

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 12 JUNE 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 meeting held on 27 March 2012 – 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. Appointment of Working Groups – verbal report of Chief Executive.
- ✓ 8. Review of Ribble Valley Strategic Partnership report of Chief Executive – copy enclosed.
- ✓ 9. Implications of Localism Act on Code of Conduct and Standards Committee – report of Chief Executive – copy enclosed.

- ✓ 10. Division of Wiswell Parish Council – report of Chief Executive – copy enclosed.
- ✓ 11. Village Amenities Grant Fund – report of Chief Executive – copy enclosed.
- ✓ 12. Council Tax, NNDR and Housing Benefits Write Offs – report of Director of Resources – copy enclosed.
- ✓ 13. Voluntary Grant Deferred Application 2012/2013 – report of Director of Resources – copy enclosed.
- ✓ 14. Request for Additional Capital Scheme – report of Director of Resources – copy enclosed.
- ✓ 15. References from Committees (if any)

INFORMATION ITEMS

- ✓ 16. Business Rates Retention Scheme – report of Director of Resources – copy enclosed.
- ✓ 17. Changes to Council Tax – report of Director of Resources – copy enclosed.
- ✓ 18. Localisation of Council Tax Support – report of Director of Resources – copy enclosed.
- ✓ 19. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 20. Representatives on Outside Bodies – report of Chief Executive – copy enclosed.
- ✓ 21. Performance Indicator Report 2011/2012 – report of Director of Resources – copy enclosed.
- ✓ 22. Treasury Management Activities 2011/12 – report of Director of Resources – copy enclosed.

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

- ✓ 23. Review of Anti-Money Laundering Policy – report of Director of Resources – copy enclosed.
- ✓ 24. Request for Discretionary Rate Relief – report of Director of Resources – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 12 JUNE 2012
title: REVIEW OF RIBBLE VALLEY LOCAL STRATEGIC PARTNERSHIP
submitted by: CHIEF EXECUTIVE
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To consider the outcome of 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.

- 2.4 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.
- 2.5 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. 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.

3 PROPOSED CHANGES

- 3.1 Members will recall that it was previously resolved to set up an officer working group to discuss the future of the Local Strategic Partnership in order to inform proposals for possible change. The Chief Executive, together with the Council's Corporate Management Team and Head of Regeneration and Housing have considered the nature of the partnership and how best it can be utilised to inform the work and delivery of services by the Council and most significantly provide an important link with the needs of the Ribble Valley community.
- 3.2 Firstly, give the change in the duty to produce a Sustainable Community Strategy (SCS) which was prepared on behalf of the Council by the Ribble Valley Strategic Partnership, coupled with the significant changing funding opportunities and there no longer being a countywide partnership (The Partnership of Partnerships) the working group concluded that it was difficult to support the continuation of the existing structure and approach to operating the partnership through a formalised Board and theme group arrangement.
- 3.3 Changes in financial arrangements have already seen the role of the Board alter from a decision making body with financial responsibilities to a broader steering group and advisory body to the Council and in particular the Policy and Finance Committee. However, it needs to be recognised that the theme groups provide an important opportunity to bring together compatible interests which can be used to inform the Council's roles and responsibilities. To date, the theme groups have worked under the auspices of the Board, led by a Chair and supported by the Partnership Officer as appropriate. It is considered that as one of the principle purposes of the theme groups was to formulate and help deliver projects funded through the partnership, the loss of funding opportunities is likely to have a significant impact upon the way in which themed groups may operate. Notwithstanding this, it is clear from feedback from the themed groups that there remains a view that there would be a recognisable

benefit in continuing to meet within the themes to enable sharing of information, opportunities for joined up working and to ensure successful working relationships that have been built up are not lost. If the Strategic Partnership is no longer a formal body in itself, there is a strong likelihood that themed groups would continue in any event. From the Council's viewpoint, there would continue to be opportunities for the Council to be included in joint working and theme group activities and within the available resources, the ability for support to be given through ongoing work of the Council and within the scope of the Partnership officer's role. There would certainly be scope for the Partnership Officer to work on maintaining and building partnerships at a strategic level with less focus on individual project delivery.

- 3.4 Within the existing structure themed groups such as the Housing Forum, Economy themed group and Environmental theme groups can be readily associated with Council functions either directly or by way of Council involvement as attendees. Theme groups such as the Ribble Valley Health Improvement Group, increasingly align with the Council's Health and Wellbeing Executive that has been established to support and inform the Council's work relating to the emerging Health Reform Agenda and the roles and responsibilities of the Shadow Health and Wellbeing Boards. Other linkages around such areas as the Children's Trust and the Community Safety Partnership, are anticipated to continue to operate pending any proposals to alter their structures and subsequently there is not anticipated to be any significant impact upon the Council or the community that benefits from their functions, if the partnership in its existing form was to be abandoned.
- 3.5 Within the existing partnership, there are key areas that although related to Council activities are nevertheless not as directly related with the Council's traditional service areas, yet are extremely important to the wellbeing of Ribble Valley residents. The People and Communities Group, Older persons forum and wider activities supporting young people, are important areas that the Council needs to consider how it can work with, support and ensure that the role of the traditional third sector (including voluntary, faith and community interests) are not disadvantaged by changing the Strategic Partnership. Indeed, it is this sector which provides an important area of support to the community where the Council needs to ensure it can support its residents. It is considered that developing relationships, in this sector, enhancing engagement and opportunities for joint working would be an important focus of the Partnership Officer within this revised structure and thereby the Council would be able to enhance its linkages specifically with this sector.
- 3.6 The working group recognised the important contribution that the partnership has made to supporting the local community and enhancing the work of the Council. However, it was apparent that in its existing form, the Board structure was neither sustainable or would potentially serve to duplicate roles and functions that would be within the remit of the Council's duties and responsibilities. It was very important to recognise the benefits of bringing the wide variety of groups, bodies and agencies together in order to encourage joint working, collating ideas and issues of concern and consequently enabling the Council to benefit from this information to inform its service delivery and practices which of course was the origin of the Community Strategy approach itself.
- 3.7 It is suggested therefore that if the existing Strategic Partnership is dissolved as a formal body, that there would be a need to look at how the themed groups would be able to operate but that it would also be important to put in place a Partnership Forum as a structured meeting, probably bi-annually under the auspices of the Council. This would enable the continuation of the opportunity to discuss relevant issues and a formalised means of enabling the Council to engage and develop its

relationships with partners. The role of the Partnership Officer would focus more towards strategic working and supporting the forum and developing external relationships for the Council.

- 3.8 As Members will be aware, the responsibility for the Strategic Partnership budget, sits with this Committee. Consequently, the role of Committee in determining how funding is applied would remain unchanged. The use of performance reward grants and second homes money would be subject to the Council's budget planning process, however it would be anticipated that funding continued to be applied to activities that supported the aspirations of the Council reflecting its Sustainable Community Strategy and by developing ongoing work areas and projects with its partners. What needs to be borne in mind going forward is that funding is in place essentially through the current PRG and second homes arrangements up to 2013. As part of the budget planning process, consideration will need to be given for supporting partnership working beyond 2013 in due course.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications

- Resources – None directly, however, the outcome of the review and changes to available funding 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.
- Equality & Diversity – The proposals would include measures to promote equality and diversity.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Endorse the conclusions of the working group and that the Ribble Valley Strategic Partnership be dissolved in its current form.
- 5.2 Ask the Chief Executive to establish a Ribble Valley Forum in accord with the proposals set out in Section 3 of the report and that resource requirements to support the Council's partnership work beyond March 2013, are considered within the Council's normal budget procedures.

MARSHAL SCOTT
CHIEF EXECUTIVE

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 JUNE 2012
 title: IMPLEMENTING THE LOCALISM ACT 2011 – CODE OF CONDUCT AND STANDARDS
 submitted by: CHIEF EXECUTIVE
 principal author: DIANE RICE – HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

1.1 To formulate recommendations to Council relating to:

- the adoption of a new Code of Conduct for Ribble Valley Borough Council;
- arrangements to be put in hand to discharge the Council's obligations relating to maintaining and promoting high standards of conduct by its Members and any co-opted Members and dealing with allegations made about Members who may have breached the Code.

1.2 Relevance to the Council's ambitions and priorities:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Council Ambitions - } • Community Objectives - } • Corporate Priorities - } • Other Considerations - } | <p>The Council aims to be a well-managed Council. Clear guidance for Members assists Members and the public to deal with the many situations which form part of the Members' role.</p> |
|---|--|

2 BACKGROUND

2.1 These matters have been considered previously by Policy and Finance and Standards committee, however no recommendations had been finalised.

2.2 The Leader and Chief Executive requested that the group of Members who had assisted in considering the arrangements for Overview and Scrutiny should be asked to consider the most appropriate arrangements for this Council to implement the Localism Act 2011 in relation to the Code of Conduct and Member Conduct.

2.3 The group met on 1 June 2012 to consider the matters described in the brief note attached.

Code of Conduct

2.4 The group considered the three Codes set out at Appendices 1-3 of the note.

2.5 The group noted that Council's existing Code of Conduct is familiar to all, is relatively detailed and is well understood by Parish Council Members, having been in existence for several years.

- 2.6 However, the group consider the Code is too prescriptive and preferred the LGA (Local Government Association) and DCLG (Department for Communities and Local Government) codes.
- 2.7 After careful discussion, the group recommend that the most appropriate Code to reflect the aspirations of the Council is that drafted by the DCLG.
- 2.8 Members of Committee will be aware that in addition to the matters set out in the current draft Code, further regulations are awaited relating to the need to register all disclosable pecuniary and non-pecuniary interests. The regulations are currently in draft form, therefore the final Code submitted to Full Council for approval in July, whilst reflecting the recommendation of Policy and Finance Committee, will also have additional clauses to deal with disclosable interests.

Arrangements for Maintaining High Standards of Member Conduct and Investigating Complaints

- 2.9 The group recommend that the duties of the current Standards Committee should be carried out by other Council Committees due to the relatively limited amount of work that the Standards Committee has had to date. The role and functions of the current Standards Committee are as set out at Appendix 5 of the attached note. The majority of these responsibilities should be transferred to Accounts and Audit Committee with Policy and Finance Committee retaining responsibility for the Code of Conduct.
- 2.10 If Policy and Finance Committee endorse these recommendations an amended terms of reference will be prepared for approval by Full Council. Thereafter the Accounts and Audit Committee will determine how complaints will be investigated.
- 2.11 The group was satisfied that the Accounts and Audit Committee had sufficient Members to undertake the new duties without any change to its composition.

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

- Resources – N/A.
- Technical, Environmental and Legal – N/A.
- Political – N/A.
- Reputation – Clear procedures should contribute to ensuring the Council has the confidence of local residents.
- Equality & Diversity – N/A.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Recommend to Council that the DCLG code should form the basis of the Council's Code of Conduct, modified to reflect the final regulations in respect of disclosable pecuniary and non-pecuniary interests.

- 5.2 Recommend to Council that the Council's duties under the Localism Act relating to Member conduct, promoting high standards of Member conduct and investigating complaints be discharged by the Council's Accounts and Audit Committee.
- 5.3 Authorise the Head of Legal and Democratic Services to prepare new terms of reference for Policy and Finance and Accounts and Audit Committees for approval by Council.

MARSHAL SCOTT
CHIEF EXECUTIVE

DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES

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

120612/DER/EL

MEETING 1 JUNE 2012 AT 10AM

NOTE FOR MEMBERS RELATING TO THE REQUIREMENTS PLACED ON THE COUNCIL BY THE LOCALISM ACT 2011 TO ADOPT A REPLACEMENT FOR THE CURRENT CODE OF CONDUCT AND MAKE ARRANGEMENTS TO REPLACE THE EXISTING STANDARDS COMMITTEE

Code of Conduct

The Council's current Code of Conduct is based on the statutory model which was introduced by the Local Government Act 2000 and which was last updated in September 2007. It is very similar to the codes currently used by the County Council and Parish Councillors.

The Localism Act altered the requirements relating to the Code of Conduct by removing the model code and substituting a requirement for all local authorities to adopt a Code of Conduct which when viewed as a whole, is consistent with the normal principles of public life. The new code also has to include rules in respect of the registration and disclosure of pecuniary interests and non-pecuniary interests.

Regulations are in draft form relating to the declaration and registration of interests.

The purpose of referring this matter to the group is to assist the Council to decide in principle what type of new code to adopt. There are currently three codes in circulation, namely

see Appendix 1 – a draft produced by the Local Government Association,

see Appendix 2 – a draft produced by the DCLG,

see Appendix 3 – the Council's current Code of Conduct, which could be retained by the Council.

All three will need amendment once the final regulations for pecuniary interests have been finalised.

All three should meet the requirements of the Localism Act.

In the alternative the Council could draft its own Code. The disadvantage of this would be that, once the Code is in force and possibly has to be enforced or interpreted no similar code, or cases, would exist for comparison/precedent purposes.

Members of the group are asked to recommend to Policy and Finance Committee, which meets on 12 June 2012, which of the three options they consider is most appropriate for this Council. The final decision will be made by Full Council at its meeting in July following a recommendation from Policy and Finance Committee.

Standards

The Council's current Standards Committee will cease to operate with effect from 1 July 2012. The Council must decide what arrangements it will make to comply with its obligations under the Localism Act, which are briefly as follows:

The Council retains an obligation to promote and maintain high standards of conduct by its Members and any co-opted Members and will also have to have arrangements in place to deal with allegations made against Members.

The current Standards Committee considered a report on the matter in February 2012 and a copy of the minute of that Committee is attached at Appendix 4.

The first issue the Council has to decide is whether the duties of the existing Standards Committee should remain those of a separate Committee or should be added to the duties of another Committee.

If a separate Committee is formed, there is an additional cost for the Council relating to meeting and member costs (the Chairman of the Standards Committee will probably receive an allowance in line with that of the current co-opted Chair, namely £948, not the full Chairman's allowance of £5,689).

As all the indications from Members and the Standards committee are that this Council will maintain a separate Standards Committee – a copy of the current Terms of Reference is attached as Appendix 5. If Members considered the duties of the Standards Committee should be taken by another Committee, then the most appropriate Committee, based on the Council's current committee arrangements be the Accounts and Audit Committee, attached as Appendix 6 is a copy of the Committee's terms of reference.

Full Council would have to approve the terms of reference of the Committee and the number of Members, appointment of Chairman and Vice Chairman.

In order that Members can determine whether the terms of reference need amendment, Members are therefore asked to consider whether they endorse the creation of a Standards Committee and if so to agree the terms of reference and composition of the Committee.

The Standards Committee would then meet and create the necessary procedures to ensure that it was able to investigate complaints etc.

In summary, Members are asked to advise re

1. The Code of Conduct most appropriate for this Council.
2. The retention of a separate Standards Committee of adding the duties to those of Accounts and Audit or another Committee.
3. The terms of reference to reflect the advice given at 2.
4. The composition of either the Standards Committee or any changes needed to the alternative.

Template Code of Conduct

As a member or co-opted member of *[X authority]* I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

The Act further provides for registration and disclosure of interests and in *[X authority]* this will be done as follows: *[to be completed by individual authorities]*

As a Member of [*X authority*], my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the [*county*][*borough*][*Authority's area*] or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity

You are a member or co-opted member of the [name] council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

THE RIBBLE VALLEY BOROUGH COUNCIL CODE OF CONDUCT

Preamble

This is the Code of Conduct which Members of Ribble Valley Borough Council agree to adhere to.

The following principles of public life are the general principles which govern the conduct of members of local authorities and define the standards that members should uphold.

1. **Helpfulness**
2. **Honesty and integrity** – members should not place themselves in a situation where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.
3. **Objectivity** – members should make decisions on merit including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
4. **Accountability** – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office.
5. **Openness** – members should be as open as possible about their actions and those of their Authority and should be prepared to give reasons for those actions.
6. **Personal Judgement** – members may take account of the views of others including their political groups but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect of Others** – members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual

orientation or disability. They should respect the impartiality and integrity of the Authority's statutory officers and its other employees.

8. **Duty to Uphold the Law** – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship** – members should do whatever they are able to do to ensure that their Authority use their resources prudently, and in accordance with the law.
10. **Leadership** – members should promote and support these principles by leadership and by example and should act in a way that secures or preserves public confidence.

Code of Conduct

Part 1

General Provisions

Introduction and interpretation

1

- (1) This Code applies to **you** as a member of an authority.
- (2) You should read this Code together with the general principles prescribed by the Secretary of State.
- (3) It is your responsibility to comply with the provisions of this Code.
- (4) In this Code:

"meeting" means any meeting of:

- (a) the authority;
- (b) the executive of the authority;
- (c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

- (5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be

read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2

- (1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you:
 - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority,and references to your official capacity are construed accordingly.
- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.
- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority:
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3

- (1) You must treat others with respect.
- (2) You must not:
 - (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
- (3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

4

You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;

- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5

You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6

You:

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority:
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7

- (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by:
 - (a) your authority's chief finance officer; or

(b) your authority's monitoring officer,
where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

Interests

Personal interests

8

(1) You have a personal interest in any business of your authority where either:

(a) it relates to or is likely to affect:

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body:

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your

election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

- (iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is:

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9

- (1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10

- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business:
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of:
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor

- of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11

You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where:

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12

- (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority:

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held:
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee;
- (b) you must not exercise executive functions in relation to that business; and
- (c) you must not seek improperly to influence a decision about that business.

- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

13

- (1) Subject to paragraph 14, you must, within 28 days of:
 - (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

- (2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14

- (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- (3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Minutes of Standards Committee

Meeting Date: Wednesday, 1 February 2012 starting at 6.30pm
 Present: B Dearing (Chairman)

Councillors:

S Hirst
 M Robinson
 D T Smith (left at 7pm)
 D Taylor

Parish Councillors:

E Law-Riding
 D Moon
 P Whittaker
 P Young

Independent Members:

P Walsh
 G Wilkinson

In attendance: Head of Legal and Democratic Services.

706 APOLOGIES

There were no apologies for absence.

707 MINUTES

The minutes of the meeting held on 15 June 2011 were approved as a correct record and signed by the Chairman.

708 DECLARATIONS OF INTEREST

There were no declarations of interest at the meeting.

709 PUBLIC PARTICIPATION

There was no public participation.

710 REFERENCES FROM OVERVIEW AND SCRUTINY COMMITTEE

There were no references from Overview and Scrutiny Committee.

711 IMPLEMENTING THE PROVISIONS OF THE LOCALISM ACT 2011

The Head of Legal and Democratic Services submitted a report describing the changes arising from the Localism Act 2011 relating to standards and

governance and ways in which this Committee could contribute to planning the steps necessary for the Council to implement the new regime. The report informed Committee that the Localism Act 2011 made fundamental changes to the system for regulating the standard of conduct of elected and co-opted councillors. It outlined some of the major changes made by the Act with regards to the actual Standards Committee, the Code of Conduct, misconduct complaints, independent persons, register of Members interests, disclosure of interests and withdrawal from meetings, and dispensations. Committee discussed various aspects of the changes and acknowledged that this Committee should remain in situ until July 2012 when the new regime would take over. They expressed disappointment that under the new system, the same independent Members of this Committee could not be retained.

RESOLVED: That Committee recommend to Policy and Finance Committee that:

1. the Standards Committee and procedures set out for dealing with complaint should be retained as at present (with the amendment to procedures that a councillor should be told immediately about the nature of a complaint made against them but not the identity of the complainant) until July 2012 where the responsibilities of the Committee should be transferred to a new Standards Committee that should include Parish Council representation if possible;
2. the format of the current Code of Conduct should be retained with relevant modifications made to it to comply with the requirements of the Localism Act 2011;
3. the procedure for dealing with misconduct complaints should be referred to the new Standards Committee;
4. the Monitoring Officer be authorised to put arrangements in hand to recruit two independent persons for the new regime in consultation with a working group of six Members comprising Mr Dearing and Mrs Walsh from the Standards Committee, two representatives from Policy and Finance Committee and two representatives from Personnel Committee;
5. action be deferred on action relating to the register of interest/dispensations/standing order issues, pending further regulations, with a report to be submitted to Full Council on 24 April 2012; and
6. any changes to the Council's constitution be considered by existing the Standards Committee if timing permits.

The meeting closed at 7.15pm.

If you have any queries on these minutes please contact Diane Rice (414418).

POWERS AND DUTIES OF THE COUNCIL AND ITS COMMITTEES
PART 5: CONSTITUTION OF THE STANDARDS COMMITTEE

The Annual Council Meeting will establish a Standards Committee.

1 Composition

1.1 *Membership*

The Standards Committee will compose of:

- four councillors;
- four persons who are not councillors or officers of the Council or any other body having a standards committee [independent members];
- four members of parish councils wholly or mainly in the Council's area [Parish Members];

1.2 *Independent Members*

Independent members will be entitled to vote at meetings;

1.3 *Parish Members*

At least one parish member must be present when matters relating to parish councils or their members are being considered;

2 Role and Function

- 2.1 promoting and maintaining high standards of conduct by councillors and co-opted members;
- 2.2 assisting the councillors and co-opted members to observe the Members' Code of Conduct;
- 2.3 advising the Council on the adoption or revision of the Members' Code of Conduct;
- 2.4 monitoring the operation of the Members' Code of Conduct;
- 2.5 advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- 2.6 granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- 2.7 dealing with any reports from a case tribunal or interim case tribunal and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer.
- 2.8 the exercise of (2.1) to (2.7) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils.

**TERMS OF REFERENCE OF ACCOUNTS AND AUDIT
COMMITTEE**

- 1 To review all matters relating to Internal and External Audit. The Committee will have the right of access to all information it considers necessary and can consult directly with Internal and External Auditors.
- 2 To monitor arrangements for discharging the Council's responsibilities for efficient and effective financial and operational resource management. In pursuing this aim, it will consider:
 - the soundness, adequacy and application of controls;
 - compliance with policies, procedures and statutory requirements;
 - arrangements for safeguarding the Council's assets and interests;
 - the integrity and reliability of management information and financial records;
 - the economic, efficient and effective use of resources.
- 3 To approve the annual Statement of Accounts and receive the External Auditor's Annual Governance Report.
- 4 To approve the Annual Audit Plan of the External Auditor.
- 5 To monitor the External Auditor's progress with the Annual Audit Plan.
- 6 To approve the Annual Internal Audit Plan.
- 7 To monitor Internal Audit progress with the Annual Audit Plan, evaluating the effectiveness of Internal Audit and the use of Audit resources and where necessary recommending adjustments to the Internal Audit Plan.
- 8 To review and comment upon liaison arrangements between Internal and External Audit with a view to optimising the effective deployment of Audit resources.
- 9 To evaluate the adequacy and effectiveness of the Council's financial and operational policies and procedures including financial and accounting management through discussions with the External Auditors, Internal Auditors, and appropriate officers.
- 10 To receive and review the findings of both External and Internal audit examinations and to ensure that management takes appropriate action to implement agreed recommendations and to remedy any internal accounting, organisational and operational control weaknesses identified.
- 11 To receive and comment upon the annual Internal Audit Report and accept the Annual Governance Statement.
- 12 To annually monitor the effectiveness of the Code of Corporate Governance.
- 13 To refer directly to the Council any matters it shall see fit.
- 14 With the Council's Monitoring Officer, to monitor and review the operation of the Constitution to ensure the aims and principles of the Constitution are given full effect.
- 15 To consider and approve any emergency variations from the Council's Financial Regulations and Contractual Standing Orders.

POWERS AND DUTIES OF THE COUNCIL AND ITS COMMITTEES
PART 5: CONSTITUTION OF THE STANDARDS COMMITTEE

The Annual Council Meeting will establish a Standards Committee.

1 Composition

1.1 Membership

The Standards Committee will compose of:

- four councillors;
- four persons who are not councillors or officers of the Council or any other body having a standards committee [independent members];
- four members of parish councils wholly or mainly in the Council's area [Parish Members];

1.2 Independent Members

Independent members will be entitled to vote at meetings;

1.3 Parish Members

At least one parish member must be present when matters relating to parish councils or their members are being considered;

2 Role and Function

- 2.1 promoting and maintaining high standards of conduct by councillors and co-opted members;
- 2.2 assisting the councillors and co-opted members to observe the Members' Code of Conduct;
- 2.3 advising the Council on the adoption or revision of the Members' Code of Conduct;
- 2.4 monitoring the operation of the Members' Code of Conduct;
- 2.5 advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- 2.6 granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- 2.7 dealing with any reports from a case tribunal or interim case tribunal and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer.
- 2.8 the exercise of (2.1) to (2.7) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 JUNE 2012
title: CONSIDERATION OF DIVISION OF WISWELL PARISH COUNCIL
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: DEBBIE NUTTALL, SOLICITOR

1 PURPOSE

- 1.1 To seek Committee's views on whether to undertake a further community governance review in relation to Wiswell Parish now or whether to request a community governance petition as a pre requisite for this.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – See below.
 - Corporate Priorities - A strong and prosperous Ribble Valley arguably begins with strong local government at the Parish Council level.
 - Other Considerations – This is an issue about which certain Wiswell residents clearly feel very strongly.

2 BACKGROUND

- 2.1 Councillors may recall that the issue of whether Wiswell Parish Council should be split along ward, or other, lines to form separate parishes for Wiswell and Barrow has been considered by this Committee before.
- 2.2 Under the Local Government and Public Involvement in Health Act 2007 ("**the Act**") (except where this Council receives a community governance petition), the Council has a discretion to undertake a community governance review ("**CGR**").
- 3.2 This Committee elected to carry out such a review without a petition (Tuesday 24 March 2009 report and minutes), largely due to the long-running history of this matter. Councillors are referred to the March 2009 report for further details on this.
- 2.3 The review was carried out and the original deadline was extended (to 14 October 2010).
- 2.4 On 16 November 2010, following the subsequent consultation on whether to divide Wiswell Parish into two separate parishes; a decision report was presented to this Committee by the Council's Solicitor, Mrs Nuttall.
- 2.5 Rather than adopting either of the two recommendations, after some discussion the November 2010 Committee decided to set up a working group to try to understand the issues/problems and that a further report be brought to a later Committee.
- 2.6 A meeting was set up on 11 January 2011.

- 2.7 The Council's Solicitor understands that at this meeting the Parish Council decided to continue to operate under the umbrella of one Parish Council but with appropriate division of duties, funds and responsibilities in certain areas.
- 2.8 There was no formal report back to Committee, although officers had understood that the new system was working reasonably well.
- 2.9 On 28 March 2012 the Council's Head of Legal and Democratic Services received a letter from the new Parish Clerk of Wiswell, Mrs Victoria Wilson, advising that the system of Committees is not working, is impractical and is not in the interest of either village. The letter asks that RVBC "now proceeds with the division".

3 ISSUES

- 3.1 It is no longer open to the Council to "proceed with the division." Principal councils are required to complete a CGR within 12 months of beginning it. According to the Act a Council "begins" a CGR when it publishes the terms of reference of the review and concludes" it when it publishes the recommendations made in the review. Based on this, we began the review (at the latest) in August 2010 when we sent out the letter to residents and thus were duty bound to complete it by August 2011.
- 3.2 The Council should have published the results of our decision and our reasons for taking it when the last review was completed. Given the "compromise" reached, we did not do this. However, as the statutory timeframe only permits a year, the last CGR is now over.
- 3.3 The Parish Council were recently unanimous in their decision to divide the Parish Council.
- 3.4 Councillors may recall that when the CGR was carried out the (75) residents in Wiswell who responded were unanimously in favour of a split. However, there was a small response from Barrow residents (7) who were not in favour of a split.
- 3.5 The Council's Solicitor is aware of a High Court decision where Stockport Metropolitan Borough Council's decision to abolish Offerton Park Parish Council, based on a poll where less than 17 per cent of the electorate voted, was overturned. This case illustrates the dangers for a Council of discounting the wishes of the "silent majority".
- 3.6 In contrast a Wiswell resident complained that the last consultation was unfair because consultation responses were treated as responses from individuals, rather than whole households.
- 3.7 Whatever the outcome of the previous review, some residents within Wiswell and the current Wiswell Parish Council clearly remain strong in their view that the Parish should be split.
- 3.8 In considering the Wiswell Parish Council's recent request, Councillors may wish to bear in mind the following:
 - 3.8.1 The Council **may** undertake a CGR, i.e. it has a power to do so and a discretion as to whether or not to do so in most circumstances (section 82 of the Act).

- 3.8.2 The Council **must** undertake a CGR if it receives a valid CG petition which relates to the whole or part of its area ie if it receives a valid Community Governance Petition, the Council loses its discretion. (Section 83(1) and (2) of the Act).
- 3.8.3 The above duty does not apply if the Council has concluded a CGR which covers the area of a CG petition within two years, i.e. the discretion still applies within the two-year period after a CGR. (Sections 83(3) and 85(1) and (2) of the Act).
- 3.8.4 A Community Governance Petition is only valid if certain conditions are met. It must, for example, be signed by at least 250 of the electors if the petition area has between 500 and 2500 local government electors. Wiswell Parish has 849 electors (based on the rolling register of electors) and therefore falls within this category (assuming that the area to which the review were to relate was that covered by the Wiswell Parish).
- 3.9 There appear, therefore, to be three options open to Councillors:
- 3.9.1 OPTION ONE: Advise the Wiswell Parish that no CRG will be carried out unless and until two years since the end of the last review has expired **and** the Council receives a valid CG petition.
- 3.9.2 OPTION TWO: Advise the Wiswell Parish Council that the Council will undertake a CGR provided that it receives a valid CG petition.
- 3.9.3 OPTION THREE: Advise the Wiswell Parish Council that the Council will undertake a CGR now, without any need for a valid CG petition.
- 3.10 The Council's Solicitor does not feel that OPTION ONE is appropriate. It defers dealing with the issue, rather than addressing it. As August 2013 will soon be upon us, the deferral would be a short one.
- 3.11 As to the other two options, arguments could be made for each.
- 3.12 OPTION TWO has the advantage that the resources entailed in carrying out a further CGR would only be expended if there was sufficient support for this within the Wiswell Parish. Moreover, as the "pro-split" team might drum up support for the split whilst collecting sufficient signatures for a valid petition, this might also help to ensure that the ultimate results of any consultation carried out as part of the CGR are more conclusive than those of the last CGR. For example, if residents in Barrow are willing to sign up to such a petition, presumably they would also be willing to vote in favour of a split.
- 3.13 OPTION THREE has the advantage that it would placate the wishes of the Wiswell Parish Council, who have already tried other compromise options, and those of the Wiswell residents, who, for some time now, have pushed to have a separate Parish Council of their own.
- 3.14 Carrying out a CGR is time-consuming and costly. However, if a split is something that the residents and Parish want, the Council should properly consider it. As a review was carried out relatively recently, some of the ground-work is already in place.

3.15 Actually splitting the Parish -should a CGR be carried out and conclude that this is what residents favour - would also be resource intensive and costly. If a CGR concludes that this is what the residents of Wiswell Parish want, the Council should facilitate it.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Legal time, financial time, postage, paper etc would all be expended in carrying out a CGR. Previously the Solicitor carried out the five-year electoral forecasts herself, as external consultants were considered too expensive. A split could also impact other areas of the Council (eg re-inputting council tax data etc; dividing up assets etc).
- Technical, Environmental and Legal – The Act and Guidance set out what is required.
- Political – There is strong support from some Wiswell residents for a split. The Council's Solicitor feels that the decision between options 2 and 3 is a political one.
- Reputation – The Council will be mindful of the long-running history to this matter and the Parish Council's efforts to make a "middle-ground" solution workable.
- Equality & Diversity – The Council must be mindful that the will of the forceful majority is not imposed upon the silent majority.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Either:

- 5.1.1 decide that a community governance review will only be carried out for the Parish of Wiswell should a valid community governance petition be received in respect of the same and direct the Council's solicitor to advise the clerk to the Parish; or
- 5.1.2 decide that a community governance review should be carried out for the Parish of Wiswell and direct the Council's Solicitor to commence work on this immediately.

MARSHAL SCOTT
CHIEF EXECUTIVE

DEBBIE NUTTALL
SOLICITOR

BACKGROUND PAPERS

None.

For further information please ask for Debbie Nuttall extension 4403 (Mondays to Wednesdays).

REF: DLN/DLN/P&F/120612

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 JUNE 2012
title: VILLAGE AMENITIES GRANT FUND
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: MELISSA WATTS – REGENERATION PROJECTS OFFICER

1 PURPOSE

1.1 This report invites committee to consider and agree a formal administrative procedure for allocating grants totalling £100,000 to enhance village amenities throughout Ribble Valley.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To protect and enhance the existing environmental quality of our area.
- Corporate Priorities – To maintain critical financial management and controls and to ensure the authority provides council tax payers with value for money

2 BACKGROUND

2.1 Members have previously considered the use of performance reward grant to support a range of project initiatives proposed by the Ribble Valley Strategic Partnership. For information a summary of current projects is attached as Appendix A and an update will be made available at Committee. One of the principle projects was the delivery of a second round of schemes that would give local communities the opportunity to bid for funding to support village amenities.

2.2 The scheme proposed has been designed to make available a pot of £100,000 into which groups can bid on a competitive basis. It is anticipated that there will be a strong demand for grant assistance and as members have previously recognised it is important to have a clear protocol and application process in place.

2.3 The proposals contained in this report seek to put these in place, mirroring previous, similar schemes operated by the Council and the Strategic Partnership.

3 ISSUES

3.1 These procedures are derived from the considerations given when the Council administered a similar grant scheme in 2007 to community groups and Parish Councils across Ribble Valley.

General Matters

- An application form, appraisal form and offer letter will need to be used in the administration of the grant scheme.
- The proposed forms are attached as appendices to this report.(Appendix 1, 2 & 3).

- A firm deadline date for the submission of applications should be established. If the process is agreed it is anticipated to launch the fund by the end of June, in which case a deadline of 31st July would be likely to apply.
- A panel of Officers and Members including the Chief Executive, will consider all applications and be responsible for approving grant offers.

Financial Matters

- The funds should be used for one-off schemes: and pump priming (which could include capital/revenue) however this would only be acceptable if a plan was submitted of how the scheme would be self sustaining in the future.
- Funding prior to expenditure may be possible in some limited cases, and only with approval the of the Director of Resources.
- There would be no maximum or minimum grant. The allocation of funds would be considered when all the applications had been received. There would be no set percentage for match funding requirements, however projects will be required to evidence some match funding for the project.
- There was a need to make sure that RVBC was not responsible for the financial accountability of individual schemes if they went wrong and were funded from RVBC monies.
- Grants would be paid on receipt of original signed invoices but there would be flexibility if schemes were being done in stages and it would be possible to pay in instalments provided that evidence of completion of that stage was submitted.
- Care should be taken with bigger applications eg a mini bus that is later sold on - the money should come back to RVBC to be re-circulated. The offer letter and grant agreement terms would set out such circumstances where re-payment is expected.
- Grant amount payable would be geared to the size of the original approval, against actual costs, with the original grant approved being the maximum possible.
- VAT would only be payable as part of the grant where the organisation is not that registered.

Publicity

- A letter would be sent to all Parish Councils once the terms of the scheme were agreed. This should also include a poster for the parish noticeboard informing community groups of the scheme. Other established groups within the Ribble Valley Strategic Partnership would also be circulated.
- A press release would be prepared and distributed. This would contain the firm deadline for receipt of grant application forms.
- Information will be displayed on the Council's own website.

Council Support

- The Regeneration Team would administer the process and be responsible for project monitoring.
- The Partnership Officer would be available to assist groups in developing and submitting project bids.

Selection of Schemes

- There will be no formal geographical split.
- Schemes will be judged on their own merits but examples of possible schemes could be offered to parishes which reflect this Council's own corporate objectives.
- An explanation of how the project would improve or benefit the community should be submitted with the application.

Conditions

- The grant conditions are incorporated into the forms attached as appendices.
- Applicants should give an indication of the project completion date.
- A work plan should be submitted.
- A link between the projects objectives and how they will be achieved should be made clear.
- Schemes where a third party is involved (for example Lancashire County Council) should provide evidence of a start/end date.
- Applications should ideally show how the project relates to the community strategy and corporate strategy objectives.

Feedback

- Successful applicants will be encouraged to give feedback to the Borough Council on the process and will be required to submit project monitoring reports and impact report following completion of the project.

4 OTHER GENERAL CONSIDERATIONS

4.1 There are several general matters to draw to members attention for discussion and agreement:

- Where a group is submitting several applications there should be a clear indication of the priority of each. Whilst there would not be an intention to limit groups to one project, it is important that groups prioritise for themselves their requirements.
- Members should note the third bullet in Section 3, financial matters relating to the level of grant available. In general, this provides greater flexibility to consider a

wider range of proposals. However, CMT did consider the option to set a maximum grant of say £10,000.

- There should be a point when funds allocated to projects that have stalled are reallocated. This is likely to need specific consideration on an ad hoc basis dependent on the nature of the project and would be brought to members to agree but this should not be assumed by applicants. The committee though should be willing to consider a latest start date as a revised condition of any grant award if appropriate, in view of possible delays.
- Details should be given of any revenue expenditure implications of the project and how these are to be covered.
- Details of partner organisations and input from them should be clearly set out.
- In considering projects regard will be given to any previous grants made.

5 RISK ASSESSMENT

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

- Resources – The budget provision for the grants is allocated. There will be a substantial amount of officer time demanded to administer the scheme.
- Technical, Environmental and Legal – Ownership of any assets acquired with grants will remain in the ownership of the applicant organisation. However, should such assets be later sold, any resulting funds up to the value of the grant would be returnable to the Council.
- Political – No implications identified.
- Reputation – Whilst the recipients of grants will no doubt consider the Council's reputation to be enhanced there is always danger in schemes such as this. If the pots of money are over subscribed there may well be concerns raised by unsuccessful applicants. The system outlined above will however allow transparency and protect the Council from criticism should difficult decisions have needed to be made in grant allocation.
- Equality and Diversity – The grant application process will be open to all. Applicant organisations are also asked to confirm that they did not unfairly discriminate as part of the application process.

6 RECOMMENDED THAT COMMITTEE

6.1 Endorse the conditions, procedures and timescales for the allocation of the grants as specified in Section 3 above and included on the attached forms and ask the Chief Executive to publish the invitation to bid and to put in place the grant panel to consider and approve the bids.

6.2 Ask the Chief Executive to keep this committee informed of progress.

MARSHAL SCOTT
CHIEF EXECUTIVE

MELISSA WATTS
REGENERATION PROJECTS OFFICER

BACKGROUND PAPERS

- 1 Village Amenities Grant Application Form
- 2 Village Amenities Grant Appraisal form
- 3 Village Amenities Grant offer letter

For further information please ask for Melissa Watts, extension 4424.

REF: MW/CMS/P&F/120612

APPENDIX A

POLICY & FINANCE COMMITTEE

Project update

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)	Total paid to-date (£)	Balance (£)	Comments
1	Ribble Valley BC	To provide Tourist Information Kiosk		80,000.00	0.00	80,000.00	Remains unspent but funds have been "ring fenced" for Tourism.
2	Pennine Ground Work	Community Food Growing		50,000.00	0.00	50,000.00	Not spent, but funding plan for fencing off and preparing four new allotment sites at Gisburn, Sabden, Whalley and Calderstones is complete (Budget £20,000). Plans for new school food growing sites at Longridge High/ St Cecilia's, St Augustine's High School and Clitheroe Royal Grammar School and improvements to the site at Bowland High and the formal applications showing project costs are ready for consideration (Budget £10,000), Plans, initiating new sites and extensions of sites at ten primary schools, including those at Longridge, Clitheroe, Bolton by Bowland, Gisburn, Grindleton, Sabden, Hurst Green, Langho, Dunsop Bridge and Whalley are nearing completion (Budget £20,000).

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)
3	Ribble Valley BC	Mobile Resource Centre	£25k per Annum - 3Yrs	75,000.00
4	LCC - AONBS	Hydro Energy Site		15,000.00
5	Forestry Commission	Gisburn Mountain Bike Trails		35,000.00
6	HARV	Domestic Violence Worker -	£21k per Annum - 2Yrs	42,000.00
Ribble Valley Village Amenities				
7	Ribchester Play on Project	Upgrade & renewal of Ribchester Play area & playing Field		5,000.00

Total paid to-date (£)
29,346.80
15,000.00
0.00
42,000.00
5,000.00

Balance (£)	Comments
45,653.20	Money has been allocated to fund "STAN", the van, for three years. This is made up of a payment of £15,000 per year to Rossendale Borough Council and a budget of £10,000 per year for RVBC purposes to cover contingencies such as weekend and evening work. The spend is slightly under budget after the first year.
0.00	COMPLETED
35,000.00	Further grant funding has been received from RDPE and the project build is now under way. Payment will be made to the Forestry Commission on completion of the construction of car parks and learner trails.
0.00	Completed
0.00	Completed

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)	Total paid to-date (£)	Balance (£)	Comments
8	Ribchester Village Hall	Improve insulation & upgrade heating		5,000.00	0.00	5,000.00	To be completed summer 2012
9	Chatburn Play Ground	Refurbishment of equipment & surface		4,000.00	4,000.00	0.00	Completed
11	Gisburn Playing Fields	Develop Gisburn Playing fields with a section for teenagers		5,000.00	5,000.00	0.00	Completed
12	Downham Village Hall	Upgrade village hall kitchen equipment	Grant split £6057.7 Fiswal + £442.30 - O Assheton	6,500.00	6,500.00	0.00	Completed
13	Gridleton Pavilion	Community room and replacement of changing facilities		10,000.00	0.00	10,000.00	To be completed summer 2012
14	Rimington Memorial Institute	Installation of double glazing		5,000.00	5,000.00	0.00	Completed
15	Chipping Play Area	Refurbishment of play area		10,000.00	10,000.00	0.00	Completed
16	Dunsop Bridge Woodlands Project	Provision of new woodlands paths around Dunsop Bridge		10,000.00	0.00	10,000.00	Awaiting further information from LCC

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)	Total paid to-date (£)	Balance (£)	Comments
17	Sabden & Heyhouses Community Hall	Improvements to energy efficiency of Community Building		10,000.00	10,000.00	0.00	Completed
18	Longridge Station Buildings	Furniture & Equipment		6,000.00	6,000.00	0.00	Completed
19	Newton Village Hall	Insulate hall, improve lighting and create storage space	Grant split £1800 - Paul wilson electrical + £5700 - Ceiling systems	7,500.00	7,500.00	0.00	Completed
20	Mellor Brook Community Centre	new extension/ entrance and refurbishment of toilets		10,000.00	94,000.00 4,150.88	5,849.12	Work ongoing
Emerging Projects							
21	Whalley Playing Fields Sports Facility	Business Plan - QE2 Playing Fields		8,000.00	0.00	8,000.00	The study is now progressing under the auspices of QE2 Trust to assess the feasibility of a project at the Playing Fields to provide improved youth facilities.
22	One Stop Voluntary Sector Hub	Hot Desk Space		5,000.00	0.00	5,000.00	Unspent and awaiting developments with Ribble Valley Voluntary, Community and Faith Sector groups who are currently approaching other funding streams.

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)		Total paid to-date (£)	Balance (£)	Comments
23	Ribble Valley Food Events	Clitheroe Fine Food Street Market		12,850.00		12,850.00	0.00	Completed
24	Air Monitoring	Pollution Monitoring PM10 Particulates		5,500.00		0.00	5,500.00	Money not needed, as assessment was not undertaken
25	Dog Waste Bins	Provide and empty 20 additional bins	Covers service to March 2012	13,370.00	44,720.00	13,370.00	0.00	Completed
26	Administration Charge	7.5% Admin Fee		36,000.00		36,000.00	0.00	
2nd Tranche								
27	Administration Charge	7.5% Admin Fee		12,680.00		12,680.00	0.00	
28	Ribble Valley BC	Co-ordinated Activities & Mentoring in castle grounds		10,000.00		0.00	10,000.00	The Clitheroe Castle Grounds Activities project has commenced
29	Various	Village Amenities Improvements	Project transferred to RVSP code	0.00		0.00	0.00	
30	Ribble Valley BC	Ribble Valley Walking Week		2,000.00		0.00	2,000.00	To be implemented

Applicant Number	Name of Group/Project	Description of Project	Notes	Grant (£)
31	Class of your Own	Eco-Classroom & Renewable Centre		2,000.00
32	Ribble Valley BC	Hield Well 'Tarry-a-while site' Clitheroe		10,000.00
33	Ribble Valley BC	Partnership Officer	Project transferred to RVSP code	0.00
34	Ribble Valley BC	Unallocated		139,046.50
Total				647,446.50

Total paid to-date (£)
0.00
0.00
0.00
0.00
224,397.68

Balance (£)	Comments
2,000.00	Awaiting further project details
10,000.00	Preliminary work on the project around Hield Well and surrounding area has started with a view to applying for Big Lottery Heritage funding in November 2012.
0.00	
139,046.50	
423,048.82	

Ribble Valley Borough Council

Council Offices
Church Walk, Clitheroe
Lancashire BB7 2RA



Telephone: 01200 425111
www.ribblevalley.gov.uk

Application for a Village Amenities Grant

Thank you for applying for a Village Amenities grant. I would ask you to complete and return this form to me by xxxxxx at the very latest.

Your application will be considered by a Grant Panel who will consider carefully the information you provide. Please supply all relevant information to assist this process.

Before completing the application form please read the criteria information and ensure that, if necessary, all supporting information is attached. We would also welcome any other information you think would help us understand the project and the need for it, such as photographs etc.

Should you wish to discuss your application please do not hesitate to contact one of the following officers:

Melissa Watts 01200 414424 melissa.watts@ribblevalley.gov.uk
David Ingham 01200 414549 david.ingham@ribblevalley.gov.uk
Colin Hirst 01200 414503

Yours sincerely

Colin Hirst
Head of Regeneration and Housing

Name of Organisation or Group

Name of Project

Charity number (if applicable)

If you are not a registered charity please enclose a copy of your constitution

VAT Is your organisation VAT registered

YES NO If YES please give your VAT number

Contact name

(this should be the name of the person managing the project)

Contact address:

Daytime telephone number:

Mobile:

E-mail address:

Objectives of your organisation both generally and how your work benefits the residents of Ribble Valley:

DETAILS OF THE PROJECT

Purpose for which the grant is requested. What are its main objectives?

Who in particular will benefit from the project?

Why do you believe there's a need for this project? Is there any evidence of that need?

How will the project be managed?

Please provide details of previous grants received from the Council and indicate any link with this proposal

Estimated Cost? If the purpose of your application is for financial support to undertake a specific project or purchase one-off items. Please indicate where the VAT is included in the values quoted. £

What financial contribution will your organisation be making? £

When do you expect the project to be completed?

Financial Support

If the purpose of your application is to pump prime a scheme that is intended to run into the future what are your annual estimated costs?

£ And how will these be funded in future?

Please supply details of any other applications for grant aid that have been made to any other organisation for this project

Organisation	Amount requested	Approved	Refused	Pending
	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What level of financial support are you requesting from this Council?

£

Please provide a full copy of your most recent audited accounts if you are requesting a grant of over £1,000 (a financial statement is required for grants below £1,000) and complete the pro-forma below. If you are a new organisation please give an estimate of your first year's income and expenditure.

Turnover for last financial year	£ <input type="text"/>
Total income	£ <input type="text"/>
Total expenditure	£ <input type="text"/>
Surplus/Deficit	£ <input type="text"/>
Reserves	£ <input type="text"/>
General cash balances	£ <input type="text"/>
Earmarked funds (please detail)	
	£ <input type="text"/>
	£ <input type="text"/>
Total	£ <input type="text"/>

Note: No application for financial assistance will be considered unless a copy of your accounts is attached.

What other partners will be involved in the project?

Partner	Role

What provision have you made for the revenue costs or maintenance of this project?

In the event of any exceptional advanced payments, I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

1 The Overall Aim

Through the awarding of a village amenities grant the Council wishes to:

- (i) Sustain a strong and prosperous Ribble Valley.
- (ii) To help make peoples lives safer and healthier.
- (iii) To protect and enhance the existing environmental quality of our area.

2 General

- (i) Applications must clearly demonstrate that the purpose of the grant that is sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as a whole. Applicants must demonstrate that they support or develop community action in a way that fits with the aims and objectives of the RVSP and RVBC.
- (ii) Applications will only be accepted from organisations or groups operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, should accompany all applications if appropriate.
- (iii) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
- (iv) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fundraising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, ie they should have a business plan.
- (v) Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required. Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit audited accounts and to enter into, if required, a service level agreement with the Council.
- (vi) The Council's grants scheme will not normally fund the following:
 - ❖ Capital projects on which work has already started or in aid of expenditure already committed or paid.
 - ❖ Commercial organisations/businesses.
 - ❖ Any activity that is designed to promote political party politics or influence government policies.
 - ❖ Applications from the County Council or other government agencies.
 - ❖ Applications from religious organisations unless there is a clear broad community benefit.
 - ❖ Annual revenue expenditure.
 - ❖ Schemes that can be funded by the Council's other grant aid schemes.
 - ❖ VAT where the organisation is VAT registered.

(vii) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.

(viii) Applicants who have received funding from the Council and the Strategic Partnership should provide a year-end or end of project report to the council showing how the grant has been used.

(ix) All grants must normally be claimed within six months of the offer being made.

(x) Organisations submitting more than one project should clearly indicate the relative priorities they attach to each.

3 Capital Grants

Note: Capital grants refer to buildings infrastructure or equipment with a life expectancy of not less than two years and have a purchase value of not less than £1,000.

- (i) Where, in the opinion of the Policy and Finance Committee, a major capital scheme is of such strategic importance to the district and will complement policies and plans identified in the Community Strategy or Council's Corporate Plan then recommendations for financial support over £10,000 will be made to Policy and Finance Committee for inclusion in the Council's capital programme, if appropriate.
- (ii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years)
- (iii) Applicants must demonstrate that all licences and consents have either been obtained or there is a plan to achieve them, including planning and building control approvals, and that the balance of funding is in place (or soon will be). Some grant awards may be conditional on the receipt of such consents or licenses.
- (iv) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
- (v) Three written estimates of building and/or purchase should be sought and if possible supplied with the application.
- (vi) Grants will be paid in arrears, either in full or part, following the submission of completed claim forms and receipts or invoices relating to the equipment purchased or services provided. There may be provision for phased payments where the council deems it appropriate.

4 Revenue Grants/Pump Priming

- (i) Revenue grants will be available for one-off items of expenditure providing the applicant demonstrates that any such scheme is sustainable following the initial grant award.
- (ii) Where possible, applicants should display evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies demonstrating links to other relevant initiatives.

For further information please contact

Melissa Watts Regeneration Projects Officer Ribble Valley Borough Council Council Offices Church Walk Clitheroe Telephone: 01200 414424	David Ingham Ribble Valley Strategic Partnership Officer Ribble Valley Borough Council Council Offices Church Walk Clitheroe Telephone:01200 414549
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Ribble Valley Borough Council

VILLAGE AMENITIES GRANT

Appraisal Form for Project Support

Name of organisation or Group.....

Name of Project.....

Date of appraisal.....

1	Grant amount requested	
2	Estimated total cost of the project	
3	Financial contribution being made by the organisation	
4	Details and source of any match funding secured/unsecured	

	Is the application being submitted from an organisation or group on a non-profit making basis?	
	Does the application include a valid constitution or memorandum or articles of association which clearly demonstrates the voluntary	
5	Is the purpose of the grant to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as whole?	
6	Does the application demonstrate that it supports or develops community action in a way that is sustainable and contributes to local community life?	
6	<p>Will the project support any of the councils ambitions and priorities</p> <ul style="list-style-type: none"> • To match the supply of homes in our area with the identified housing needs • To help make peoples lives safer and healthier • To protect and enhance the existing environmental quality of our area 	

	Does the applicant demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.	
8	Does the applicant demonstrate that they are financially sound and well managed?	
9	Is it clear that the proposed project has/will be properly planned and organised?	
10	Does the application demonstrate value for money and evidence of the organisations own fundraising activity and ability to attract funds from other sources?	
11	Has the organisation submitted a statement or audited accounts showing how much the organisation has in all its	

	bank accounts?	
12	Could this project be funded under another of the councils grant schemes?	
13	Does the application in any way contravene the policies and principles of this council?	
14	Does the application clearly demonstrate that provision has been made for ongoing running and maintenance costs once the project has been	
15	Have quotations been included with the application?	
16	Is a financial contribution being made by the organisation or is the application for 100% funding	

Has the project met all the essential criteria of the grant?	
Are there any areas of concern or any further information needed?	

Recommendation of Officer Panel... xxxxxxxxxxxxxxxx
 Xxxxxxxxxxxxxxxxxx
 xxxxxxxxxxxxxxxx

Recommended financial contribution from the Council.....

APPENDIX 3



Telephone: (01200) 414424

Fax: (01200) 414487

Ask For:

My Ref: xxxxxxxxxxxx

Date:

Your Ref:

xxxxxxxxxxxxx

Dear xxxxxxxx,

APPLICATION FOR FINANCIAL ASSISTANCE

Ribble valley village amenities grant fund

1. I am pleased to write to you, with reference to your application seeking financial assistance under the above grant scheme towards the cost of xxxx

GRANT PAYABLE

2. On the basis of the details provided in your application and subject to the terms and conditions set out in this Offer Letter. Based on your stated eligible expenditure of **£xxx** I am pleased to advise you that the Council is to offer you a grant of up to **£xxxx**
3. The eligible costs exclude any expenditure that does not qualify for financial assistance under the terms and conditions set out by the Council.
4. In the event of the total eligible expenditure being less than that which would enable you to claim the full grant, the Council will reduce the final amount of grant paid, or seek repayment of any grant already paid to reflect the changes in funding profiles.

THE SCHEME

5. The scheme should be carried out, as far as possible, in accordance with the quotations and/or plans submitted with your application. You must obtain the Council's prior written approval for any proposed changes. Should you incur any additional expenditure, not detailed in your application, no additional grant will be payable.
6. The Council does not accept any liability for the acts or omissions of any of your contractors or suppliers. Approval of the grant application, or payment of grant, does not imply any warranty by the Council as to the quality of the goods or works that are the subject of this application, nor of the competence of any of the contractors or suppliers named in your application.
7. All building works must be completed in accordance with the relevant Town & Country Planning Acts and Building Regulations approvals. This offer of grant assistance does not form any approval under the Town & Country Planning Acts, the Building Regulations or any lease of covenant where the Council's consent is required. Any approvals required under these provisions, or under any other Regulations, must be obtained separately by you before any work commences.

PAYMENT OF GRANT

8. The scheme (as amended and agreed where appropriate) must be completed to the satisfaction of the Council.
9. Grant will not be released until you have demonstrated that you have paid your contractors and/or suppliers. **Copies of detailed (broadly item costed) receipted invoices should therefore accompany all claims for payment.** The Council reserves the right to seek any further information that it may deem necessary to satisfy itself that the amounts have been paid.
10. Exceptions may be made under **exceptional circumstances** and funding used to 'front-fund' or 'pump-prime' projects. If this is deemed necessary the applicant must make a written request to the Council stating why the funding is needed before expenditure has been incurred.
11. Under the terms of the grant programme retrospective assistance is not permissible. Only expenditure incurred after your formal acceptance of this grant offer will be accepted as evidence of spend.
12. The VAT element of the cost must be shown separately. Grant will only be paid on the VAT elements of the work if the Applicant is not registered for VAT.
13. The Council can accept no liability in respect of loss attributable to any delay in the payment of claims or to any suspension, reduction or cancellation of grant.

MONITORING

14. If you are not able to claim the funding available within 6 months of this letter, a monitoring form will be sent to you. The 'Monitoring Form' records information on the progress being made towards the achievement of the project detailed in the application form. This **MUST** be completed in order for your project to retain its eligibility for grant funding. If the forms are not returned, the Council reserves the right to withdraw any offer of grant. This is so that the Council can reallocate available, or unspent funds, to other projects.
15. You will also be sent a "Capital Asset Register" form where you will be required to provide details of all 'capital assets' acquired and/or improved with the benefit of grant assistance. To ensure the accuracy of the register, details of any 'capital assets' that are subsequently sold must also be notified to the Council, so they can be removed from the register. This is because the Council, as a funder of the asset, retains an interest in its development and use and ensures that the Council is aware of any future changes to its purpose. A 'capital asset' is defined as:
 - (i) *Land and buildings (including any interest in land); and*
 - (ii) *Items of equipment and other movable and immovable assets costing £2,500 or more; which on the date of purchase had a useful life of more than one year.*
16. Representatives of Ribble Valley Borough Council shall have the right to inspect the project and you must permit such inspections on the receipt of reasonable notice. You must also provide copies of any documents they require and agree to provide any appropriate written or oral explanations they request.

17. If match funding was included within the application, evidence of this match funding must be presented in writing to the Council.
18. Failure to comply with any of the above monitoring regulations may result in the offer of grant being withdrawn.

PUBLICITY

19. Any publicity regarding the project should ensure that assistance from Ribble Valley Borough Council is fully acknowledged. You are required to co-operate in any publicity arranged by the Council.

WITHOLDING PAYMENT OR REQUESTS FOR REPAYMENT OF GRANT

20. The Council reserves the right to withhold any or all of the grant or to require part or all of the grant to be repaid if:
 - (a) There is a substantial or material change in the nature, scale, costs or timing of the project without prior agreement.
 - (b) There is unsatisfactory progress towards completing the project or the future of the project is in jeopardy.
 - (c) In respect of premises, for which financial assistance has been awarded, where they cease to be occupied by the Applicant or are in whole or in part sold, leased or demolished.
 - (d) A 'capital asset' acquired with financial assistance is sold or leased to another party; **unless**, with the prior approval of the Council, it is used as part payment against equipment that will upgrade the applicants operations.
 - (e) Any of the information provided on the application form, in supporting documentation or subsequent correspondence is found to be substantially incorrect or incomplete.
 - (f) The Applicant fails to comply with any condition in this offer letter.

21. Any over-payment of grant must be repaid forthwith to the Council on its first demand, or upon the Applicant becoming aware that grant has been over-paid, whichever first occurs.

- 22. If the funding has not been spent within 6 months of this offer letter, the Council reserves the right to withdraw this offer of funding.**

AMENDMENTS TO THIS LETTER

23. No amendment or variation to the terms of this letter will be effective unless agreed in writing by the Council.
24. The Council reserves the right to withdraw this offer of funding at any time.

ACCEPTANCE

25. This offer can only be accepted by an authorised signatory signing the enclosed copy letter and returning it to Melissa Watts by xxxx. If the acceptance is not received by this date the offer will be deemed to have lapsed.

26. No payments will be made under this offer until the Council has received this written acceptance.

Yours sincerely

xxxxxx

I accept the offer of grant assistance upon the terms and conditions stipulated in this offer letter:

Name:
(BLOCK CAPITALS)

Position:
(BLOCK CAPITALS)

Authorised signatory on behalf of:
(BLOCK CAPITALS)

Date:

Signature:

RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 12

meeting date: 12 JUNE 2012
title: COUNCIL TAX, NATIONAL NON DOMESTIC RATES AND HOUSING
BENEFIT WRITE OFFS
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off certain Council Tax, National Non-Domestic Rate and Housing Benefit debts.

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 BACKGROUND

Council Tax and NNDR

2.1 No specific statute exists to give guidance on the circumstances under which debts, in general, can be written off other than the statute of limitations. Any debt for which recovery action has not been taken within six years still remains but legal action cannot be taken.

2.2 As a matter of law, we are under an obligation to take reasonable steps to collect council tax and business rate debts.

2.3 We do this by various means, including summonses, Attachment of Earnings, Attachment of Benefits, distraint of goods, bankruptcy and winding up, charging orders and committal warrants. However, there are some cases where debtors simply leave their property with arrears and where we have no forwarding address, or are declared bankrupt, are deceased with insufficient funds in the estate or cease trading.

2.4 The onset of the recession has seen more companies get into financial difficulties. Companies that get into the most financial difficulties have to take the administration/receivership options if they are unable to agree terms with their creditors.

Housing Benefit

2.5 The Department of Work and Pensions (DWP) pays the local authority most of the costs of paying Housing Benefit, this is called Subsidy.

2.6 In addition, the Government allows local authorities to claim 100% of an overpayment created by a local authority error if the authority keeps within the threshold set.

2.7 In previous years Ribble Valley Borough Council has been able to claim the full subsidy on overpayments classified as local authority error as we have always maintained levels of local authority error below the threshold.

3 CURRENT POSITION

3.1 There are now a number of cases where the debtor has gone bankrupt, or the company has been dissolved/gone into liquidation and therefore we need to write off some Council Tax and NNDR debts.

3.2 There are two overpayments of housing benefit totalling £5,271.70 which are as a result of local authority error.

4 FINANCIAL IMPLICATIONS

4.1 Where NNDR debts are written off these costs are met from the national non domestic rate pool and do not fall directly on local council tax payers.

4.2 Where council tax debts are written off the costs are borne by the Council Tax Collection Fund and therefore do fall on local council tax payers.

4.3 As the level of local authority error is substantially below the threshold set by the DWP we will receive full subsidy on the overpayments of housing benefit that we are unable to recover.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve writing off £1,145.64 Council Tax, £4,475.17 of NNDR debts where it has not been possible to collect the amounts due.

5.2 Approve the writing off of £5,271.70 Housing Benefit overpayments.

REVENUES AND BENEFITS MANAGER

DIRECTOR OF RESOURCES

PF26-12/ME/AC
25 MAY 2012

Background papers: None

For further information please ask for Mark Edmondson ext 4504

Policy and Finance Committee

Write Offs - Council Tax

Year	Name	Property	Amount £
BANKRUPT			
Bankruptcy is a legal status of an insolvent person, that is, one that cannot repay the debts owed to creditors. It is imposed by a court order, often initiated by the debtor, and once granted no further action can be taken to recover amounts due.			
2007/08	Ms Karen Brown	48 Mayfield Avenue, Clitheroe	246.92
2008/09			420.42
2009/10			478.30
TOTAL COUNCIL TAX			1,145.64

Write Offs - NNDR

Year	Name	Property	Amount £
DISSOLVED			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2011/12	Kwiksave Express Ltd	53 Higher Road, Longridge, Preston	1,080.93
			1,080.93
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed. It is unlikely in this case that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2011/12	La Scala Restaurant	Longsight Road, Clayton le Dale	2,123.53
			2,123.53
2011/12	Presentation Limited	7 Castlegate, Clitheroe	1,270.71
			1,270.71
TOTAL NNDR			4,475.17

Write Offs – Housing and Council Tax Benefit

Reason	Amount £
Local Authority error	5,271.70
TOTAL	5,271.70

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 12 JUNE 2012
title: VOLUNTARY GRANT DEFERRED APPLICATION 2012/13
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To consider the allocation of voluntary sector grants funding deferred by this committee in March 2012

1.2 Relevance to the Council's ambitions and priorities:

- In accordance with the corporate strategy objective "to help make peoples lives safer and healthier", this report will provide a means for combating rural isolation.
- In accordance with the sustainable community strategy a key priority is "to ensure there is access to appropriate public transport", this report will provide the means for improving accessibility to local services

2 BACKGROUND

2.1 On 27 March 2012 this committee considered the voluntary grant applications received for 2012/13 and the recommendations made by the sub-group of this committee on the allocation of funds. At this time the decision on the Little Green bus funding was deferred, pending further information on its current financial situation.

2.2 The Little Green Bus became a registered charity in December 2010 it provides door to door transport for residents of the Ribble Valley who are unable to use public transport.

2.3 It previously operated as Ribble Valley Community Transport Council (RVCT) becoming operational as Little Green Bus in April 2011, after receiving a donation from RVCT.

2.4 In December the Little Green Bus applied under the voluntary organisation grant scheme for a total contribution of £10,000. Part of the request was for £5,000 to extend a volunteer car scheme for transporting mainly elderly residents to vital medical appointments. This request would be part funded by the passengers themselves who pay 40p per mile from their home to their destination and back. The remaining £5,000 was made for funding towards a replacement minibus.

2.3 A balance of £8,720 was left in the grant pot after allocations to other voluntary organisations, to be utilised should any grant be awarded to this deferred application, in the future. No decision was made on the amount of grant to be awarded

3 ISSUES

3.1 On 10 May the manager of the Little Green Bus met with the Council's Chief Executive and Director of Resources to update them with the financial results following the first full year of operation following the changes to community transport on 1 April 2011,

3.2 A copy of their profit and loss account and balance sheet at 31 March 2012 was supplied, which showed they made a small loss of £5k for the financial year April 2011 to March 2012 and have retained cash balances of £25k at 31 March 2012.

3.3 Subsequently a letter was received from the manager (appendix 1) which indicated that although they are operating under very difficult financial circumstances they are managing to keep their “head above water” and they would still like to be considered for the voluntary organisation grant for the car scheme and any funds available for a contribution towards the cost of a newer minibus.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – a balance of £8,720 is available towards any grant that committee may wish to award. Any additional grant approvals would need to be found from elsewhere within existing budgets.
- Technical, Environmental and Legal – no implications identified
- Political – no implications identified
- Reputation – the matter covered links to the Council’s ambitions and priorities of helping to make people’s lives safer and healthier.
- Equality & Diversity – Equal access to services by all.

5 RECOMMENDED THAT COMMITTEE

5.1 Consider whether to support the Little Green Bus Voluntary Grant Application, in light of the additional information that has now been provided.

5.2 Agree the level of grant support to be given to the Little Green Bus, should committee approve recommendation 5.1

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF29-12/TH/AC
30 MAY 2012

Background papers: Voluntary organisation grant applications

For further information please ask for Trudy Holderness, extension 4436

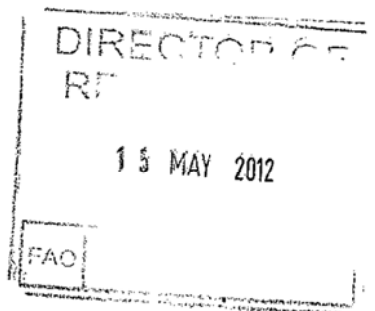


Little Green Bus Ltd
Unit 3 Hawthorn Industrial Estate
Upbrooks
Clitheroe
Lancashire
BB7 1PL

Tel/Fax: 01200 444484

11 May 2012

Trudy Holderness
Ribble Valley Borough Council
Church Walk
Clitheroe
Lancs



Dear Trudy

LITTLE GREEN BUS – CHARITY NO. 1140118

Further to your recent email informing me that our bid for Community Grant funding had been deferred pending further information, I should like to advise you that I met with Marshall Scott and Jane Pearson on Thursday 10 May, bringing evidence of our financial situation over the last 12 months

The evidence brought clearly showed that Little Green Bus has kept its head above water and has managed to continue to operate under very difficult financial circumstances and Marshall congratulated us on the hard work that we had put into achieving this situation

I should like to confirm that we should still like to be considered for the community grant and would also like to confirm that the £5,000 requested for the Volunteer Car Scheme will be match funded by the passengers themselves who will pay 40p per mile from their home to their destination and back. This will allow us to extend the scheme in order that more people can benefit from it.

We would also welcome any financial support that the community grant or indeed other council monies could provide towards our endeavours to find capital funding for new(er) buses.

We will continue to search for other grants and are confident that we can maintain the services that the residents of the Ribble Valley very much rely on

We appreciate the support that the Borough Council and its staff and councillors provide to Little Green Bus and hope to continue to serve the borough well for years to come

Yours sincerely

A handwritten signature in black ink, appearing to read 'Donna Atkinson'.

Donna Atkinson (Mrs)
Manager

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 21

meeting date: 12 JUNE 2012
title: REQUEST FOR ADDITIONAL CAPITAL SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: NEIL SANDIFORD

1 PURPOSE

- 1.1 The purpose of this report is to seek member approval for the addition of a further capital scheme to the already approved capital programme for 2012-15.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – none identified
 - Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need.
 - Other Considerations – none identified.

2 BACKGROUND

- 2.1 The current capital programme was approved by full council on 6 March 2012, following approval at Special Policy and Finance Committee on 7 February 2012.
- 2.2 This approval followed a bid submission process which saw all Heads of Service submitting detailed capital programme bids for any schemes in excess of £10,000. The main thrust of the bid process, on the guidance of the Budget Working Group, was that the bid schemes put forward should be the absolute basic requirements to keep the Council's services running over the coming three years.
- 2.3 During his bidding process no schemes were submitted for Planning and Development Committee services.

3 ISSUES

- 3.1 The planning section have use of a large format colour plotter/scanner which is over eight years old, out of warranty and no longer supported. The scanner has been operating unreliably for the past twelve months and has quite recently ceased to work.
- 3.2 This equipment is the only machine that can scan large format documents (over A3 size), that can print large format colour documents, and also print large format documents from colour files.
- 3.3 Additionally, over the last eight years the number of electronically submitted planning applications has increased dramatically, which due to new legislation means that the Council has to print these in addition to scanning applications for the Council's website. Furthermore, other officers use the equipment for the production of building plans, surveyor drawings, maps and graphics.
- 3.4 It is a vital part of the technical infrastructure of the planning service and therefore a replacement is now seen as an urgent requirement by the planning section.
- 3.5 Due to the substantial value of this piece of equipment any replacement would need to be included in the 3 year capital programme. Based on the latest quotes received for replacement equipment, addition of the scheme would increase the 2012/13 capital programme by £11,900. The proposed replacement is the only piece of equipment available that would meet all of the council's requirements. Full details of capital bid are attached at Annex A.

3.6 Revenue savings on planning services of £11,900 have been identified within the 2011/12 financial year during the closedown of the accounts. These have been set aside as capital resources, pending the decision of this committee.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – A sum of £11,900 has been set aside in the Council's capital resources from revenue savings on planning services during 2011/12. Ongoing annual revenue costs of £840, which would result from the purchase of this equipment, can be met from existing revenue budgets.
- Technical, Environmental and Legal – The existing equipment is obsolete and is no longer supported by the supplier. There are some added environmental benefits of the new machine through greater efficiencies on the use of paper and ink.
- Political – None identified.
- Reputation – Non-replacement of the equipment would have a negative impact on the provision of planning services to the general public.
- Equality & Diversity – The purchase of this equipment will allow the continued wide availability of planning information to all, through the council's website and in hard copy format within the offices.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the addition of the plotter scanner to the planning committee capital programme.

NEIL SANDIFORD
TECHNICAL ACCOUNTANT

JANE PEARSON
DIRECTOR OF RESOURCES

PF32-12/NS/AC
31 MAY 2012

BACKGROUND PAPERS:

Overall Capital Programme 2012/15 – Report to Special Policy and Finance Committee 7 February 2012

Annual Budget 2012/13 – Report to Full Council 6 March 2012

For further information please ask for Neil Sandiford, extension 4498



1 Capital Scheme Title	Purchase of Oce Colorwave large format 300 Plotter / Scanner
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2 Head of Service	John Macholc
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3 Brief Description of the Scheme

To replace the existing HP Designjet 815 MFP large format colour plotter / scanner with an Oce ColorWave 300.

The existing machine is over eight years old and considered to be old technology by Hewlett Packard. It is out of warranty and is now no longer supported by HP "Care Packs". Additionally HP will no longer provide a call-out service to the scanner. The machine also runs on Windows 2000, which is against our IT policy, and cannot be upgraded. Worryingly the scanner has been unreliable over the last 12 months and it is felt necessary to replace the machine before there is a major problem that we cannot resolve internally, or for which we require parts.

This piece of equipment is the only machine in the Council that can scan large format documents (over A3 size); can print large format colour documents and can print large format documents from electronic files. It is a vital part of the technical infrastructure for the Planning Service. Over the last eight years, the number of electronically submitted planning applications has increased dramatically and in these instances we have no choice, due to new legislation, but to print these ourselves in addition to scanning them for our website. This is the only piece of equipment that can do this. It is also used corporately for the production of building plans; surveyor's drawings; maps; graphics etc. It needs to be reliable.

The new machine will rectify the technical difficulties we have been having recently and will be quicker, have improved quality, and provide additional scanning features.

4 How does the scheme help the council aims and the achievement of its ambitions? Please tick the overriding aim/ambition which the scheme meets

<i>To be a WELL MANAGED COUNCIL</i>	✓
<i>To help make peoples lives SAFER AND HEALTHIER</i>	
<i>To PROTECT AND ENHANCE the existing ENVIRONMENTAL QUALITY of our area</i>	
<i>To MATCH the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEEDS</i>	

5 Are there any Government or other imperatives to the undertaking of this scheme (including any legislative Health and Safety requirements etc) and what would be the consequence of not doing the scheme

The existing machine runs on Windows 2000, which is not "fully supported". This is in breach of IT policy as all software in the Council has to be "fully supported" in order to maintain our connection to the Department of Work and Pensions site. We have to comply with this otherwise other systems within the Council will be at risk.

The OCE Colorwave 300 runs on Windows XP and is compatible with Windows 7, which is supported software.

6 In which ways would this scheme improve service performance and the efficiency or value for money of the service?

The new Océ Colorwave 300 will :

- Be quicker and will reduce turn-round time
- Handle jobs better (complex files and concurrent tasks) which will enable files to be processed more efficiently and thereby reduce waiting time
- Produce improved quality prints
- Produce better quality scans of images such as blueprints or ones with folds which can be enhanced using "Océ Colour Image Logic" technology
- Have extra scanning capability. It can scan multiple documents to one file; it can compress large files. When scanning planning applications to our website it will enable us to process plans that we are currently unable to scan, or that we can only scan in black and white, due to file size. We will also be able to do this in a more efficient way by combining images
- Reduce wasted paper as the machine uses two rolls and can select the appropriate size to lessen offcuts
- Improved technology means that ink is used more efficiently
- Reduce time for scanner calibration – twice a year rather than once a month
- Act as a back up for small sized scanning when required

7 Please provide details of any liaison (including any consultation) that has taken place with local people, partners, staff or any other stakeholders with regard to this scheme.

Internally

Marshal Scott agreed that equipment in the Planning Section needed to be upgraded to meet needs – Section meeting with Planners March 20th 2012

L Gilbert / J Tucker visited Entwistle Group in Middleton, Manchester to view range of equipment May 2nd 2012

Meeting J Heap; J Macholc; L Gilbert General discussion about equipment in the Planning Section Feb 2nd 2012

8 Please indicate the start date and duration of the project including key milestones. Milestones would include those events which are critical to the successful completion of a scheme e.g. performance which triggers the receipt of grant.

As soon as budget is approved.

9 Financial Implications – CAPITAL

Please complete the table below – if you require any assistance please contact Financial Services

	2012/2013 £	2013/2014 £	2014/2015 £
Cost of Land			
Contractors			
Equipment/Materials	£11896		
Fees (External)			
Internal Staff Salaries			
Planning Fees/Building Regulations			
Other			

10 Financial Implications - REVENUE

Please provide details of any additional/reduced annual revenue costs or income that will result from this scheme being carried out. This will allow a whole life cost for the scheme to be established.

EXPENDITURE	£
Employee Related Costs	
Premises Related Costs	
Transport Related Costs	
Supplies and Services	
Third Party Payments	
TOTAL ADDITIONAL/REDUCED REVENUE COSTS (A)	
INCOME	£
Fees and Charges	
Other Income	
TOTAL ADDITIONAL/REDUCED INCOME (B)	
NET ADDITIONAL/REDUCED ANNUAL COST (A – B) = (C)	
Estimated lifespan of the scheme/ asset in years (D)	
TOTAL ADDITIONAL/REDUCED REVENUE COSTS OVER THE LIFESPAN (C x D) = (E)	
Please detail any likely disposal/wind down costs, or residual income that may result at the end of the assets useful life (F)	
WHOLE LIFE COSTS (E +/- F)	

11 If this is a new asset, what is the expected useful economic life of the new asset? If this is a refurbishment scheme what is the current expected useful economic life of the asset, and by how long does this bid increase the functional lifespan?

Expected useful economic life = 7 to 10 years

12 Please detail any additional information in support of your bid

The procurement process has identified service support charge over 7 years of £5880. (£840 pa.) There is a current maintenance budget, PLANG 2884 which will cover this and which the existing HP Designjet 815mfp maintenance was paid out of until July 2009 when it increased to £1712 pa and became too expensive to take up.

13 Please detail the measures that would be put in place to minimise the impact that this scheme will have on the environment.

The working environment will not be affected by ozone, dust or odours. However there will be a certain amount of low level operating noise generated by this machine – as there is with the current machine it is replacing. It is situated in the corner of the Planning Section, which is not ideal for equipment of this nature.
“Designed to be upcycled or recycled” – from brochure.

14 Risk Assessment – Please detail any risks to the council surrounding the scheme, and how they would be mitigated

Political: how current and potential influences from political pressure may have an impact

We need to be able to scan and then upload large format plans and documents onto the Ribble Valley website: planning applications; forward planning proposals etc.

We also need to be able to have the corporate ability to print large format plans, maps, and graphics for building control, the engineer’s and surveyor’s sections, and tourism, many of which are produced or submitted electronically, and in colour.

To be unable to do this, or to be unable to do this within a reasonable turnaround time, would impact on the services of many sections, and on policy - for instance it would not meet Planning Guidance - and would therefore have a local political impact.

Economic: local, national and world economy impact

None

Sociological: ways in which changes in society may have an impact

None

Technological: how new and emerging technology may have an impact

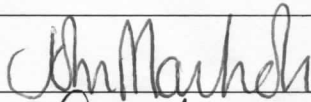
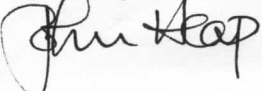
The Council has to move equipment to XP environment to meet DWP requirements. The Océ Colorwave 300 will satisfy this need. Any future Council move to Windows 7 operating system is also covered.

Legal: how local, national and world legislation may have an impact

None

Environmental: how local, national and world environmental issues may have an impact

Noise levels, if they become an issue, might be mitigated by re-siting, or by switching media delivery options.

Head of Service Signature	
Directors Signature	

Dated	21 May 2012
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In signing this form you acknowledge that you and your staff understand the requirements of the Council’s Procurement Strategy and Contract Procedure Rules with regard to this scheme, if it were to be approved. (Copies of these documents are available on the intranet.)

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No.

meeting date: 12 JUNE 2012
title: REFERENCES FROM COMMITTEE – PURCHASE AND REPAIR CAPITAL
SCHEME REQUEST
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Health and Housing Committee to approve a one off purchase and repair capital scheme in to the 2012/13 capital programme for Health and Housing Committee.

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The three year capital programme 2012-15 was approved by Special Policy and Finance Committee on 7 February 2012 and by Full Council on 6 March 2012.
- 2.2 Any new schemes for inclusion into the capital programme, over and above what has already been approved, must be approved by this Committee.

3 HEALTH AND HOUSING COMMITTEE 31 MAY 2012

- 3.1 Health and Housing Committee considered a report submitted by the Chief Executive which gave details of an approach that had been made to the Council by Adactus Housing Association on a proposed purchase and repair scheme for three housing units in Longridge.
- 3.2 In summary the estimated costs of the Adactus scheme in 2012/13 would be £429,124, with total renovation works for the 3 properties being £29,997. The funding sought from the Council towards the scheme is £45,000 (as set out in the attached report).
- 3.3 Due to the level of funding requested for the scheme, it would fall within the Council's capital programme. As members will recall, funding of the capital programme has been difficult over recent years. A suggested source of funding for this scheme could be the VAT shelter monies that are received by the council under the LSVT arrangements with Ribble Valley Homes.

4. RECOMMENDED THAT COMMITTEE

- 4.1 Agree to the request for the inclusion of the above scheme in the Health and Housing Committee Capital Programme 2012/13.

LAWSON ODDIE
HEAD OF FINANCIAL SERVICES

JANE PEARSON
DIRECTOR OF RESOURCES

PF36-12/LO/AC
11 June 2012

BACKGROUND PAPERS

Overall Capital Programme 2012/15 – Report to Special Policy and Finance Committee 7 February 2012
Annual Budget 2012/13 – Report to Full Council 6 March 2012
Purchase and Repair Capital Scheme Request – Report to Health and Housing Committee 31 May 2012

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 31 MAY 2012
title: PURCHASE AND REPAIR CAPITAL SCHEME REQUEST
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT – STRATEGIC HOUSING OFFICER

1 PURPOSE

1.1 To seek Committee approval for a purchase and repair capital scheme.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To match the supply of homes in our area with the identified housing needs.

2 BACKGROUND

2.1 Adactus Housing Association approached the Council proposing an affordable housing scheme to deliver three units in Longridge in 2012/13 and three units in Longridge in 2013/14.

3 ISSUES

3.1 Currently the grant assistance available for delivery of affordable housing is through the landlord tenant grant scheme. The assistance available is for renovation only and the scheme does not allow for any grant towards the purchase of affordable properties. The scheme proposal from Adactus is for a grant towards both purchase and repair.

3.2 The additional benefits of this new scheme would be that the units would be affordable and managed by a housing association. The proposal is that the amount of grant which is approved for the purchase of the property will be registered as a Legal Charge to be repaid on sale, however this condition would exclude any sale to the tenant under the right to require or any further similar government schemes where the registered provider would not get the full receipt.

3.3 Adactus Housing Association have for many years delivered a purchase and repair scheme across the borough. Each year between 8 and 12 units have been purchased and renovated then let as social rented units. With the change in the Homes and Communities Agency grant funding process, the scheme was no longer viable. Therefore Adactus approached the Council as to whether we would offer support to enable continuation of the scheme. Longridge was identified as an area which would benefit from delivery of the scheme due to the lack of affordable family accommodation and the long social housing waiting list for Longridge.

3.4 Adactus have now got Board approval to go ahead with the purchase of three 2-bed properties in 2013 and 2014. The costs would require grant aid from Ribble Valley Borough Council. Therefore the proposal is for a new capital scheme to be made available for registered providers for the purchase and repair of properties.

3.5 The conditions of the grant would be local housing allowance rates to be charged on completion, the Council has 100% nomination rights and a Legal Charge is registered against the property for the value of the grant committed towards purchase. The conditions will remain whilst the land charge is registered. The maximum grant to be offered is proposed to be £15,000 per property and £10,000 per flat.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Options that may be available to finance the scheme include commuted sum monies and VAT shelter.
- Technical, Environmental and Legal – To use existing grant and support.
- Political – None.
- Reputation – To support affordable housing delivery.
- Equality and Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the proposed Purchase and Repair Scheme and the request for a new capital scheme to enable its delivery.

MARSHAL SCOTT
CHIEF EXECUTIVE

RACHAEL STOTT
STRATEGIC HOUSING OFFICER

BACKGROUND PAPERS

1 None.

For further information please ask for Rachael Stott, extension 4567.

REF: RS/CMS/HEALTH & HOUSING/310512

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 16

meeting date: 12 JUNE 2012
title: BUSINESS RATES RETENTION SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To update members of the outcome of the recent consultation on business rates retention.

2 BACKGROUND

2.1 The Local Government Resource Review encompassed three potential areas of reform to local government finance:

- The local retention of business rates
- The replacement of council tax benefit with local council tax support
- Technical reforms of council tax

2.2 Under existing arrangements, non-domestic rates (or business rates) revenue collected by local authorities is pooled for redistribution to local authorities in England.

2.3 On 18 July 2011, the Local Government Resource Review (Phase One) published for consultation its proposals to allow councils to retain their locally-raised business rates.

2.4 On 19 August 2011, the Government published eight technical papers which provide more details of the Government's proposals. The consultation on these documents closed on 24 October 2011.

2.5 On 19 December 2011, the government published its response to this consultation, which sets out how the business rates retention scheme will operate.

2.6 The legislative framework required to introduce the business rates retention scheme is being taken forward within the Local Government Finance Bill.

2.7 The Second phase of the Local Government Resource Review: Terms of Reference was published 29 June 2011.

2.8 On 17 May 2012 the Government published the following five papers:

- The central and local shares of business rates - A Statement of Intent
- The safety net and levy
- Renewable Energy Projects - A Statement of Intent
- Pooling Prospectus
- The economic benefits of local business rates retention

3 THE CENTRAL AND LOCAL SHARES OF BUSINESS RATES

- 3.1 The statement of intent confirms that the local share will be set at 50 per cent of business rates revenue. The local share will form the baseline for each authority's baseline funding level and tariff and top up amounts. From April 2013, councils will keep all of the growth upon their share, subject to the levy on disproportionate benefit.
- 3.2 The local share will remain fixed at 50 per cent until a reset of the system when the baseline funding levels for each local authority will be reviewed to take account of changes in relative need and resource. The Government does not intend to reset the system until 2020 at the earliest and in the long-term aspires to a 10-year reset period, although the length of the reset period and scope will not be set in regulation. The statement also confirms that tariffs and top-ups will be adjusted at each five-yearly revaluation so that an authority's retained rates income is not affected.
- 3.3 The Government has confirmed that, in addition to locally retained business rates, each authority within the scheme will also receive supplementary Revenue Support Grant (RSG) to impose councils' overall share of the spending review control total in any given year.
- 3.4 The following grants will be rolled into the rates retention system from 2013-14, although the Government has not stated if these will be paid out of the central or the local share:
- Bus Service Operators Grant – London buses element only
 - 2011-12 Council Tax Freeze Grant
 - Council Tax Support Grant (excluding the amount that will be paid to Local Policing Bodies directly)
 - Early Intervention Grant (excluding funding for free early education for two year olds)
 - GLA General Grant
 - A proportion of GLA Transport grant
 - Homelessness Prevention Grant
 - A proportion of Lead Local Flood Authorities Grant⁹
 - Department of Health Learning Disability and Health Reform Grant
 - A proportion of Sustainable Drainage Systems Maintenance Costs Grant
- 3.5 Further details on the grants to be brought into the RSG will be set out in a summer consultation on business rates retention. The amount of Revenue Support Grant for 2013-14 and 2014-15 will be set out in the 2013-14 Local Government Finance Report.
- 3.6 The Government will define in regulations what a billing authority's business rates income is for the purposes of determining the local and central shares. The Government intends that the definition is tied to the business rates payable to the authority, in respect of occupied and empty property, in that year and will take into account the effect of that amount on:

- Mandatory rate reliefs
 - Discretionary relief
 - Losses on collection
 - Hardship relief
 - Repayments of refunds in respect of previous years
- 3.7 The precise definition of income and treatment of related issues will be worked through with the Local Government Finance Group and form part of the summer consultation.
- 3.8 In conclusion the Government proposes to keep a top slice of 50 per cent of business rates for the Treasury, taking taxes paid by local businesses for local services and using them for local services based on national priorities instead. Some would argue that this is not a localising policy and goes against the Government's stated commitment to localism.
- 4 THE SAFETY NET AND LEVY
- 4.1 The statement confirms that there will be a safety net to protect local authorities from significant negative shocks to their income, funded by a levy on authorities that experience disproportionate financial benefit from business rates growth.
- 4.2 The Government proposes to set a proportionate levy, with a 1:1 ratio, meaning that for every 1 per cent increase in business rates base, an authority would see no more than a corresponding 1 per cent increase in income as measured against its spending baseline.
- 4.3 The regulations will set out that the funds in the levy account cannot be used for any other purpose than to make safety net payments to local authorities, or in the event that the account is left with a surplus, for that surplus to be returned to local authorities.
- 4.4 The Government proposes to set the safety net threshold in the range of 7.5 per cent to 10 per cent below spending baseline. The final percentage is yet to be decided, but the following illustrates how the Government intends the safety net to work. A 10 per cent safety net threshold would mean that safety net payments would be made to take the authority's income up to 90 per cent of its spending baseline where income had dropped below that level. The Government will consult on the proposed safety net threshold in summer.
- 4.5 The regulations will set out the detailed calculations the Secretary of State will make to determine whether an authority is to make a levy payment or receive a safety net payment. The Government proposes to make these calculations after the end of each financial year on the basis of final outturn data.
- 4.6 The Local Government Association (LGA) in conclusion welcome the use of a proportionate levy as this method avoids creating funding cliff edges and potential perverse incentives. They are pleased that the Government has recognised the benefits of the clearer and simpler incentive scheme. However, they are concerned that the proposed safety net threshold could leave local authorities exposed to levels of volatility in their income that could have an adverse impact on local services and local residents.

4.7 The LGA call again for the Government to work with them to set out a sensible risk management strategy at the outset of the scheme.

5 POOLING PROSPECTUS

5.1 The Government has also released a prospectus that sets out the process for formally designating pools of rate income across a number of councils. Local authorities are invited to come forward with their pooling proposals by 27 July 2012.

5.2 Local authorities in a pool will be treated as a single body, for the purposes of calculating tariffs, top-ups, levy and safety net payments, the prospectus set out illustrations of how a pool might work and how the levy and safety net might be applied to it.

5.3 Pooling arrangements will be voluntary and it would be for pools themselves to decide how to distribute aggregate revenues within the pool. If a pool is dissolved, members of a pool would return to their individual tariff, top-up and levy amounts.

5.4 It will be for local authorities to determine the geographic coverage of a pool, subject to the following requirements:

- There should be a clear rationale for the coverage that is proposed
- Pools should operate on a whole local authority basis, and an authority cannot be a member of more than one pool.
- Authorities will have to nominate one member to act as a lead

5.5 In order to support local authorities develop a pooling proposal, the Government will shortly publish a revised version of the interactive calculator. The interactive calculator will enable users to explore the principal features of the proposed business rates retention scheme by entering their own inputs and varying components.

6 THE ECONOMIC BENEFITS OF LOCAL BUSINESS RATES RETENTION

6.1 The government has carried out a simulation exercise, using empirical results from economic literature, to gauge the likely economic impact of the partial retention of business rates growth.

6.2 Across a range of simulations, the middle-case scenario predicts that, given the 50 per cent local share and seven year reset period, an additional £10.1bn of GDP could be created.

6.3 In the lowest-case scenario £1.7bn of GDP is created over 7 years, and in the best-case scenario £19.9bn of GDP is created.

6.4 The government states that the size of the incentive is affected by the size of the local share of business rates, the levy on disproportionate gain, the length of time until the next reset and the tier-split.

6.5 The basis for these estimates is a calculation of the size of the incentive for each billing authority to expand its commercial floorspace. Authorities are then grouped into behaviour groups and an appropriately increased growth rate for commercial floorspace assumed for each group. A national projection of increased business floorspace is then combined with data on the ratio of commercial floorspace to GDP

to arrive at estimates of the increase in GDP from the incentives provided by business rates retention.

- 6.6 The Government's analysis states that the incentive for councils would be greater if there was no central share. The LGA's view is that as the Government has opted for a central share we believe this shows the Government has set controlling local authorities' funding above promoting economic growth as an objective.

7 RENEWABLE ENERGY PROJECTS

- 7.1 The statement confirms the list of qualifying technologies that will be included in the definition of renewable energy projects:

- onshore wind power
- offshore wind power
- hydroelectric power
- biomass
- biomass conversion
- energy from waste combustion
- anaerobic digestions, landfill and sewage gas
- advanced thermal conversion technologies – gasification and pyrolysis
- geothermal heat and power
- photovoltaics

- 7.2 Billing Authorities will be responsible for determining which properties should qualify as a renewable energy project – e.g. where it is a new build, or has been converted or expanded and meets the renewable energy definition, or where renewable technologies have been installed with a separate identifiable impact on rateable value.

- 7.3 In two tier areas, all business rates income will be retained by the local planning authority that is the decision maker for the renewable energy project, whether at county or district level (with certain exceptions or allowances for National Park Authorities and London authorities).

- 7.4 The regulations will provide that business rates income from such renewable energy projects will be retained in full by the Billing Authority and as such the income will be disregarded from calculations in the rates retention scheme on the central/local share, levy, and re-set of tariff and top-up amounts. The total amount of business rates income resulting from a new renewable energy project will be disregarded.

- 7.5 The Local Government Finance Bill, currently before Parliament, will provide for the Secretary of State to make regulations to designate classes of hereditaments and for business rates income from those hereditaments to be disregarded from levy calculations in the rates retention scheme. This will provide a mechanism for the Secretary of State to define a renewable energy project, in line with the Government's policy intention

7.6 The LGA welcomes full retention in this area but believes communities should keep the additional business rates which development generates. Local circumstances will clearly dictate different approaches to strategic planning for renewable energy deployment.

8 LGA CONCLUSION

8.1 The principle of full business rate localisation would be a powerful move towards localism and a driver of economic growth. The Government's policy is a first step towards this objective but raises a number of concerns.

8.2 The policy papers show that the Government proposes to keep a top slice of 50 per cent of business rates for the Treasury, taking taxes paid by local businesses for local services and using them for local services based on national priorities instead. That is not a localising policy and goes against the Government's stated commitment to localism.

8.3 DCLG's technical economic paper clearly states that the growth incentive from localising rates would be more powerful without the set aside. This means that the Treasury's retention of 50% top slice risks putting centralisation ahead of economic growth.

DIRECTOR OF RESOURCES

PF34-12/JP/AC

1 June 2012

BACKGROUND PAPERS:

CLG – Local Government Finance Bill

<http://www.communities.gov.uk/localgovernment/localgovernmentfinance/lgfinancebill/>

For further information please ask for Jane Pearson, extension 4430

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 17

meeting date: 12 JUNE 2012
title: CHANGES TO COUNCIL TAX
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To update members of the outcome of the recent consultation on technical reforms of council tax.

2 BACKGROUND

2.1 The Local Government Resource Review encompassed three potential areas of reform to local government finance:

- The local retention of business rates
- The replacement of council tax benefit with local council tax support
- Technical reforms of council tax

2.2 The Government launched its consultation on technical reforms to council tax on 31 October 2011 lasting until 29 December 2011.

3 GOVERNMENT'S POLICY RESPONSE

3.1 Second Homes

3.1.1 The consultation proposed extending the range of discount available to billing authorities to allow them to levy up to full council tax on second homes.

3.1.2 The Government intends to amend secondary legislation to enable this to happen in time for setting council tax in 2013/14.

3.1.3 We currently give a 10% discount to second homes following a reduction from 50%. The extra council tax raised from this difference of 40% is currently given to the LSP along with LCC and the Police share of these monies.

3.2 Empty Dwellings Undergoing Major Repair – Class A

3.2.1 These are vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months). These currently have a full exemption for up to 12 months.

3.2.2 The Government have confirmed they intend to abolish Class A exemption and instead allow billing authorities to set a discount anywhere between 0 and 100% having regard to local circumstances. The maximum period for the discount will remain at one year.

3.3 Vacant Dwellings – Class C Exemption

3.3.1 Dwellings which become empty and unfurnished are currently exempt from council tax for up to 6 months.

3.3.2 The Government's view was that there is no compelling reason why the first six months should be treated so generously. Their response to the consultation is to confirm its intention to abolish the Class C exemption and instead allow billing authorities to give a discount which they may set at 100% or any lower percentage having regard to local circumstances.

3.4 Liability of Mortgagees in Possession – Class L Exemption

3.4.1 Mortgagees – usually banks or building societies – do not currently become liable for council tax when they take possession of a dwelling under the mortgage

3.4.2 The consultation sought views on whether the mortgagee should be liable when there is no resident in the dwelling. A number of practical issues were highlighted and the Government concluded this is a complex area

3.4.3 The Government's response is to continue to develop the proposals set out in the consultation and to make a commitment that the measure will not be commenced without detailed discussion with the mortgage lenders sector about these issues.

3.5 Empty Homes Premium

3.5.1 The consultation sought views on whether the billing authorities should be given the option to levy an "empty homes premium on the council tax payable in respect of dwellings that have been left empty for a long time (two years or more, for example).

3.5.2 In particular the government wanted to explore whether enabling local authorities to levy an empty homes premium on council tax would have a significant impact on the number of homes being left empty.

3.5.3 Response varied however the Government's response to the consultation is to seek the necessary primary legislation to implement the empty homes premium. The premium will not become payable until a dwelling has been empty and unfurnished for at least two years, and the maximum premium which an authority will be able to adopt will be 50%.

3.6 Consequential issues for empty homes

3.6.1 The proposals along with provisions already in place mean that the council tax regime for empty dwellings falls into three distinct phases.

- 1st phase – a dwelling will attract a discount of between 0%-100% determined by the billing authority

For dwellings which remain empty and substantially unfurnished this period will last for 6 months, however for dwellings undergoing major repairs the period will last for 12 months

- 2nd phase – the discount will be between 0%-50%. The rules for this phase are unchanged. The second phase will last indefinitely unless the billing authority has made a determination implementing the empty homes premium.
- 3rd Phase – an indefinite period starting when the dwelling has been empty for two years. In this phase the liability will be up to 150% of the council tax which would be payable if the dwelling were occupied, and the single discount did not apply.

3.6.2 In terms of when the owner of an empty property would be entitled to a fresh start, the Government is inclined to follow the precedent of the current regulations which provides

that for the purposes of determining the last occupation day, any period of less than 6 weeks occupation shall be disregarded.

3.7 Other Technical Changes

3.7.1 The Government had indicated in the consultation that it was minded to amend the statutory instalment scheme to allow the taxpayer the choice of paying their council tax by either 10 or 12 instalments.

3.7.2 Responses from local authorities had strongly opposed the idea and argued the following

- The effect on councils cash flow
- Taxpayers particularly like the “two free months” (as they deem it in February and March)
- There would be issues around the payment of monies to precepting authorities with greater uncertainty about the accuracy of declaring surpluses/deficits on the collection fund to precepting authorities at the end of December.

3.7.3 The Government has carefully considered the views of respondents and is of the view that while, following consultation, the default should remain at 10 months it does believe that the case for a legal right to pay council tax in 12 instalments is compelling. Their response to the consultation is therefore to take forward the proposal to grant council tax payers a legal right to pay by 12 instalments and to ensure that they are informed of that right. Balanced against this, the default position will remain at 10 months.

3.7.4 Certain budget information will no longer be required to be published with the demand notices – instead this can be published on-line.

3.7.5 The Government proposes to amend legislation so that domestic scale solar pv installations on domestic properties under the paramount control of a third party provider will be treated as part of those properties and therefore not liable to non-domestic rates.

3.7.6 The Government is to undertake a broader review of how annexes for family homes can be supported given this is a complex area.

4 IMPACT OF CHANGES ON RVBC

4.1 Annex 1 shows our current discounts and exemptions for these properties and also the council tax revenue generated from these. For illustration the table also models the potential extra income by changing our existing percentage discounts.

5 RISK ASSESSMENT

- Resources – There is potential for considerable extra council tax income to be collected following these reforms. This extra revenue would not be ring-fenced and could be utilised as the Council felt appropriate. This could be to fund the council tax support changes, fund future budget deficits if further grant reductions to local government were announced or any other use.
- Technical, Environmental and Legal – The reforms will be incorporated into new legislation before council's can make changes to their charging policies/
- Political – The decision whether to change the various discounts and exemptions would need to be considered by members

- Reputation – If the Council were to take advantage of the changes then obviously we would need to consult with our residents and other groups before implementation.
- Equality and Diversity – The potential changes would be to empty homes and also discounts to houses undergoing major repair. These would apply to all residents owning such properties and would not single out a particular group of individuals.

6 CONCLUSION

6.1 There is scope for extra revenue to be raised as a result of these reforms to council tax.

DIRECTOR OF RESOURCES

PF31-12/JP/AC
31 MAY 2012

BACKGROUND PAPERS:

CLG – Consultation paper – Technical Reforms to Council Tax

<http://www.communities.gov.uk/publications/localgovernment/technicalreformcounciltaxsors>

For further information please ask for Jane Pearson, extension 4430

POTENTIAL IMPACT OF CHANGES TO COUNCIL TAX DISCOUNTS

Ribble Valley Borough Council										
The recent consultation suggested possible changes to 3 exemptions - Classes A, C and L										
Effect of abolishing exemptions and replacing with a locally set discount										
Class A		A	B	C	D	E	F	G	H	Total
		8	7	11	8	4	2	4	1	from ctax system 45
<i>Vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months). these are currently exempt for upto 12 months, proposal to remove exemption and replace with a discount in range of 0 - 100%</i>										
Average Ribble Valley Council Tax (exl parishes)		975.04	1,137.56	1,300.07	1,462.57	1,787.58	2,112.61	2,437.61	2,925.14	
Average Parishes		11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	
Total Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Exemption currently given	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Council tax income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Discount - say	50%	493.04	575.22	657.40	739.57	903.92	1,068.27	1,232.62	1,479.14	
New Council Tax Income		3,944.32	4,026.54	7,231.40	5,916.56	3,615.68	2,136.54	4,930.48	1,479.14	33,280.66
Collection Rate										90.00%
Extra Council Tax Income										Total Ribble Valley element 29,952.59 2,848.97
Class C		A	B	C	D	E	F	G	H	Total
		95	95	86	36	26	15	12	1	366
<i>A vacant dwelling (i.e. empty and substantially unfurnished) (up to six months). these properties are currently exempt for 6 months then entitled to a discount of 50% as a long term empty property</i>										
Average Ribble Valley Council Tax (exl parishes)		975.04	1,137.56	1,300.07	1,462.57	1,787.58	2,112.61	2,437.61	2,925.14	
Average Parishes		11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	
Total Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Exemption currently given	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Council tax income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Discount - say	50%	493.04	575.23	657.40	739.57	903.92	1,068.27	1,232.62	1,479.14	
New Council Tax Income		46,838.80	54,646.85	56,536.40	26,624.52	23,501.92	16,024.05	14,791.44	1,479.14	240,443.12
Collection Rate										90.00%
Extra Council Tax Income										Total Ribble Valley element 216,398.81 20,583.01

POTENTIAL IMPACT OF CHANGES TO COUNCIL TAX DISCOUNTS

		A	B	C	D	E	F	G	H	Total
Class L		2	4	1	1	2	1	3	0	14
<i>An unoccupied dwelling which has been taken into possession by a mortgage lender. these properties are currently fully exempt indefinitely</i>										
Average Pendle Council Tax (exl parishes)		975.04	1,137.56	1,300.07	1,462.57	1,787.58	2,112.61	2,437.61	2,925.14	
Average Parishes		11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	
Total Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Exemption currently given	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Council tax income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
exemption but would then be classed as Class C ie 50% discount	50%	493.04	575.22	657.40	739.57	903.92	1,068.27	1,232.61	1,479.14	
New Council Tax Income		986.08	2,300.88	657.40	739.57	1,807.84	1,068.27	3,697.83	0.00	11,257.87
Collection Rate										90.00%
Extra Council Tax Income										Total Ribble Valley element 10,132.08 963.72
Effect of Changes to Discounts										
		A	B	C	D	E	F	G	H	Total
Long Term Empties		49	63	60	37	29	15	16	1	270
<i>A vacant dwelling (i.e. empty and substantially unfurnished) after six months. these properties are currently exempt for 6 months then entitled to a discount of 50% as a long term empty property</i>										
Average Pendle Council Tax (exl parishes)		975.04	1,137.56	1,300.07	1,462.57	1,787.58	2,112.61	2,437.61	2,925.14	
Average Parishes		11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	
Total Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Empty Homes Premium	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Premium		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revised Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Discount currently given	50%	493.04	575.22	657.40	739.57	903.92	1,068.27	1,232.61	1,479.14	
Current Council tax income		24,158.96	36,238.86	39,444.00	27,364.09	26,213.68	16,024.05	19,721.76	1,479.14	190,644.54
New Discount - say	10%	887.48	1,035.40	1,183.32	1,331.23	1,627.05	1,922.89	2,218.70	2,662.45	
New Council Tax Income		43,486.52	65,230.20	70,999.20	49,255.51	47,184.45	28,843.35	35,499.20	2,662.45	343,160.88
Empty Homes Premium		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Collection Rate										90.00%
Extra Council Tax Income										Total Ribble Valley element 137,264.71 13,056.08

POTENTIAL IMPACT OF CHANGES TO COUNCIL TAX DISCOUNTS

Annex 1

		A	B	C	D	E	F	G	H	Total
Second Homes		30	47	41	29	30	10	23	1	211
<i>A vacant dwelling (furnished)</i>										
<i>these properties are currently entitled to a discount of 10%</i>										
<i>This doesnt include the 40% income already accounted for in our council budgets - currently LSP</i>										
Average Ribble Valley Council Tax (exl parishes)		975.04	1,137.56	1,300.07	1,462.57	1,787.58	2,112.61	2,437.61	2,925.14	
Average Parishes		11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	
Total Average Council Tax		986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
Discount currently given	10%	887.48	1,035.40	1,183.32	1,331.23	1,627.05	1,922.89	2,218.70	2,662.45	
Current Council tax income		26,624.40	48,663.80	48,516.12	38,605.67	48,811.50	19,228.90	51,030.10	2,662.45	284,142.94
New Discount - say	0%	986.09	1,150.45	1,314.80	1,479.14	1,807.83	2,136.54	2,465.23	2,958.28	
New Council Tax Income		29,582.70	54,071.15	53,906.80	42,895.06	54,234.90	21,365.40	56,700.29	2,958.28	315,714.58
Collection Rate										90.00%
Extra Council Tax Income										Total 28,414.48
										Ribble Valley element 2,702.67
										Grand Total 422,162.67
										Total Ribble Valley element 40,154.45

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 18

meeting date: 12 JUNE 2012
title: LOCALISATION OF COUNCIL TAX SUPPORT
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To update members of the current issues with the forthcoming changes to council tax support.

1.2 Relevance to the Council's ambitions and priorities:

- Ribble Valley Borough Council aims to be a well-managed Council providing efficient services based on identified customer needs.

2 BACKGROUND

2.1 As reported to this committee in September 2011 the Government announced in the 2010 Spending Review that council tax benefit will be replaced by local schemes of support for council tax from 2013/14. Crucially funding from the Government to pay for council tax support will be reduced by 10%.

2.2 The Local Government Finance Bill was introduced to Parliament on 19 December 2011 and imposes a duty on billing authorities to make a localised council tax reduction scheme by 31 January 2013 and to consult with major precepting authorities and such other persons as it considers likely to have an interest in the scheme. If a council fails to do this then the Secretary of State will prescribe a 'default scheme'. This will retain the criteria and allowances currently in place for council tax benefit. However such a scheme will not meet the required reduction in funding and therefore mean that a council would need to 'fund' the shortfall from elsewhere.

2.3 Universal Credit (UC) is being introduced in October 2013 and will be administered by the Department for Works and Pensions (DWP). It is central to the Governments plans to radically reform welfare and will replace a number of benefits including Housing Benefit and Income Support. All new claims from that date will be for UC and we will gradually transfer all current Housing Benefit claims to the new system by April 2017. The introduction of the localised Council Tax support schemes will coincide with the launch of the Universal Credit and is in part necessary as a result of the decision not to include Council Tax Benefit in the Universal Credit.

2.4 The Government claims that localising support for council tax will:

- Give local authorities a greater stake in the economic future of their local area and therefore enable stronger, balanced economic growth across the country.
- Provide local authorities with the opportunity to reform the system of support for working age claimants.
- Reinforce local control over council tax.
- Give local authorities a significant degree of control over how a 10% reduction in expenditure on council tax benefit is achieved.

- Give local authorities a financial stake in the provision of support for council tax.

2.5 Whilst the new scheme will be '**local**', the Government has stated that protection must be given to vulnerable people including pensioners. This means that if we were to accommodate the 10% reduction in the overall cost of benefit payments, reductions in payments to other client groups **will be more than 10%**.

3 ISSUES

3.1 Ribble Valley BC currently has a caseload of 2,657 Council Tax Benefit claims (10.7% of our total housing stock). 61% of our current caseload is of pensioner age (comparatively this is one of the highest level in the country) and 11% are in work leaving 28% of working age but not currently in employment. This last category includes amongst others the disabled, the long term sick, single parents as well as the unemployed.

3.2 Ribble Valley BC pays out £2.3m each year in Council Tax Benefit. Under current rules we receive benefit subsidy to cover this expenditure in full from the Government. Due to the proposals however in future we will receive a fixed grant and therefore we will be required to either design a scheme that will reduce expenditure by £230,000 pa or find this reduction on funding elsewhere. Council tax benefit is based on actual and not assumed council tax. An increase in council tax over an assumed level could lead to further pressures on our finances.

3.3 The Government intends that in future support for council tax will be offered as reductions within the council tax system. This means that there will be an impact on the tax base.

3.4 On 18 May the Government published their funding arrangements for consultation and also statement of intent for council tax support. These cover a number of important issues:

4 STATEMENT OF INTENT

4.1 The document provides five policy statements of areas which the Government intend to issue regulations:

- **Requirements to prepare a scheme**

Billing authorities are required to design a scheme and must submit the proposed scheme to public scrutiny or challenge, including consultation with the major preceptors i.e. County, Fire and the Police. If a council adopts a scheme similar to the default scheme it will still have to consult on this. However if the Government has to impose the default scheme there will be no requirement to consult.

- **Transitional arrangements**

To consider applications made before 1 April 2013 for council tax support without the need for a new application to be made

- **Prescribed requirements for pensioners, the default scheme and for all schemes**

All Schemes – A small number of requirements will apply to all schemes mainly affecting people subject to immigration controls. They will also provide people becoming pensioners

The Pensioners Scheme – Applies to those who have reached pension credit age, currently aged 61 however this is gradually increasing. Under this scheme recipients will receive exactly what they would have under council tax benefit.

The Default Scheme – This is essentially the current council tax benefit scheme for working age recipients. If a council adopts it, it will mean that it will have to find the 10% gap from other means such as changes to discounts or exemptions or other savings or income.

- **Adjusting the council tax base**

Currently the regulations do not allow for deductions for CTB. The new requirements will require billing authorities to calculate the council tax base taking into account local council tax support. This will mean that the tax base, for example, will no longer include households such as pensioner households who get 100% council tax support; this will instead be paid for through the new funding arrangements; it will be adjusted for any new income raised through local council tax support schemes.

- **Risk sharing of financial pressures**

This covers financial pressures for example between counties and districts. It provides that if there is a sudden or unexpected increase for council tax reductions billing authorities such as districts could vary the payments they make to major preceptors such as counties to enable them to manage this pressure

5 FUNDING ARRANGEMENTS

- 5.1 The Government consultation paper on funding arrangements states that they intend to base this on 90% of the forecast council tax benefit expenditure for 2013/14. They further propose that funding be distributed between areas in line with shares of CTB expenditure, for example, districts, counties, police and fire bodies in line with their shares of the 2012 council tax.
- 5.2 Whilst we have received notification of indicative grant allocations, the final amounts will be based on revised forecasts of subsidised expenditure to be issued in the Autumn and also 2011/12 outturn data. Our indicative funding allocation is £191,000.
- 5.3 The Government also recognise the impact the changes will have on local precepting bodies (ie parishes). Because the changes will reduce the tax base this would result in a higher Band D council tax if their council tax requirement were to stay the same. They expect billing and local precepting authorities to work together to manage the potential impact on the local precepting authorities Band D council tax levels.

6 JOINT LANCASHIRE SCHEME

- 6.1 A number of meetings have been held to ascertain the options for a potential Lancashire-wide scheme for Council Tax Support.
- 6.2 Initial discussions have focused on adopting a scheme that reduces the amount of Council Tax support by a flat rate that would be applied to all claimants of working age.
- 6.3 This has raised potential problems as the rate would vary substantially according to the Billing Authorities caseload.
- 6.4 To ensure that a 10% saving was made the flat rate reduction would have to be highest in the Ribble Valley as we have the smallest proportion of claimants of working age.
- 6.5 Initial calculations suggest that this would need to be set at least at 25% to ensure that a 10% reduction is achieved.

6.6 A report is currently being prepared for consideration at a meeting of Lancashire Chief Executive's on 1 June 2012. An update will be provided at your meeting of the latest position.

7 VULNERABLE GROUPS AND INCENTIVES TO WORK

7.1 On the 21 May 2012 the Government published two further papers outlining local authorities duties with regard to protecting certain vulnerable groups and Government expectations that local schemes should support work incentives i.e. people should get more overall income in work than out.

7.2 In terms of vulnerability the paper set out local authorities responsibilities under the Equality Act 2010 which requires that when determining a local scheme authorities need to consider how it would affect those with relevant protected characteristics i.e. age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation.

7.3 The paper also refers to the Child Poverty Act 2010 which requires top tier local authorities to work together with their partner authorities to reduce and mitigate the effects of child poverty in their local area. As such the design of any local scheme must take this into consideration.

7.4 Finally, the paper draws attention to the effect local schemes may have on homelessness and the Armed Forces covenant and in particular the obligation that the nation has towards those who receive compensation through the War Pensions Scheme.

7.5 The second paper issued on 21 May deals with Government's expectations that localised schemes should not provide a disincentive to work i.e. local schemes should ensure that there is a clear incentive to work and to earn more when in work.

7.6 Both the protection of vulnerable groups and ensuring that there is an incentive to work mean that in order to achieve a 10% reduction in spending on Council Tax support a much higher deduction will need to be made from those not in the protected categories.

8 RISK ASSESSMENT

- Resources – the funding of support for Council Tax is changing from Annually Managed Expenditure (100%), which is demand led, to a fixed upfront grant. As such the local authority will have to find additional resources if our caseload increases but will benefit if the caseload decreases.
- Technical, Environmental and Legal – the introduction of a localised scheme for Council Tax support is a major change to the benefits system in the UK. Local Schemes may be subject to challenge and therefore it is essential that we undertake a comprehensive consultation process to ensure that our scheme is not subject to challenge.
- Political – the adoption of a local scheme for Council Tax support will result in some current recipients of support having to pay more, which will have political ramifications.
- Reputation – it is essential that we adopt a scheme that is fair and reasonable to ensure that the Council's reputation is upheld.
- Equality and Diversity – any local scheme must take equality and diversity into consideration as made clear by the paper issued on 21 May 2012.

9 CONCLUSION

- 9.1 The introduction of localised schemes for Council Tax support provides a major challenge to the authority.
- 9.2 We have continued to attend meetings to discuss the potential for a county-wide scheme however there are major differences in our claimant groups across Lancashire.
- 9.3 It is essential that decisions regarding the type of scheme that we will adopt are taken shortly to enable consultation to take place with the public and major precepting authorities in order that we can comply with the Government's timetable.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF27-12/ME/AC
30 MAY 2012

BACKGROUND PAPERS:

A copy of all of the following are available online and in the Members' Room.

<http://www.communities.gov.uk/localgovernment/localgovernmentfinance/counciltax/counciltaxsupport/>

- Localising support for Council Tax in England – Consultation
- Localising support for Council Tax in England - Government response to the outcome of consultation
- Localising support for Council Tax – A Statement of Intent
- Localising support for Council Tax – Funding arrangements consultation
- Localising support for Council Tax – Vulnerable people – key local authority duties
- Localising support for Council Tax – Taking work incentives into account

For further information please ask for Mark Edmondson, extension 4504

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 19

meeting date: 12 JUNE 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 31 May 2012:

	£000	£000	2012/13 % to 31 May	2012/13 % to 31 May
Balance Outstanding 1 April 2012		475		
NNDR amounts due	16,698			
Plus costs	1			
Transitional surcharge	17			
Write ons	4			
	16,720			
Less				
- Transitional relief	-298			
- Exemptions	-332			
- Charity, Rural, Former Agricultural Discretionary Relief	-966			
- Small Business Rate Relief	-1,537			
- Write offs	-22			
- Interest Due	-			
	-3,155	13,565		
Total amount to recover		14,040		
Less cash received to 31 May		-2,861	20.4	19.8
Amount Outstanding		11,179	79.6	80.2

NB The figures included in the table include not only those charges for 2012/13 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 May 2012 is 21.4% compared with 20.8% at 31 May 2011.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 31 May 2012:

	£000	£000	2012/13 % to 31 May	2012/13 % to 31 May
Balance Outstanding 1 April 2012		420		
Council Tax amounts due	37,259			
Plus costs	32			
Transitional relief	1			
Write ons	1			
	37,293			
Less - Exemptions	-968			
- Discounts	-2,874			
- Disabled banding reduction	-40			
- Council Tax Benefit	-2,293			
- Write offs	-3			
	-6,178	31,115		
Total amount to recover		31,535		
Less cash received to 31 May		-6,465	20.5	20.4
Amount Outstanding		25,070	79.5	79.6

NB The figures included in the table include not only those charges for 2012/13 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 2012/13 at 31 May 2012 is 20.9% compared to 20.8% at 31 May 2011.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 1 June 2012 is:

	£000	£000	%
Amount Outstanding 1 April 2012		308	
Invoices Raised	494		
Plus costs	0.50		
	494.50		
Less write offs	0	494.5	
Total amount to recover		802.5	
Less cash received to 1 June 2012		284	35.39
Amount outstanding		518.5	

Aged Debtors	000s	%
< 30 days	74	14.29
30 - 59 days	70	13.51
60 - 89 days	191	36.87
90 - 119 days	10	1.93
120 – 149 days	9	1.74
150+ days	164	31.66
	518	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 January 2012 – 31 March 2012

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	5.75 days	20 days per IRRV

New claims performance

1 January 2012 – 31 March 2012

Target for year	Actual Performance	Top grade 4 for all LA's 2007/08
19 days	20 days	Under 30 days

6 HOUSING BENEFIT FRAUD

6.1 The following is a summary of fraud investigations for the period 1 January 2012 to 31 March 2012.

Completed fraud investigations	
1 January 2012 – 31 March 2012	17

Average caseload (YTD)	
2011/2012	2,916

Number of investigations per 1,000 caseload		
2011/2012	17/2,916	5.83

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

2011/2012	
Cautions	1
Administrative penalties	0
Successful prosecutions	2
Total	3

Average caseload (YTD)	
2011/2012	2,916

Number of prosecutions/sanctions per 1,000 caseload		
2011/2012	3/2,916	1.02%

6.2 Ribble Valley Borough Council has brought one formal caution and two prosecutions for benefit fraud during the period 1 January 2012 – 31 March 2012.

The above offences were a result of claimants failing to report a change in their circumstances promptly. This created overpayments in Housing/Council Tax benefit for £17,720.17 and £27,471.49 in Department of Work and Pensions overpayments.

Both prosecutions were successfully prosecuted in court and one claimant received an 8 month imprisonment suspended for 12 months, a supervision order for 12 months and £300 legal costs and the other claimant received a 12 months conditional discharge and £150 legal costs.

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 January 2012 – 31 March 2012.

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.	84.41

Performance Measure	%
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.	16.34
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.	1.06

8 CONCLUSION

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 REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF25-12/ME/AC
21 MAY 2012

BACKGROUND PAPERS – None

For further information please ask for Mark Edmondson extension 4504.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 12 June 2012
 title: REPRESENTATIVES ON OUTSIDE BODIES 2012/13
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

1.1 To inform members of the outside bodies that come under the remit of the Policy & Finance committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 15 May 2012.

Armed Forces Champion	Jim White
Clitheroe Royal Grammar School	Ian Brown, Stella Brunskill and Stuart Hirst
Citizen's Advice Bureau	Lois Rimmer, Mary Robinson, and Noel Walsh
Hyndburn & Ribble Valley Council for Voluntary Services	Richard Newmark
LGA Consultative committee	Michael Ranson and Allan Knox
Local Government Association Rural Commission	Stuart Hirst and Rupert Swarbrick
Police & Crime Panel	Michael Ranson
Ribble Valley Community Safety Partnership	Jan Alcock

Ribble Valley Community Transport	Ian Sayers
Ribble Valley Strategic Partnership Board	Michael Ranson and Rupert Swarbrick
Rural Services Network	Richard Sherras

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2012/13.
- Technical, Environmental and Legal – no significant risks identified
- Political -) the Council’s representation on a number of these bodies is important
- Reputation –) to both it’s political and reputational relationship with wider partnerships
- Equality & Diversity - no significant risks identified

5 CONCLUSION

5.1 Members note the outside bodies under the remit of this committee and their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 14.5.12

REF: CE/OMH/COM/22.5.12

For further information please ask for Olwen Heap, extension 4408

RIBBLE VALLEY BOROUGH COUNCIL ANNUAL COUNCIL MEETING

Agenda Item No. 6

meeting date: TUESDAY 15 MAY 2012
 title: REPRESENTATIVES ON OUTSIDE BODIES 2012/2013
 submitted by:
 principal author: CONSERVATIVE GROUP NOMINATIONS

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Children's Trust	1	Stella Brunskill	Community Services	1
Lancashire Waste Partnership	1	Ian Sayers	Community Services	1
Langho Football Club	1	Mike Thomas	Community Services	1
Longridge Social Enterprise Company Limited	1	Ken Hind	Community Services	1
NW Sound Archives	1	Simon Hore	Community Services	1
Ribble Valley Sport & Physical Activity Alliance (SPAA)	1	Jim White	Community Services	1
Ribble Valley Sports & Recreation (Roefield Leisure Centre)	2	Stella Brunskill Robert Thompson	Community Services	1
Salesbury and Copster Green Commons Management Committee	3	Peter Ainsworth Susan Bibby Stuart Hirst	Community Services	1
Carer's Link	1	Joyce Holgate	Health & Housing	1
Environment Agency Liaison Committee	2	Richard Sherras Richard Newmark	Health & Housing	1

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Hanson Cement Liaison Committee	5	Richard Sherras Pam Dowson Ruth Moores Ian Brown Allan Knox	Health & Housing	2
Health & Wellbeing Board (LCC)	1	Bridget Hilton	Health & Housing	6
LCC Adult Social Care and Health Overview & Scrutiny Committee	1	Bridget Hilton	Health & Housing	1
NW Regional Older Peoples Champion Network	1	Bridget Hilton	Health & Housing	1
Oral Health – East Lancashire PCT	2	Bridget Hilton Doreen Taylor	Health & Housing	1
Pendle Club, Clitheroe	2	Pam Dowson Sue Knox	Health & Housing	1
Ribble Valley Homes	4	Peter Ainsworth Ged Mirfin Ian Brown Allan Knox	Health & Housing	1
Tarmac Liaison Committee	4	Michael Ranson Ian Sayers Ruth Moores Allan Knox	Health & Housing	2
NW Employer's Organisation	1 + 1 substitute	Rosemary Elms Doreen Taylor	Personnel	2
Groundwork Pennine Lancashire Trust	1	Terry Hill	Planning & Development	1
Forest of Bowland (Area of Outstanding Natural Beauty) Advisory Committee	1	Rosemary Elms	Planning & Development	1
Armed Forces Champion	1	Jim White	Policy & Finance	1
Clitheroe Royal Grammar School Trustees	3	Stuart Hirst Stella Brunskill Ian Brown	Policy & Finance	1

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Citizen's Advice Bureau	3	Lois Rimmer Noel Walsh Mary Robinson	Policy & Finance	1
Hyndburn and Ribble Valley Council for Voluntary Services	1	Richard Newmark	Policy & Finance	1
LGA Consultative Committee	2	Michael Ranson Allan Knox	Policy & Finance	1
Local Government Association Rural Commission	2	Stuart Hirst Rupert Swarbrick	Policy & Finance	1
Police & Crime Panel	1	Michael Ranson	Policy & Finance	2
Ribble Valley Community Safety Partnership	1	Jan Alcock	Policy & Finance	1
Ribble Valley Community Transport	1	Ian Sayers	Policy & Finance	1
Ribble Valley Strategic Partnership Board	2	Michael Ranson Rupert Swarbrick	Policy & Finance	1
Rural Services Network	1	Richard Sherras	Policy & Finance	1

**NOMINATIONS
FOR CHAIRMEN AND VICE CHAIRMEN TO COMMITTEES 2012/2013**

<u>COMMITTEE</u>	<u>CHAIRMAN</u>	<u>VICE CHAIRMAN</u>
COMMUNITY SERVICES	Councillor Robert Thompson	Councillor Simon Hore
PLANNING & DEVELOPMENT	Councillor Richard Sherras	Councillor Terry Hill
LICENSING	Councillor Jan Alcock	Councillor Joyce Holgate
HEALTH & HOUSING	Councillor Stuart Hirst	Councillor Bridget Hilton
PERSONNEL	Councillor Rosie Elms	Councillor Doreen Taylor
POLICY & FINANCE	Councillor Michael Ranson	Councillor Stuart Hirst
ACCOUNTS AND AUDIT	Councillor John Hill	Councillor Mike Thomas

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 21

meeting date: 12 JUNE 2012
title: PERFORMANCE INDICATOR REPORT 2011/12
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH

1 PURPOSE

- 1.1 To inform committee of the Council's performance against it's local performance indicators for 2011-12.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives – By ensuring that we provide excellent services we are helping to achieve community objectives.
 - Corporate Priorities – Monitoring the performance of our locally provided services allows us to ensure that we are both providing excellent services for our community as well as ensuring we meet the Council's priorities and objectives.
 - Other Considerations – none identified.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their customers, service users, and auditors to judge how well a service is performing.
- 2.2 Performance information has historically been reported quarterly, on an exception basis (red and amber PIs), to Overview and Scrutiny Committee, with all PIs being reported at year-end. The purpose of the year-end report was to not only review performance over the year, discussing relevant issues, but also to 'approve' the targets going forward as set by the Head of Service.
- 2.3 Overview and Scrutiny Committee's function of scrutinising performance has now been transferred to the relevant service committees.
- 2.4 For the purpose of moving forward in reporting performance information the year-end report is being presented to this committee, and members are being asked to review performance for 2011/12 and the future targets that have been set.
- 2.5 Some quarterly performance information has also been historically reported to service committees by Heads of Service. A short review is now required, involving Committee Chairs and perhaps being held at committee briefings, to look at how quarterly performance information should be reported in a consistent manner to service committees in 2012/13 and going forward. This needs to be done in time for the first quarter's information (April-June) to be reported in a timely manner.
- 2.6 During the process of collecting year-end data and reviewing future targets a short review was carried out of all the performance information that we collect, monitor and report. A rationale was sought for maintaining each indicator - it is either being used to monitor service performance or is monitoring a local priority. A revised set of local

performance indicators has been compiled and it is against these that we are reporting information for 2011/2012.

2.7 The report comprises the following information:

- The outturn figures for all of our local performance indicators is provided, these were previously reported to Overview and Scrutiny Committee by exception for the quarters of 2011/12. Some notes have been provided to explain significant variances either between the outturn and the target or between 2011/12 data and 2010/11 data. A significant variance is greater than 15% (or 10% for cost PIs).
- Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown (this is calculated by comparing the 2011/12 figure against the average for the past 3 years).
- Targets for service performance for the year 2011/12 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: Service performance significantly below target (i.e. less than 75% of target performance), Amber: Performance slightly below target (i.e. between 75% and 99% of target), Green: Target met.
- Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- Links have been provided to any relevant Corporate Objectives as laid out in the Corporate Strategy 2012-15.

2.8 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.

2.9 Several indicators are categorised as 'data only' as they are not suitable for monitoring against targets – these are marked as so in the report.

3 ISSUES

3.1 Analysis shows that of the 70 indicators that can be compared to target:

- 57.14% of PIs met target (green)
- 32.86% of PIs close to target (amber)
- 10.00% of PIs missed target (red)

3.2 Analysis shows that of the 79 indicators where performance trend can be compared over the years:

- 46.84% of PIs improved
- 11.39% of PIs stayed the same
- 41.77% of PIs worsened

3.3 Where possible audited and checked data has been included in the report. However, some data may be corrected following further work of Internal Audit and before the final publication of the indicators on the Council's website. In addition, some of the outturn performance information has not been collected/not yet available before this report was produced.

3.4 In order to provide as full an explanation as possible on the performance of those indicators with a red icon, the latest notes field for the PIs in the red are provided below (please note that no explanations have been provided for PIs CL2, 2a, 9a, 9b, 14 and 15 as the data provided is as at Quarter 3 comparing against the annual target):

- **PI ES6 (NI 185) CO2 reduction from local authority operations** - Given the wider economic environment, and the associated fall in capital expenditure, the likelihood of obtaining large scale investment in energy efficient equipment has reduced. While a degree of progress has been made in relation to reducing carbon emissions as part of revenue expenditure, the overall target has been narrowly missed.
- **PI ES8a (NI194a) Air quality – % reduction in NOx emissions through local authority’s estate and operations and PI ES8b (NI194b) Air quality – % reduction in primary PM10 emissions through local authority’s estate and operations** - As a result of the previous investment in energy efficient equipment, it is noted that there is a smaller area of 'residual inefficiency' left to be tackled, inclusive of NOx and PM10 emissions. These 'harder to treat' areas require significant capital investment which was not feasible during the last financial year. In summary, while a degree of progress has been made in relation to reducing NOx emissions as part of revenue expenditure, the overall target has been narrowly missed.
- **PI RH5 (BV183b) length of stay in temporary accommodation (Hostel)** - Overall very few people have moved out of temporary accommodation during the year. The impact being that in some quarters only 1 household has moved out and the quarter reports an average length of stay which in actuality is 1 household. This masks true figures - future figures could be very high.
- **PI HR18 (BV14) Percentage of Early Retirements** – Target for the year was based on one person taking early retirement (and one person had been identified at the beginning of the year as potentially taking early retirement). In the last quarter one further member of staff decided to retire.
- **PI FS6 Accrued interest to date from lending** - It is essential in our treasury management activities that we minimise the risk to any capital sum being invested. This is taking precedence over the interest rates we are obtaining from investments. With interest rates remaining at low levels the amount of income we receive from investing our surplus balances is fairly inconsequential when compared to previous years. Recent months have seen increased turmoil in the financial markets due to concerns in the Eurozone. Both Moodys and Fitch have recently downgraded the credit ratings of a number of UK banks and building societies. This has seen the Council continuing to invest cautiously within the approved institutions in order to maximise the security of the principal amounts invested.
- **PI PL2 (BV204) Planning appeals allowed** - This is partly a reflection of Planning Committee overturning officer’s recommendations. During 2011/12 Committee overturned four recommendations, which were subsequently allowed on appeal. Taking this figure into account (i.e. committee not overturning officer’s recommendations) the PI would have been amber not red.

3.5 Performance information will be benchmarkable in the future for further comparison purposes. The LG Group is developing a national benchmarking tool which should come fully into use during 2012.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – No implications identified
- Technical, Environmental and Legal – No implications identified
- Political - No implications identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - No implications identified

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the performance information provided and identify any indicators where further information or discussion may be required either in the form of a Performance Clinic or a report to the relevant service committee.
- 5.2 Decide if any action is required to improve the poor performing Performance Indicators identified.
- 5.3 Agree to review the presentation and reporting of performance information to service committees.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER










DIRECTOR OF RESOURCES

PF35-12/MH/AC
1 JUNE 2012









BACKGROUND PAPERS - NONE

For further information please ask for Michelle Haworth, extension 4421

End of year - Full Listing of RVBC Performance Indicators

PI Status				Long Term Trends	
	Alert		Unknown		Improving
	Warning		Data Only		No Change
	OK		Year-end data audited by Internal Audit		Getting Worse








Accounts and Audit





PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI FS1	% of draft audit reports issued in less than 10 days from completion of audit (sign-off meeting by auditee)	100%	96.88%	100%	100%	100%	100%	100%			Maintain performance.		
PI FS2	% of Final audit reports issued within 25 days of completion of audit	100%	98%	85.75%	100%						Maintain performance.		To be deleted
PI FS3	Percentage of Audit Plan covered	80%	80%	77.5%	90%	80%	90%	90%			Maintain performance whilst recognising staffing issues in 2012/13		
PI FS4i	% of Audit recommendations accepted and implemented: high priority	100%	100%	100%	100%						Maintain performance.		PI FS4i, ii and iii To be replaced by PI FS11 - % of recommendations made to date now implemented or accepted






PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI FS4ii	% of Audit recommendations accepted and implemented: medium priority	100%	100%	100%	100%						Maintain performance.		
PI FS4iii	% of Audit recommendations accepted and implemented: low priority	100%	100%	100%	100%						Maintain performance.		
PI FS5	Number of Audit reports	4	4	4	4						Maintain performance.		To be deleted















Community Services

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI CL2 (BV170b)	Visits to and use of Museums & galleries - Visits in Person	476	319	248*	359						It is suggested that these indicators are deleted (therefore no targets set) and replaced by new PIs in 2012/13 – currently under review with LMS ensuring data is readily available and something that is more meaningful.	To encourage economic development throughout the borough with a specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities	* Data as at Qtr3. Lancashire Museum Service no longer provides the information in the format required.
PI CL2a	Visits to and use of Museums & galleries - Visits in Person - paid visits	239	841.81	259.47*	359								
PI CL3 (BV170c)	Visits to and Use of Museums - School Groups	1555	1433	2221*	2040								
PI CL6	Number of people joining physical activity programmes	487	480	641	560	560	560	560			Target is to maintain attendances.	To improve the health of people living and working in our area	













PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI CL7	Retention rate of people completing physical activity programmes	64%	67%	69%	68%	68%	68%	68%			Targets over the next 3 years is to maintain this level of retention	To improve the health of people living and working in our area	
PI CL8	Percentage of people completing physical activity programmes who maintain healthy lifestyle changes after 6 months	76.00%	76.50%	77.25%	78.00%	78.00%	78.00%	78.00%			Maintain target at 78% over the next 3 years	To improve the health of people living and working in our area	
PI CL9a	Attendances at Ribblesdale Pool	143048	127287	92385*	128560	129850	131150	132461			Target has been based on a 1% year on year increase based on the actual figure for 2010/2011.	To improve the health of people living and working in our area; To improve the opportunity for young people to participate in recreational and sporting activity	* Data available only up to Qtr3
PI CL9b	Attendances at Longridge Gym	7977	7910	5093*	8000	8080	8160	8242			The targets are to increase by 1% year on year.	To improve the health of people living and working in our area; To improve the opportunity for young people to participate in recreational and sporting activity	* Data available only up to Qtr3.
PI CL14	Attendances at the Platform Gallery	33532	30673	26571*	36970	38817	40758	42796			The targets are to increase by 5% year on year.		* Data available only up to Qtr3.







PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI CL15	The total number of visitors and users of the TIC	36,674	33,084	21,751*	37,411	37,785	38,163	38,545			The targets are to increase by 1% year on year.	To encourage economic development throughout the borough with a specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities	These PIs are set to be combined in 2012/13 to reflect the relocation of TIC to the Platform Gallery.
PI CL17	Attendances at Arts Development Activities	13743	21489	4581*	5386	5637	5637	5637			It is difficult to set targets for arts development.		* Data only available up to Qtr3. PI under review.
PI CL19 (NI 8)	Adult participation in sport and active recreation	23.9%	22.6%	N/A							Data not yet available. Target not required.	To improve the health of people living and working in our area	
PI CL21 (NI 196)	Improved street and environmental cleanliness – fly tipping	2		N/A	4						Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI CL22a (NI 195)	Improved street and environmental cleanliness (levels of litter)			9%	12%					New	Local targets	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	Method of collection has been changed from previous years and is therefore not directly comparable

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI CL22b (NI 195)	Improved street and environmental cleanliness (levels of detritus)			14%	18%					New	Local targets	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI CL22c (NI 195)	Improved street and environmental cleanliness (levels of graffiti)			0%	0%					New	Local targets	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI CL22d (NI 195)	Improved street and environmental cleanliness (levels of fly-posting)			0%	0%					New	Local targets	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	100%	76.8%	93.1%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area	

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI EH2	The percentage of Health and Safety initial inspections that should have been carried out that were carried out	100%	16%	46.5%	20%	100%	100%	100%			The Health and Safety service is to be scaled back to a reactive service where only workplace complaints and accidents are investigated. Targeted inspection of high risk activities will be carried out where resources allow.	To improve the health of people living and working in our area	
PI EH3	The percentage of food complaints responded to within 2 days	91.75%	96.5%	93%	90%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area	
PI EH4	The percentage of health and safety complaints responded to within 2 days	83.25%	96.5%	95.25%	90%	90%	90%	90%			Improve performance.	To improve the health of people living and working in our area	
PI EH5	The percentage of abandoned vehicles removed within 2 days	100%	100%	100%	100%	100%	100%	100%			Maintain performance.		
PI EH6	The percentage of air pollution complaints responded to within 2 days	84.5%	85.25%	86.25%	90%	90%	90%	90%			Improve performance.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI EH7	The percentage of noise complaints responded to within 2 days	90%	88%	87.25%	90%	90%	90%	90%			Maintain performance.		
PI EH8	The percentage of pest control complaints responded to within 2 days	99.75%	97.75%	97.5%	90%	90%	90%	90%			Maintain performance.		

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI EH9	The percentage of requests for dog warden services responded to within 2 days	95%	96.5%	95.25%	90%	90%	90%	90%			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area	
PI EH15	Number of high profile dog fouling patrols undertaken	166	238	310	200	200	200	200			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	11	26	53	50	50	50	50			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	2	3	5	5	3	3	3			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling	

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	100	91	98	90	90	90	90			Target set at 90% - national average for broadly compliant premises is 88%.	To improve the health of people living and working in our area	
PI ES1	Number of reported missed collections per 100,000 population	28	23	19	33	25	25	25			Target revised 11/12 with introduction of consistency in methods of reporting and monitoring. Increase monitoring and allocation of responsibility to refuse collection staff. Improved communications of accountability.	To increase the recycling of waste material	
PI ES2	Percentage of missed collections put right in 24 hrs	95.44%	97.33%	97.5%	96%	96%	96%				Target set to reach a 'plateau' of optimum service delivery	To increase the recycling of waste material	
PI ES5	Percentage of households receiving a three-stream collection service	96.4%	96.46%	96.5%	97%	97%	97%	97%			No fall back on existing 3 stream collections. All new garden properties to be on 3 stream collection. Non gardened properties can contribute to green waste with inclusion of selected food waste for green collection.	To increase the recycling of waste material	
PI ES6 (NI 185)	CO2 reduction from local authority operations	.7%	8.6%	2.4%	4.0%	2.0%	1.0%	1.0%			Previous target reductions are unrealistic - 1.2% for 1/3 savings on energy in building. It will get harder as years go on.		
PI ES7 (NI 186)	Per capita reduction in CO2 emissions in the LA area	27.8	27.6	27.5							Not required		

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI ES8a (NI 194a)	Air quality – % reduction in NOx emissions through local authority's estate and operations	2.0%	1.8%	1.1%	2.0%	1.0%	1.0%	1.0%			Realistic targets have been set. Fuel usage of refuse collection vehicles - 1 full year of energy savings on insulation.		
PI ES8b (NI 194b)	Air quality – % reduction in primary PM10 emissions through local authority's estate and operations	1.6%	1.4%	0.8%	2.0%	1.0%	1.0%	1.0%			Realistic targets have been set. Fuel usage of refuse collection vehicles - 1 full year of energy savings on insulation.		
PI ES9 (NI 191)	Residual household waste per household (Kg)	548	495	479	480	475	475				Unable to introduce additional kerbside recycling streams to reduce residual waste because of "exclusivity" issues with Waste Disposal Authority. Small decrease in residual waste anticipated with diversion of food waste to green waste stream. Further small reduction in residual waste with reduction in number of "special or bulky collections" of household waste.	To increase the recycling of waste material	

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling and composting	37.80%	41.20%	43.10%	43.00%	45.00%	45.00%				Unable to introduce additional kerbside recycling streams because of "exclusivity" issues with Waste Disposal. Inclusion of selected food waste into green waste stream will increase diversion rate. Proposal seeking funding from weekly collection support scheme will increase green waste tonnage.	To increase the recycling of waste material	
PI RH9 (BV225)	Actions Against Domestic Violence	54.5%	54.5%	54.5%	54.5%							To ensure that Ribble Valley remains a safe place to live	

Health and Housing

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	25	11	9	10	12	15	15			Target set in recognition of changing funding availability. Anticipate need to promote private investment which will need lead in time.	To meet the housing needs of all sections of the Community	
PI RH2	Homeless: Number of applications for assistance	201	283	259							Not required.		
PI RH3	Homeless: Number of applications accepted	5	13	12							Not required.		











PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	6.25	11.75	14.67	10.00	9.00	8.00	7.00			Aspiration to support families/people into housing - anticipate improvements over coming years as economy improves and affects housing delivery.	To meet the housing needs of all sections of the Community	
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	3.60	2.39	3.07	4.00	5.00	6.00	8.00			Recognises a combination of increasing presentations and mismatch of housing supply which we will aim to address over the next 3 years.	To meet the housing needs of all sections of the Community	
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	64	65	50	60	65	70	75			Targets to reflect anticipated delivery as a result of increased development - need to focus on delivery to support other indicators.	To provide additional affordable homes throughout the Ribble Valley	
PI RH8 (NI 156)	Number of households living in temporary accommodation	2	6	6	8	7	6	6			Targets recognise increasing presentations and increasing supply of accommodation anticipated over the next 3 years	To meet the housing needs of all sections of the Community	











Personnel

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI HR12 (BV2a)	Equality Standard for Local Government	1	1		1						Indicator to be reviewed based on the recently revised Equality Standard Framework.	To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens	















PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI HR14 (BV11a)	Top 5% of Earners: Women	21.42%	23.08%	30.00%	21.42%	25.00%	25.00%	25.00%			No change anticipated.		
PI HR15 (BV11b)	Top 5% of Earners: Ethnic Minorities	.00%	.00%	.00%	.00%	.00%	.00%	.00%			No change anticipated.		
PI HR16 (BV11c)	Top 5% of Earners: with a disability	7.14%	7.69%	10.00%	7.69%	10.00%	10.00%	10.00%			No change anticipated.		
PI HR17 (BV12)	Working Days Lost Due to Sickness Absence	7.08	6.86	6.01	7.00	5.95	5.85	5.75			Based on small, achievable improvement to 11/12 figure.		
PI HR18 (BV14)	Percentage of Early Retirements	.44%	1.75%	1.44%	.87%	1.00%	1.00%	1.00%			Likely to be less early retirements with removal of Default Retirement Age		
PI HR19 (BV15)	Percentage of Ill-health Retirements	.85%	.00%	.00%	.00%	.00%	.00%	.00%			Target is to avoid ill-health retirements.		
PI HR20 (BV16a)	Percentage of Employees with a Disability	6.19%	4.98%	5.03%	5.53%	5.51%	5.99%	6.47%			Target based on one additional person per year.		
PI HR21 (BV16b)	Percentage of Economically Active People who have a Disability	12.62%	12.62%	12.62%							Census data. 12.62% from 2001, awaiting data from 2011 Census.		
PI HR22 (BV17a)	Ethnic Minority representation in the workforce - employees	.43%	.92%	.50%	.46%	.98%	1.46%	1.94%			To maintain and improve performance, based on 1 additional person each year subject to level of recruitment and ethnic minority representation of applicants		
PI HR23	Staff turnover	12.72%	11.39%	11.2%	12%	10.72%	10.72%	10.24%			In the current climate staff are less likely to seek new employment		
PI HR24	Number of training days provided	249	220.5	188							Target not required.		













Planning and Development









PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI PL1 (BV106)	New homes built on previously developed land	85.39%	92.75%	98.00%	85.00%	85.00%	85.00%	85.00%			Due to the lack of a housing supply in terms of 5 year supply it is anticipated that pressure will be put on to develop on green field sites.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL2 (BV204)	Planning appeals allowed	15.5%	28.6%	39.5%	25.0%	24.0%	23.0%	23.0%			The need for an up to date local plan is important in defending planning appeals and until a policy is in place it may prove difficult to defend	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL3	Applications refused by committee but recommended for approval	2	5	8							Not required.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL4	Applications approved by committee but officers recommended for refusal	2	2	4							Not required.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL5 (BV188)	% of planning decisions delegated to officers	79.13%	82.12%	78.95%							Not required.	To conserve our countryside, the natural beauty of the area and enhance our built environment	

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI PL10	Number of new homes granted planning permission	416	N/A	722							Not required.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL11	Number of new homes constructed	89	69	147	80	85	90	90			Anticipate market forces will lead to new homes being built and given the need to have a housing figures supply in the range of 160-200 some approvals should be forthcoming	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL14a (N157a)	Processing of planning applications: Major applications	65.91%	35.29%	33.33%	35.00%	35.00%	35.00%	35.00%			Due to need for section 106 on all major proposals and the increase in numbers it is unlikely to be possible to meet a higher target	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL14b (N157b)	Processing of planning applications: Minor applications	66.58%	53.50%	46.07%	60.00%	62.00%	62.00%	62.00%			Due to high level of applications and the contentious nature many applications are determined at committee which makes it difficult to determine within the 8 week period.	To conserve our countryside, the natural beauty of the area and enhance our built environment	
PI PL14c (N157c)	Processing of planning applications: Other applications	78.91%	77.52%	64.45%	80.00%	80.00%	80.00%	80.00%			Re-organisation of staff to focus on minor applications	To conserve our countryside, the natural beauty of the area and enhance our built environment	

Policy and Finance

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI FS6	Accrued interest to date from lending	£16693	£15627	£10696	£16000	£30000	£30000	£50000			Surplus funds shall be invested via the money market at the best rate of interest available, with the minimisation of risk to the capital sum. This indicator has been amended as from 1/04/12 to include interest from loans and debit/credit card charges		
PI FS7 (BV8)	% of invoices paid on time	98.42%	99.09%	98.71%	99.00%	99.00%	99.00%	99.0%			99% deemed to be an achievable target		
PI FS9	Total value of 'other' sales made	£0	£21500	£25000							Not required.		
PI FS10	Total value of surplus land sales made	£0	£17000	£163200							Not required.		
PI LD1 (BV179)	Standard searches carried out in 10 working days	99.75%	99.00%	89.08%	98.75%	75.00%	75.00%	75.00%			To maintain good performance, whilst recognising staffing changes and a new system.		
PI LD3	Number of corporate complaints received	22	16	18							Targets not required.		
PI RB1	CTAX direct debit take-up as a percentage of chargeable accounts	71.67%	73.06%	72.85%	73.25%	73%	73.1%	73.2%			To continue to increase DD take up		

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI RB3	NNDR Direct Debit take-up as a percentage of chargeable properties	56.95%	54.36%	52.93%	38.5%	53%	53.1%	53.2%			To continue to increase DD take up		
PI RB5 (BV9)	% of Council Tax collected	99.0%	99.1%	99.1%	99.1%	99.1%	99.2%	99.2%			Continuous improvement		
PI RB6 (BV10)	Percentage of Non-domestic Rates Collected	97.8%	98.2%	97.2%	98.3%	98.3%	98.4%	98.5%			Continuous improvement		
PI RB7 (BV76c)	Housing Benefits Security number of fraud investigations	63.97	78.34	55.24	65.00	55.00					This indicator will not exist from 12/13 due to the introduction of the Single Fraud Investigation Service. This service will cover HMRC, DWP and LA fraud		
PI RB8 (BV76d)	Housing Benefits Security number of prosecutions & sanctions	4.49	4.33	3.85	4.50	4.00					This indicator will not exist from 12/13 due to the introduction of the Single Fraud Investigation Service. This service will cover HMRC, DWP and LA fraud		
PI RB10 (BV79b1)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	93.76%	91.09%	90.53%	85.00%	85.00%	85.00%	85.00%			Targets amended as Benefits is due to undergo many changes in the next few years		

PI Code	Short Name	2009/10	2010/11	2011/12		2012/13	2013/14	2014/15	Current Performance	Trend year on year	Target setting rationale	Corporate Objective	Latest Notes
		Value	Value	Value	Target	Target	Target	Target					
PI RB11 (BV79b2)	HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	45.92%	57.32%	44.44%	45.00%	45.00%	45.00%	45.00%			Increased targets in line with improved performance		
PI RB12 (BV79b3)	Percentage of Recoverable Over payments Recovered (HB)	7.08%	.63%	1.58%									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 period, plus amount of HB overpayments identified during the period
PI RB13 (BV78a)	Speed of processing - new HB/CTB claims	22.6	18.9	20.4	19.0	20.0	20.0	20.0			Target is to maintain performance as Benefits is due to have many changes in the next few years		
PI RB14 (NI 181)	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	9.0	8.1	8.8	10.0	10.0	10.0	10.0			Again, this indicator will not be valid from April 2013 because the new claims will be processed by the DWP but i have set targets in case this process is delayed		

INFORMATION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 22

meeting date: 12 JUNE 2012
title: TREASURY MANAGEMENT ACTIVITIES 2011/12
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To inform you of our 2011/2012 treasury management operations.
- 1.2 Relevance to the Council's ambitions and priorities:
 - ❖ In accordance with the corporate strategy priority "to ensure a well-managed Council by maintaining critical financial management and controls" this reports provides members with information regarding the treasury management operation for 2011/12.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive an annual report on its 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.
- 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.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest. 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 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.
- (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management Office (DMO), where investments are guaranteed by the Government. 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 is to only lend to major British Banks and Building Societies on the assumption that the Government would be unlikely to allow a major British bank/building society to fail.

3 INFORMATION

- 3.1 Since 5 March 2009, bank base interest rates have remained at 0.50%.
- 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, which is at fixed interest rates. However, interest received from the short-term investment of surplus funds has been dramatically affected by the low interest rate decreasing the Council's external investment interest.
- 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.
- 3.4 In the Chancellor's Budget on March 21 a reduction in the PWLB interest rate was revealed. The reduction was to be applicable for those councils that provide 'improved information and transparency' on 'borrowing and associated capital spending plans'. The rate would then be reduced by 20 basis points from the current rate of 1% above central government's own borrowing to 0.8% above gilts from 2012/13. The government has also raised the prospect of those councils deemed to be the most efficient being given access to even lower borrowing rates, however the details of these proposals are not yet known.
- 3.5 There is no immediate effect on this council from the above announcements, as all of our PWLB loans are on a fixed rate. However, this will impact on future decisions that the Council may make to borrow from the PWLB.

4 BORROWING REQUIREMENTS

- 4.1 The movements of the Council's external debt for the period 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	-71	-2,100	-2,171
External debt at 31 March 2012	436	7	443

- 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 £23,302. Of this total £22,991 related to PWLB debt with the balance of £311 relating to the above temporary loan from Wakefield MBC. This compared to total interest paid of £26,537 in 2010/11.

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 March 2012 was 0.25%, which was slightly lower than the average local authority seven-day notice deposit rate of 0.35%, reflecting the use of institutions with high credit rating such as the DMO.

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
Investments at 1 April 2011	280	0	280
Transactions – Investments	70,810	0	70,810
Repayments	-69,190	0	-69,190
Investments at 31 March 2012	1,900	0	1,900

5.4 The following investments were held as at 31 March 2012.

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
15 Mar'12	276	Debt Management office	Fixed 12/04	0.25	500	
26 Mar'12	283	Debt Management office	Fixed 13/04	0.25	350	
30 Mar'12	290	Debt Management office	Fixed 19/04	0.25	550	
						1,400
19 Mar'12	280	HSBC	Fixed 02/04	0.31	100	
26 Mar'12	285	HSBC	Fixed 05/04	0.31	50	
26 Mar'12	286	HSBC	Fixed 10/04	0.31	100	
30 Mar'12	291	HSBC	Fixed 04/04	0.31	250	
						500
Total Investments as at 31 March 2012						1,900

5.5 The total interest received from investments and loans to outside bodies was £26,219 compared with £24,393 for the previous year. Interest was allocated as follows:

Interest Allocated to: -	2010/11 £	2011/12 £
General Fund	20,904	21,800
Trusts & Bequests	3,489	4,419
	24,393	26,219

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 fully revised in 2009 to take account of the implications of the implementation of the International Financial Reporting Standard (IFRS) and has since been updated following regulatory changes resulting from the Localism Bill (2011).

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 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	Actual £'000
Maximum Principal Sums Borrowed >364 days	7,601	515
Limits on Fixed Interest Rates (100%)	7,601	2,615
Limits on Variable Interest Rates (20%)	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 %	Actual %

	Upper Limit %	Lower Limit %	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 financial year for longer than this period.

7 CONCLUSION

7.1 The council's external borrowing continues to fall as its PWLB debt principal is steadily repaid. Should no further PWLB borrowing take place and repayment continues in line with repayment plans, the council will have repaid all PWLB debt by 2032/2033. However, annual repayments will fall substantially from 2018/2019 as older borrowing is repaid.

7.2 Temporary borrowing continues to be needed at the beginning of the financial year due to cash flow disparity between council tax and NNDR instalments being received and precept payments being due to the main precepting bodies.

7.3 The current economic climate continues to have an impact on the council's return from temporary investments. This is particularly due to the low level interest rates available from the low risk bodies that the council invest with, however this ensures the security of the sums invested. We continue to take a cautious approach to lending surplus funds especially given the problems in Europe.

7.4 Monitoring of the Prudential Indicators has demonstrated that the council has kept well within the thresholds set at Full Council on 8 March 2011 for the 2011/12 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF33-12/TH/AC
29 MAY 2012

Background papers:

Loans Fund Closedown Papers
Treasury Management Strategy 2011

For further information please ask for Trudy Holderness, extension 4436

Policy and Finance Committee

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+
					Debtor		0.68		
31-Mar-11	284	HSBC	200,000	0.310	11-Apr-11	-200,000	-18.68	AA	F1+
					Debtor		1.70		
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	-140,000	-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+
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+

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-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+
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+

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-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
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+

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
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+
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+

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
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+
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		

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
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+
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+

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
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+
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		

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
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+
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	3-Jan-12	-300,000	-82.19	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	3-Jan-12	-700,000	-172.60	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	5-Jan-12	-500,000	-123.29	AAA	-
30/11/2011	195	DMO	350,000	0.250	13-Jan-12	-350,000	-105.48	AAA	-
30/11/2011	196	DMO	550,000	0.250	19-Jan-12	-550,000	-188.36	AAA	-
30/11/2011	197	DMO	250,000	0.250	30-Jan-12	-250,000	-104.45	AAA	-
30/11/2011	198	DMO	350,000	0.250	7-Feb-12	-350,000	-165.41	AAA	-
			7,455,000			-7,455,000	-1,329.55		

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
Dec									
01/12/2012	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	7-Feb-12	-500,000	-184.93	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+
23/12/2011	215	DMO	250,000	0.250	7-Feb-12	-250,000	-78.77	AAA	-
28/12/2011	216	HSBC	500,000	0.260	3-Jan-12	-500,000	-21.37	AA	F1+
			4,260,000			-4,260,000	-588.77		
Jan									
3-Jan-12	217	DMO	1,000,000	0.250	7-Feb-12	-1,000,000.00	-239.73	AAA	-
3-Jan-12	218	HSBC	350,000	0.310	9-Jan-12	-350,000.00	-17.84	AA	F1+
5-Jan-12	219	HSBC	180,000	0.310	9-Jan-12	-180,000.00	-6.12	AA	F1+
6-Dec-12	220	HSBC	60,000	0.310	9-Jan-12	-60,000.00	-1.53	AA	F1+
9-Jan-12	221	DMO	250,000	0.250	7-Feb-12	-250,000.00	-49.66	AAA	-
9-Jan-12	222	HSBC	150,000	0.310	20-Jan-12	-150,000.00	-14.01	AA	F1+
9-Jan-12	223	HSBC	190,000	0.310	23-Jan-12	-190,000.00	-22.59	AA	F1+
10-Jan-12	224	HSBC	90,000	0.310	11-Jan-12	-90,000.00	-0.76	AA	F1+
11-Jan-12	225	HSBC	120,000	0.310	13-Jan-12	-120,000.00	-2.04	AA	F1+
12-Jan-12	226	HSBC	80,000	0.310	13-Jan-12	-80,000.00	-0.68	AA	F1+
13-Jan-12	227	DMO	460,000	0.250	27-Feb-12	-460,000.00	-141.78	AAA	-

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
16-Jan-12	228	HSBC	140,000	0.310	23-Jan-12	-140,000.00	-8.32	AA	F1+
16-Jan-12	229	DMO	740,000	0.250	16-Mar-12	-740,000.00	-304.11	AAA	-
18-Jan-12	230	HSBC	100,000	0.310	17-Feb-12	-100,000.00	-25.48	AA	F1+
19-Jan-12	231	HSBC	100,000	0.310	6-Feb-12	-100,000.00	-15.29	AA	F1+
20-Jan-12	232	HSBC	100,000	0.310	23-Jan-12	-100,000.00	-2.55	AA	F1+
23-Jan-12	233	Barclays Bank	500,000	0.441	7-Feb-12	-500,000.00	-90.62	A	F1
24-Jan-12	234	HSBC	80,000	0.310	13-Feb-12	-80,000.00	-13.59	AA	F1+
27-Jan-12	235	HSBC	80,000	0.310	30-Jan-12	-80,000.00	-2.04	AA	F1+
30-Jan-12	236	DMO	450,000	0.250	16-Mar-12	-450,000.00	-141.78	AAA	-
31-Jan-12	237	DMO	350,000	0.250	1-Mar-12	-350,000.00	-71.92	AAA	-
31-Jan-12	238	Nationwide	1,000,000	0.430	7-Feb-12		-82.47	A+	F1+
7-Feb-12	238	Nationwide	Rolled over	0.640	16-Mar-12	-1,000,000.00	-666.30	A+	F1+
31-Jan-12	239	Lloyds TSB	500,000	0.200	7-Feb-12	-500,000.00	-19.18	A	F1
31-Jan-12	240	Barclays Bank	500,000	0.380	7-Feb-12	-500,000.00	-36.44	A	F1
31-Jan-12	241	HSBC	50,000	0.310	1-Feb-12	-50,000.00	-0.42	AA	F1+
31-Jan-12	242	HSBC	50,000	0.310	6-Feb-12	-50,000.00	-2.55	AA	F1+
			7,670,000			-7,670,000.00	-1,979.80		
Feb									
2-Feb-12	243	HSBC	150,000	0.310	20-Feb-12	-150,000.00	-22.93	AA	F1+
6-Feb-12	244	HSBC	140,000	0.310	7-Feb-12	-140,000.00	-1.19	AA	F1+
7-Feb-12	245	Barclays Bank	350,000	0.668	22-Mar-12	-350,000.00	-281.84	A	F1
7-Feb-12	246	DMO	800,000	0.250	16-Mar-12	-800,000.00	-208.22	AAA	-
7-Feb-12	247	DMO	550,000	0.250	26-Mar-12	-550,000.00	-180.82	AAA	-
8-Feb-12	248	HSBC	100,000	0.310	13-Feb-12	-100,000.00	-4.25	AA	F1+
9-Feb-12	249	HSBC	60,000	0.310	13-Feb-12	-60,000.00	-2.04	AA	F1+
10-Feb-12	250	HSBC	50,000	0.310	13-Feb-12	-50,000.00	-1.27	AA	F1+
13-Feb-12	251	HSBC	90,000	0.310	22-Feb-12	-90,000.00	-6.88	AA	F1+
13-Feb-12	252	HSBC	140,000	0.310	27-Feb-12	-140,000.00	-16.65	AA	F1+
15-Feb-12	253	HSBC	150,000	0.310	27-Feb-12	-150,000.00	-15.29	AA	F1+
15-Feb-12	254	DMO	300,000	0.250	5-Mar-12	-300,000.00	-39.04	AAA	-

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
16-Feb-12	255	HSBC	70,000	0.310	17-Feb-12	-70,000.00	-0.59	AA	F1+
17-Feb-12	256	HSBC	125,000	0.310	20-Feb-12	-125,000.00	-3.18	AA	F1+
20-Feb-12	257	HSBC	70,000	0.310	21-Feb-12	-70,000.00	-0.59	AA	F1+
20-Feb-12	258	HSBC	150,000	0.310	12-Mar-12	-150,000.00	-26.75	AA	F1+
21-Feb-12	259	HSBC	90,000	0.310	27-Feb-12	-90,000.00	-4.59	AA	F1+
23-Feb-12	260	HSBC	70,000	0.310	24-Feb-12	-70,000.00	-0.59	AA	F1+
24-Feb-12	261	HSBC	80,000	0.310	27-Feb-12	-80,000.00	-2.04	AA	F1+
27-Feb-12	262	DMO	300,000	0.250	26-Mar-12	-300,000.00	-57.53	AAA	-
28-Feb-12	263	HSBC	140,000	0.310	29-Feb-12	-140,000.00	-1.19	AA	F1+
29-Feb-12	264	HSBC	190,000	0.310	1-Mar-12	-190,000.00	-1.61	AA	F1+
			4,165,000			-4,165,000.00	-879.08		
Mar									
1-Mar-12	265	HSBC	50,000	0.310	2-Mar-12	-50,000.00	-0.42	AA	F1+
1-Mar-12	266	DMO	300,000	0.310	30-Mar-12	-300,000.00	-59.59	AAA	-
2-Mar-12	267	HSBC	90,000	0.250	5-Mar-12	-90,000.00	-2.29	AA	F1+
5-Mar-12	268	HSBC	50,000	0.310	6-Mar-12	-50,000.00	-0.42	AA	F1+
5-Mar-12	269	HSBC	100,000	0.310	12-Mar-12	-100,000.00	-5.95	AA	F1+
5-Mar-12	270	HSBC	150,000	0.310	19-Mar-12	-150,000.00	-17.84	AA	F1+
6-Mar-12	271	HSBC	60,000	0.310	8-Mar-12	-60,000.00	-1.02	AA	F1+
8-Mar-12	272	HSBC	150,000	0.310	12-Mar-12	-150,000.00	-5.10	AA	F1+
12-Mar-12	273	DMO	300,000	0.250	30-Mar-12	-300,000.00	-36.99	AAA	-
12-Mar-12	274	HSBC	150,000	0.310	19-Mar-12	-150,000.00	-8.92	AA	F1+
14-Mar-12	275	HSBC	65,000	0.310	15-Mar-12	-65,000.00	-0.55	AA	F1+
15-Mar-12	276	DMO	500,000	0.250	Still Outstanding		-58.22	AAA	-
15-Mar-12	277	HSBC	70,000	0.310	19-Mar-12	-70,000.00	-2.38	AA	F1+
19-Mar-12	278	HSBC	150,000	0.310	20-Mar-12	-150,000.00	-1.27	AA	F1+
19-Mar-12	279	HSBC	150,000	0.310	26-Mar-12	-150,000.00	-8.92	AA	F1+
19-Mar-12	280	HSBC	100,000	0.310	Still Outstanding		-11.04	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
20-Mar-12	281	HSBC	80,000	0.310	22-Mar-12	-80,000.00	-1.36	AA	F1+
22-Mar-12	282	HSBC	150,000	0.310	26-Mar-12	-150,000.00	-5.10	AA	F1+
26-Mar-12	283	DMO	350,000	0.250	Still Outstanding		-14.38	AAA	-
26-Mar-12	284	HSBC	50,000	0.310	28-Mar-12	-50,000.00	-0.85	AA	F1+
26-Mar-12	285	HSBC	50,000	0.310	Still Outstanding		-2.55	AA	F1+
26-Mar-12	286	HSBC	100,000	0.310	Still Outstanding		-5.10	AA	F1+
27-Mar-12	287	HSBC	60,000	0.310	28-Mar-12	-60,000.00	-0.51	AA	F1+
28-Mar-12	288	HSBC	150,000	0.310	30-Mar-12	-150,000.00	-2.55	AA	F1+
29-Mar-12	289	HSBC	50,000	0.310	30-Mar-12	-50,000.00	-0.42	AA	F1+
30-Mar-12	290	DMO	550,000	0.250	Still Outstanding		-7.53	AAA	-
30-Mar-12	291	HSBC	250,000	0.310	Still Outstanding		-4.25	AA	F1+
			4,275,000			-2,375,000.00	-265.52		
Total Investments made April'11 to March'12			70,810,000			-68,910,000	-10,679.46		
Total Investments 2011/12			71,090,000			-69,190,000	-10,696.44		
MONIES INVESTED AT 31 March 2012									
15-Mar-12	276	DMO	500,000						
19-Mar-12	280	HSBC	100,000						
26-Mar-12	283	DMO	350,000						
26-Mar-12	285	HSBC	50,000						
26-Mar-12	286	HSBC	100,000						
30-Mar-12	290	DMO	550,000						
30-Mar-12	291	HSBC	250,000						
Total monies invested at 31 March 2012			1,900,000						