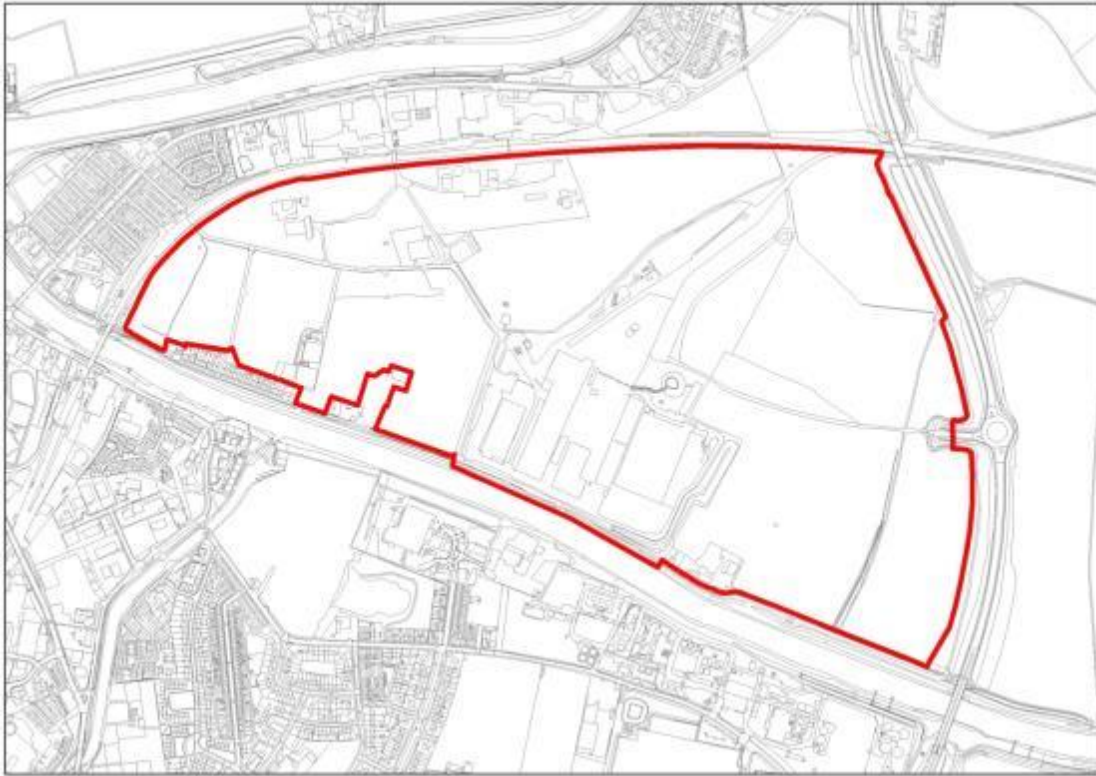
Chris Kwasniewski, Olympia Park Project Manager

ckwasniewski@Selby.gov.uk Ext. 42299

Appendix A Aerial Photo – Olympia Park



Appendix B: Olympia Park Development Brief and Masterplan boundary



Agenda Item 11



Report Reference Number: S/18/29

To: Scrutiny Committee
Date: 12 March 2019
Author: June Rothwell, Head of Operational Services
Lead Officer: June Rothwell, Head of Operational Services

Title: Emergency Planning Update

Summary:

This report seeks to summarise the Council's arrangements in respect of the Council's statutory obligations regarding civil contingencies and emergency planning, including the partnership with North Yorkshire Local Resilience Forum.

The report provides details of the work and incidents in the Selby District in the last 12 months.

Recommendation:

That Scrutiny Committee note the Council's arrangements for emergency planning and the incidents for which an emergency response has been necessary during the last 12 months.

Reasons for recommendation

Selby District Council is a category 1 responder for civil emergencies and the report identifies its responsibilities in direct response to such emergencies.

1. Introduction and background

The Civil Contingencies Act 2004 places a statutory duty on local authorities, as a category 1 responder. Selby District Council is therefore a category 1 responder for civil emergencies (the same category as the emergency services) and as such required to:

- assess the risk of emergencies occurring and use this to inform contingency planning

- put in place emergency plans
- put in place business continuity management arrangements
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination
- co-operate with other local responders to enhance co-ordination and efficiency
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

In North Yorkshire this is delivered in a two-tier local government structure which we choose to manage through a partnership with North Yorkshire County Council. A long-standing partnership exists, formalised in a service level agreement, with a strong track record of effective and successful delivery of the service. Examples include effective response and recovery to:-

- Sherburn-in-Elmet tyre Fire in 2014
- Great Heck waste recycling fire in 2015
- Christmas floods in 2015
- Suspect explosives at a property in Barlow 2016
- Thorpe Willoughby Fire (Former mushroom farm) 2017
- Local response to the raised national terrorist threat in 2017

All of the above major incidents have been completed or controlled with multi-agency strategic and tactical plan objectives achieved (and formally signed off) and positive multi-agency debriefs undertaken.

In addition to the major incidents that occurred or had the potential to occur in Selby District the authority will routinely receive notification of other major incidents through the North Yorkshire Local Resilience Forum (NYLRF) along with Severe Weather Warnings and Flood Advisory Telecons via the Environment Agency.

2 The Report

2.1 The following provision is made for the service of Emergency Planning:

- assess the risk of emergencies occurring and use this to inform contingency planning

The North Yorkshire Local Resilience Forum (NYLRF), this being a formal body comprising North Yorkshire County Council and all District Councils and other category 1 partners, has a County-wide risk assessment (reviewed annually) to fulfill this requirement. The District Council engages with this

through attendance at NYLRF task groups and through partnership with NYCC.

It is worth highlighting the significant risk of flooding given the geography of our District and historical flooding incidents.

- put in place emergency plans

These have been in place for a substantial number of years. Selby's local plans (formerly the major incident plan, communications plan and emergency control centre plan) have been amalgamated into one plan – Selby District Council Emergency Plan. No significant changes have been made to this plan during the last 12 months.

There are a range of plans produced by North Yorkshire Local Resilience Forum, notably the Response to Major & Critical Incidents. This sets out a framework for multi-agency command and control of civil emergencies and appropriate triggers to determine when incidents should be escalated to multi-agency response.

The key documents for Strategic (Gold) and Tactical (Silver) Commanders are:

- **Selby District Council Emergency Plan**
- **Selby District Council Command Contacts Directory**
- **North Yorkshire Local Resilience Forum - Response to Major & Critical Incidents**

These plans include arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency

The North Yorkshire Local Resilience Forum Communications Plan covers the above (principally) and the Communications & Marketing Manager represents the Council on the relevant North Yorkshire Local Resilience Forum Sub Group.

- share information with other local responders to enhance co-ordination

This is achieved through the North Yorkshire Local Resilience Forum - Response to Major & Critical Incidents framework and other plans (Communications plan), and the Council's Emergency Plan, our partnership arrangements with NYCC and engagement with North Yorkshire Local Resilience Forum.

The North Yorkshire Local Resilience Forum - Response to Major & Critical Incidents sets out specific structures (Strategic, Tactical and Operational) to ensure dynamic situational co-ordination during incident and response.

- co-operate with other local responders to enhance co-ordination and efficiency

This is achieved through the above arrangements. It is also worthy of note that North Yorkshire Local Resilience Forum have a training sub group and arrange regular multi-agency training. During 2018 training for Selby staff included;

- Selby hosted Loggist training on 21 and 26 June 2018
- Attended the Local Authority Forum based around Cyber issues on 29 November 2018
- Carried out a Rest Centre Exercise at Selby Leisure Centre on 1 May 2018
- Hosted Bronze Commander training on 9 October 2018
- Attended the Gold Symposium on 22 November 2018

The training involved some of our Directors, Heads of Service, and Operational staff.

- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

Principally provided by NYCC, but supported by the Council. A particular current focus is the development of community resilience plans, building upon the success of effective community resilience, for example arising from the flood incidents across the District.

Responding to a Civil Emergency

The Council has a well-established command structure which includes the Chief Executive, Directors and Heads of Service. This has the potential to provide significantly increased capacity & resilience for the organisation to respond to civil emergencies.

The Head of Operational Services – June Rothwell has lead responsibility for emergency planning and all Heads of Service are required, by virtue of the new job specifications, to act as Tactical Commanders (Silver) and Directors to support the Chief Executive in Strategic (Gold) Command. This has the potential to mitigate significant risks, for the Council, in terms of its capacity to command sustained major incidents, which typically (as we saw during the Christmas floods of 2015) require Tactical Command, for three eight hour shifts per twenty-four hours, for a number of days. (Historically, this has been at Fulford Police Station).

On a day to day basis Wayne Palmer – Environment Health Team Leader manages the partnership with NYCC, our nominated NYCC Officer being Wendy Muldoon – Senior Emergency Planning Officer.

The Council currently has a twenty-four hour, seven days per week, stand-by facility (Duty Officer) provided by Selby DC Operational Service Officers and the Ryecare call centre, which includes civil emergency response. When benchmarked with other Districts this exceeds typical provision which relies, in many other authorities, on ad-hoc availability of officers with no formal arrangements in place.

Even further resilience is provided by virtue of NYCC's twenty-four hour, seven days per week, Emergency Planning Duty Officer.

Operational response (Bronze) is provided in the first instance by Officers, Team Leaders and the Managers within Operational Services some of who have significant experience of Operational (Bronze) Command.

The Communications & Marketing Manager has significant expertise and experience in emergency response communications but the Communications' team is small. Mitigation includes partnership and mutual aid through the North Yorkshire Local Resilience Forum Plans but this does not address internal communications and communications with key local stakeholders and the community. NYLRF focus on basic media external communications. Therefore, capacity and resilience, in particular over a sustained period, remains a risk requiring active management.

Incidents during the last 12 months

During the last year there has only been one incident which has required the North Yorkshire Resilience Forum to notify NYLRF of an incident which may have a serious public or community impact in the Selby District. This relates to a methane gas leak in Tadcaster which is a live incident.

A multi-agency group including Selby District Council, North Yorkshire County Council, North Yorkshire Police, NY Fire Service, Northern Gas Network, Yorkshire Water, Public Health, Northern Powergrid, and the Environment Agency have responded to the incident.

This incident was first reported on 23rd December 2018 and is an unusual event which has focused on identifying the source of the gas and ensuring the safety of the community affected until such time as the source can be found and mitigated.

In addition to the live incident the Council is also involved in planning for the Tour de Yorkshire, the UCI and Brexit.

Risk Analysis

In accord with the corporate risk framework the risk of failure to fulfil statutory duties regarding civil contingencies (previously risk number 16 in the

corporate register) is assessed as 15 (likelihood 3, impact 5) with a target of 10 (by reducing likelihood to 2 (low)). The impact score is unlikely to change.

This should be distinguished from the risk of civil emergency occurrence, which it is recommended also requires active management, principally due to the risk of floods. Risk assessment of various civil emergencies is dynamic and reviewed as a minimum annually by North Yorkshire Local Resilience Forum (of which we are a member). The Council is required to dynamically risk assess potential incidents and emerging incidents, on an ongoing basis, in light of intelligence from partners (including but not limited to weather warnings and flood warnings).

The Council receives a range of warnings, principally from the Environment Agency and Meteorological Office. These are administered by NYCC and have been amended, in terms of recipients, in accord with the rationale below.

- Alerts for action to be initially restricted to Operational Services (Officers within Operational Services (including those who undertake call out duties)/ key Team Leaders and Managers in Operations (Assets/Community Support/Housing/Environmental Health) the Head of Operational Services
- Operations will escalate, within our organisation, where appropriate.
- Head of Contracts & Commissioning also added for resilience & due to the key role supporting Operations through contractors (sand bags etc).
- The list of recipients and notifications of alerts has recently been reviewed and amended.

3 Legal/Financial Controls and other Policy matters

3.1 Legal Issues

There are no legal issues arising from the report

3.2 Financial Implications

The Council funds the service level agreement, with North Yorkshire County Council, in respect of emergency planning, and a contribution to the North Yorkshire Local Resilience Forum Secretariat (undertaken by NYCC). This is within existing base-budget held by Environmental Health.

A modest budget of £4,920.00 is held for practical resource costs (predominantly sand-bags) within the Environmental Health base-budget.

The cost of response and recovery to specific incidents is more complex and dependent upon the circumstances. For example the Council has funded emergency accommodation and gas monitoring at Tadcaster, which will be subject to specific funding from contingency. Some incidents can be subject to

Government support, through the Bellwin scheme, where the relevant criteria and thresholds are triggered. An example would be the Christmas floods of 2015.

The Council's response to incidents, can involve a significant staff resource, from Gold and Silver Officers and Operational Services (normally Environmental Health and Housing) and this is normally met from existing budget and by being flexible with resource deployment and prioritisation of work. The cumulative impact upon resources can be significant and requires active management.

In summary, due to the nature of civil contingencies funding demand is dynamic and requires active management throughout the year.

4. Conclusion

- 4.1 Selby District Council is a category 1 responder for civil emergencies and the report identifies its responsibilities in direct response to such emergencies. The Scrutiny Committee's interest and input into how this is managed is welcomed.

5. Background Documents

Contact Officer:

*June Rothwell
Head of Operational Services
Selby District Council
jrothwell@selby.gov.uk*

*Wayne Palmer
Environmental Health Team Leader
Selby District Council
wpalmer@selby.gov.uk*

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