

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: BILL ALKER
direct line: 01200 414412
e-mail: bill.alker@ribblevalley.gov.uk
my ref: WA/EL
your ref:
date: 12 January 2012

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Switchboard: 01200 425111
Fax: 01200 414488
DX: Clitheroe 15157
www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 24 JANUARY 2012** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee members (copy for information to all other members of the Council)
Directors
Press

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meetings held on 22 November 2011 – copy enclosed.
3. Matters arising (if any).
4. Declarations of Interest (if any).
5. Public Participation (if any).
6. References from Overview and Scrutiny Committee (if any).

DECISION ITEMS

- ✓ 7. Revised Revenue Budget 2011/2012 and Original Estimate 2012/2013 report of Director of Resources – copy enclosed.
- ✓ 8. Revised Capital Programme 2011/2012 and Proposed Programme 2012/2015 – report of Director of Resources – copy enclosed.

- ✓ 9a. Performance Reward Grants 2012/2013 – report of Chief Executive – copy enclosed.
- ✓ 9b. Future of Local Strategic Partnership – report of Chief Executive – copy enclosed.
- ✓ 10. Amendments to Parts of the Council's Constitution – Working Group Conclusions – report of Solicitor – copy enclosed.
- ✓ 11. Committee Timetable 2012/13 – report of Chief Executive – copy enclosed.
- 12. References from Committees (if any).

INFORMATION ITEMS

- ✓ 13. Changes to the Standards Regime Resulting from the Localism Act – report of Head of Legal and Democratic Services – copy enclosed.
- ✓ 14. Treasury Management Monitoring 2011/2012 report of Director of Resources – copy enclosed.
- ✓ 15. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 16. Minutes of Budget Working Group held on 17 October 2011 and 15 November 2011 – copies enclosed.
- ✓ 17. Ribble Valley Community Safety Partnership Strategic Assessment 2012/2013 – copy enclosed for information.

Part II - items of business **not** to be discussed in public

- ✓ 18. Council Offices – Reception Remodelling Scheme – report of Director of Community Services – copy enclosed.
- ✓ 19. Council Tax and NNDR Write Offs – report of Director of Resources – copy enclosed.
- ✓ 20. Economic Development Initiative – report of Chief Executive – copy enclosed.
- ✓ 21. Request for Hardship Relief – report of Director of Resources – copy enclosed.

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RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 7

meeting date: 24 JANUARY 2012
title: REVISED REVENUE BUDGET 2011/12 AND ORIGINAL ESTIMATE 2012/13
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2011/12, together with a draft revenue budget for 2012/13, for submission to Policy and Finance Committee.

2 BACKGROUND

- 2.1 The grant settlement for the next financial year was published on the 8 December 2011. This **confirmed** our formula grant for 2012/13 will be £2.902m which includes the second year of council tax freeze grant of £78,660. This is a reduction of 12.8% from that received for the 2011/12 financial year.

- 2.3 The two year settlement announcement last year was notably worse than had been anticipated for this council. The Government awarded 'transitional grant' to those authorities previously in receipt of Area Based Grant and other funding including Working Neighbourhoods Fund monies. However, as we did not receive such funding we are not entitled to this transition grant

- 2.4 This confirmed the need for the Council to identify substantial savings in its base budget. The management structure review in 2010/11 resulted in substantial savings, which greatly eased the financial position in which the council found itself for 2011/12 onwards.

- 2.5 Further substantial savings of over £600,000 were needed in order to achieve an affordable budget for 2012/13 onwards. A detailed review was been completed of all council services and on 22 November 2011 Policy and Finance Committee considered and approved a package of savings totalling around £645,000..

- 2.6 The proposed budget **within this report** for the next financial year 2012/13 represents the base budget for this committee **taking into account** the service review savings proposals that were approved at Policy and Finance Committee.

3 REVIEW OF 2011/12 REVENUE BUDGET

- 3.1 When the budget was prepared for the current year provision was made for increases in prices of 3%. A small allowance was included for a pay award for those earning below £21,000. However, no pay increase was awarded for 2011/12.

- 3.2 The revised budget is **£48,590** lower than the original estimate. This is increased to **£242,240** lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Original Estimate 2011/12 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2011/12 £
CEXEC	Chief Executives Department	3,790	-72,100	-10	68,320	0	0
OMDEV	Organisation & Member Development	-1,650	-39,690	0	41,340	0	0
CSERV	Corporate Services	206,510	1,800	0	-25,580	0	182,730
CORPM	Corporate Management	289,010	0	0	-4,520	0	284,490
CIVST	Civic Suite	-710	-3,580	-720	6,360	-1,350	0
CLOFF	Council Offices	140	-4,590	-10	15,150	-10,690	0
EMERG	Community Safety	55,810	0	0	8,480	0	64,290
CLTAX	Council Tax	379,240	-7,370	0	-46,070	0	325,800
NNDRC	National Non Domestic Rates	35,290	-1,060	-2,870	-2,830	0	28,530
BYELE	District By Election	0	4,730	0	0	0	4,730
DISTC	District Elections	16,910	125,980	-67,140	9,820	0	85,570
ELECT	Register of Electors	75,380	-4,090	0	-2,100	0	69,190
EUROP	European Elections	30	0	0	-30	0	0
LANCS	Lancashire County Elections	10	0	0	-10	0	0
PARIS	Parish Elections	1,050	0	0	-940	0	110
PARLI	Parliamentary Elections	19,550	7,400	-7,400	-12,110	0	7,440
ATTEN	Mayor's Attendant	0	-1,590	0	1,590	0	0
CIVCF	Civic Functions	56,440	540	-580	-1,370	0	55,030
COSDM	Cost of Democracy	418,850	-6,090	0	-9,480	0	403,280
MAYCR	Mayoral Transport	0	300	0	-300	0	0
LICSE	Licensing	52,570	550	-8,970	-11,670	0	32,480
LANDC	Land Charges	43,000	-5,220	3,000	-3,520	0	37,260
FGSUB	Grants and Subscriptions	152,010	-280	0	10	0	151,740
ESTAT	Estates	17,680	2,500	-9,300	-550	0	10,330
VARIOUS	Meals on Wheels & Luncheon Clubs	26,240	-9,590	3,950	-50	0	20,550
FMISC	Policy & Finance Miscellaneous	161,250	-15,060	-12,610	-650	0	132,930
PERFM	Performance Reward Grants	52,690	145,240	0	0	0	197,930
SUPDF	Superannuation Deficiency Payments	122,120	-3,270	0	-10	0	118,840
COMPR	Computers	590	-28,140	0	29,610	-2,060	0
FSERV	Financial Services	2,230	-9,830	50	7,550	0	0
LSERV	Legal Services	-1,900	-4,770	-5,030	11,700	0	0
CONTC	Contact Centre	170,010	9,550	0	-10,250	0	169,310
REVUE	Revenues and Benefits	-4,020	-56,230	0	60,250	0	0

Cost Centre	Cost Centre Name	Original Estimate 2011/12 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2011/12 £
CONCS	Concessionary Travel	51,190	-46,590	0	310	0	4,910
ALBNM	Albion Mill	-3,060	0	1,630	220	0	-1,210
INDDV	Economic Development	109,610	-12,150	0	-24,450	0	73,010
NET COST OF SERVICES		2,507,860	-32,700	-106,010	104,220	-14,100	2,459,270
ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
FNBAL H230	Election Fund	19,870	0	-63,570	0	0	-43,700
FNBAL H277	Estates Reserve Fund	0	0	-2,500	0	0	-2,500
FNBAL H262	IT Reserve	0	9,000	0	0	0	9,000
FNBAL H263	Government Connect	-4,520	0	-720	0	0	-5,240
CPBAL H330	Revenue contribution to capital	0	9,380	0	0	0	9,380
FNBAL	Valuation of assets Reserve	2,000	0	0	0	0	2,000
FNBAL H326	Performance Reward Grants Reserve	-52,690	0	-145,240	0	0	-197,930
NET BALANCES AND RESERVES		-35,340	18,380	-212,030	0	0	-228,990
NET EXPENDITURE		2,472,520	-14,320	-318,040	104,220	-14,100	2,230,280

3.3 The difference between the revised and original estimate is an estimated decrease in net spending of **£242,240**. The main reasons for this are identified below:

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Chief Executive					
Reduced employee costs and transports costs due to freeze on recruitment on vacant posts in environmental health and building control sections, reduced hours being worked by housing strategy officer and no maternity cover in regeneration section	-60,070				
Reduced tuition fees, purchase of equipment and materials, protective clothing and conference expenses due to freeze on non essential expenditure	-7,800				
Reduction in insurance costs recharged to service	-4,450				
Increase in support costs recharged from financial services and computer services offset by reduction in costs from organisation and member development and accommodation charge. This is due to changes in cost allocation of these services			5,880		
The decrease in net expenditure is reflected in reduced recharges to other services			62,440		
Total Chief Executive					-4,000
Organisation & Member Development					
Reduced employee costs due to freeze on recruitment of vacant administration assistant and assistant corporate policy officer posts. Also reduced hours being worked by principal communication officer	-32,110				

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduced tuition fees, corporate training, printing and stationery and postages, due to freeze on non essential expenditure	-6,880				
Increase in support costs mainly from Financial services and legal services due to changes in cost allocation of these services			18,960		
The decrease in net expenditure is reflected in reduced recharges to other services			22,490		
Total Organisation and Member Development					2,460
Corporate Services					
Increase in promotional activities provision following the virement of resources from tourism to fund the management and promotion of the Ribble Valley food trail	2,000				
Reduced support costs mainly from organisation and member development, financial services and computer services due to reduction in staffing levels and changes to cost allocation of service			-25,560		
Total Corporate Services					-23,560
Corporate Management					
Reduced support costs mainly from financial services. This is offset by increase in support cost from chief executive due to changes in cost allocation of these services			-4,520		
Total Corporate Management					-4,520

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Civic Suite					
Reduced employee costs due to staff not joining superannuation scheme and reduction in overtime provision	-1,550				
Reduced repair & maintenance provision due to virement of resources to Salthill depot to fund health & safety work	-2,000				
Increase in support costs mainly from chief executives and community services due to changes in costs allocation of these services			2,100		
The decrease in net expenditure is reflected in reduced recharges to other services			4,260		
Reduced capital costs mainly due to depreciation on land element included in original estimate				-1,350	
Total Civic Suite					1,460
Council Offices					
Reduced employee related expenses due to vacant posts and provision for pay award included in original estimate	-2,630				
Reduced repair & maintenance provision due to virement of resources to Salthill depot to fund health & safety work	-2,000				
Increase in support costs mainly from community services and organisation and member development due to changes in costs allocation of these services			3,690		
The decrease in net expenditure is reflected in reduced recharges to other services			11,460		
Reduced capital costs mainly due to depreciation on land element included in original estimate				-10,690	
Total Council Offices					-170

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Community Safety					
Increase in support costs mainly from chief executives and computer services due to changes in the allocation of costs from these services			8,480		
Total Community Safety					8,480
Council Tax					
Reduced purchase of equipment, bailiff fees, warrant fees, all pay costs, statutory notices and court costs partly due to freeze on non essential expenditure	-7,370				
Reduction in support costs mainly from revenues service and computer services due to reduction in staffing levels. This is partly offset by increase in support cost from Financial services and organisation and member development due to changes in cost allocations of these services			-46,070		
Total Council Tax					-53,440
National Non Domestic Rates					
Increase in software maintenance as a result of extension of small business rate relief, funded by government grant	1,000	-2,000			
Reduced discretionary grants, mainly as a result of small business rate relief	-1,370				
Reduction in support costs mainly from revenues service and computer services due to reduction in staffing levels. This is partly offset by increase in support cost from Financial services due to changes in cost allocations of these services.			-2,830		
Total National Non Domestic Rates					-5,200

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
District Elections					
Cost of district and parish elections and also the referendum on the voting system held in May 2011 offset by recharge to Ministry of Justice. The balance is to be funded from earmarked reserves.	125,980	-67,140			
Increase in support costs mainly from legal services offset by reduction in support from community services due to changes in cost allocation of these services			9,820		
Total District Elections					68,660
District By Election					
Cost of district-by-election held in November 2011, funded from earmarked reserve.	4,730				
Total District By Election					4,730
Register of Electors					
Reduction in software support included as a cost of the referendum recharged to the Ministry of Justice.	-4,000				
Reduction in support costs from legal services and financial services due to changes in cost allocations of these services			-2,100		
Total Register of Electors					-6,100
Parliamentary Elections					
Adjustment to 2010 Parliamentary claim	7,400	-7,400			
Reduction in support costs mainly from legal services due to changes in cost allocations of these services			-12,110		
Total Parliamentary Elections					-12,110

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Cost of Democracy					
Largely due to the reduction in members allowances. This is as a result of the increase being deferred until April 2012.	-6,090				
Reduction in support costs from organisation and member development, financial services, legal services and community services due to changes in cost allocations of these services and also reduction in accommodation charge from council offices and civic suite due to reduced costs.			-9,480		
Total Cost of Democracy					-15,570
Licensing					
Increase in cost of criminal record checks, partly offset by additional income	3,300	-3,300			
Reduced provision for purchases of plaques	-2,240				
Additional income from premises and taxi licenses		-4,700			
Reduced support costs mainly from legal services and chief executives due to changes in cost allocations from these services			-11,670		
Total Licensing					-18,610
Land Charges					
Reduce software maintenance budget, in order to finance capital purchase of new system	-3,450				
Reduced support costs mainly from legal services and community offset by an increase from financial services due to changes in cost allocations from these services			-3,520		
Reduced income from searches		3,000			
Total Land Charges					-3,970

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Estates					
Increase in repair of maintenance provision for repairing wall at Littlemoor road, funds set aside in an earmarked reserve	2,500				
Increase in rent from Longridge youth club and sale of freehold land		-9,300			
Total Estates					-6,800
Meal on Wheels / Luncheon Clubs					
Reduction in cost of catering concession offset by increase in transport costs, equipment and materials and cost of meals	-9,860				
Reduction in grant from LCC due to reduced cost of service		3,070			
Total Meals on Wheels/Luncheon Clubs					-6,790
Policy and Finance miscellaneous expenses					
Rebate on external audit fees and reduced planned grant audit fee	-12,560				
Reduced bank charges due to changes in banking operations	-2,500				
Increase in income from administration of 2nd tranche of performance reward grants		-12,680			
Total Policy and Finance Miscellaneous Expenses					-27,740
Performance reward grants					
Increase of schemes anticipated to be completed by March 2012 and cost of administration of 2nd tranche of funding received from LCC, expenditure to be funded from earmarked reserve.	145,240				
Total performance reward grants					145,240

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Superannuation Deficiency Payment					
Reduction in beneficiaries	-3,270				
Total Superannuation Deficiency Payment					-3,270
Computer Services					
Reduced employee costs due to freeze on recruitment of computer administrator post	-17,390				
Reduction in tuition fees, purchase of equipment and materials, hardware and software maintenance due to freeze on non essential expenditure	-11,470				
The decrease in net expenditure is reflected in reduced recharges to other services			29,800		
Reduction in depreciation as purchase of upgrade to financial ledger system becomes fully depreciated				-2,060	
Total Computer Services					-1,120
Financial Services					
Increase in employee costs provision for staff turnover offset by vacant post	2,020				
Reduction in tuition costs, car allowances, rail fares, purchase of equipment and materials, printing and stationery and conference expenses due to freeze on non essential expenditure	-9,210				
Reduction in insurance costs recharged to service	-1,360				
The decrease in net expenditure is reflected in reduced recharges to other services			7,660		
Total Financial Services					-890

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Legal Services					
Increase in employee costs due to provision for staff turnover offset by staff leaving superannuation scheme	1,790				
Reduction in tuition costs, purchase of equipment and materials, printing and stationery postages and statutory notices due to freeze on non essential expenditure	-3,870				
Reduced provision for Legal books set aside as a revenue contribution towards the capital cost of new land charges system	-5,930				
Increase in legal costs offset by additional income from legal fees and administration charge	4,500	-5,030			
Increase in support costs mainly from Computer services offset by reduced accommodation costs			3,880		
The decrease in net expenditure is reflected in reduced recharges to other services			7,890		
Total Legal Services					3,230
Contact Centre					
Reduced employee expenses by the removal of the pay award provision included in the original estimate and the removal of temporary cover provision	-3,750				
increase in software maintenance costs from new CRM system	13,800				
Reduction in support costs mainly from computer services due to changes in cost allocation of this service			-10,230		
Total Legal Services					-180

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Revenue Services					
Reduced employee expenses due to vacant clerical assistant, recovery assistant and benefits assistant posts and freeze on recruitment.	-54,820				
Reduced tuition fees due to freeze on non essential expenditure	-1,000				
Reduction in support costs mainly from financial services and organisation and member development due to changes in cost allocation of these services and also reduced accommodation charge			-5,540		
The decrease in net expenditure is reflected in reduced recharges to other services			66,650		
Total Revenue Services					5,290
Concessionary Travel					
Reduced concessionary travel cost due to responsibility for service transferring to LCC	-46,590				
Total Concessionary Travel					-46,590
Economic Development					
Reduction in subscription as a result of termination in subscription paid to PLACE	-5,150				
Reduction in subscription as a result of a contribution to sustainability appraisal as approved by Planning Committee on 16 June 2011	-5,000				
Reduction in promotional activities as a result of a freeze on non essential expenditure	-2,000				
Reduction in support costs from ground maintenance, fewer hours being charged for the upkeep of industrial sites and also a reduction in support costs from chief executive's mainly due to reduction in staffing levels			-24,340		
Total Economic Development					-36,490
Other	-7,220	-530	-3,270		-11,020
Sub-Total	-32,700	-107,640	104,220	-14,100	-48,590

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
RESERVES					
Election reserve - funding for May 2011 election and November by-election		-63,570			-63,570
Estates - Funding set aside for repairing wall at Littlemoor road		-2,500			-2,500
Revenue contribution towards capital funded from reduced legal reference books and Land Charges software maintenance	9,380				9,380
Computer equipment - funds set aside to fund future purchase of equipment	9,000				9,000
Government Connect - full use of earmarked reserve		-720			-720
Performance reward grants - funding for schemes anticipated to be completed by March 2012 and administration charge		-145,240			-145,240
Total	-14,320	-318,040	104,220	-14,100	-242,240

4 2012/13 DRAFT REVENUE BUDGET

- 4.1 The three year forecast to Policy and Finance Committee in September highlighted the need for savings in the region of £600,000 in the 2012/13 financial year. There is continuing uncertainty surrounding the level of financial support the council will receive from the Government in future financial years, particularly following consultation papers on proposals to replace the current formula grant funding with an alternative based on the retention of business rates.
- 4.2 Due to this uncertainty, the three year forecast assumed a freeze on Government funding. Following the grant settlement in December, an updated budget forecast estimated the amount of savings needed for 2012/13 as £635,000. These figures will be updated further as detailed estimates are agreed by committees.
- 4.3 In addition, as always, there are a number of potential problems that will have a significant impact on the budget for 2012/13 and beyond. The immediate ones are:
- ❖ Future public sector funding
 - ❖ The continuing effect of the economic downturn on service income levels
 - ❖ The level of investment income received
- 4.4 As far as your budget is concerned, as stated earlier, the estimates have been prepared after allowing for savings from the service review savings package agreed at Policy and Finance Committee on 22 November 2011 and include provision for price increases of 2.5%. No allowance has been made for pay increases. Where possible budgets have been cash limited.
- 4.5 Whilst savings have been identified and incorporated into the base budget members are asked to consider any further potential areas for savings which they may be able to identify. These will be put forward for consideration by the Budget Working Group, be they for the 2012/13 budget or as proposals for any future years.

5 COMMITTEE SERVICE ESTIMATES

5.1 CHIEF EXECUTIVE'S DEPARTMENT

Service Description							CEXEC
<p><i>The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety, planning policy and providing the council mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for this section are shown in a separate paragraph 5.31. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	981,290	24,540	-24,330	13,800	0	-32,110	963,190
Premises Related	510	10	0	0	0	-520	0
Transport Related	30,220	750	-680	160	0	-1,710	28,740
Supplies and Services	25,200	630	-190	790	0	-1,540	24,890
Support Services	143,730	0	0	0	12,920	0	156,650
Total Expenditure	1,180,950	25,930	-25,200	14,750	12,920	-35,880	1,173,470
Customer and Client Receipts	-20	0	0	0	0	0	-20
Departmental Recharges	-1,177,140	0	0	0	3,690	0	-1,173,450
Total Income	-1,177,160	0	0	0	3,690	0	-1,173,470
NET	3,790	25,930	-25,200	14,750	16,610	-35,880	0
Comments							
<p>The unavoidable increase in employee related expenses is due to incremental increases in pay and an increase in the rate of employer's Superannuation contributions.</p> <p>The unavoidable increase in supplies and services is due to subscriptions paid to the North West Housing Consortium. This is being funded by a reduction in warrant fee provision found in paragraph 5.8 of this report.</p> <p>There has been an increase in support costs from financial and computer services and a reduction from organisation and member development. This is due to changes in staff time allocated to the service and a review of the allocation of costs of the computer section.</p> <p>The service review savings are from a reduction in hours of three posts, deletion from the establishment of a post in building surveyors, an extension to a fixed term post in planning and also reduction in insurance and security phone charges.</p> <p>The net effects of these changes are reflected in a reduction in the recharges to other departments.</p>							

5.2 ORGANISATION AND MEMBER DEVELOPMENT

Service Description							OMDEV
<p><i>This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides level B reception, typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.</i></p>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	375,540	9,390	-9,370	-2,430		-35,960	337,170
Transport Related	6,190	150	-140	-520		270	5,950
Supplies and Services	42,200	1,020	-480	-280	-100	-360	42,000
Support Services	53,680	0	0	0	23,110	0	76,790
Depreciation and Impairment	4,630	0	0	0	0	0	4,630
Total Expenditure	482,240	10,560	-9,990	-3,230	23,010	-36,050	466,540
Customer and Client Receipts	-3,780	-90	90	0	0	0	-3,780
Departmental Recharges	-480,110	0	0	0	17,350	0	-462,760
Total Income	-483,890	-90	90	0	17,350	0	-466,540
NET	-1,650	10,470	-9,900	-3,230	40,360	-36,050	0
Comments							
<p>The increase in employee related expenses is due to incremental increases in pay and an increase in the rate of employer's superannuation contributions offset by reduction from the deletion of modern apprentice post.</p> <p>There has been an increase in support costs from financial and legal services. This is due to changes in staff time allocated to the service.</p> <p>The service review savings are from a reduction in hours of one post, deletion from the establishment of a post in corporate services section, a part time post in typing, and reductions in insurance and security phone charges.</p>							

5.3 CORPORATE SERVICES

Service Description							CSERV
<p><i>A small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications. As a result of the restructuring of senior management costs associated with the staffing of this section have been transferred to the Organisation & Member Development section see shown at paragraph 5.2</i></p>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	24,420	730	-520	-200	0	0	24,430
Support Services	183,240	0	0	0	-20,670	0	162,570
Total Expenditure	207,660	730	-520	-200	-20,670	0	187,000
Customer and Client Receipts	-1,150	-30	30	0	0	0	-1,150
Total Income	-1,150	-30	30	0	0	0	-1,150
NET	206,510	700	-490	-200	-20,670	0	185,850
Comments							
<p>The changes to supplies and services are as a result of an inflation increase on subscription offset by a reduction in the provision for refreshments.</p> <p>The changes in support costs is mainly due to changes in staffing levels in the organisation & member development section as a result of service review savings.</p>							

5.4 CORPORATE MANAGEMENT

Service Description							CORPM
<p><i>Corporate management concerns those activities and costs that provide the infrastructure that allows services to be provided and the information that is required for public accountability.</i></p> <p><i>This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making meetings, preparation of published accounts, publicity and work on standard spending assessments, estimating and accounting for precepts.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	289,010	0	0	0	9,030	0	298,040
Total Expenditure	289,010	0	0	0	9,030	0	298,040
NET	289,010	0	0	0	9,030	0	298,040
Comments							
The unavoidable changes in support costs are mainly as a result of increases in support costs from chief executive and a decrease in support costs from financial services this is mainly due to incremental pay awards and changes in staff time allocated to the service.							

5.5 CIVIC SUITE

Service Description							CIVST
<p>All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs to reflect the level of usage that they have had of the facility during the year.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	11,230	270	-260	-620	0	0	10,620
Premises Related	24,690	620	190	190	0	-50	25,640
Supplies and Services	2,010	60	-60	-250	0	0	1,760
Support Services	20,480	0	0	0	2,780	0	23,260
Depreciation and Impairment	14,980	0	0	0	-1,350	0	13,630
Total Expenditure	73,390	950	-130	-680	1,430	-50	74,910
Customer and Client Receipts	-4,780	-120	0	90	0	0	-4,810
Departmental Recharges	-69,320	0	0	0	-780	0	-70,100
Total Income	-74,100	-120	0	90	-780	0	-74,910
NET	-710	830	-130	-590	650	-50	0
Comments							
<p>The changes in employee related expenses are due to incremental increases offset by staff not joining superannuation scheme.</p> <p>Increase in support costs from community services and chief executives due to changes in staff time allocated to the service.</p> <p>Depreciation costs have been reduced following the removal of land element included in original depreciation charge.</p> <p>The service review savings are due to a reduction in insurance costs.</p>							

5.6 COUNCIL OFFICES

Service Description							CLOFF
<p><i>This budget is for the cost of our Council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building at the end of the financial year.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	40,410	1,000	-1,000	-1,580	0	0	38,830
Premises Related	132,010	3,250	3,400	1,530	50	340	140,580
Supplies and Services	8,870	220	-220	50	0	-150	8,770
Third Party Payments	1,290	30	-30	-350	0	0	940
Support Services	46,160	0	0	0	4,250	0	50,410
Depreciation and Impairment	44,870	0	0	0	-10,690	0	34,180
Total Expenditure	273,610	4,500	2,150	-350	-6,390	190	273,710
Customer and Client Receipts	-9,710	-250	250	90	0	0	-9,620
Departmental Recharges	-263,760	0	0	0	-330	0	-264,090
Total Income	-273,470	-250	250	90	-330	0	-273,710
NET	140	4,250	2,400	-260	-6,720	190	0
Comments							
<p>Employee related expenses have been reduced by the pay award provision made in the 2011 original estimate.</p> <p>The provision for gas and electricity within premises expenses have been increase by an above inflationary increase. There has also been an increase in gas usage levels, offset by reduced electricity usage.</p> <p>Increase in support costs from community services and organisation & member development due to changes in staff time allocated to the service.</p> <p>Depreciation costs have been reduced following the removal of land element included in original depreciation charge</p> <p>The service review changes are due to an increase in insurance costs and reduction in security phone costs.</p> <p>The net effects of these changes are reflected in an increase in the recharges to other departments</p>							

5.7 COMMUNITY SAFETY

Service Description							EMERG
<p>The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.</p>							
Link to Ambitions							
To help make people's lives safer and healthier							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	14,440	340	-280	0	70	-5,000	9,570
Support Services	41,370	0	0	0	9,060	0	50,430
Total Expenditure	55,810	340	-280	0	9,130	-5,000	60,000
NET	55,810	340	-280	0	9,130	-5,000	60,000
Comments							
<p>The movement in supplies and services costs is due to an inflationary increase on telephone and subscription costs and also an increase in the recharge of two-way radio costs. These slight increases are offset by a reduction in the equipment budget, which was part of the service review savings.</p> <p>The increase in support costs from Computer services and chief executives is due to a reassessment of the number of pc's charged to the service and changes in staff time allocated to the service.</p>							

5.8 COUNCIL TAX

Service Description							CLTAX
<i>The administration and collection of council tax</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	57,100	1,260	-440	-490	-350	-280	56,800
Support Services	392,970	0	0	0	-57,070	0	335,900
Depreciation and Impairment	8,110	0	0	0	0	0	8,110
Total Expenditure	458,180	1,260	-440	-490	-57,420	-280	400,810
Government Grants	-820	-20	0	0	0	0	-840
Customer and Client Receipts	-78,120	-1,950	1,950	-680	0	0	-78,800
Total Income	-78,940	-1,970	1,950	-680	0	0	-79,640
NET	379,240	-710	1,510	-1,170	-57,420	-280	321,170
Comments							
<p>The movement in supplies and services costs is due to an inflationary increase on postages, legal fees, bailiff fees, tracing fees, all pay costs, statutory notices and security phones off set by a reduction in warrant fees provision</p> <p>The reduction in support cost is mainly from the revenues section as a result of service review savings.</p>							

5.9 NATIONAL NON DOMESTIC RATES

Service Description							NNDRC
<i>The administration and collection of national non-domestic rates</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	1,960	30	-10	-240	-80		1,660
Transfer Payments	24,670	620	-40	-1,370			23,880
Support Services	100,940				-1,960		98,980
Total Expenditure	127,570	650	-50	-1,610	-2,040	0	124,520
Government Grants	-84,200			-860			-85,060
Other Grants and Contributions	-50						-50
Customer and Client Receipts	-8,030	-200		110			-8,120
Total Income	-92,280	-200	0	-750	0	0	-93,230
NET	35,290	450	-50	-2,360	-2,040	0	31,290
Comments							
<p>There has been a reduction in supplies and service cost due to the removal of the provision for all pay charges and also a reduction in bank charges.</p> <p>Transfer payments have been reduced due to changes in small business rate relief.</p> <p>The reduction in support costs are mainly due to changes in staff time allocations within financial services section.</p>							

5.10 DISTRICT ELECTIONS

Service Description							DISTC
<i>The cost of administering elections to the council.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	16,910				-5,370		11,540
Total Expenditure	16,910	0	0	0	-5,370	0	11,540
NET	16,910	0	0	0	-5,370	0	11,540
Comments							
Reduction in support costs mainly from financial services in anticipation that there will be a Police Commissioner Election in 2012							

5.11 REGISTER OF ELECTORS

Service Description							ELECT
<i>The council has a statutory duty to compile and maintain a register of all those entitled to vote</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	11,570	290	-290	0			11,570
Supplies and Services	31,890	790	-410	-90			32,180
Support Services	33,080	0	0	0	-5,730		27,350
Total Expenditure	76,540	1,080	-700	-90	-5,730	0	71,100
Customer and Client Receipts	-1,160	-30					-1,190
Total Income	-1,160	-30	0	0	0	0	-1,190
NET	75,380	1,050	-700	-90	-5,730	0	69,910
Comments							
Supplies and services costs have been increased by an inflationary increase on printing and stationery and software support.							
Reduction in support costs from legal services and financial services largely as a result of service review savings.							

5.12 EUROPEAN ELECTIONS

Service Description							EUROP
<i>The cost to the council of administering European elections.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	30				-30		0
Total Expenditure	30	0	0	0	-30	0	0
NET	30	0	0	0	-30	0	0
Comments							
There are no major changes to report							

5.13 LANCASHIRE COUNTY ELECTIONS

Service Description							LANCS
<i>The cost to the council of administering the County Council elections.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	10				-10		0
Total Expenditure	10	0	0	0	-10	0	0
NET	10	0	0	0	-10	0	0
Comments							
There are no major changes to report							

5.14 PARISH ELECTIONS

Service Description							PARIS
<i>The council organises elections on behalf of Parish Councils</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	1,050				-1,050		0
Total Expenditure	1,050	0	0	0	-1,050	0	0
NET	1,050	0	0	0	-1,050	0	0
Comments							
There are no major changes to report							

5.15 PARLIAMENTARY ELECTIONS

Service Description							PARLI
<i>The council is responsible for administering Parliamentary elections in our area.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services	19,550				-19,540		10
Total Expenditure	19,550	0	0	0	-19,540	0	10
NET	19,550	0	0	0	-19,540	0	10
Comments							
Reduction in support costs mainly from financial services and legal services in anticipation that there will be a Police Commissioner Election in 2012.							

5.16 POLICE ELECTIONS

Service Description							POLCE
<i>The council is responsible for administering Police elections in our area.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Support Services					20,870		20,870
Total Expenditure	0	0	0	0	20,870	0	20,870
NET	0	0	0	0	20,870	0	20,870
Comments							
Increase in support costs mainly from financial services and legal services in anticipation that there will be a Police Commissioner Election in 2012							

5.17 MAYOR'S ATTENDANT

Service Description							ATTEN
<i>Costs of the mayor's attendant are shown here. These costs are then charged to Civic Functions and the Civic Suite</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	14,100	350	-350	-340	0	0	13,760
Supplies and Services	340	10	-10	0	0	20	360
Support Services	4,680	0	0	0	40	0	4,720
Total Expenditure	19,120	360	-360	-340	40	20	18,840
Departmental Recharges	-19,120	0	0	0	280	0	-18,840
Total Income	-19,120	0	0	0	280	0	-18,840
NET	0	360	-360	-340	320	20	0
Comments							
Employee related expenses have been reduced by the pay award provision made in the original estimate, which is then reflected in recharges to other services.							
The service review savings relate to reduction in security phone costs.							

5.18 CIVIC FUNCTIONS

Service Description							CIVCF
<i>Costs of all mayoral events and functions are shown here.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Premises Related	370	10				-50	330
Transport Related	8,720				570		9,290
Supplies and Services	21,710	550	-330				21,930
Support Services	25,640				-140		25,500
Total Expenditure	56,440	560	-330	0	430	-50	57,050
NET	56,440	560	-330	0	430	-50	57,050
Comments							
The service review savings relate to premises insurance.							
Supplies and service costs have increased by an inflationary increase in the mayor and deputy mayoral allowances.							
The increase in support cost is mainly due to the decrease in the recharge of mayor's attendant costs.							

5.19 COST OF DEMOCRACY

Service Description							COSDM
<i>This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	7,180	180	-10	-320			7,030
Transport Related	100						100
Supplies and Services	211,230	5,280	230	820		-560	217,000
Support Services	200,360				60		200,420
Total Expenditure	418,870	5,460	220	500	60	-560	424,550
Other Grants and Contributions	-20						-20
Total Income	-20	0	0	0	0	0	-20
NET	418,850	5,460	220	500	60	-560	424,530
Comments							
<p>There has been a slight reduction in members' national insurance payments due to changes in NI bandings.</p> <p>Supplies and services costs have been increased by an inflationary increase in members' allowances.</p> <p>The service review savings relate to security phones.</p>							

5.20 MAYORAL TRANSPORT

Service Description							MAYCR
<p><i>All costs associated with the mayor's car are shown here, including the lease of the vehicle, cleaning, servicing, insurance and fuel. Costs for the driver are shown under the Mayor's Attendant heading. All these costs are charged on to Civic Functions.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Transport Related	8,370	210	0	10		270	8,860
Support Services	350				80		430
Total Expenditure	8,720	210	0	10	80	270	9,290
Miscellaneous Recharges	-8,720				-570		-9,290
Total Income	-8,720	0	0	0	-570	0	-9,290
NET	0	210	0	10	-490	270	0
Comments							
<p>Inflationary increase in transport costs and increase in vehicle insurance, offset by increase in recharge to other services.</p>							

5.21 LICENSING

Service Description							LICSE
<i>The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	1,800	50	80	3,300			5,230
Supplies and Services	22,860	580	-240	-200			23,000
Support Services	138,480				-12,550		125,930
Total Expenditure	163,140	630	-160	3,100	-12,550	0	154,160
Other Grants and Contributions	-1,800	-50	-80	-3,300			-5,230
Customer and Client Receipts	-108,770	-2,730	2,730	-5,090			-113,860
Total Income	-110,570	-2,780	2,650	-8,390	0	0	-119,090
NET	52,570	-2,150	2,490	-5,290	-12,550	0	35,070
Comments							
<p>The increase in employee related expenses relate to the charge made by criminal record bureau, which is offset by additional income.</p> <p>Supplies and Service costs have been increased by an inflationary increase in software maintenance.</p> <p>Reduction in support costs from legal services and chief executives largely as a result of service review savings.</p> <p>Increase in anticipated income from premises and taxi licenses</p>							

5.22 LAND CHARGES

Service Description							LANDC
<i>The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	4,450	110				-2,710	1,850
Premises Related						1,620	1,620
Supplies and Services	12,670	310	-20	-5,860	0	0	7,100
Support Services	99,180				-17,330		81,850
Depreciation and Impairment					8,890		8890
Total Expenditure	116,300	420	-20	-5,860	-8,440	-1,090	101,310
Customer and Client Receipts	-73,300	-1,830	330	3,000			-71,800
Total Income	-73,300	-1,830	330	3,000	0	0	-71,800
NET	43,000	-1,410	310	-2,860	-8,440	-1,090	29,510
Comments							
Reduction in supplies and service costs and increase in depreciation charge relate to new software purchased from capital.							
Reduction in support costs from legal services largely as a result of service review savings.							
Service review savings are in respect of insurances.							
Land charges income has been reduced in line with current trends.							

5.23 GRANTS AND SUBSCRIPTIONS – POLICY AND FINANCE COMMITTEE

Service Description							FGSUB
<p><i>Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads, Local Government Association (subscription) and Ribble Valley Strategic Partnership. In addition, concurrent function grants are allocated from this budget.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	28,930	720	-420	-620			28,610
Transfer Payments	121,960	3,050	-690	-100			124,220
Support Services	1,120						1,120
Total Expenditure	152,010	3,770	-1,110	-720	0	0	153,950
NET	152,010	3,770	-1,110	-720	0	0	153,950
Comments							
<p>The supplies and service costs include subscription to various bodies such as local government association and north-west employers organisation. These have been given an inflationary increase. In addition to these subscriptions Ribble Valley contributes its Second Homes money to the Ribble Valley strategic partnership. This has not been inflated but is based on the current number of second homes and the council tax for band D.</p> <p>The transfer payments include grants to other bodies (over 60's), grants to precepting bodies (concurrent function grants) and grants to voluntary organisation, an inflationary increase has been provided to the grants to voluntary organisations only. The grant to other bodies was awarded for five years reducing by £100 each year.</p>							

5.24 ESTATES

Service Description							ESTAT
<p>The council has many assets, which include land, and property, which are managed in accordance with the council's Asset Management Strategy. Individual Heads of Service manage the properties that support their operations and the legal section support this work.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Premises Related	3,090	80	-80				3,090
Supplies and Services	1,260	30		-10			1,280
Support Services	27,600				-2,010		25,590
Total Expenditure	31,950	110	-80	-10	-2,010	0	29,960
Customer and Client Receipts	-14,270	-340	320	-8,250			-22,540
Total Income	-14,270	-340	320	-8,250	0	0	-22,540
NET	17,680	-230	240	-8,260	-2,010	0	7,420
Comments							
<p>Reduction in support costs from community services largely as a result of service review savings.</p> <p>Increase in income from rent of Longridge youth club.</p>							

5.25 MEALS ON WHEELS AND LUNCHEON CLUBS

Service Description		VARIOUS CODES					
<p>The provision of Meals on Wheels is based on a referral from Lancashire County Council Social Services. Without this referral, residents must pay for any meal provision themselves. Lancashire County Council's current contractor which delivers the meals across Lancashire is the iCare group.</p> <p>Historically the Meals on wheels service was delivered within the borough by the WRVS. However, no new referrals are now being made to the WRVS for the provision of meals, which has resulted in a dramatic fall in numbers. The Council provide financial support towards the provision of the Meals on Wheels service where meals are still provided by the WRVS. Meals are produced by external suppliers and then delivered by the WRVS volunteers. No financial support is given by the Council towards iCare.</p> <p>The Council receive a grant from Lancashire County Council based on 50% of our Meals on Wheels and luncheon Club costs up to a ceiling. In addition, the council receives income from the provision of each meal to eligible residents, based on a charge of £1.50 per meal.</p> <p>There are currently 5 luncheon clubs financially supported by the Council.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Transport Related	2,350	60	-60			990	3,340
Supplies and Services	11,500	270	-40	-70		200	11,860
Third Party Payments	42,730	1,070	-460	-220		-12,510	30,610
Transfer Payments	810						810
Support Services	4,970				30		5,000
Total Expenditure	62,360	1,400	-560	-290	30	-11,320	51,620
Other Grants and Contributions	-24,120	-600	600	-170		3,580	-20,710
Customer and Client Receipts	-12,000	-300	300	950			-11,050
Total Income	-36,120	-900	900	780	0	3,580	-31,760
NET	26,240	500	340	490	30	-7,740	19,860
Comments							
<p>Inflationary increase to administration grant payable to WRVS and also on the cost of meals</p> <p>Service review savings have been achieved by procuring a new supplier of meals.</p> <p>The number of meals supplied is continuing to fall.</p>							

5.26 POLICY AND FINANCE MISCELLANEOUS

Service Description							FMISC
<p><i>Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	760	20	0	200			980
Premises Related	710	20	0	-200			530
Supplies and Services	133,850	3,350	-440	-150		-13,170	123,440
Transfer Payments	250	10	-10				250
Support Services	13,420				-2,230		11,190
Debt Management Expenses	31,510				1,800		33,310
Total Expenditure	180,500	3,400	-450	-150	-430	-13,170	169,700
Customer and Client Receipts	-1,250	-40	40	80			-1,170
Miscellaneous Recharges	-18,000				2,640		-15,360
Total Income	-19,250	-40	40	80	2,640	0	-16,530
NET	161,250	3,360	-410	-70	2,210	-13,170	153,170
Comments							
<p>Supplies and service expenses have increased by an inflationary increase on external audit fees.</p> <p>Service review savings are in respect of external audit fees and bank charges</p> <p>There is a reduction in support costs from financial services. The recharge to other services of bank charges is largely as a result of service review savings, and the increased use of BACS rather than cheques as a payment method.</p>							

5.27 PERFORMANCE REWARD GRANTS

Service Description							PERFM
<p>Performance Reward Grant is money payable by the Government to reward the achievement of Local Area Agreement (LAA) stretch targets.</p> <p>The local LSP meet to discuss the award of PRG grant monies to other bodies and any decisions are then considered and ratified by the Council's Policy and Finance Committee. The Council act as the responsible accounting body for the grant and as such retain an element of the grant received</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Transfer Payments	52,690	1,320	-1,320	-15,690			37,000
Total Expenditure	52,690	1,320	-1,320	-15,690	0	0	37,000
NET	52,690	1,320	-1,320	-15,690	0	0	37,000
Comments							
Reduction in schemes anticipated to be completed in 2012/13. This expenditure is funded from an earmarked reserve.							

5.28 SUPERANNUATION DEFICIENCY PAYMENTS

Service Description							SUPDF
<p>Costs here relate to historic liabilities arising from unfunded pension costs.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	5,650	140	150				5,940
Third Party Payments	116,320	2,910	2,970	-3,210			118,990
Support Services	150						150
Total Expenditure	122,120	3,050	3,120	-3,210	0	0	125,080
NET	122,120	3,050	3,120	-3,210	0	0	125,080
Comments							
Inflationary increase based on September 2011 consumer price index and reduced beneficiaries.							

5.29 COMPUTER SERVICES

Service Description							COMPR
<p><i>The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation, maintenance and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	145,020	3,620	-3,620	2,340			147,360
Transport Related	370	10	-10				370
Supplies and Services	149,170	3,720	-330				152,560
Support Services	29,690				1,750		31,440
Depreciation and Impairment	18,910				-2,060		16,850
Total Expenditure	343,160	7,350	-3,960	2,340	-310	0	348,580
Customer and Client Receipts	-20						-20
Departmental Recharges	-342,550				-6,010		-348,560
Total Income	-342,570	0	0	0	-6,010	0	-348,580
NET	590	7,350	-3,960	2,340	-6,320	0	0
Comments							
<p>Incremental increase in employee related expenses are shown under the unavoidable charges to service.</p> <p>The increase in supplies and service costs relate to an inflationary increase on communication equipment, hardware and software maintenance.</p> <p>The increase in support costs from financial services is as a result of changes in staff time allocated to the service.</p> <p>Reduced depreciation as previous capital purchases have now been fully depreciated.</p> <p>The net increases in expenditure is offset by an increase in recharges to other services.</p>							

5.30 FINANCIAL SERVICES

Service Description							FSE
<p>The Financial Services Section provides the Accountancy and Internal Audit services of the Council. The section is responsible for all matters of financial administration. The section's main tasks are the preparation of budgets, closure of the Council's accounts, payment of invoices, the collection of debt, the treasury management function, and also the achievement of the annual internal audit plan.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	552,760	13,810	-13,720	13,800		-12,870	553,780
Premises Related	540	10				-250	300
Transport Related	11,840	290	-290	440		-860	11,420
Supplies and Services	27,590	650	-370	120	-590	-750	26,650
Support Services	43,180				2,810		45,990
Total Expenditure	635,910	14,760	-14,380	14,360	2,220	-14,730	638,140
Customer and Client Receipts	-1,200	-30	30	30			-1,170
Departmental Recharges	-632,480				-4,490		-636,970
Total Income	-633,680	-30	30	30	-4,490	0	-638,140
NET	2,230	14,730	-14,350	14,390	-2,270	-14,730	0
Comments							
<p>Incremental increase in employee related expenses is shown under unavoidable charges to service costs.</p> <p>The increase in support costs from organisation and member development is as a result of changes in staff time allocated to this service.</p> <p>Service review savings are in respect of reduced employee costs, insurance costs, security phone costs and tuition fees.</p> <p>The net increases in expenditure is offset by an increase in recharges to other services.</p>							

5.31 LEGAL SERVICES

Service Description							LSERV
<p>The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.</p> <p>The section also includes land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	304,190	7,590	-7,520	-8,790		-10,190	285,280
Premises Related	1,370	30				-740	660
Transport Related	7,100	170	-160	-490		270	6,890
Supplies and Services	41,640	1,020	-940	-1,650	-60	-460	39,550
Support Services	80,480				9,040		89,520
Total Expenditure	434,780	8,810	-8,620	-10,930	8,980	-11,120	421,900
Other Grants and Contributions	-1,990	-50	50	-3,270			-5,260
Customer and Client Receipts	-20						-20
Departmental Recharges	-434,670				18,050		-416,620
Total Income	-436,680	-50	50	-3,270	18,050	0	-421,900
NET	-1,900	8,760	-8,570	-14,200	27,030	-11,120	0
Comments							
<p>The decrease in employee related expenses is due to the deletion of modern apprentice posts from the establishment and staff leaving the superannuation scheme.</p> <p>Supplies and service costs have been reduced by a reduction in the provision for legal books, which is being used as a revenue contribution towards the cost of the new land charges system.</p> <p>There is an increase in support costs from computer services offset by a reduction in support costs from financial service costs following a review of allocation of costs.</p> <p>Service review savings relate to reduced employee costs, insurance costs and security phone costs.</p> <p>The net decrease in expenditure is reflected in reduced recharges to other services.</p>							

5.32 CONTACT CENTRE

Service Description							CONTC
<i>The contact centre provides the council's switchboard function and acts as first point of contact for a range of front line services.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	72,580	1,810	-1,810	-1,180			71,400
Transport Related	240	10	-10	0			240
Supplies and Services	780	20	-20	0	-10	14,150	14,920
Third Party Payments	57,250	1,430				-58,680	0
Support Services	39,160				-8,520		30,640
Depreciation and Impairment					9,050		9,050
Total Expenditure	170,010	3,270	-1,840	-1,180	520	-44,530	126,250
NET	170,010	3,270	-1,840	-1,180	520	-44,530	126,250
Comments							
Employee related expenses have been reduced by the pay award provision made in the 2011 original estimate							
There is a decrease in support costs from computer services following a review of the allocation of costs to this service.							
Increase in depreciation charge following the purchase of new CRM system.							
Service review savings relate to software maintenance of the new system and the removal of the contribution to LCC shared services.							

5.33 REVENUES AND BENEFITS

Service Description							REVUE
<i>Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual costs centres</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Employee Related	551,600	16,540	-16,500	-10,810		-65,190	475,640
Transport Related	10,000	300	-290	-160		-100	9,750
Supplies and Services	12,400	160	-160	100	-850	-230	11,420
Support Services	89,640				-3,260		86,380
Total Expenditure	663,640	17,000	-16,950	-10,870	-4,110	-65,520	583,190
Customer and Client Receipts	-10						-10
Departmental Recharges	-667,650				84,470		-583,180
Total Income	-667,660	0	0	0	84,470	0	-583,190
NET	-4,020	17,000	-16,950	-10,870	80,360	-65,520	0
Comments							
<p>The decrease in employee related expenses is due to the deletion of modern apprentice posts from the establishment and staff leaving the superannuation scheme.</p> <p>Supplies and service have been decreased by a reduction in recharge of bank charges and Internet / email costs.</p> <p>Service review savings relate to the change in the staffing structure of the section and reduced insurance and security phone costs.</p> <p>The net decrease in expenditure is reflected in reduced recharges to other services.</p>							

5.34 CONCESSIONARY TRAVEL

Service Description							CONCS
<p><i>Up to 1 April 2011 this Council was responsible for concessionary travel in our area.</i></p> <p><i>From 1 April 2011 this responsibility has transferred to upper tier authorities, in our case Lancashire County Council</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Transport Related	51,190	1,280	-1,280			-51,190	0
Total Expenditure	51,190	1,280	-1,280	0	0	-51,190	0
NET	51,190	1,280	-1,280	0	0	-51,190	0
Comments							
Provision for concessionary travel transferred to Lancashire County Council, therefore all budgets have been removed.							

5.35 ALBION MILL

Service Description							ALBNM
<i>The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Premises Related	30,000	750	-750	0	0	0	30,000
Supplies and Services	1,540	40	0	0	0	0	1,580
Support Services	1,830	0	0	0	250	0	2,080
Total Expenditure	33,370	790	-750	0	250	0	33,660
Customer and Client Receipts	-36,430	-910	910	0	0	0	-36,430
Total Income	-36,430	-910	910	0	0	0	-36,430
NET	-3,060	-120	160	0	250	0	-2,770
Comments							
The costs of supplies and services have increased by an inflationary increase.							

5.36 ECONOMIC DEVELOPMENT

Service Description							INDDV
<p><i>This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local economy.</i></p>							
Link to Ambitions							
<p>To sustain a strong and prosperous Ribble Valley</p>							
Budget Analysis	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
	£	£	£	£	£	£	£
Premises Related	3,460	0	0	0	-2,790	0	670
Supplies and Services	27,660	690	-200	0	0	-10,000	18,150
Support Services	78,490	0	0	0	-16,730	0	61,760
Total Expenditure	109,610	690	-200	0	-19,520	-10,000	80,580
NET	109,610	690	-200	0	-19,520	-10,000	80,580
Comments							
<p>There has been a reduction in premises related expenses, particularly from the ground maintenance service on the level of upkeep needed on industrial development sites.</p> <p>There has also been a decrease in support services mainly due to a reduction in hours worked by the Regeneration Project Officer as part of the savings review. There is also a reduction in the subscriptions budget, under supplies and services, again as part of the service review.</p> <p>Support costs from chief executives department have decreased due to service review savings.</p>							

6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the service (objective) provided by the committee. The other is over the type of expenditure and income (subjective).

a) **Cost of Services Provided (Objective)**

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
CEXEC	Chief Executives Department	3,790	25,930	-25,200	14,750	16,610	-35,880	0
OMDEV	Organisation & Member Development	-1,650	10,470	-9,900	-3,230	40,360	-36,050	0
CSERV	Corporate Services	206,510	700	-490	-200	-20,670	0	185,850
CORPM	Corporate Management	289,010	0	0	0	9,030	0	298,040
CIVST	Civic Suite	-710	830	-130	-590	650	-50	0
CLOFF	Council Offices	140	4,250	2,400	-260	-6,720	190	0
EMERG	Community Safety	55,810	340	-280	0	9,130	-5,000	60,000
CLTAX	Council Tax	379,240	-710	1,510	-1,170	-57,420	-280	321,170
NNDRC	National Non Domestic Rates	35,290	450	-50	-2,360	-2,040	0	31,290
DISTC	District Elections	16,910	0	0	0	-5,370	0	11,540
ELECT	Register of Electors	75,380	1,050	-700	-90	-5,730	0	69,910
EUROP	European Elections	30	0	0	0	-30	0	0
LANCS	Lancashire County Elections	10	0	0	0	-10	0	0
PARIS	Parish Elections	1,050	0	0	0	-1,050	0	0
PARLI	Parliamentary Elections	19,550	0	0	0	-19,540	0	10
POLCE	Police Elections	0	0	0	0	20,870	0	20,870
ATTEN	Mayor's Attendant	0	360	-360	-340	320	20	0
CIVCF	Civic Functions	56,440	560	-330	0	430	-50	57,050

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
COSDM	Cost of Democracy	418,850	5,460	220	500	60	-560	424,530
MAYCR	Mayoral Transport	0	210	0	10	-490	270	0
LICSE	Licensing	52,570	-2,150	2,490	-5,290	-12,550	0	35,070
LANDC	Land Charges	43,000	-1,410	310	-2,860	-8,440	-1,090	29,510
FGSUB	Grants and Subscriptions	152,010	3,770	-1,110	-720	0	0	153,950
ESTAT	Estates	17,680	-230	240	-8,260	-2,010	0	7,420
VARIOUS	Meals on Wheels & Luncheon Clubs	26,240	500	340	490	30	-7,740	19,860
FMISC	Policy & Finance Miscellaneous	161,250	3,360	-410	-70	2,210	-13,170	153,170
PERFM	Performance Reward Grants	52,690	1,320	-1,320	-15,690	0	0	37,000
SUPDF	Superannuation Deficiency Payments	122,120	3,050	3,120	-3,210	0	0	125,080
COMPR	Computers	590	7,350	-3,960	2,340	-6,320	0	0
FSERV	Financial Services	2,230	14,730	-14,350	14,390	-2,270	-14,730	0
LSERV	Legal Services	-1,900	8,760	-8,570	-14,200	27,030	-11,120	0
CONTC	Contact Centre	170,010	3,270	-1,840	-1,180	520	-44,530	126,250
REVUE	Revenues and Benefits	-4,020	17,000	-16,950	-10,870	80,360	-65,520	0
CONCS	Concessionary Travel	51,190	1,280	-1,280	0	0	-51,190	0
ALBNM	Albion Mill	-3,060	-120	160	0	250	0	-2,770
INDDV	Economic Development	109,610	690	-200	0	-19,520	-10,000	80,580
NET COST OF SERVICES		2,507,860	111,070	-76,640	-38,110	37,680	-296,480	2,245,380

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES								
FNBAL H230	Election Fund	19,870	500	0	0	0	0	20,370
CPBAL H330	Revenue Contribution to Capital	0	0	0	8,270	0	0	8,270
FNBAL H263	Government Connect Reserve	-4,520	-110	110	4,520	0	0	0
FNBAL H269	Valuation of Assets Reserve	2,000	50	-50	0	0	0	2,000
FNBAL H326	Performance Reward Grants Reserve	-52,690	-1,320	1,320	15,690	0	0	-37,000
NET BALANCES & RESERVES		-35,340	-880	1,380	28,480	0	0	-6,360
NET EXPENDITURE		2,472,520	110,190	-75,260	-9,630	37,680	-296,480	2,239,020

b) *Type of Expenditure/Income (Subjective)*

	Original Estimate 2011/12	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services & Capital	Service Review Savings	Original Estimate 2012/13
Employee Costs	3,080,130	79,710	-78,550	7,370	0	-159,030	2,929,630
Premises Costs	196,750	4,780	2,760	1,520	-2,740	350	203,420
Transport Costs	136,690	3,230	-2,920	-560	570	-52,060	84,950
Supplies and Services	913,220	22,480	-5,900	-8,230	-1,970	-18,130	901,470
Third Party	217,590	5,450	2,470	-3,780	0	-71,190	150,540
Transfer Payments	200,380	4,990	-2,050	-17,160	0	0	186,160
Support Services	2,220,630	0	0	0	-78,120	0	2,142,510
Depreciation & Impairment	91,500	0	0	0	3,840	0	95,340
Debt Management Expenses	31,510	0	0	0	1,800	0	33,310
TOTAL EXPENDITURE	7,088,400	120,640	-84,190	-20,840	-76,620	-300,060	6,727,330
Government Grants	-84,200	0	0	-860	0	0	-85,060
Other Grants and Reimbursements	-28,800	-720	570	-6,740	0	3,580	-32,110
Customer & Client Receipts	-354,020	-8,850	6,980	-9,670	0	0	-365,560
Recharges to other General Fund Services	-4,086,800	0	0	0	112,230	0	-3,974,570
Miscellaneous Recharges	-26,720	0	0	0	2,070	0	-24,650
TOTAL INCOME	-4,580,540	-9,570	7,550	-17,270	114,300	3,580	-4,481,950
NET COST OF SERVICES	2,507,860	111,070	-76,640	-38,110	37,680	-296,480	2,245,380
ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
FNBAL/H230: Election Fund	19,870	500	0	0	0	0	20,370
CPBAL/H330: Revenue Contribution to Capital	0	0	0	8,270	0	0	8,270
FNBAL/H263: Government Connect Reserve	-4,520	-110	110	4,520	0	0	0
FNBAL/H269 Valuation of assets Reserve	2,000	50	-50	0	0	0	2,000
FNBAL/H326: Performance Reward Grants Reserve	-52,690	-1,320	1,320	15,690	0	0	-37,000
NET BALANCES & RESERVES	-35,340	-880	1,380	28,480	0	0	-6,360
NET EXPENDITURE	2,472,520	110,190	-75,260	-9,630	37,680	-296,480	2,239,020

6.2. Net costs for this committee have decreased by £233,500. This is mainly due to:

- ❖ Reduction in net expenditure of £296,480 as a result of service review savings particularly from:
 - A reduction in concessionary travel costs of £51,190 due to the transfer of the responsibility for the service to Lancashire County Council.
 - Savings of £44,530 from the procurement of a new CRM system at the end of the shared service agreement with Lancashire County Council.
 - A reduction of £150,610 in staffing costs from reduced staffing in the areas of revenues and benefits, land charges, regeneration, environmental health, Clitheroe market, corporate services and financial services.

- ❖ This is partly offset by inflationary increases across all services of £34,930

7 FEES AND CHARGES

7.1 Fees and charges for this Committee were agreed in November 2011, and have been increased by 2½%, or more if the increase could be sustained. Detailed rates are contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2012.

8 RECOMMENDED THAT COMMITTEE

8.1 Approve the revised budget for 2011/12.

8.2 Agree the revenue budget for 2012/13 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

PF1-12/TH/AC
4 JANUARY 2012

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item 8

meeting date: 24 JANUARY 2012

title: REVISED CAPITAL PROGRAMME 2011/12 AND PROPOSED
PROGRAMME 2012/15

submitted by: DIRECTOR OF RESOURCES

principal author: NEIL SANDIFORD

1 PURPOSE

- 1.1 To approve the revised programme for the current year and also the future three-year capital programme for this Committee.

2 BACKGROUND

- 2.1 This report will review the following:

- i) The current year's programme.
- ii) Draft programme of schemes to be carried out in the following three years (2012/13 to 2014/15).

3 ORIGINAL PROGRAMME 2011/12 – CURRENT FINANCIAL YEAR

- 3.1 The original capital programme for the current year included two schemes at a total estimated cost of £55,000.
- 3.2 There has been an additional approval to the programme of £26,650, which is shown in Annex 1. This relates to the Land Charges system that was approved by this committee at its meeting in June 2011.
- 3.3 The original capital programme included an approved scheme relating to Clitheroe Market Redevelopment. This was to have been a joint scheme with Lancashire County Council at an estimated total cost of £30,000. Financing of the scheme was to be shared equally, with the County contributing £15,000 of the cost.

4 REVISING THE CURRENT YEAR'S PROGRAMME

- 4.1 We have now discussed in some detail the schemes in the programme with the budget holders and revised the programme to reflect likely expenditure this year. This is shown in Annex 1, alongside the original estimate.
- 4.2 Updated capital evaluation forms completed by the responsible officers for these schemes have been reported to committee in previous cycles.

4.3 In summary, the revised programme together with the original programme and expenditure to date is shown below:

Budget Analysis					Expenditure Analysis
Original Estimate 2011/12 £	Slippage from 2010/11 £	Additional Approvals 2011/12 £	Total approved Budget 2011/12 £	Revised Estimate 2011/12 £	Actual to date 2011/12 £
55,000	0	26,650	81,650	54,810	41,360

4.4 The above table shows that approximately 75% of the revised programme for this committee has been expended to date.

5 DRAFT PROGRAMME 2012/13 TO 2014/15

5.1 In August 2011, the Budget Working Group agreed a focus for the future capital programme, based on three years and split into categories of capital spend. At this time Heads of Service were invited to submit scheme bids for the 2012/13 to 2014/15 programme.

5.2 Four new bids have been submitted for this Committee. Details of the bids have been attached at Annex 2 and include how each scheme links to the Council's ambitions.

5.3 The table below provides a summary of the new proposals that have been put forward.

Scheme Title	2012/13 £	2013/14 £	2014/15 £	Total £
Non-Specific Measures to Reduce Energy Consumption in Council Buildings	10,000	10,000		20,000
Introduction of Photo Voltaic Schemes – Main Offices, Pool and Depot	147,000			147,000
Server and Network Infrastructure	25,000			25,000
Economic Development Initiatives	100,000			100,000
Total	282,000	10,000	0	292,000

5.4 It should be noted that this is a potential programme that will require further consideration by the Budget Working Group and by Special Policy and Finance Committee, who will want to ensure that it is affordable and achievable in both capital and revenue terms.

5.5 To this end, Corporate Management Team are due to meet to discuss the proposals within this report at the beginning of January 2012. Any feedback from this meeting will be provided to members verbally at the time of the Committee meeting.

5.6 Members should therefore consider the forward programme as attached and put forward any amendments they may wish to make at this stage, whilst being mindful of the limited capital resources that the council has available.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the revised capital programme for 2011/12 as set out in Annex 1.

6.2 Consider the future three-year programme for 2012/13 to 2014/15 as shown at paragraph 5.3 and attached at Annex 2, with any suggested amendments.



TECHNICAL ACCOUNTANT

PF2-12/NS/AC
15 DECEMBER 2011

**Policy and Finance Committee
Revised Capital Programme 2011/12**

Cost Centre	Scheme Description	Original Estimate 2011/12 £	Slippage from 2010/11 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Expenditure to Date £
CCCRM	Contact Centre Customer Relationship Management System (CRM) Replacement	25,000	0	0	25,000	28,160	28,160
LCSYS	Land Charges System	0	0	26,650	26,650	26,650	13,200
CMRED	Clitheroe Market Redevelopment	30,000	0	0	30,000	0	0
	TOTAL POLICY AND FINANCE COMMITTEE	55,000	0	26,650	81,650	54,810	41,360

**Policy and Finance Committee
Proposed Three Year Capital Programme Bids**

RIBBLE VALLEY BOROUGH COUNCIL
Capital Programme Bids - 2012/13 to 2014/15

BID 1: *Non-Specific Measures to Reduce Energy Consumption in Council Buildings*

Service Area: Building Maintenance

Head of Service: Terry Longden

Brief Description:

The project is to identify, evaluate and install a series of measures that will effectively reduce energy consumption in Council operated buildings and of Council plant and vehicles. A series of individual schemes were successfully implemented last year. Whilst it can become increasingly difficult to achieve year on year energy consumption savings, this project seeks to continue this work.

Successful projects may include for example:

- Replacement of selected equipment with Energy efficient versions
- Insulation projects
- Auto light management systems
- Time controlled power management systems.
- Fuel use monitoring systems
- Vehicle tracking and routing systems
- Time management and Auto power switch off.
- Driver training initiatives

Further work will identify the individual schemes. The target payback period is 8 years, considered to be a realistic and achievable.

Project funded from a Capital budget of £20,000 over two years – 2012/13 and 2013/14.

Overriding aim/ambition that the scheme meets:

To be a well managed council

Government or other imperatives to the undertaking of this scheme:

The Council is required to produce year on year savings in energy consumption and CO2 outputs (PI ES6 (NI185))

Improving service performance, efficiency and value for money:

As energy costs continue to rise, payback periods from this type of investment will improve. Along with this, the efficiency of the Councils operations will also increase.

Consultation:

Making savings through reduced energy consumption is a regular theme at staff meetings, CMT, and at a Councillor level.

Start Date, duration and key milestones:

It is proposed that the scheme is rolled out in two phases, the first being in Summer 2012 and the second being in Summer 2013. The duration of each phase would be 3 – 4 weeks.

Financial Implications – CAPITAL:

Breakdown	2012/13 £	2013/14 £	2014/15 £
Equipment and Materials	10,000	10,000	-

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Estimated SAVINGS on Premises Costs	-2,000
Estimated SAVINGS on Transport Costs	-500
Total Estimated <u>Annual</u> SAVINGS	-2,500
Estimated Lifespan	12 Years
Total Estimated <u>Lifetime</u> SAVINGS	-30,000
Estimated disposal/wind down costs	2,000
NET Estimated <u>Lifetime</u> Revenue SAVING	-28,000

Useful economic life:

Although the potential lifespan will vary depending upon the location and type of installation the average life is expected to be in the region of 12 years.

Additional supporting information:

While the scheme will be of benefit to the environment, we will endeavour to specify materials with a high recycled content and dispose of / reuse in a responsible way.

Impact on the environment:

None

Risk:

- **Political:** *There is increasing pressure from the Coalition Government for councils to operate at a lower cost and become more efficient in their operations.*
- **Economic:** *The twin factors of increased energy price volatility, and reduced access to finance have increased the need for low cost solutions.*
- **Sociological:** *Society is increasingly expecting more efficient buildings and services.*
- **Technological:** *Any suitable emerging technologies will be considered for inclusion in this scheme.*
- **Legal:** *In the event that the threshold for the CRC Scheme is reduced in the future, RVBC will have to purchase carbon credits at an anticipated cost of £30,000.00 per year. This upfront investment will help to reduce this cost.*
- **Environmental:** *As the manufacture of components increases, economies of scale may improve and the prices may reduce.*

BID 2: Introduction of Photo Voltaic Schemes – Main Offices, Pool and Depot

Service Area: Building Maintenance

Head of Service: Terry Longden

Brief Description:

The proposed project is to install Photo Voltaic (PV) panels on the roof of the council buildings as outlined in the table below. The energy generated can be used to directly offset the electricity used in the operation of the building. Any excess power generated is fed into the electricity supply system (National Grid) and the Council receives a payment.

The table below identifies the payback period on such installations, which is dependant upon the installation costs of each unit of generating capacity. The payback period on the Church Walk site is significantly longer than the other sites because of the increased installation costs per unit of generating capacity (increased scaffold costs)

Site	Capital cost £	Approx payback period yrs
Church Walk Offices	65,000	15
Ribblesdale pool	30,000	10
Depot Recycling shed	45,000	10

Overriding aim/ambition that the scheme meets:

To be a well managed council

Government or other imperatives to the undertaking of this scheme:

The coalition governments feed-in tariff (FIT's) were introduced in April 2010. Proposed amendments to the Local Government Act 1967 contained in the pending Energy Bill will enable the sale of surplus electricity to the grid.

Improving service performance, efficiency and value for money:

An investment in PV panels will result in reduced electricity costs, as well as a potential income from the FIT's and the sale of surplus electricity i.e. from the council offices at the weekends.

Consultation:

Meetings have been held with Envirolink Northwest to advise on the potential installation as well as maximising the benefit and return on investment.

Start Date, duration and key milestones:

It is proposed that the scheme is rolled out in three phases, the first being in May 2012 and the second being in July 2012, and the final being in September 2012. The duration of each phase would be 5 – 6 weeks.

Financial Implications – CAPITAL:

Breakdown	2012/13 £	2013/14 £	2014/15 £
Equipment and Materials	140,000	-	-
Internal Staff Salaries	2,000	-	-
Planning Fees/Building Regulations	5,000	-	-
TOTAL	147,000	-	-

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Estimated COSTS on Premises Costs	800
Estimated ADDITIONAL income	-14,000
Total Estimated <u>Annual</u> SAVINGS	-13,200
Estimated Lifespan	20 Years
Total Estimated <u>Lifetime</u> SAVINGS	-264,000
Estimated disposal/wind down costs	5,000
NET Estimated <u>Lifetime</u> Revenue SAVING	-259,000

Useful economic life:

The expected useful economic life of the panels would be 20 years.

Additional supporting information:

None

Impact on the environment:

Solar PV panels are made of 90% glass and therefore, at the end of their economic life, the majority of the materials can easily be recycled.

Risk:

- **Political:** *There is increasing pressure from the Coalition government for councils to operate at a lower cost and become more efficient in their operations.*
- **Economic:** *The twin factors of increased energy price volatility, and reduced access to finance have increased the need for sustainable solutions.*
- **Sociological:** *Society is increasingly expecting renewable solutions.*
- **Technological:** *Any suitable emerging technologies will be considered for inclusion in this scheme.*
- **Legal:** *In the event that the threshold for the CRC Scheme is reduced in the future, RVBC will have to purchase carbon credits at an anticipated cost of £30,000.00 per year. This upfront investment will help to reduce this potential cost.*
- **Environmental:** *As the global manufacture volume of PV panels increases, economies of scale will improve and prices may fall.*

RIBBLE VALLEY BOROUGH COUNCIL
Capital Programme Bids - 2012/13 to 2014/15

BID 3: Server and Network Infrastructure

Service Area: IT Services

Head of Service: Lawson Oddie

Brief Description:

To consolidate and replace the Council's ageing servers and network switches. At the time of replacement, greener, more efficient and up to date technology will be taken full advantage of.

Overriding aim/ambition that the scheme meets:

To be a well managed Council

Government or other imperatives to the undertaking of this scheme:

The Council's ageing servers and network switches would become obsolete, more prone to disruptions to service and potentially irreparable if a major fault were to occur.

Improving service performance, efficiency and value for money:

The scheme looks to replace 7 physical servers that the council operate, with 3 greener, more efficient and up to date physical servers. As a consequence the energy consumption, and therefore revenue cost, would fall. Additionally there would be reduced energy consumption by the air conditioning system due to reduced heat output from the servers in the server room. Furthermore, the newer technology that will be used is greener, more efficient and has increased performance and reliability.

Consultation:

There has been no consultation outside of the team members of the IT Section.

Start Date, duration and key milestones:

April 2012:

Tasks – Implementation of VM Solution, Migration of first server, Migration of last server. Installation of Layer 3 Switch, VLAN Network, replace Ageing Layer 2 Switches.

Financial Implications – CAPITAL:

Breakdown	2012/13	2013/14	2014/15
	£	£	£
Equipment and Materials	25,000	0	0

Financial Implications – ANNUAL REVENUE:

Breakdown		£
There will be some energy savings. However, it is difficult to quantify with any accuracy		-

Useful economic life:

5 to 7 years

Additional supporting information:

None

Impact on the environment:

By using greener technology and reducing the number of physical servers, the effect on the environment from running IT systems at the council would be reduced.

Disposal of the existing servers would be through the company that the Council regularly use, and would abide by the WEEE Directive.

Risk:

- **Political:** *IT hardware failure could prevent reputational damage for the council if it impacts on a service area of high public profile. The method of implementation of the scheme would ensure minimal service disruption.*
- **Economic:** *None replacement of IT hardware presents the risk of major failure and consequential expenditure which would not be budgeted for. This would also impact on service delivery in other areas of the council.*
- **Sociological:** *None.*
- **Technological:** *IT hardware can rapidly become obsolete through technological advances. Care will be taken to ensure that the most up to date technology is taken advantage of.*
- **Legal:** *The Waste Electrical and Electronic Equipment Directive (WEEE Directive) will be followed in the disposal of obsolete hardware. There is no danger of breaching EU legislation around procurement – Contract Procedure Rules will be followed.*
- **Environmental:** *With IT hardware soon becoming outdated, disposal of old and obsolete hardware can be an issue. The Council use an external company in the disposal of its IT hardware and abide by the WEEE Directive.*

BID 4: Economic Development Initiatives

Service Area: Regeneration

Head of Service: Colin Hirst

Brief Description:

The project is to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The bid particularly seeks to support our high growth sectors in the provision of land and premises or tourism infrastructure where applicable. The Council needs to be able to develop and respond to initiatives that will support delivery of business growth. In order to develop schemes, funding needs to be available to undertake works in areas such as valuation and feasibility assessments, due-diligence, initial planning and design work. As projects progress funding needs to be available to support acquisition, marketing and development. Specific funding for land or premises would be the subject of separate bids as required.

Early projects include identifying options to deliver employment land, schemes to support high growth business opportunities and necessary infrastructure to support our rural business base including Tourism.

Overriding aim/ambition that the scheme meets:

To sustain a strong and prosperous Ribble Valley

Government or other imperatives to the undertaking of this scheme:

This bid supports the Governments Growth aspirations and the emerging joint working with Partner Lancashire districts and The LEP.

Improving service performance, efficiency and value for money:

The funding will enable a range of potential projects to be brought forward to address the councils agreed aims and objectives. Specialist resources will be commissioned as necessary or to add to delivery capacity within the Council. In regard to sites it could be anticipated that either an asset would be realised with enhanced value if disposed or would generate an income stream for the Council depending upon the nature of the scheme.

Consultation:

Specific schemes would be subject to member agreement and public consultation as appropriate. Schemes would be consistent with the Councils Economic Development Strategy and Town centre Action Plans that have been subject to consultation. The project will also support delivery of the adopted Community Strategy and the Local Development Framework both of which have the benefit of widespread community consultation.

Start Date, duration and key milestones:

The project would be implemented from April 2012, with pre- development work to inform that start, taking place from November 2011. Key milestones would depend upon the individual projects developed. It is anticipated that Committee would consider an initial report on employment land options by no later than June 2012.

Financial Implications – CAPITAL:

Breakdown	2012/13 £	2013/14 £	2014/15 £
Total	100,000	0	0

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Unspecified - General revenue costs would be anticipated to be contained within existing budgets	-

Useful economic life:

Dependent upon the nature of the project

Additional supporting information:

None

Impact on the environment:

Schemes would be expected to make a positive contribution to the environment to deliver Sustainable Development.

Risk:

- **Political:** *The Council has stated its intentions to support our local economy and deliver economic growth*
- **Economic:** *The bid is targeted towards economic development initiatives and supports the governments growth agenda*
- **Sociological:** *A strong local economy underpins a strong society and provides the means to deliver on all aspects of the Councils priorities.*
- **Technological:** *Initiatives can support High Growth Knowledge and Advanced Manufacturing sectors.*
- **Legal:** *The Council will need to undertake enhanced due-diligence steps in connection with some projects*
- **Environmental:** *projects will support the delivery of Sustainable Development and the Councils' ambitions to safeguard the qualities of the local environment through appropriate site provision.*

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 24 JANUARY 2012
title: PERFORMANCE REWARD GRANTS 2012-2013
submitted by: CHIEF EXECUTIVE
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 INTRODUCTION AND PURPOSE

1.1 This report seeks members endorsement of the Ribble Valley Strategic Partnership Board's (RVSP) recommendations on the allocation of funds derived from the this borough's Lancashire Local Area Agreement (LAA) Performance Reward Grant (PRG) 2011/12 allocation and the discounted second home council tax for 2011/12.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – The corporate ambitions of the council are closely linked with those of the Ribble Valley Strategic Partnership (RVSP) and the Sustainable Community Strategy (SCS). The projects funded from the PRG all contribute to the achievement of the objectives contained within the SCS and its associated action plans.
- Community Objectives – The Sustainable Community Strategy (SCS) and its associated action plans form the basis of the sense of place and common vision of the communities in the Ribble Valley. The projects are predominantly from the community.
- Corporate Priorities – In its role as community leader the Council has been instrumental in developing and shaping the SCS. The projects, which are to be funded by the PRG, are all consistent with the SCS.
- Other Considerations – None.

2 BACKGROUND

2.1 Members will recall that the endorsement of the 2011/2012 PRG projects was deferred from the previous meetings of the Committee, whilst further information on the existing, agreed projects was brought to Committee. One of the projects was agreed relating to the Clitheroe Castle Grounds Activities project which is currently being implemented. Information relating to previous projects has been reported to Members; additional information has been circulated and a compendium of project information placed in the Members' library.

2.2 PRG is money payable by Central Government for the achievement of targets contained within the LAA.

2.3 The Government savings package for 2010/11 included savings of LAA Reward Grant of £125m nationally. The reasons behind this were that the focus on reducing the deficit, whilst protecting front line services, meant that the Government looked carefully at programmes such as LAA Reward and concluded that the programme should be reduced. The announcement stated that "Areas will receive 50% of the reward achieved on any target".

- 2.4 Areas with LAAs that ran from 2006-2009 (including the Lancashire Partnership), had already submitted their claims, 50% of which was paid in the last financial year. The whole claim for the Lancashire Partnership was £19.1m, of which 50%, £9.5m was received in 2009/10. It was agreed by the Lancashire Partnership that 40% of the LAA Reward Grant would be allocated to the Lancashire Partnership, with the remaining 60% divided equally between the 12 District LSPs. Ribble Valley received this first tranche which amounted to £489,000.
- 2.5 Some final claims were submitted in December 2010 and it was confirmed that the final amount payable to Ribble Valley in 2011/12 is £169,000. This money has now been released.
- 2.6 The RVSP Board has previously determined that these PRG funds and the funds derived from the discounted council tax on second homes (2010/11) would be combined for the purpose of providing a single source of funding for projects.

3 PERFORMANCE REWARD GRANT

- 3.1 Invitations were made throughout the Council and Strategic Partnership for projects to be developed that required funding and expressions of interest were prepared in the forms of bids in an agreed and well-established process developed in previous years of funding applications. An appraisal panel comprising the Council Leader, the Chair of the RVSP Board and a third RVSP Board member, was established to review the applications. A panel meeting was held on 9th August 2011 to consider the bids in detail and made a series of recommendations which were discussed by the RVSP Board on 12th September 2011, who in turn endorsed the recommendations of the panel.
- 3.2 The principles relating to the use of the Grant follow an established protocol, which provides for bids to be made to the RVSP who make recommendations for its use to the Policy and Finance Committee.
- 3.3 Five projects were recommended by the RVSP Board on the 12th September 2011. The Castle Grounds project was previously agreed by Committee and is being implemented. The remaining projects are set out in Appendix 1. Several other projects were deferred in order that more detailed planning and funding options could be explored.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – The eventual allocation and monitoring of the PRG/RVSP budget will require a degree of staff time. None of the proposed expenditure requires the use of currently unallocated RVBC budgets.
 - Technical, Environmental and Legal – The Policy and Finance Committee has the role of ratifying the recommendations of the RVSP Board on the spending of the funds.
 - Political – Ratification of the funding allocation offers the Council the opportunity to have a major influence on projects which address issues of community concern and service delivery including those beyond its direct control.
 - Reputation – The Council is a key member of the Strategic Partnership and its association with the projects will enhance the Council's reputation.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the recommendations of the Ribble Valley Strategic Partnership Board for 2011/2, of funds derived from the discounted council tax on second homes and Performance Reward Grant as set out in Appendix 1 to this report, and ask the Chief Executive to keep under review the implementation programme in conjunction with the intended LSP review.
- 5.2 Agree that the project relating to Hield Wall, Clitheroe be agreed in principle but remain subject to final approval from this Committee following review by the appraisal panel, and subject to this review being carried out within 6 months from the date of this resolution.

CHIEF EXECUTIVE

For further information please ask for David Ingham, extension 4549.

SCHEDULE OF RECOMMENDED PROJECTS

Project	Funds Recommended
Village Amenities Improvements	£100,000
Ribble Valley Walking Week 2012	£2,000
Eco-classroom and Renewables Centre	£2,000
Hield Well "Tarry-a-while" site, Clitheroe	£10,000

Total	£114,000

Village Amenities Improvements

The Healthy Valley Project works to tackle inequalities in access to health and social care services and leisure activities in rural parts of the Ribble Valley and support parish councils, community ventures and social enterprises working within the villages.

This project is a repeat of last year's, offering the opportunity for village hall committees, parish and town councils and organisations within the village communities to bid for up to £20,000 for each individual project to provide community activities, improve play areas or refurbish and develop their hall or other village amenities. This funding will have to be matched by other grants or fund raising activities and builds on the success and demand generated by the achievements of the previous year's applicants. **(Funds recommended for bidding into £100,000, match funding £100,000) - It was agreed that the other "parish related" schemes that had been put forward in the bidding process would be encouraged to bid into the single Village Amenities Improvement Grant fund of £100,000. There will be clear terms on which such funds could be used, similar to the Council's parish amenity grants schemes that had operated previously and there may be an opportunity to expand this in a second tranche if there is a surplus of suitable schemes.**

Ribble Valley Walking Week 2012

The aims of the inaugural Ribble Valley Walking Week in 2012 (probably May or June) are to:

- encourage responsible access and walking in the countryside
- raise awareness and understanding of countryside issues
- encourage local people to discover their local countryside
- encourage visitors to the Ribble Valley
- give local people and visitors the opportunity to learn about the culture, history and natural history of the countryside around them
- promote the health benefits of walking and being out in the countryside
- benefit local economies

The walks would be graded into easy, moderate and strenuous and be led by individuals from partner organizations, co-coordinated by the Ribble Valley Walks Co-coordinator. Ribble Valley Walking Week will be dependent on working in partnership with individuals, communities, groups and organisations. Walkers benefit from the knowledge of local leaders and leaders are able to promote their organisation's interests and work.

The design, printing and distribution of the programme of walks both as a brochure and web site will need to be built into the project. Bookings would be accepted from May 2012 and limited to 20 per walk.

Booking is essential for the programme but no charge will be made. People will be asked to book via email or by telephone.

In the first year 15 walks would need to be organised and assessed and a target of 300 walkers brought onto the walks. **(Funds recommended £2,000, match funding £4,000 in kind)**

Ribble Valley Eco-Classroom and Renewables Centre

The Eco-Classroom and Renewables Centre was originally conceived as an educational resource for the Ribble Valley primary and high schools. The concept is for studying sustainable living and extends the work already undertaken in the schools by providing a resource and study centre. Pendle View Fisheries on the A59 has offered space for this project and students from the High Schools along with other partners have produced schemes for a food growing area on ground that is reclaimed from the workings that were left following the construction of the A59 "by pass" **(Funds recommended £2,000, match funding £10,000, £55,000 in renewables demonstration equipment and in kind)**

Hield Well "Tarry-a-while" Site, Clitheroe

As part of the Clitheroe Town Team work plan the provision of areas within the town, which can create "resting and meeting" places, was regarded as one of the priorities to be developed from the Clitheroe Masterplan. The project encompasses the re-interpretation of the area around Hield Well, one of the original three wells supplying Clitheroe with its water supply in the late seventeenth century, along with the placement of benches, trees and signage around the junction of Lowergate, Duck Street and Wellgate (the project may attract match funding from Lancashire County Council and Heritage Lottery), which would then be the design pilot for other parts of the town centre such as Market Place and Castle Gates. **(Funds recommended £10,000, match funding £140,000)- The RVSP Board felt that this project had potential for development but would only be payable when the full scheme and costings had been prepared and accepted by the appraisal panel.**

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 24 JANUARY 2012
title: FUTURE OF LOCAL STRATEGIC PARTNERSHIP
submitted by: CHIEF EXECUTIVE
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To consider arrangements to undertake a review of the role and function of the Strategic Partnership.

1.2 Relevance to the Council's ambitions and priorities

- Council Ambitions – the corporate ambitions of the Council are closely linked with those of the RVSP and the Sustainable Community Strategy (SCS).
- Community Objectives – the SCS and its associated action plans form the basis of the sense of place in common vision of the communities in the Ribble Valley.
- Corporate Priorities – to be a well managed authority.
- Other Considerations – none.

2 BACKGROUND

2.1 The Local Strategic Partnership for Ribble Valley was formed in 2002 and developed its first community plan that year. A new Sustainable Community Strategy was developed through 2007 and published in December 2007. The Partnership Board underwent a restructuring in 2008 to ensure that it was fit for purpose to deliver the objectives of the SCS. The current SCS runs to 2013 and consideration needs to be given as to how the role and functions of the partnership will be developed.

2.2 The RVSP is responsible for the Sustainable Community Strategy which forms the basis for defining the Council's ambitions. The strategy itself is adopted by the Council. The RVSP Board currently makes recommendations on how funds are allocated where derived from the discounted second homes council tax in the district through a series of bids made by the theme groups of the partnership. The existing partnership has therefore been instrumental in delivering a wide range of Council ambitions.

2.3 All the funding decisions of the RVSP are subject to agreements and protocols with Lancashire County Council which require that those decisions are progressed through the regular financial allocation and accounting procedures of the Council. Those protocols have been the subject of a number of previous reports. The current relationship between the work of the RVSP and that of the Council needs to be reconsidered in relation to the review of the community strategy and the changing working environment that local government and partner agencies now find themselves in.

3 THE ROLE OF THE STRATEGIC PARTNERSHIP

- 3.1 The partnership has played the key role in preparing and consequently implementing the Council's SCS. Working through a series of theme groups, the Chair of each group being a member of the Board to whom they report are responsible for identified actions in the SCS action plan. Themes cross a wide range of topics ensuring the Council is able to identify key issues relating to the economy, health, community safety, housing, the environment, community needs and so on. A principle aim of these theme groups is to draw together relevant public agencies, the voluntary sector and local community groups to work together to the benefit of the borough and its residents. Given the changes occurring with strategic partnerships, it is important that the current working arrangements are reviewed to ensure they are fit for purpose. The loss of project funding in particular for theme groups to deliver against actions is a major issue.
- 3.2 Previously, there have been very strong linkages between the work of the Local Strategic Partnership and that of the former Countywide Partnership that sought to co-ordinate delivery and activity across the county area. This, in itself, generated substantial amounts of income to deliver work across the borough. Whilst the Countywide Partnership no longer exists in its previous form and there have been many changes in the way public agencies and groups are set up and funded, there remains many areas of work that the RVSP covers that are still relevant to the wellbeing of the borough – and consideration needs to be given to those areas that remain to be addressed and inevitably the priority for resources.
- 3.3 What is also becoming increasingly clear however, is that the established working arrangements for the partnership need to reflect the challenges that the Council and its partners are likely to face going forward and the time is right to undertake this review now. These challenges are not just funding issues but also include the need for closer joint working and supporting and encouraging community engagement. It is recognised therefore that a review needs to be undertaken to determine the way forward. Given the need to address both a comprehensive route and branch review of structures, there is also a need to revisit the role and function of the partnership to ensure its framework and working arrangements are fit for future purpose and can meet the needs of the Council and the local community going forward.
- 3.4 The Chief Executive is commencing a review of the work of the Partnership and it is suggested that a member working group be established to steer the review and to contribute advice to this Committee. Funding is in place to support the existing partnership to 2013, therefore there is a need to align the review with the preparation of budgets for the next financial year 2013-2014.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – None directly, however, the outcome of the review will need to be considered within the 2013-2014 budget process.
 - Technical, Environmental and Legal – none.
 - Political – none.

- Reputation – the work of the partnership interfaces with a wide range of local groups, public bodies and other organisations who may be affected by the review.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Endorse the review of the role, purpose and framework of the Ribble Valley Strategic Partnership proposed by the Chief Executive and to agree the formation of a member working group to provide advice to this Committee in support of the review.

CHIEF EXECUTIVE

For further information please ask for Colin Hirst, extension 4503.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 24 JANUARY 2012
title: AMENDMENTS TO PARTS OF THE COUNCIL'S CONSTITUTION AND
ACCESS TO INFORMATION PROCEDURE RULES
submitted by: SOLICITOR
principal author: SOLICITOR

1 PURPOSE

- 1.1 To update Committee on the conclusions of the sub-committee to whom they delegated the task of reviewing the Solicitor's reports on "Amendments to parts of the Council's Constitution" and "Access to Information Procedure Rules" on 27 September 2011; and
- 1.2 To seek Committee's views on the proposed amendments to the Constitution and the Access to Information Procedure Rules agreed upon by the sub-committee.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Council's Ambitions – N/A
 - Community Objectives - N/A
 - Corporate Priorities – To be a well-managed Council.
 - Other considerations – It is important that our constitution is kept up-to-date.

2 BACKGROUND

- 2.1 The Council's Solicitor brought a report on amendments to the Council's Constitution and a report on Access to Information Procedure Rules to this committee in September 2011.
- 2.2 Committee appointed a sub-committee ("the working group") to review the reports and their appendices in more detail and to discuss the issues with the Council's Solicitor.
- 2.3 The working group comprised of Councillors (J) Hill, Hirst, Sherras and Yearling. They met with the Council's Solicitor on 24 October 2011 and discussed a marked-up version of the reports. They have since liaised via email.

3 ACCESS TO INFORMATION PROCEDURE RULES

- 3.1 The working group were content with the "Access to Information Procedure Rules" (as these were presented to this Committee in September 2011) save that they suggested they should be called the "*Rules with regard to access to meetings and related documents of the Council, its committees and subcommittees.*"

4 AMENDMENTS TO THE CONSTITUTION

- 4.1 The working group generally agreed with amendments proposed in the September report. In particular, they were content with changes made to:
- reflect the fact that the Council is no longer part of PLACE;
 - update or delete as appropriate references, documents, and document names including rearranging the sections of the Constitution as proposed;
 - reflect the Petition Scheme; and
 - reflect internal audit's proposals.
- 4.2 The Council's Solicitor explained to the working group that the wrong version of the terms of reference for accounts and audit had been included in the September report. The working group considered the correct version (which had only one minor change marked against the version that was last approved by Full Council) and agreed with this proposed minor change.
- 4.3 The working group also agreed that in the "Standing Orders" the comment after standing order 15 should be deleted.
- 4.4 The group also proposed the following additional changes:
- In the first paragraph of the section headed "How the council operates" at page 3 of the Summary, the final sentence should be changed to "The overriding duty of councillors is to the whole community, but they have a special duty to all their constituents".
 - All references to the "Access to Information Procedure Rules" should be changed to "*Rules with regard to access to meetings and related documents of the Council, its committees and subcommittees.*"
 - In the "Terms of Reference of Committees", paragraph 1.2 of the "powers, duties and functions of committees" should be amended to read: "Except where (i) the Council directs otherwise; or (ii) section 101 provides otherwise (e.g. in relation to functions under the Licensing Act 2003), the committee to which a power, duty or function has been delegated may delegate such power, duty or function to a sub-committee or to an officer of the council."
 - In the "Standing Orders" the last sentence of SO6.1 ("Such letters of representation will be dealt with in the normal manner") should be deleted.
 - In the "Standing Orders" the penultimate paragraph of SO 9.2 (which relates to questions at Council meetings) should be amended to read (addition marked by underlining): "The question shall be put and answered without discussion, but the person to whom the question is addressed may decline to answer. Where the question has been submitted in writing in advance of the meeting, the questioner shall have the right to ask one supplementary question, or to make a relevant comment, when they have received the Chairman's reply."
 - In the "Standing Orders" paragraph 13.1 be amended to "All decisions made by committee should be sent to members as soon as possible after the committee has met and in any event within **three** working days of the committee having met." (Two working days is difficult to achieve in practice and a longer period increases the likelihood that the decision might have already been implemented).

- 4.5 The Council's solicitor had proposed to create a collective document to deal with committees. The working group agreed that this should be drafted as suggested and that it should be called "powers and duties of the council and its committees" rather than "delegation to committees" (since there will not always be a delegation down).
- 4.6 With regard to the emergency committee, the Council's solicitor presented the working group with a suggested "protocol" for calling such a committee and discussed issues surrounded the terms of reference for such a committee. The working group considered the draft protocol and the suggestions made in the September report. They felt that it was important that an emergency meeting should only be called where there was insufficient time to call a scheduled meeting.
- 4.7 They proposed that standing order 20.8 be changed to:
- 20.8 Where:
- (i) a decision cannot be made within the existing delegation scheme, and
 - (ii) the matter is so urgent that it cannot wait until a scheduled meeting of the Council or one of its committees,
- the Chief Executive or a deputy appointed by him/her for these purposes will convene a meeting of the Emergency Committee for the purpose of reaching a decision on that matter.
- 20.9 The Emergency Committee shall have power to exercise any of the functions of the Council for the purposes of deciding the matter referred to it.
- 20.10 Membership of the Emergency Committee will be determined each year at the Annual Meeting in accordance with the provisions relating to political balance and will consist of at least four members including the Leader of the Council and the Shadow Leader or their nominated representative(s) and, where possible, the Chair of the most appropriate committee.
- 20.11 Members of the Corporate Management Team and appropriate officers, wherever possible, should also attend meetings of the Emergency Committee.
- 20.12 The committee clerk of the most appropriate committee will arrange the meeting of the Emergency Committee, produce an agenda for it and minute the meeting. The agenda, together with any reports, and the minutes, will be circulated to members of the Emergency Committee as soon as possible.
- 20.13 Any reports prepared which are open to the public, and the minutes of the meeting, will be posted on the Council's website as soon as possible.
- 20.14 Any decision made by the Emergency Committee will be reported to the next meeting of the most appropriate committee or to full Council, as appropriate.
- 4.8 They discussed the terms of reference for the Emergency Committee in Part 3(1) of the Constitution and a protocol for this committee and their agreed suggestions are reflected in a new draft of Part 3(1) of the Constitution but are also included, for members' ease of reference, as Annex A to this Report.
- 4.9 The working group suggested that the proposed additions at paragraphs 11 and 12 of the terms of reference for Overview and Scrutiny Committee (with regard to the Petition Scheme) should be tightened up to reflect that fact that the Council's Petition Scheme does not cover all types of petition. This change is reflected in the new proposed version of Part 3(1).
- 4.10 The working group suggested that, although the amendment proposed to Standing Order 20.7 was a small improvement, the Standing Orders would benefit from a wholesale review and redrafting, in particular to make it clearer which provisions referred to full council and which to committees. It was agreed that this was outside

the scope of delegation to the working group, but that this might be something which a working group should be tasked with looking at in future.

- 4.11 The Council's Solicitor has placed a copy of the updated draft documents, as agreed by the working group on the Council's website at:

http://www.ribblevalley.gov.uk/info/200213/conduct_and_the_constitution/1062/constitution_and_code_of_conduct_etc/8.

This page can also be accessed by following these steps:

- From the home page, in the left hand menu, click on the "interested in the council" option;
- Click on the top option ("conduct and the constitution");
- In the middle of this page, click on "conduct and the constitution";
- At the bottom of this page, click on option 8.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:

- Resources – The Council's Solicitor will make any necessary changes and put new documents onto the website.
- Technical, Environment and Legal – The amendments will ensure the Council can deal with legal and technical matters more effectively.
- Political – None.
- Reputation – None.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the changes outlined in the original reports to this Committee (Tuesday, 27 September 2011) as modified by the above report, and as shown in the draft documents on the Council's website.
- 6.2 Refer the suggested changes to the Full Council with a recommendation for their approval.
- 6.3 Consider the working group's suggestion that a working group be established to review and suggest further changes to the standing orders.

SOLICITOR

BACKGROUND PAPERS

1. Emails and notes from working group discussions on Debbie Nuttall's file.

For further information please ask for Debbie Nuttall on extension 4403.

Annex A to D Nuttall's Report to Policy and Finance Committee, 24 January 2012

TERMS OF REFERENCE OF AND PROTOCOL FOR AN

EMERGENCY COMMITTEE

PROTOCOL

Convening a meeting

1. An Emergency Committee should only be called where its terms of reference apply and the matter is so urgent that the decision cannot wait for a scheduled meeting of the Council.
2. The Chief Executive or a deputy appointed by him/her for these purposes will convene the Emergency Committee when s/he feels that it is appropriate.
3. The committee clerk of the appropriate committee will arrange the meeting and produce an agenda. This and any reports prepared for the meeting will be circulated to all members.
4. The agenda will be posted on the Council's website together with any Part I reports.

Composition of Emergency Committee

5. The emergency committee will comprise of the Leader, the Deputy Leader, the Shadow Leader and one other councillor as agreed by the Annual Meeting of the Council. Where possible the fourth councillor should be the Chair of the appropriate committee.
6. The Emergency Meeting should also be attended by the Corporate Management Team and appropriate officers, wherever possible.

Decisions taken by the Emergency Committee

7. The meeting will be minuted by a committee clerk and the minutes will be circulated to all members and placed on the Council's website.
8. The decision made by the Emergency Committee will be reported to the next meeting of the appropriate committee or to full council, as applicable.

TERMS OF REFERENCE OF EMERGENCY COMMITTEE

To exercise any of the functions of the full Council which are necessary:

- in the case of a major incident to fulfil the Council's role as determined in its Emergency Plan;
- or in other cases of urgency between meetings of the Council,

except where the Head of Paid Service or Director of Resources has the power to act.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 24 JANUARY 2012
title: DRAFT CYCLE OF COMMITTEE MEETINGS
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 To request Committee's consideration of the proposed meeting cycle for Committees for the municipal year 2012/13.

1.2 Relevance to the Council's ambitions and priorities.

One of the Council's stated aims is to be a well run Council. Meetings of the Council and its committees are arranged to be as accessible as possible in order to enhance the transparency of the Council's work.

2 BACKGROUND

2.1 The meeting cycle is drawn up at this time of year for the forthcoming municipal year.

2.2 It is subject to final approval at the Annual meeting on 15 May 2012.

2.3 Some meeting dates have to fit into other timetables, eg approval of the Statement of Accounts, setting of the Council Tax.

3 ISSUES

3.1 The draft meeting cycle at Appendix A is based on the cycle for 2011/12 (dates around Easter have moved).

3.2 Consideration needs to be given to the following issues:

1. The number of meetings per committee.
2. The future status of the Standards Committee.
3. Whether there should be a summer cycle (2nd cycle) and if so, should it only include service committees.
4. If there are any dates in particular that need to be avoided.
5. What direction to give to officers if Committee wishes to suggest alterations to the draft meeting cycle.

3.3 Committee can either agree the draft meeting cycle now or ask for further work to be carried out and report back to the March Committee.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the estimated costs of administering the Committee arrangements is included in the approved budget for 2012/13.
- Technical, Environmental and Legal – None arising as a direct result of this report.
- Political – None arising as a direct result of this report.
- Reputation – None arising as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

5.1 Consider the draft meeting cycle at Appendix A and suggest any amendments or alterations.

CHIEF EXECUTIVE

For further information please ask for Olwen Heap, extension 4408

DRAFT**RIBBLE VALLEY BOROUGH COUNCIL
MEETINGS CYCLE 2012/2013****Effective from****15 May 2012 – 14 May 2013**

MEETINGS	Day	TIME	1ST CYCLE 2012	2ND CYCLE 2012	3RD CYCLE 2012	4TH CYCLE 2012	5TH CYCLE 2013	6TH CYCLE 2013
Community Services	Tues	6.30pm	22 May	24 July	11 Sept	6 Nov	8 Jan	5 March
Planning and Development	Thurs	6.30pm	24 May	19 July	13 Sept	8 Nov	10 Jan	7 March
Personnel	Wed	6.30pm	30 May		12 Sept	14 Nov	16 Jan	13 March
Health & Housing	Thurs	6.30pm	31 May	2 August	20 Sept	15 Nov	17 Jan	14 March
Policy & Finance	Tues	6.30pm	12 June	7 August	25 Sept	20 Nov	22 Jan/5 Feb	19 March
Parish Liaison	Thurs	7.15pm	14 June		27 Sept	22 Nov	24 Jan	21 March
Licensing	Tues	6.30pm	19 June		4 Sept	27 Nov		12 March
Standards committee	Wed	6.30pm	13 June		19 Sept		30 Jan	
Planning & Development	Thurs	6.30pm	21 June	16 Aug	11 Oct	6 Dec	7 Feb	11 April
Overview & Scrutiny	Tues	6.30pm	26 June		18 Sept	4 Dec	12 Feb	9 April
Accounts & Audit	Wed	6.30pm	27 June	22 / 29 Aug		28 Nov		27 March
Full Council	Tues	6.30pm	10 July	28 Aug	9 Oct	18 Dec	26 Feb	23 April

2012

Offices Closed

Spring Bank : 4 June 2012
 Diamond Jubilee : 5 June 2012
 August Bank : 27 August 2012
 Christmas : 24 -28 December 2012

Annual Council : 15 May 2012

2013

Offices Closed

New Year : 1 January 2013
 Good Friday : 29 March 2013
 Easter Monday : 1 April 2013
 May Day : 6 May 2013

Annual Council : 14 May 2013

Subject to final approval at the Annual Meeting on 15 May 2012

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 24 JANUARY 2012
title: CHANGES TO THE STANDARDS REGIME RESULTING FROM THE LOCALISM ACT 2012
submitted by: CHIEF EXECUTIVE
principal author: HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

- 1.1 To inform Committee about the changes to the standards regime, namely the system of regulation of standards of conduct for elected and co-opted Members, resulting from the Localism Act 2011 and the timescale for making the necessary adaptations to the Council's arrangements.

2 BACKGROUND

- 2.1 A summary of some of the main changes made by the Localism Act 2011 (the Act) is set out below at 3. The proposed timetable for ensuring that the Council is able to meet the requirements of the Act as follows.

1 February 2012 – the Council's Standards Committee will consider the changes made by the Act in detail and will make suggestions to the Council's Policy and Finance Committee as to how the Council should implement the changes.

27 March 2012 – the Policy and Finance Committee will consider the changes. This matter falls within the remit of the Policy and Finance Committee to the extent that the Committee is responsible for considering the powers and duties of Committees. The current changes affect how the Council organises its duties via its Committees.

24 April 2012 – the meeting of the Full Council, will consider the proposed changes and approve all matters, in order that implementation can commence eg via changes at the Annual meeting in the terms of reference of Committees, number of Committee meetings, appropriate size of Committee; formulation of the code of conduct and recruitment of Independent persons.

- 2.2 The present arrangements will remain in force until the 1 July 2012.

3 ISSUES

Duty of the Council

- 3.1 The Localism Act 2011 makes fundamental changes to the system of regulation of standards of conduct for elected and co-opted Members, however, the Council will remain under the same duty to promote and maintain high standards of conduct.

Standards Committee

- 3.2 The requirement to have a Standards Committee which meets the requirements of Section 55 of the Local Government Act 2000 will cease.

- 3.3 However, the Council will still have to have arrangements in place to deal with standards issues including complaints relating to the conduct of elected Members.
- 3.4 The Council will therefore have to decide which Committee will take responsibility for standards issues.
- 3.5 In addition, the Council will have to decide to what extent it wishes to involve representatives from Parish Councils. The Council will remain under a duty to deal with standards complaints against elected and appointed Members of Parish Councils but will not retain the requirement to have Parish Council Members on any Committee considering such complaints.

Code of Conduct and Register of Interests

- 3.6 The current model Code of Conduct will be repealed, however, the Council will be required to adopt a new Code of Conduct governing elected and co-opted Members' conduct. The new Code must be consistent with seven principles:
- selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership

The Council has a discretion about what is included within the new Code provided it is consistent with the seven principles.

- 3.7 Various draft Codes are in circulation including a Lancashire wide Code of Conduct and a model Code drafted at national level in liaison with ACSES (Association of Council Secretaries and Solicitors).

Register of Members Interests

- 3.8 There will also still be a requirement for a register of Disclosable pecuniary interests (DPIs).
- 3.9 Members who have a DPI will be prevented from participating in authority business.
- 3.10 Each elected or co-opted Member must disclose all pecuniary interests within 28 days of becoming a Member. Failure to register is made a criminal offence but does not prevent the Member from acting as a Member. The Monitoring Officer is required to prepare and maintain a register of these interests and to ensure that all Members are informed of their duty to register.

Dealing with Misconduct Complaints

- 3.11 The Act requires the Council to adopt arrangements for dealing with complaints where there is an alleged breach of the Code of Conduct by the District or Parish

Council Members. The arrangements must set out in some detail the process for dealing with complaints and the actions which may be taken against a Member who has failed to comply with the relevant Code of Conduct. The current requirements set out under the initial assessment regime will cease to operate.

Independent Persons

- 3.12 The Council's current Standards Committee includes four independent Members. The requirement to have a Standards Committee in this format will cease, however, the requirement to have independent persons will remain albeit in a different form. The independent person must be appointed through a process of public advertisement application and appointment by a positive vote by all Members of the District Council (not just those present and voting).
- 3.13 There are various restrictions as to who can be an independent person, the independent person must be consulted before the Council makes a finding as to whether or not a Member has failed to comply with the Code of Conduct. The current recommendation is that the Council should appoint at least two and possibly more independent persons.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Note the changes that will be required as a result of the Localism Act 2011.
- 4.2 Note the timetable set out above.

CHIEF EXECUTIVE

For further information please ask for Diane Rice, extension 4418.

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION
REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 14

meeting date: 24 JANUARY 2011
title: TREASURY MANAGEMENT MONITORING 2011/12
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2011 to 31 December 2011
- 1.2 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.3 In accordance with this policy committee should receive a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

- 2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.
- 2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities and is much more likely at any point in time to have surplus funds to invest.
- 2.3 On a daily basis we assess our cash flow position. To do this we estimate the funds we expect to receive e.g. council tax payments, grants, fees and shares, and deduct any known payments we expect to make e.g. precepts, creditors and salaries. On most days the Council is in a position where it has surplus funds available to invest.
- 2.4 How we invest these surplus funds is governed by the Council's Treasury Management policies and procedures agreed and reported to Policy and Finance Committee and ultimately Full Council.

The main points being:

- (i) The Council maintains a list of organisations it will lend its surplus funds to, which is regularly reviewed. The current list is shown in section 7 of this report.
- (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management office, where the Government guarantees investments. Our limit with the DMO is currently £5m.
- (iii) The safety of our investments is paramount and not the requirement to maximise returns.

- (iv) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail. However, given the tremendous uncertainty of the money markets at the current time we can no longer be assured that this would be the case. This has resulted in our increased use of the Debt Management office, where the government guarantees investments.

3 INFORMATION

- 3.1 Nationally, bank base interest rates have remained static at 0.5% in the period.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a dramatic decrease in income from our temporary investments.
- 3.3 As part of the Comprehensive Spending Review on 20 October 2010, the interest rate on PWLB loans was raised from 0.2 percent to 1 percent above UK Government gilts. This has no immediate affect on this Council, as all our PWLB loans are on a fixed rate. However, this will impact on any future decisions that the Council may make to borrow from the PWLB.

4 BORROWING REQUIREMENTS

- 4.1 The movement on the Council's external borrowing can be summarised as follows.

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2011	507	7	514
Transactions - New Loans	0	2,100	2,100
- Repayments	-35	-2,100	-2,135
External debt at 31 December 2011	472	7	479

- 4.2 Early in this financial year the following temporary loan was taken out. This was due to a shortfall in cash balances between paying precepts to Lancashire County Council, Police and Fire Authorities and receiving council tax and NNDR direct debit income. No further temporary loans have been required since, although cash balances remain low.

Date Loan Taken	Investor	Amount £'000	Rate %	Date Repaid
21-Apr-2011	Wakefield MBC	2,100	0.45	03-May-2011

- 4.3 The total interest paid on the Council's external debt during the period was £12,214 compared with £13,817 in the previous year.

5 INVESTMENTS

5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.

5.2 The average interest we received on all external investments for the period 1 April 2011 to 31 December 2011 was 0.27%, which is slightly below the average local authority seven-day notice deposit rate of 0.37%. This is mainly due to the short-term nature of the investments placed and minimisation of the risk to the capital sum.

5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	Banks/ Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2011	280	0	280
Transactions - New Investments	54,700	0	54,700
- Repayment of Investments	-50,080	-0	-50,080
Monies Invested as at 31 December 2011	4,900	0	4,900

5.4 The following investments were held as at 31 December 2011. As can be seen below, the Debt Management office has been used more extensively. You will recall you agreed to increase our lending limit to the DMO to £5m at your last meeting. These investments offer the least risk in such times of uncertainty and as such the rate reflects the security of the investment

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
24 Nov'11	189	Debt Management office	Fixed 03/01	0.25	300	
28 Nov'11	191	Debt Management office	Fixed 03/01	0.25	700	
30 Nov'11	194	Debt Management office	Fixed 05/01	0.25	500	
30 Nov'11	195	Debt Management office	Fixed 13/01	0.25	350	
30 Nov'11	196	Debt Management office	Fixed 19/01	0.25	550	
30 Nov'11	197	Debt Management office	Fixed 30/01	0.25	250	
30 Nov'11	198	Debt Management office	Fixed 07/02	0.25	350	
15 Dec'11	210	Debt Management office	Fixed 07/02	0.25	500	
22 Dec'11	214	Debt Management office	Fixed 07/02	0.25	650	
23 Dec'11	215	Debt Management office	Fixed 07/02	0.25	250	
						4,400
23 Dec'11	216	HSBC	Fixed 03/01	0.26	500	
						500
Total Investments as at 31 December 2011						4,900

5.5 The total interest received on the Council's external investments during the period was £6,966 compared with £11,025 in the previous year.

6 PRUDENTIAL INDICATORS

6.1 The Prudential Code for Capital Finance in Local Authorities (the Code) initially came into effect from 1 April 2004. It regulates the Council's ability to undertake new capital investment.

6.2 It was recently revised to take account of the implications of the implementation of the International Financial Reporting Standard (IFRS).

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 2011.

- ❖ Upper limits on variable rate exposure. This indicator identifies a maximum limit for variable interest rates based upon the debt provision net of investments.
- ❖ Upper limits on fixed rate exposure. Similar to the previous indicators, this covers a maximum limit on fixed interest rates
- ❖ Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.
- ❖ Total principal funds invested for a period longer than 364 days. These limits are set to reduce the need for early sale of an investment and are based on the availability of investments after each year-end

6.4 The limits set on interest rate exposures for 2011/12 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	7,601	515
Limits on Fixed Interest Rates	7,601	2,615
Limits on Variable Interest Rates	1,520	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2011/12 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	13.82
12 Months and Within 24 Months	20	0	13.82
24 Months and Within 5 Years	40	0	31.05
5 Years and Within 10 Years	30	0	17.39
10 Years and Above	90	0	23.92

6.6 The total principal funds invested for a period longer than 364 days was set at nil. No investments have been made in the period for longer than 364 days.

7 APPROVED ORGANISATIONS

7.1 The Fitch credit ratings, which we use as an indication of the probability of organisations defaulting on our investments, are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee.

7.2 It has previously been approved that investments with Building Societies be limited to the top 8 building societies based on their total assets, these are:

Name	Current Ranking Nov'11	Previous Ranking July'11	Fitch Rating			
			Long Term	Full Transaction Review Date	Short Term	Full Transaction Review Date
Nationwide	1	1	A +	03.11.11	F1+	03.11.11
Yorkshire*	2	2	BBB +	03.11.11	F2	03.11.11
Coventry	3	3	A	03.11.11	F1	03.11.11
Skipton	4	4	BBB	03.11.11	F3	03.11.11
Leeds	5	5	A -	03.11.11	F2	03.11.11
West Bromwich	6	6	B +	02.11.11	B	02.11.11
Principality	7	7	BBB +	03.11.11	F2	03.11.11
Newcastle	8	8	BB +	02.11.11	B	02.11.11

* Norwich & Peterborough Building Society merged with Yorkshire Building Society on 1 November 2011

7.3 The banks we use are reviewed annually as part of the Treasury Management policies and practices to take into account of their Fitch IBCA long-term and short-term credit rating. The current ratings are as follows:

	Fitch Rating			
	Long Term	Full Transaction Review Date	Short Term	Full Transaction Review Date
Santander UK Plc *	A +	03.11.11	F1	03.11.11
Barclays Bank Plc *	A	15.12.11	F1+	15.12.11
Bank of Scotland Plc *	A	13.12.11	F1	13.12.11
Bradford & Bingley Bank Plc *	A	08.12.11	F1	08.12.11
Co-operative Bank (The)	A -	16.12.11	F2	16.12.11
HSBC Bank Plc	AA	12.12.11	F1+	12.12.11
Lloyds TSB Bank Plc *	A	13.12.11	F1	13.12.11
National Westminster Bank Plc *	A	13.10.11	F1	13.10.11

	Fitch Rating			
	Long Term	Full Transaction Review Date	Short Term	Full Transaction Review Date
Northern Rock (Asset Management) Plc *	A	08.12.11	F1	08.12.11
Royal Bank of Scotland Plc * (The)	A	13.10.11	F1+	13.10.11

* Downgraded since last reported

7.3 In addition to the Building societies and banks we use for investments, also approved for use is the United Kingdom Debt Management Office, where the Government guarantees investments.

8 EVENTS OVER THE PAST FEW MONTHS

8.1 Recent months have seen repeated turmoil in the financial markets due to concerns in the Eurozone. Both Moody's and Fitch have downgraded the credit ratings of a number of UK banks and building societies over the past few months. These downgrades are a consequence of the Government's policy to reduce the likelihood that they would be bailed out in a crisis i.e. **they should be viewed as a transfer of risk from** taxpayers to the bank's creditors.

8.2 You may recall previously we always worked on the belief that if a major British bank or building society got into financial trouble the Government of the day would rescue them because to not do so would have considerable ramifications across financial markets. However, given the tremendous uncertainty in the money markets at the current time we can no longer be assured this would be the case.

8.3 To ensure our exposure is limited as far as possible, we have continued with the following measures:

- (i) Daily early morning meetings to discuss the latest position
 - ❖ Lending arrangements
 - ❖ A review of the Markets
 - ❖ A review of our current investments and whether we consider they are still safe
 - ❖ Institution Ratings
- (ii) Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
- (iii) Keep Leader/Chief Executive informed
- (iv) Look to arrange new secure options for investments
- (v) Invest where possible with the UK DMO where the Government guarantees investment.

9 CONCLUSION

- 9.1 It is essential to minimise the risk to the capital sum. This is taking precedence over the interest rates we are obtaining from investments. With interest rates remaining at their low levels the amount of income we receive from investing our surplus cash balances is fairly inconsequential when compared to previous years.

SENIOR ACCOUNTANT

PF5-12/TH/AC
5 January 2012

POLICY AND FINANCE COMMITTEE

TEMPORARY INVESTMENT ACTIVITY - 2011/12

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
INVESTMENTS BROUGHT FORWARD @ 1 APRIL 2011									
31-Mar-11	283	HSBC	80,000	0.310	1-Apr-11	-80,000	-0.68	AA	F1+
31-Mar-11	284	HSBC	200,000	0.310	Debtor 11-Apr-11 Debtor	-200,000	0.68 -18.68 1.70	AA	F1+
Monies invested at 1 April 2011			280,000			-280,000	-16.98		
NEW INVESTMENTS - 2011/12									
Apr									
1-Apr-11	1	Skipton BS	200,000	0.450	14-Apr-11	-200,000	-32.05	A-	F2
1-Apr-11	2	Skipton BS	140,000	0.450	18-Apr-11		-29.34	A-	F2
18-Apr-11	2	Skipton BS	Rolled Over	0.400	21-Apr-11	-140,000	-4.60	A-	F2
4-Apr-11	3	HSBC	250,000	0.310	19-Apr-11	-250,000	-31.85	AA	F1+
5-Apr-11	4	HSBC	80,000	0.310	6-Apr-11	-80,000	-0.68	AA	F1+
6-Apr-11	5	HSBC	130,000	0.310	11-Apr-11	-130,000	-5.52	AA	F1+
8-Apr-11	6	HSBC	70,000	0.310	11-Apr-11	-70,000	-1.78	AA	F1+
11-Apr-11	7	HSBC	50,000	0.310	19-Apr-11	-50,000	-3.40	AA	F1+
11-Apr-11	8	Skipton BS	300,000	0.450	21-Apr-11	-300,000	-36.99	A-	F2
12-Apr-11	9	HSBC	65,000	0.310	13-Apr-11	-65,000	-0.55	AA	F1+
13-Apr-11	10	HSBC	50,000	0.310	14-Apr-11	-50,000	-0.42	AA	F1+
13-Apr-11	11	HSBC	150,000	0.310	18-Apr-11	-150,000	-6.37	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
14-Apr-11	12	HSBC	150,000	0.310	21-Apr-11	-150,000	-8.92	AA	F1+
15-Apr-11	13	Skipton BS	750,000	0.430	21-Apr-11	-750,000	-53.01	A-	F2
18-Apr-11	14	HSBC	90,000	0.310	18-Apr-11	-90,000	-0.76	AA	F1+
19-Apr-11	15	HSBC	150,000	0.310	21-Apr-11	-150,000	-2.55	AA	F1+
20-Apr-11	16	HSBC	100,000	0.310	21-Apr-11	-100,000	-0.85	AA	F1+
21-Apr-11	17	HSBC	300,000	0.310	26-Apr-11	-300,000	-12.74	AA	F1+
26-Apr-11	18	HSBC	70,000	0.310	27-Apr-11	-70,000	-0.59	AA	F1+
26-Apr-11	19	HSBC	100,000	0.310	28-Apr-11	-100,000	-1.70	AA	F1+
27-Apr-11	20	Skipton BS	340,000	0.450	13-May-11	-340,000	-67.07	A-	F2
27-Apr-11	21	HSBC	140,000	0.310	3-May-11	-140,000	-7.13	AA	F1+
27-Apr-11	22	HSBC	100,000	0.310	9-May-11	-100,000	-10.19	AA	F1+
28-Apr-11	23	HSBC	460,000	0.310	4-May-11	-460,000	-23.44	AA	F1+
28-Apr-11	24	HSBC	100,000	0.310	9-May-11	-100,000	-9.34	AA	F1+
28-Apr-11	25	Skipton BS	200,000	0.450	20-May-11	-200,000	-54.25	A-	F2
			4,535,000			-4,535,000	-406.09		
May									
3-May-11	26	HSBC	130,000	0.310	4-May-11	-130,000	-1.10	AA	F1+
4-May-11	27	HSBC	100,000	0.310	23-May-11	-100,000	-16.14	AA	F1+
4-May-11	28	HSBC	150,000	0.310	9-May-11	-150,000	-6.37	AA	F1+
5-May-11	29	HSBC	100,000	0.310	23-May-11	-100,000	-15.29	AA	F1+
9-May-11	30	Skipton BS	400,000	0.450	23-May-11	0	-69.04	A-	F2
23-May-11	30	Skipton BS	Rolled Over	0.450	1-Jun-11	-400,000	-44.38	A-	F2
10-May-11	31	HSBC	150,000	0.310	19-May-11	-150,000	-11.47	AA	F1+
11-May-11	32	HSBC	90,000	0.310	12-May-11	-90,000	-0.76	AA	F1+
12-May-11	33	HSBC	150,000	0.310	23-May-11	-150,000	-14.01	AA	F1+
13-May-11	34	HSBC	200,000	0.310	19-May-11	-200,000	-10.19	AA	F1+
16-May-11	35	HSBC	200,000	0.310	19-May-11	-200,000	-5.10	AA	F1+
16-May-11	36	Skipton BS	600,000	0.460	1-Jun-11	-600,000	-120.99	A-	F2
17-May-11	37	HSBC	80,000	0.310	18-May-11	-80,000	-0.68	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
18-May-11	38	HSBC	150,000	0.310	23-May-11	-150,000	-6.37	AA	F1+
19-May-11	39	HSBC	60,000	0.310	23-May-11	-60,000	-2.04	AA	F1+
20-May-11	40	HSBC	150,000	0.310	23-May-11	-150,000	-3.82	AA	F1+
23-May-11	41	HSBC	50,000	0.310	24-May-11	-50,000	-0.42	AA	F1+
23-May-11	42	HSBC	190,000	0.310	1-Jun-11	-190,000	-14.52	AA	F1+
24-May-11	43	HSBC	135,000	0.310	25-May-11	-135,000	-1.15	AA	F1+
25-May-11	44	HSBC	180,000	0.310	26-May-11	-180,000	-1.53	AA	F1+
26-May-11	45	Skipton BS	240,000	0.430	1-Jun-11	-240,000	-16.96	A-	F2
27-May-11	46a	HSBC	70,000	0.310	1-Jun-11	-70,000	-2.97	AA	F1+
31-May-11	46b	Skipton BS	260,000	0.370	1-Jun-11	-260,000	-2.64	A-	F2
31-May-11	47	Barclays Bank	1,500,000	0.300	1-Jun-11	-1,500,000	-18.49	AA-	F1+
31-May-11	48	Yorkshire BS	550,000	0.300	20-Jun-11	-550,000	-90.41	A-	F2
31-May-11	49	HSBC	180,000	0.310	1-Jun-11	-180,000	-1.53	AA	F1+
31-May-11	50	HSBC	250,000	0.310	6-Jun-11	-250,000	-12.74	AA	F1+
31-May-11	51	HSBC	250,000	0.310	13-Jun-11	-250,000	-27.60	AA	F1+
			6,565,000			-6,565,000	-518.71		
June									
1-Jun-11	52	HSBC	125,000	0.310	2-Jun-11	-125,000	-1.06	AA	F1+
2-Jun-11	53	HSBC	130,000	0.310	17-Jun-11	-130,000	-16.56	AA	F1+
3-Jun-11	54	HSBC	50,000	0.310	6-Jun-11	-50,000	-1.27	AA	F1+
6-Jun-11	55	Skipton BS	250,000	0.450	22-Jun-11	-250,000	-49.32	A-	F2
7-Jun-11	56	HSBC	125,000	0.310	8-Jun-11	-125,000	-1.06	AA	F1+
8-Jun-11	57	HSBC	150,000	0.310	10-Jun-11	-150,000	-2.55	AA	F1+
9-Jun-11	58	HSBC	90,000	0.310	10-Jun-11	-90,000	-0.76	AA	F1+
10-Jun-11	59	Skipton BS	420,000	0.460	4-Jul-11	-420,000	-127.04	A-	F2
13-Jun-11	60	HSBC	250,000	0.310	22-Jun-11	-250,000	-19.11	AA	F1+
14-Jun-11	61	HSBC	80,000	0.310	15-Jun-11	-80,000	-0.68	AA	F1+
15-Jun-11	62	HSBC	250,000	0.310	20-Jun-11	-250,000	-10.62	AA	F1+
15-Jun-11	63	Skipton BS	500,000	0.480	6-Jul-11	-500,000	-138.08	A-	F2

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
17-Jun-11	64	HSBC	120,000	0.310	27-Jun-11	-120,000	-10.19	AA	F1+
20-Jun-11	65	HSBC	100,000	0.310	22-Jun-11	-100,000	-1.70	AA	F1+
20-Jun-11	66	HSBC	150,000	0.310	27-Jun-11	-150,000	-8.92	AA	F1+
21-Jun-11	67	HSBC	70,000	0.310	22-Jun-11	-70,000	-0.59	AA	F1+
22-Jun-11	68	HSBC	130,000	0.310	4-Jul-11	-130,000	-13.25	AA	F1+
23-Jun-11	69	HSBC	100,000	0.310	27-Jun-11	-100,000	-3.40	AA	F1+
27-Jun-11	70	Skipton BS	350,000	0.450	6-Jul-11	-350,000	-38.84	A-	F2
28-Jun-11	71	HSBC	700,000	0.310	6-Jul-11	-700,000	-47.56	AA	F1+
29-Jun-11	72	HSBC	90,000	0.310	4-Jul-11	-90,000	-3.82	AA	F1+
30-Jun-11	73	Nationwide Bs	1,400,000	0.510	6-Jul-11	-1,400,000	-117.37	AA-	F1+
30-Jun-11	74	HSBC	150,000	0.310	11-Jul-11	-150,000	-14.01	AA	F1+
30-Jun-11	75	Barclays Bank	850,000	0.351	18-Jul-11	-850,000	-147.13	AA-	F1+
			6,630,000			-6,630,000	-774.89		
July									
1-Jul-11	76	HSBC	150,000	0.310	4-Jul-11	-150,000	-3.82	AA	F1+
4-Jul-11	77	Skipton BS	250,000	0.450	19-Jul-11	-250,000	-46.23	A-	F2
5-Jul-11	78	HSBC	95,000	0.310	6-Jul-11	-95,000	-0.81	AA	F1+
6-Jul-11	79	HSBC	130,000	0.310	11-Jul-11	-130,000	-5.52	AA	F1+
8-Jul-11	80	HSBC	80,000	0.310	11-Jul-11	-80,000	-2.04	AA	F1+
11-Jul-11	81	Skipton BS	300,000	0.450	19-Jul-11	-300,000	-29.59	A-	F2
11-Jul-11	82	HSBC	100,000	0.310	13-Jul-11	-100,000	-1.70	AA	F1+
13-Jul-11	83	HSBC	200,000	0.310	15-Jul-11	-200,000	-3.40	AA	F1+
14-Jul-11	84	HSBC	100,000	0.310	15-Jul-11	-100,000	-0.85	AA	F1+
15-Jul-11	85	Skipton BS	500,000	0.450	3-Aug-11	-500,000	-117.12	A-	F2
15-Jul-11	86	Skipton BS	450,000	0.480	10-Aug-11	-450,000	-153.86	A-	F2
18-Jul-11	87	Barclays Bank	300,000	0.420	8-Aug-11	0	-72.49	AA-	F1+
8-Aug-11	87	Barclays Bank	Rolled Over	0.045	22-Aug-11	-300,000	-47.18	AA-	F1+
18-Jul-11	88	HSBC	90,000	0.310	22-Jul-11	-90,000	-3.06	AA	F1+
20-Jul-11	89	HSBC	100,000	0.310	21-Jul-11	-100,000	-0.85	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
21-Jul-11	90	HSBC	160,000	0.310	25-Jul-11	-160,000	-5.44	AA	F1+
25-Jul-11	91	HSBC	110,000	0.310	26-Jul-11	-110,000	-0.93	AA	F1+
26-Jul-11	92	Skipton BS	200,000	0.450	10-Aug-11	-200,000	-36.99	A-	F2
28-Jul-11	93	Barclays Bank	700,000	0.418	10-Aug-11	-700,000	-104.21	AA-	F1+
29-Jul-11	94	HSBC	80,000	0.310	19-Aug-11	-80,000	-14.27	AA	F1+
			4,095,000			-4,095,000	-650.36		
Aug									
1-Aug-11	95	Barclays Bank	450,000	0.420	22-Aug-11		-108.74	AA-	F1+
22-Aug-11	95	Barclays Bank	Rolled Over	0.398	15-Sep-11	-450,000	-117.76	AA-	F1+
1-Aug-11	96	Skipton Bs	300,000	0.450	15-Aug-11		-51.78	A-	F2
15-Aug-11	96	Skipton BS	Rolled Over	0.550	12-Sep-11		-126.58	A-	F2
12-Sep-11	96	Skipton BS	Rolled Over	0.480	3-Oct-11	-300,000	-82.85	A-	F2
1-Aug-11	97	HSBC	100,000	0.310	10-Aug-11	-100,000	-7.64	AA	F1+
1-Aug-11	98	Co-operative Bank	1,500,000	0.470	10-Aug-11	-1,500,000	-173.84	A-	F2
2-Aug-11	99	HSBC	60,000	0.310	3-Aug-11	-60,000	-0.51	AA	F1+
3-Aug-11	100	HSBC	120,000	0.310	8-Aug-11	-120,000	-5.10	AA	F1+
5-Aug-11	101	HSBC	140,000	0.310	8-Aug-11	-140,000	-3.57	AA	F1+
8-Aug-11	102	HSBC	150,000	0.310	9-Aug-11	-150,000	-1.27	AA	F1+
8-Aug-11	103	HSBC	100,000	0.310	15-Aug-11	-100,000	-5.95	AA	F1+
9-Aug-11	104	HSBC	200,000	0.310	10-Aug-11	-200,000	-1.70	AA	F1+
10-Aug-11	105	HSBC	130,000	0.310	11-Aug-11	-130,000	-1.10	AA	F1+
10-Aug-11	106	HSBC	145,000	0.310	15-Aug-11	-145,000	-6.16	AA	F1+
11-Aug-11	107	HSBC	70,000	0.310	12-Aug-11	-70,000	-0.59	AA	F1+
12-Aug-11	108	Skipton Bs	250,000	0.550	12-Sep-11		-116.78	A-	F2
12-Sep-11	108	Skipton BS	Rolled Over	0.450	26-Sep-11		-43.15	A-	F2
26-Sep-11	108	Skipton BS	Rolled Over	0.450	10-Oct-11	-250,000	-43.15	A-	F2
15-Aug-11	109	HSBC	130,000	0.310	16-Aug-11	-130,000	-1.10	AA	F1+
16-Aug-11	110	HSBC	150,000	0.310	22-Aug-11	-150,000	-7.64	AA	F1+
17-Aug-11	111	Skipton Bs	250,000	0.460	1-Sep-11	-250,000	-47.26	A-	F2

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
18-Aug-11	112	HSBC	80,000	0.310	22-Aug-11	-80,000	-2.72	AA	F1+
19-Aug-11	113	HSBC	70,000	0.310	22-Aug-11	-70,000	-1.78	AA	F1+
22-Aug-11	114	HSBC	80,000	0.310	23-Aug-11	-80,000	-0.68	AA	F1+
24-Aug-11	115	HSBC	80,000	0.310	25-Aug-11	-80,000	-0.68	AA	F1+
25-Aug-11	116	HSBC	120,000	0.310	1-Sep-11	-120,000	-7.13	AA	F1+
30-Aug-11	117	Skipton Bs	650,000	0.460	15-Sep-11	-650,000	-131.07	A-	F2
31-Aug-11	118	HSBC	100,000	0.310	1-Sep-11	-100,000	-0.85	AA	F1+
31-Aug-11	119	HSBC	200,000	0.310	5-Sep-11	-200,000	-8.49	AA	F1+
31-Aug-11	120	HSBC	200,000	0.310	12-Sep-11	-200,000	-20.38	AA	F1+
31-Aug-11	121	Nationwide Bs	1,500,000	0.420	15-Sep-11	-1,500,000	-258.90	AA-	F1+
31-Aug-11	122	Barclays Bank	450,000	0.437	19-Sep-11	-450,000	-102.37	AA-	F1+
			7,775,000			-7,775,000	-1,489.27		
Sept									
1-Sep-11	123	HSBC	100,000	0.310	5-Sep-11	-100,000	-3.40	AA	F1+
2-Sep-11	124	HSBC	70,000	0.310	5-Sep-11	-70,000	-1.78	AA	F1+
5-Sep-11	125	Skipton BS	300,000	0.450	22-Sep-11	-300,000	-62.88	A-	F2
6-Sep-11	126	HSBC	70,000	0.310	7-Sep-11	-70,000	-0.59	AA	F1+
7-Sep-11	127	HSBC	100,000	0.310	12-Sep-11	-100,000	-4.25	AA	F1+
8-Sep-11	128	HSBC	100,000	0.310	12-Sep-11	-100,000	-3.40	AA	F1+
9-Sep-11	129	HSBC	190,000	0.310	12-Sep-11	-190,000	-4.84	AA	F1+
13-Sep-11	130	HSBC	90,000	0.310	14-Sep-11	-90,000	-0.76	AA	F1+
14-Sep-11	131	HSBC	130,000	0.310	15-Sep-11	-130,000	-1.10	AA	F1+
15-Sep-11	132	HSBC	300,000	0.310	22-Sep-11	-300,000	-17.84	AA	F1+
16-Sep-11	133	HSBC	100,000	0.310	19-Sep-11	-100,000	-2.55	AA	F1+
19-Sep-11	134	Yorkshire BS	400,000	0.300	10-Oct-11	-400,000	-69.04	A-	F2
20-Sep-11	135	HSBC	70,000	0.310	21-Sep-11	-70,000	-0.59	AA	F1+
21-Sep-11	136	HSBC	150,000	0.310	3-Oct-11	-150,000	-15.29	AA	F1+
22-Sep-11	137	HSBC	70,000	0.310	23-Sep-11	-70,000	-0.59	AA	F1+
23-Sep-11	138	HSBC	130,000	0.310	26-Sep-11	-130,000	-3.31	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
26-Sep-11	139	HSBC	80,000	0.310	27-Sep-11	-80,000	-0.68	AA	F1+
27-Sep-11	140	HSBC	120,000	0.310	28-Sep-11	-120,000	-1.02	AA	F1+
28-Sep-11	141	Skipton BS	350,000	0.450	14-Oct-11	-350,000	-69.04	A-	F2
28-Sep-11	142	Yorkshire BS	450,000	0.300	19-Oct-11	-450,000	-77.67	A-	F2
30-Sep-11	143	DMADF	1,000,000	0.250	20-Oct-11	-1,000,000	-136.99	AAA	-
30-Sep-11	144	Nationwide Bs	1,000,000	0.370	3-Oct-11		-70.96	AA-	F1+
7-Oct-11	144	Nationwide Bs	Rolled Over	0.410	20-Oct-11	-1,000,000	-146.03	AA-	F1+
30-Sep-11	145	HSBC	370,000	0.310	7-Oct-11	-370,000	-22.00	AA	F1+
30-Sep-11	146	HSBC	100,000	0.310	3-Oct-11	-100,000	-2.55	AA	F1+
			5,840,000			-5,840,000	-719.15		
Oct									
3-Oct-11	147	HSBC	85,000	0.310	4-Oct-11	-85,000	-0.72	AA	F1+
4-Oct-11	148	HSBC	90,000	0.310	5-Oct-11	-90,000	-0.76	AA	F1+
5-Oct-11	149	HSBC	140,000	0.310	7-Oct-11	-140,000	-2.38	AA	F1+
7-Oct-11	150	HSBC	200,000	0.310	17-Oct-11	-200,000	-16.99	AA	F1+
7-Oct-11	151	Skipton BS	400,000	0.450	20-Oct-11	-400,000	-64.11	A-	F2
10-Oct-11	152	Barclays Bank	200,000	0.434	20-Oct-11	-200,000	-23.78	AA-	F1+
12-Oct-11	153	HSBC	90,000	0.310	13-Oct-11	-90,000	-0.76	AA	F1+
13-Oct-11	154	HSBC	160,000	0.310	14-Oct-11	-160,000	-1.36	AA	F1+
14-Oct-11	155	DMO	400,000	0.250	11-Nov-11	-400,000	-76.71	AAA	-
17-Oct-11	156	Barclays Bank	200,000	0.400	24-Oct-11	-200,000	-15.34	AA-	F1+
17-Oct-11	157	DMO	630,000	0.250	24-Nov-11	-630,000	-163.97	AAA	-
17-Oct-11	158	HSBC	100,000	0.310	19-Oct-11	-100,000	-1.70	AA	F1+
17-Oct-11	159	HSBC	350,000	0.310	20-Oct-11	-350,000	-8.92	AA	F1+
17-Oct-11	160	HSBC	110,000	0.310	21-Oct-11	-110,000	-3.74	AA	F1+
18-Oct-11	161	HSBC	120,000	0.310	19-Oct-11	-120,000	-1.02	AA	F1+
19-Oct-11	162	Barclays Bank	250,000	0.441	3-Nov-11	-250,000	-45.31	AA-	F1+
19-Oct-11	163	HSBC	80,000	0.310	20-Oct-11	-80,000	-0.68	AA	F1+
20-Oct-11	164	HSBC	80,000	0.310	21-Oct-11	-80,000	-0.68	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
21-Oct-11	165	HSBC	230,000	0.310	3-Nov-11	-230,000	-25.39	AA	F1+
24-Oct-11	166	HSBC	160,000	0.310	28-Oct-11	-160,000	-5.44	AA	F1+
26-Oct-11	167	HSBC	70,000	0.310	28-Oct-11	-70,000	-1.19	AA	F1+
28-Oct-11	168	HSBC	250,000	0.310	7-Nov-11	-250,000	-21.23	AA	F1+
28-Oct-11	169	DMO	500,000	0.250	7-Nov-11	-500,000	-34.25	AAA	-
28-Oct-11	170	Barclays Bank	250,000	0.440	14-Nov-11		-51.70	AA-	F1+
14-Nov-11	170	Barclays Bank	Rolled Over	0.400	21-Nov-11		-19.18	AA-	F1+
21-Nov-11	170	Barclays Bank	Rolled Over	0.400	28-Nov-11		-19.18	AA-	F1+
28-Nov-11	170	Barclays Bank	Rolled Over	0.440	12-Dec-11		-42.19	AA-	F1+
12-Dec-11	170	Barclays Bank	Rolled Over	0.400	19-Dec-11		-19.18	AA-	F1+
19-Dec-11	170	Barclays Bank	Rolled Over	0.320	30-Dec-11	-250,000	-24.11	A	F1
31-Oct-11	171	DMO	600,000	0.250	22-Nov-11	-600,000	-90.41	AAA	-
31-Oct-11	172	DMO	1,800,000	0.250	24-Nov-11	-1,800,000	-295.89	AAA	-
			7,545,000			-7,545,000	-1,078.27		
Nov									
01/11/2011	173	HSBC	140,000	0.310	3-Nov-11	-140,000	-2.38	AA	F1+
03/11/2011	174	HSBC	250,000	0.310	4-Nov-11	-250,000	-2.12	AA	F1+
04/11/2011	175	HSBC	270,000	0.310	7-Nov-11	-270,000	-6.88	AA	F1+
07/11/2011	176	DMO	500,000	0.250	24-Nov-11	-500,000	-58.22	AAA	-
09/11/2011	177	HSBC	100,000	0.310	10-Nov-11	-100,000	-0.85	AA	F1+
10/11/2011	178	HSBC	160,000	0.310	11-Nov-11	-160,000	-1.36	AA	F1+
11/11/2011	179	DMO	700,000	0.250	5-Dec-11	-700,000	-115.07	AAA	-
11/11/2011	180	HSBC	80,000	0.310	14-Nov-11	-80,000	-2.04	AA	F1+
14/11/2011	181	HSBC	200,000	0.310	15-Nov-11	-200,000	-1.70	AA	F1+
15/11/2011	182	DMO	700,000	0.250	22-Dec-11	-700,000	-177.40	AAA	-
15/11/2011	183	HSBC	100,000	0.310	18-Nov-11	-100,000	-2.55	AA	F1+
17/11/2011	184	HSBC	80,000	0.310	21-Nov-11	-80,000	-2.72	AA	F1+
18/11/2011	185	HSBC	60,000	0.310	21-Nov-11	-60,000	-1.53	AA	F1+
21/11/2011	186	HSBC	170,000	0.310	22-Nov-11	-170,000	-1.44	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
22/11/2011	187	HSBC	250,000	0.310	24-Nov-11	-250,000	-4.25	AA	F1+
23/11/2011	188	HSBC	65,000	0.310	24-Nov-11	-65,000	-0.55	AA	F1+
24/11/2011	189	DMO	300,000	0.250	Due 03-Jan-12		-78.08	AAA	-
25/11/2011	190	HSBC	80,000	0.310	28-Nov-11	-80,000	-2.04	AA	F1+
28/11/2011	191	DMO	700,000	0.250	Due 03-Jan-12		-163.01	AAA	-
29/11/2011	192	HSBC	50,000	0.310	30-Nov-11	-50,000	-0.42	AA	F1+
30/11/2011	193	HSBC	500,000	0.310	1-Dec-11	-500,000	-4.25	AA	F1+
30/11/2011	194	DMO	500,000	0.250	Due 05-Jan-12		-109.59	AAA	-
30/11/2011	195	DMO	350,000	0.250	Due 13-Jan-12		-76.71	AAA	-
30/11/2011	196	DMO	550,000	0.250	Due 19-Jan-12		-120.55	AAA	-
30/11/2011	197	DMO	250,000	0.250	Due 30-Jan-12		-54.79	AAA	-
30/11/2011	198	DMO	350,000	0.250	Due 07-Feb-12		-76.71	AAA	-
			7,455,000			-4,455,000	-1,067.21		
Dec									
01/12/2011	199	HSBC	130,000	0.310	2-Dec-11	-130,000	-1.10	AA	F1+
02/12/2011	200	HSBC	160,000	0.310	5-Dec-11	-160,000	-4.08	AA	F1+
05/12/2011	201	DMO	300,000	0.250	30-Dec-11	-300,000	-51.37	AAA	-
06/12/2011	202	HSBC	60,000	0.310	7-Dec-11	-60,000	-0.51	AA	F1+
07/12/2011	203	HSBC	100,000	0.310	8-Dec-11	-100,000	-0.85	AA	F1+
08/12/2011	204	HSBC	160,000	0.310	12-Dec-11	-160,000	-5.44	AA	F1+
09/12/2011	205	HSBC	70,000	0.310	12-Dec-11	-70,000	-1.78	AA	F1+
12/12/2011	206	HSBC	200,000	0.310	15-Dec-11	-200,000	-5.10	AA	F1+
13/12/2011	207	HSBC	100,000	0.310	14-Dec-11	-100,000	-0.85	AA	F1+
14/12/2011	208	HSBC	160,000	0.260	15-Dec-11	-160,000	-1.14	AA	F1+
15/12/2011	209	HSBC	440,000	0.260	19-Dec-11	-440,000	-12.54	AA	F1+
15/12/2011	210	DMO	500,000	0.250	Due 07-Feb-12		-58.22	AAA	-
16/12/2011	211	HSBC	50,000	0.260	19-Dec-11	-50,000	-1.07	AA	F1+
19/12/2011	212	HSBC	350,000	0.260	22-Dec-11	-350,000	-7.48	AA	F1+
20/12/2011	213	HSBC	80,000	0.260	22-Dec-11	-80,000	-1.14	AA	F1+

Date Invested	Temp Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received / Due £	Fitch Ratings At Time of Investment	
								Long-Term	Short-Term
22/12/2011	214	DMO	650,000	0.250	Due 07-Feb-12		-44.52	AAA	-
23/12/2011	215	DMO	250,000	0.250	Due 07-Feb-12		-15.41	AAA	-
28/12/2011	216	HSBC	500,000	0.260	Due 03-Jan-12		-32.05	AA	F1+
			4,260,000			-2,360,000	-244.65		
Total Investments made April to December 2011			54,700,000			-49,800,000	-6,948.60		
Total Investment 2011/12			54,980,000			-50,080,000	-6,965.58		
INVESTMENTS OUTSTANDING @ 31 December 2011									
24/11/2011	189	DMO	300,000	0.250					
28/11/2011	191	DMO	700,000	0.250					
30/11/2011	194	DMO	500,000	0.250					
30/11/2011	195	DMO	350,000	0.250					
30/11/2011	196	DMO	550,000	0.250					
30/11/2011	197	DMO	250,000	0.250					
30/11/2011	198	DMO	350,000	0.250					
15/12/2011	210	DMO	500,000	0.250					
22/12/2011	214	DMO	650,000	0.250					
23/12/2011	215	DMO	250,000	0.250					
28/12/2011	216	HSBC	500,000	0.260					
Monies invested at 31 December 2011			4,900,000						

POLICY AND FINANCE COMMITTEE

Fitch Rating Definitions	
International Long-Term Credit Ratings	
Long-term credit rating can be used as a benchmark measure of probability of default.	
AAA	Highest credit quality. 'AAA' denotes the lowest expectation of credit risk. They are assigned only in case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality. 'AA' ratings denote expectation of low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	High credit quality. 'A' ratings denote expectations of low credit risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than in the case for higher ratings.
BBB	Moderate default risk. 'BBB' National Ratings denote a moderate default risk relative to other issuers or obligations in the same country. However, changes in circumstances or economic conditions are more likely to affect the capacity for timely repayment than is the case for financial commitments denoted by a higher rated category
International Short-Term Credit ratings	
Short-term rating has a time horizon of less than 13 months for most obligations and thus places greater emphasis on the liquidity necessary to meet financial commitments	
F1	Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments; may have an added "+" to denote any exceptionally strong credit feature.
F2	Good credit quality. A satisfactory capacity for timely payment of financial commitments, but the margin of safety is not as great as in the case of the higher ratings.
F3	Fair credit quality. The capacity for timely payment of financial commitments is adequate; however, near term adverse changes could result in a reduction to non-investment grade.
B	Indicates an uncertain capacity for timely payment of financial commitments relative to other issuers or obligations in the same country. Such capacity is highly susceptible to near-term adverse changes in financial and economic conditions.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 15

meeting date: 24 JANUARY 2012
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MARK EDMONDSON

1 PURPOSE

1.1 To inform committee of debts outstanding for business rates, council tax and sundry debtors. Also to update committee on benefits performance, including benefits fraud investigations, prosecutions and sanctions.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

Without the revenue collected from rates, council tax and sundry debtors we would be unable to meet the Council's ambitions, objectives and priorities.

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 10 January 2012:

	£000	£000	2011/12 % to 10 Jan	2010/11 % to 10 Jan
Balance Outstanding 1 April 2011		363		
NNDR amounts due	15,674			
Plus costs	7			
Transitional surcharge	92			
Write ons	27			
	15,800			
Less				
- Transitional relief	-599			
- Exemptions	-421			
- Charity, Rural, Former Agricultural Discretionary Relief	-784			
- Small Business Rate Relief	-1,373			
- Write offs	-91			
- Interest Due	-2			
	-3,270	12,530		
Total amount to recover		12,893		
Less cash received to 10 January		-11,062	85.8	87.0
Amount Outstanding		1,831	14.2	13

NB The figures included in the table include not only those charges for 2011/12 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 December 2011 is 85.0% compared with 88.1% at 31 December 2010. The fall in the in year collection rate is due to the ending of the temporary increase in the empty property rate exemption threshold.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 10 January 2012:

	£000	£000	2011/12 % to 10 Jan	2010/11 % to 10 Jan
Balance Outstanding 1 April 2011		404		
Council Tax amounts due	37,007			
Plus costs	64			
Transitional relief	1			
Write ons	2			
	37,074			
Less - Exemptions	-987			
- Discounts	-2,846			
- Disabled banding reduction	-45			
- Council Tax Benefit	-2,308			
- Write offs	-26			
	-6,212	30,862		
Total amount to recover		31,266		
Less cash received to 10 January		-27,485	88.0	88.1
Amount Outstanding		3,781	12.0	11.9

NB The figures included in the table include not only those charges for 2011/12 but also those relating to previous years, but we are required to report our in year collection rate to the DCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate for 2011/12 at 31 December 2011 is 88.1% compared to 88% at 31 December 2010.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 13 January 2012 is:

	£000	£000	%
Amount Outstanding 1 April 2011		472	
Invoices Raised	1,257		
Plus costs	3		
	1,260		
Less write offs	0	1,260	
Total amount to recover		1,732	
Less cash received to 13 January 2012		1,336	77.14
Amount outstanding		396	

Aged Debtors	000s	%
< 30 days	90	22.73
30 - 59 days	37	9.34
60 - 89 days	12	3.03
90 - 119 days	2	0.51
120 – 149 days	31	7.83
150+ days	224	56.57
	396	100

5 HOUSING BENEFIT PERFORMANCE

5.1 The main indicators for Housing Benefit and Council Tax Benefit performance are the National Indicators for Right Benefit and Right Time. The benefit section also report on Local Performance Indicators that have been set within the department for benefit fraud and overpayments.

5.2 The Department for Work and Pensions does not require Local Authorities (LA's) to report on any other Performance Measures but encourages them to monitor their own performance locally.

5.3 We obviously consider it very important to monitor benefit fraud and also overpayment data.

Housing Benefit Right Time Indicator 2011/2012

1 October 2011 – 31 December 2011

The right time indicator measures the time taken to process HB/CTB new claims and change events; this includes changes in circumstances, interventions, fraud referrals and prints generated by the benefit department.

Target for year	Actual Performance	Average Performance
10 days	10 days	20 days per IRRV

New claims performance

1 October 2011 – 31 December 2011

Target for year	Actual Performance	Top grade 4 for all LA's 2007/08
19 days	19.66 days	Under 30 days

6 HOUSING BENEFIT FRAUD

6.1 The following is a summary of fraud investigations for the period 1 October 2011 to 31 December 2011.

Completed fraud investigations	
1 October 2011 – 31 December 2011	40

Average caseload (YTD)	
2011/2012	2,854

Number of investigations per 1,000 caseload		
2011/2012	40/2,854	14.01

Number of Housing/Council Tax Benefit prosecutions and sanctions per 1,000 caseload

2011/2012	
Cautions	1
Administrative penalties	0
Successful prosecutions	0
Total	1

Average caseload (YTD)	
2011/2012	2,854

Number of prosecutions/sanctions per 1,000 caseload		
2011/2012	1/2,854	0.35%

6.2 Ribble Valley Borough Council has brought one formal caution for benefit fraud during the period 1 October 2011 to 31 December 2011.

The above offence was a result of the claimant failing to report a change in their circumstances promptly. This created overpayments in Housing/Council Tax benefit for £1,214.85.

7 HOUSING BENEFIT OVERPAYMENTS

- 7.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. The performance for the period 1 October 2011 – 31 December 2011.

Performance Measure	%
The amount of Housing Benefit (HB) overpayments recovered during the period being reported on as a percentage of HB overpayments deemed recoverable during that period.	122.72
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	21.51
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.66

8 RECOMMENDED THAT COMMITTEE

- 8.1 Note the continuing progress that we make in collecting these debts, and the performance of our Housing Benefit Section remains excellent.

HEAD OF REVENUE AND BENEFITS

PF3-12/ME/AC
9 January 2012

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 17 OCTOBER 2011

Present: Cllrs: Ranson, Sherras, T Hill, Hirst, Knox, Thompson, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services.

1 Apologies

1.1 Cllr Rogerson

2 Minutes of Budget Working Group 19 September 2011

2.1 Members approved the minutes of the last meeting of the Budget Working Group.

2.2 Cllr Sherras made further reference to the Community Infrastructure Levy (CIL). He expressed his concern at the shortage of resources to deal with putting in to place the Community Infrastructure Levy and highlighted that it was an integral part of the Core Strategy.

2.3 Cllr Ranson reiterated Cllr Sherras' concerns, and questioned whether consultants could possibly be used in the first instance, with Performance Reward Grant being a potential funding stream for the work. Cllr Ranson expressed the need for CIL to be looked at with some urgency.

3 Consultation Paper on Localising Support for Council Tax

3.1 The DoR explained to members that the response that had previously been circulated on the consultation paper had now been submitted. The DoR took members through the main points of the response.

4 Consultation Paper on Retention of Business Rates

4.1 The DoR circulated copies of the two joint responses to the consultation that the council were included within. One was District Council Network and the other was a Lancashire Wide response, coordinated by Lancashire County Council.

4.2 It was explained that the council would also be submitting its own response which would in essence restate some of the most salient points from the two previously referred to joint responses.

4.3 The DoR highlighted the reference to Transition Grant which had now been made in the Lancashire Wide response to the consultation.

5 Council Restructuring

5.1 The proposals for the council restructuring that had been put before CMT by the council's heads of service were presented by CMT to members.

5.2 All agreed that the set of proposals should be recommended to Policy and Finance Committee

6 Any Other Business

Review of Treasury Management Arrangements

6.1 The DoR presented a report to members on the current Treasury Management Arrangements. The report included a proposal to increase the investment limits for the Debt Management Office from £2.5m to £5m.

6.2 Members approved the proposals, which would be reported to the next meeting of the Policy and Finance Committee.

7 Date and Time of Next Meeting

7.1 Date and time of next meeting was agreed as **Wednesday 16 November 2011 at 4.30pm in Members Room.**

7.2 Other future planned meeting dates are:

Monday 19 December 2011 at 4.00 in CR1

Monday 16 January 2012 at 4.30 in CR1

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 15 NOVEMBER 2011

Present: Cllrs: Ranson, T Hill, Hirst, Rogerson, Thompson, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services.

1 Apologies

1.1 Cllrs: Sherras and Knox

2 Minutes of Budget Working Group 17 October 2011

2.1 Members approved the minutes of the last meeting of the Budget Working Group.

3 Overall Budget Monitoring 2011/12

3.1 A revenue monitoring report was presented to members. The report focused on the areas of Employee Costs, Income from Fees and Charges and Interest Income.

3.2 The report showed that up to the end of October there were savings of £172K on employee costs, a shortfall of income of £15K and a shortfall on investment income of £4K.

3.3 It was highlighted to members that the level of savings shown on employee costs was as anticipated and was at a level previously forecast to members. There was now a large number of post vacancies with the council, which accounted for the savings shown.

3.4 The impact on income was particularly from Building Regulations, which showed a shortfall in income of £42,000. A discussion took place around the building control service and members expressed their concern about the financial position of the service.

4 Progress with the Revenue and Capital Budgets 2012/13

4.1 An update was provided on the progress made with the revenue and capital budgets for 2012/13. Members were pleased with the progress made to date.

5 Council Taxbase and Related Issues

5.1 The DoR reported to members on the Council Taxbase including second homes. A discussion took place around second homes and the council tax charge levied. This was particularly in the context of the LSP.

5.2 As part of the report, the DoR updated members on the level of New Homes Bonus that the council may receive in 2012/13. Based upon the New Homes Bonus calculator on the DCLG website the Council could receive approximately £127,000 annually for the period 2012/18. This was in addition to the £62,046 that is being received annually for the period 2011/17. At a meeting of the Capital working Group it was agreed that a proportion of the New Homes Bonus would be set aside to fund 'Economic Growth and Prosperity' capital projects.

5.3 The DoR informed members of a current consultation paper on technical reforms of council tax. The changes being considered were discussed by members with particular reference made to the second homes levy.

5.4 Information was provided to members on the Council Tax Freeze grant that had been announced by the government as a one off grant for 2012/13. This was estimated at £78,736 for 2012/13. A discussion took place on the potential level of council tax for 2012/13.

6 Council Restructuring

- 6.1 A verbal update on the council restructuring was given by the CE. A report was to be presented to Policy and Finance committee for consideration on 22 November 2011.

7 Any Other Business

Queen's Diamond Jubilee

- 7.1 A discussion took place on events that were being planned in the borough for the Queen's Diamond Jubilee. The potential for grant support was discussed.

8 Date and Time of Next Meeting

- 8.1 Date and time of next meeting was agreed as **Monday 19 December 2011 at 4.00pm in Committee Room 1.**

- 8.2 Other future planned meeting dates are:

Monday 16 January 2012 at 4.30 in CR1

**RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY & FINANCE COMMITTEE**

Agenda Item No.

meeting date: 24 JANUARY 2012
 title: RIBBLE VALLEY COMMUNITY SAFETY PARTNERSHIP – STRATEGIC
 ASSESSMENT 2012/2013
 submitted by: CHIEF EXECUTIVE
 principal author: BILL ALKER

1 PURPOSE

- 1.1 To provide information on the Ribble Valley Community Safety Partnership's recently finalised strategic assessment for 2012/2013.
- 1.2 To appoint Committee with the Community Safety Partnership's priorities for 2012/2013, the rationale behind that selection and the potential budget problems the partnership is facing.
- 1.3 Relevance to the Council's ambitions and priorities
 - Council Ambitions - } To make peoples lives safer and healthier.
 - Community Objectives - } Community safety has always been one of the
 - Corporate Priorities - } Council's top priorities to keep the area safe.
 - Other Considerations - } Our reputation as one of the safest districts in
 - } the country is well known both locally and
 - } nationally.

2 INFORMATION

- 2.1 The process used to draw up the strategic assessment has evolved over the past few years.
- 2.2 Consultation has taken place with a number of key agencies, community safety partnership managers and co-ordinators and police analysts.
- 2.3 Whilst all district community safety partnerships work to an agreed template, there are inevitably differences which are reflected from district to district in agreed priorities.
- 2.4 A priority matrix was designed to objectively score all threats giving very much a local flavour to the discussions and outcomes.
- 2.5 Once the priorities were identified, these were reported to the Community Safety Partnership for comments and endorsement as appropriate.
- 2.6 Data collection has been channelled through MADE (Multi Agency Data Exchange) which provides the vast majority of data used in mapping crime and community safety matters.

- 2.7 This process has then fundamentally produced the top five priorities which the Community Safety Partnership will concentrate its efforts on over the coming 12 months. These are as follows:
1. Road safety – killed and seriously injured collisions
 2. Other stealing – metal theft and travelling offenders who live outside the Ribble Valley but commit crime within our boundaries.
 3. Domestic abuse.
 4. Substance misuse – both alcohol and drugs.
 5. Anti social behaviour and criminal damage – mainly youth related incidents.
- 2.8 The big test for the Community Safety Partnership will be marrying these priorities with a rapidly decreasing budget. At its last meeting the Community Safety Partnership set up a working group of key partner agencies to identify funding streams and initiatives which can help reduce crime statistics.
- 2.9 Once that working group has met and set out its agreed priorities, I will report back to a future meeting of this Committee on how the budget will be spent.

3 CONCLUSIONS

- 3.1 The strategic assessment is produced on an annual basis but this is the first time it has been reported to this Committee. As can be seen our five key priorities have been agreed by all key agencies. The trick now is to marry funding to those priorities in order to make a difference.

CHIEF EXECUTIVE

For further information please ask for Bill Alker, extension 4412.