

RIBBLE VALLEY BOROUGH COUNCIL

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date: 8 November 2012

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 20 NOVEMBER 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 25 September 2012 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Review of Event Safety Advisory Group (ESAG) – report of Chief Executive – copy enclosed.
- ✓ 6. Review of Fees and Charges – report of Director of Resources – copy enclosed.
- ✓ 7. Review of Corporate Strategy – report of Chief Executive – copy enclosed.
- ✓ 8. Changes to Parliamentary Constituencies – report of Chief Executive – copy enclosed.

- ✓ 9. Financial Regulations – report of Director of Resources – copy enclosed.
- ✓ 10. Community Covenant – report of Chief Executive – copy enclosed.
- ✓ 11. Economic Strategy – report of Chief Executive – copy enclosed.
- ✓ 12. Localisation of Council Tax Support – report of Director of Resources – copy enclosed.
- ✓ 13. Wiswell/Barrow Parish Council Review of Electoral Arrangements – report of Chief Executive – copy enclosed.
- ✓ 14. West Bradford Parish Council – Funding Request – report of Director of Resources – copy enclosed.
- ✓ 16. References from Committees:
 - (a) New Capital Schemes from Community Committee – copy enclosed.

INFORMATION ITEMS

- ✓ 17. Economic Development Update – report of Chief Executive – copy enclosed.
- ✓ 18. Calculation of Council Tax Base 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 19. Treasury Management Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 20. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 21. Revenue Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 22. Overall Revenue Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 23. Capital Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 24. Overall Capital Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 25. Minutes of Budget Working Group held on 16 July and 9 August 2012 – copy enclosed.
- ✓ 26. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 27. Website Upgrade and Redesign – report of Director of Resources – copy enclosed.
- ✓ 28. Reference from Community Services Committee - Disposal of Former Public Conveniences – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 20 NOVEMBER 2012
title: REVIEW OF EVENT SAFETY ADVISORY GROUP
submitted by: CHIEF EXECUTIVE
principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To update Committee on the review of the Event Safety Advisory Group.

2 BACKGROUND

- 2.1 At the Council meeting on 9 October 2012 Councillor Knox proposed a Notice of Motion in respect of the Community Bonfire in Clitheroe and the role of the Event Safety Advisory Group.
- 2.2 Council required me in conjunction with a working group of 5 members to review the Event Safety Advisory Group's policies, constitution and procedures to ensure that all advice it provides is done in a constructive, helpful and timely manner.
- 2.3 Council required the outcome of the review to be reported to the next meeting of this Committee.

3 PROGRESS WITH REVIEW

- 3.1 The working group, comprising Councillors Terry Hill (chairman), Allan Knox, Kevin Horkin, Jim Rogerson and Jan Alcock, have met three times since the Council meeting. The minutes of the first two meetings of the group are attached at Appendix A.
- 3.2 Whilst it is acknowledged that the Event Safety Advisory Group has been successful in the past, there was a clear need to review its operation to ensure everyone involved understands their roles and responsibilities.
- 3.3 The working group agreed that the main problems of the existing Event Safety Advisory Group related to:-
- conflicts of interest between the various roles of officers involved and the role of the chairman;
 - the public perception that the chairman of ESAG was solely acting on behalf of the Council and not the other agencies involved;
 - that the Event Safety Advisory Group was still seen as a regulatory / enforcing body rather than one being helpful and advisory.
 - a lack of clarity regarding governance, the role and responsibilities of individual members of the Event Safety Advisory Group and the relationship between the Group and the local authority.

3.4 With this in mind the review group has looked at a protocol which would address all the above issues whilst retaining the important safety advisory role of the Event Safety Advisory Group.

3.5 The draft protocol which has been produced:-

- clarifies that event organisers are responsible for organising and managing their events safely;
- will make it clear that the Ribble Valley Safety Advisory Group is there to advise and give guidance to those planning events;
- will recommend that a Senior Officer of the Council chairs the new Ribble Valley Safety Advisory Group;
- will recommend roles and responsibilities for council officers and other agencies that make absolutely clear the involvement of Ribble Valley Council Officers, Lancashire Police, Lancashire Fire and Rescue and other bodies in advising and guiding those organising events;
- clarifies the governance arrangements including meetings, minutes, reporting lines and member involvement.

3.6 The Review Group has also begun a review of the Event Safety Management Plan template to ensure that event organisers have available a useful, plain English guide to assist them in organising their event.

3.7 The work of the Review Group is ongoing and hopefully will be concluded by the next meeting of this Committee in January 2013.

4 RISK ASSESSMENT

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

- Resources – none
- Technical, Environmental and Legal – none
- Political – none
- Reputation – the Event Safety Advisory Group has a significant impact on the public perception of the Council's role in advising on event safety.
- Equality & Diversity – none

5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the progress with the Review of the Event Safety Advisory Group.

NAME
AUTHOR

NAME
DIRECTOR OF / CHIEF EXECUTIVE

For further information please ask for Marshal Scott, extension 4400.

ESAG Review Group
Minutes of Meeting Held
22 October 2012

- 1 PRESENT: Councillors T Hill (chairman); J Alcock; J Rogerson; A Knox; K Horkin; M Scott [chief executive)
- 2 BACKGROUND
 - 2.1 The Chairman reminded the group of the background to the review and in particular the recent discussions and debates around the cancellation of the Clitheroe Community Bonfire.
 - 2.2 Whilst the Event Safety Advisory Group had been successful in the past, there was a clear need to review its operation to ensure everyone involved knew their roles and responsibilities.
- 3 EXISTING ESAG POLICY / TEMPLATE
 - 3.1 The Group commented upon the existing ESAG Terms of Reference and Protocols. In particular they were surprised that whilst the membership referred to local elected members that the involvement of Councillors didn't seem to happen, in particular the example of the Bonfire was cited.
 - 3.2 There was general agreement that whilst the Event Safety Management Plan template was very comprehensive, it was also potentially over-facing for event organisers. Councillor Alcock agreed to rewrite to make the document easier to read and understand.
- 4 POLICY AND FINANCE COMMITTEE REPORT – MARCH 2011
 - 4.1 The Chief Executive circulated the committee report and briefly explained the background to the last ESAG Review. He said that many of the findings of that Review appertained even today.
- 5 GUIDANCE ON SAFETY ADVISORY GROUPS FROM HEALTH AND SAFETY EXECUTIVE, THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH AND GUIDANCE ON PUBLIC SAFETY POLICY FROM ACPO
 - 5.1 The Group commented on these documents which spelt out the role of public authorities in event safety. The clear message in all these documents is that:
 - The organisers of events are responsible for ensuring their events are held safely and comply with all relevant legislation;
 - Safety advisory groups are there to give advice and assistance to event organisers;

- Safety Advisory Groups have no powers to stop events but individual member authorities have their own duties regarding enforcement and ensuring compliance with the law;
- Where the local authority is the landowner they have a responsibility for ensuring events on their land take place safely.

The general consensus was that the problems of ESAG related to:-

- Conflicts of interests between the various roles of officers which appeared often to be being carried out by the Chairman;
- The public perception that the Chairman of ESAG was acting on behalf of the Council;
- ESAG being seen as a regulatory / enforcing body rather than one being helpful and advisory;
- Lack of clarity regarding governance, the role and responsibilities of individual members and the relationship between ESAG and the local authority

5.2 It was agreed that the Chief Executive would look at the structure to see how it could be amended to remove any conflicts of interest, clarify individual roles and responsibilities and promote good governance,.

6 DATE AND TIME OF NEXT MEETING

6.1 The next meeting to be held on Monday 29 October 2012 at 11.30am in the Members Room.

ESAG Review Group
Minutes of Meeting Held

29 October 2012

- 1 PRESENT: Councillors T Hill (chairman); J Alcock; J Rogerson; A Knox; K Horkin; M Scott [chief executive)

- 2 MINUTES OF MEETING – 22 OCTOBER 2012

- 2.1 The minutes of the meeting held on 22 October 2012 were agreed as a correct record.

- 3 CORRESPONDENCE FROM REPRESENTATIVES OF THE CLITHER BONFIRE COMMITTEE

- 3.1 The Chief Executive referred to an email and attachments he had received earlier that day from Richard Dugdale which set out the views of the Bonfire Organising Committee on the future role of ESAG, together with 2 witness statements.

- 3.2 He added that Richard Dugdale and Bill Barker had offered to attend this meeting but he and the Chairman had declined their offer.

- 3.3 Members read the information from Richard Dugdale that the Chief Executive circulated. The Group agreed it was useful background information to the review.

- 4 ROLES AND RESPONSIBILITIES OF MEMBERS OF THE SAFETY ADVISORY GROUP

- 4.1 The Chief Executive went through the paper he had previously circulated on suggested membership and roles and responsibilities of members of a reformed Safety Advisory Group.

- 4.2 The Group agreed with what was suggested with minor amendments. They also discussed the need to keep ward members involved of events in their wards.

- 4.3 The general feeling was that individual members would need to weigh carefully their interaction with event organisers and the Safety Advisory Group.

- 4.4 The Chief Executive would now incorporate the agreed roles, responsibilities and membership of the Safety Advisory Group into a protocol for consideration at the next meeting.

- 4.5 He also stressed, and the group agreed, that the Safety Advisory Group was simply there to give help and advice to event organisers and not to sanction nor stop particular events, although individual agencies might do so in accordance with their statutory obligations.

- 4.6 It was agreed to incorporate the suggested membership roles and Revised Event Safety Management Plan into a new protocol for the Ribble Valley Safety Advisory Group.

4.7 The Chief Executive circulated a revised management plan that Councillor Alcock had helpfully rewritten into a more readily understandable form. Councillor Alcock had further amendments she wished to make but all agreed it was already a significant improvement on the original document.

5 DATE AND TIME OF NEXT MEETING

5.1 The next meeting to be held on Monday 12 November 2012 at 11.00am in the Members Room.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 20 NOVEMBER 2012
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2013.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2013/14 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2013 and would operate for the duration of the 2013/14 financial year.
- 2.3 The council's latest budget forecast allows for a 2.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2013/14 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been rounded up to the nearest 5p to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2012, a report was taken to Budget Working Group on the review of the council's fees and charges for 2013/14.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2013/14 by 2.5%, allowing for roundings to the nearest 5p which may result in higher increases.

3.4 Budget Working Group gave guidance to service committees that all charges should be reviewed and increased, but with the suggestion that car parking charges, under Community Services Committee, remain at the level charged in 2012/13.

4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2013 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2012/13
- an estimate of the level of 2012/13 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2013
- an indication of the potential income that may be achieved in 2013/14, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2012/13 to 2013/14
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.3 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.4 Work is still underway on forecasting income budget levels for 2013/14 and such budget proposals will be reported back to this committee in January 2013 for approval.

5 CONCLUSION

5.1 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2013.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF65-12/TH/AC
7 November 2012

BACKGROUND PAPERS: None

For further information please ask for Trudy Holderness, extension 4436.

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Search Certificate</i>	LANDC/8408z	Non Vatable	01 April 2012	17.95	10,150	18.40	10,400	2.50%
<i>Part I Enquiries</i>	LANDC/8408z	Non Vatable	01 April 2012	95.35	50,500	97.75	51,770	2.52%
<i>Part II Enquiries</i>	LANDC/8408z	Non Vatable	01 April 2012	12.80	5,440	13.15	5,590	2.73%
<i>Part II (Question 22)</i>	LANDC/8408z	Non Vatable	01 April 2012	21.55	3,710	22.10	3,800	2.55%
<i>Express Service</i>	LANDC/8408z	Non Vatable	01 April 2012	148.65	2,000	152.40	2,050	2.52%

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	01 April 2011	60.00	78,800	60.00	78,800	0.00%

MEALS ON WHEELS - Various	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Meals on Wheels charge per meal	8203m	Non Vatable	01 April 2005	1.50	10,550	1.50	10,550	0.00%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
COMMITTEE ROOMS 1 AND 2									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	31.00	170	31.80	170	2.58%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	44.00	80	45.10	80	2.50%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	61.50	0	63.00	0	2.44%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	87.00	1,300	89.20	1,330	2.53%
COUNCIL CHAMBER									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	69.00	1,380	70.70	1,410	2.46%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	102.50	320	105.10	330	2.54%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	138.50	170	142.00	170	2.53%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	205.00	1,020	210.10	1,050	2.49%
FOYER AREA ONLY									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	18.00	80	18.50	80	2.78%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	26.00	30	26.70	30	2.69%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	36.00	20	36.90	20	2.50%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	51.50	0	52.80	0	2.52%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

PHOTOCOPYING - CORPORATE CHARGE		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Photocopying	- A4 First Page	8227n	VAT Inclusive	01 April 2012	0.20	0	0.20	0	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01 April 2012	0.20	0	0.20	0	0.00%
	- A1/A0 Plan	8227n	VAT Inclusive	01 April 2012	10.50	0	10.50	0	0.00%
	- A3 Copies	8227n	VAT Inclusive	01 April 2012	2.00	0	2.00	0	0.00%

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 20 November 2012
title: Corporate Strategy Review 2012
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To seek approval of the Council's reviewed Corporate Strategy 2011-2015.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – The Council's Corporate Strategy's purpose is to set out the Council's vision and priorities, to outline how we propose to deliver them and how progress will be measured.
- Corporate Priorities –
- Other Considerations -

2 BACKGROUND

2.1 Our Corporate Strategy, attached at Appendix A, sets out the strategic direction of the Council for the period 2011-2015, providing a focus to ensure that the services we deliver meets the needs of our communities. The Strategy has a four-year scope, but it has been agreed to review it annually to ensure that it continues to reflect changes to our priorities that occur over time. Following the next local elections taking place in 2015, we will develop a new Strategy.

2.2 The Strategy contains:

- Five corporate priorities to address issues that matter most to the borough. Our priorities are deliberately limited to focus our attention over the lifespan of the strategy.
- Each priority has a number of objectives – things that will help us achieve our priorities.
- Objectives are supported by key actions – the things we will do to achieve our objectives.
- Key measures of success are also outlined, which should allow progress towards the achievement of the priority and objective to be monitored.

2.3 Actions and measures of success will be developed in detail in the 2013/2014 Service plans, which we will ensure are robust and SMART (Specific, Measurable, Achievable, Realistic and Time-based). Service plans will detail how each service will plan to deliver the key actions.

2.4 Performance against our priorities will be regularly published, in accordance with good practice, on our web site. Performance is also reported to our citizens in the Annual Report.

- 2.5 The priorities and objectives were developed in 2011 based on the following:
- The Ribble Valley Sustainable Community Strategy
 - The Leaders Objectives for the year
 - Consultation with our Communities through our Citizens' Panel
- 2.6 There are a number of unknowns and changes in the external environment which may impact on the Council and how it carries out its business, examples include the Localism Act, the 'Big Society' and health arrangements following the dissolution of PCTs. What is known for certain is that there will be ever decreasing resources available for the Council to deliver its priorities. The Strategy has been written to clearly identify priorities, whilst allowing for flexibility as national policy evolves.
- 2.7 A short review has been carried out to ensure the Strategy is still relevant and reflects the Council's priorities. Reference has been made to the Leaders Objectives outlined to Council in the summer and each Head of Service has been consulted where appropriate
- 2.8 A Corporate Strategy 2011–2015 - Progress Report is attached at Appendix B. The report details the progress that has been made during 2011/2012 with the Actions contained within the Strategy. Data has also been provided against our key measures of success.

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications
- Resources - Paper copies of the Corporate Strategy are printed in-house and therefore from within existing budgets. Financial implications of delivering the strategy will be met from within existing budgets.
 - Technical, Environmental and Legal – None identified.
 - Political – None identified.
 - Reputation – It is important that the priorities reflect the concerns and needs of our communities. The Council has undertaken consultation throughout the year which has informed our priority setting.
 - Equality & Diversity - In line with the Council's approach to equalities, individual equality impact assessments will be carried out as appropriate for actions/projects within the Strategy.

4 RECOMMENDED THAT COMMITTEE / CONCLUSION

- 4.1 Considers and approves the reviewed Corporate Strategy 2011-2015.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS: None

REF: Michelle Haworth/Policy and Finance Committee/20 November 2012

For further information please ask for Michelle Haworth, extension 4421



Ribble Valley Borough Council

Providing high quality, affordable and responsive public services that develop the social and economic well-being of the Borough whilst safeguarding the rural nature of the area

CORPORATE STRATEGY 2011 – 2015

2012 REVIEW

Foreword

Welcome to Ribble Valley Borough Council's Corporate Strategy for 2011 - 2015.

This document sets out the strategic direction of the Council over the period 2011 - 2015, providing a focus to ensure that the services we deliver meet the needs of our communities. The Strategy has a four-year scope, but is reviewed annually to ensure that it continues to reflect changes to our priorities that occur over time. Following the next local elections taking place in 2015, we will develop a new Strategy.

Cllr Michael Ranson
Leader of the Council

Marshal Scott
Chief Executive

Our vision for Ribble Valley

Our VISION continues to be that we aim to ensure that Ribble Valley will be:

"An area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors."

We believe that this VISION reflects the aim for the Borough, which has the highest quality of environment for those who live in and visit the area. It recognises that people must have a high quality of life; that suitable homes are available to meet their diverse needs and that they should be safe and feel safe. People should also be able to access the best services without having to travel long distances to receive them.

What communities are telling us

Through participation in the Ribble Valley Citizens' Panel and the 2011 Perception Survey, we know that residents see the following issues as the most important in making somewhere a good place to live:

- Crime levels
- Health services
- Education provision
- Clean streets
- Access to nature



The following issues were scored highly by residents as both 'make the area a good place to live' and 'most need improving':

- Affordable, decent housing
- Road and pavement repairs
- The amount of dog fouling
- Activities for teenagers
- The level of traffic congestion
- Job prospects
- Street cleanliness

Our partners' priorities and what they mean for Ribble Valley Borough Council

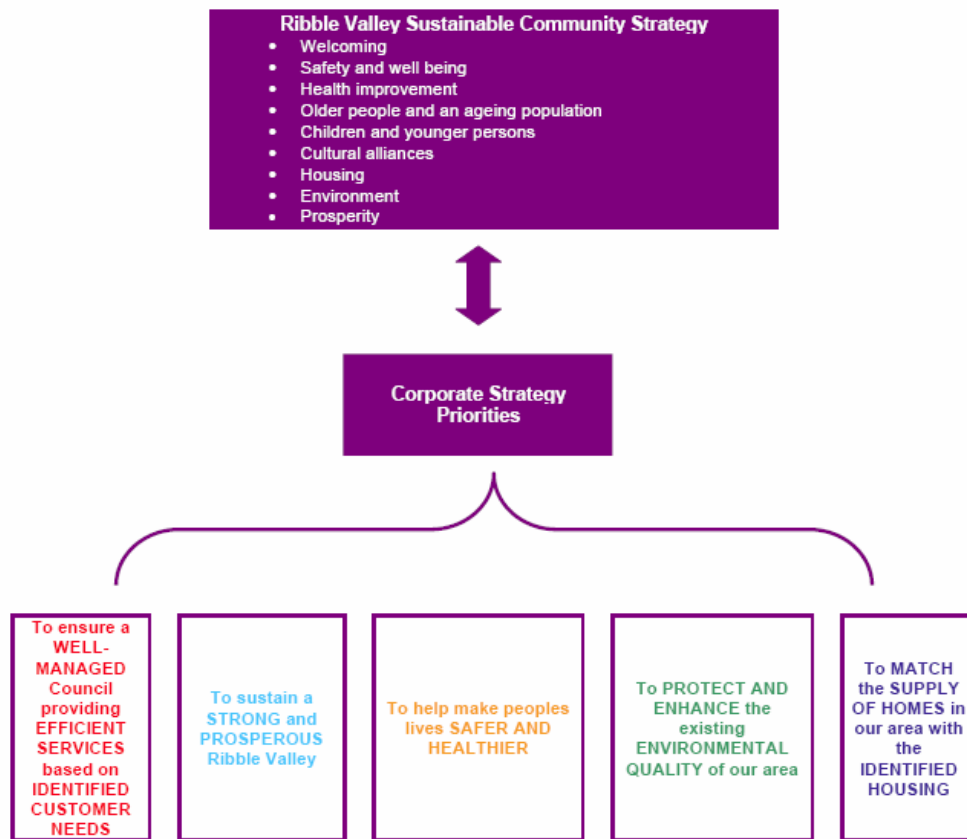
We have also had regard to the priorities of our partners, particularly where we have a role in delivering them.

The Ribble Valley Sustainable Community Strategy 2011/2013

The Ribble Valley Strategic Partnership developed an agreed set of themes:

- A Welcoming Ribble Valley
- Safety and Well being
- Health Improvement
- Older People and an Ageing Population
- Children and Younger Persons
- Cultural Alliances
- Housing
- Environment
- Prosperity

How our priorities are helping to deliver Ribble Valley's Sustainable Community Strategy



To ensure a **WELL-MANAGED** Council providing **EFFICIENT SERVICES** based on **IDENTIFIED CUSTOMER NEEDS**

This is the Council's overarching corporate priority.

People living in, working in and visiting Ribble Valley expect to receive efficient and excellent Council services. The majority of our services are high quality, well regarded and perform well above the average. We aim to provide services that are amongst the best in the country. We will continue to do this by targeting improvement to services to ensure all our services are performing, and are rated by our customers, as above average.

Our objectives:

- To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money, within the current financial constraints
- To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens
- To engage with all our communities to ensure we deliver services to meet customer needs and expectations

Our key actions:

- To explore all viable options for income generation and financial savings in order to deliver the Council's efficiency agenda whilst protecting front line services
- To meet the Equality Duty
- To seek to continually improve, ensuring that council services are fit for purpose and customer focused

Our key measures of success

- Percentage of residents that think the Council provides value for money
- Equality Duty met
- Percentage of residents satisfied with the Council



“ It is very well managed – a super place to live”

To sustain a **STRONG** and **PROSPEROUS** Ribble Valley

The prosperity of the economy in the Ribble Valley is demonstrated by the area having the second highest growth in business start-ups in Lancashire over the last ten years. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to market and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development.

The issues of public transport, particularly accessibility to isolated villages, are part of a perceived need for a more flexible approach and a more accessible service.

Without economic prosperity, many other problems e.g. health, housing, crime, access to services are all much harder to address.



Our objectives:

- To promote stronger, confident and more active communities throughout the borough
- 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
- To seek to improve the transport network, especially to our rural areas
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved, in order to be fit for purpose

Our key actions:

- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
- To continue to develop an appropriate scheme for the future of the market development area
- To develop, with relevant partners, additional measures to support the visitor economy
- To identify options to deliver employment land
- Work with the County Council and others providers to improve the local infrastructure

Our key measures of success

- Number of services delivered through Parish Councils
- Business start-ups and survival rates
- An increase in visitor numbers
- Percentage of residents satisfied overall with the local area as a good place to live



To help make peoples lives SAFER AND HEALTHIER

Ribble Valley is a low crime area and a safe place to live. It is the safest place in the north west and second safest place in the country. This success is in part due to the excellent work of our Community Safety Partnership.

Baseline data, which has been collated in terms of health, presents a generally healthy picture, but health issues surrounding an aging population and access to services in isolated communities represent potential issues.

Our objectives:

- 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
- To ensure that Ribble Valley remains a safe place to live
- To take a leading role in working with partners on the emerging public health agenda
- To combat rural isolation

Our key actions:

- To seek to improve Ribble Valley food businesses, to achieve a food hygiene rating of 3 star and above
- To tackle fuel poverty across the borough
- To continue to work with our Community Safety Partnership, ensuring that low crime levels are maintained, by tackling crime, anti social behaviour and fear of crime
- To emphasise, and re-establish if necessary, the alcohol free zones in Clitheroe and other parts of the Ribble Valley
- To work with Ribble Valley GP's and other partners on local health and wellbeing needs
- To ensure access to services in isolated communities

Our key measures of success

- Number of Ribble Valley food businesses achieving 3 star and above in the National Food Hygiene rating system
- Percentage of residents satisfied with sports and leisure facilities
- Percentage of people participating in sport on 3 or more occasions per week
- Percentage of residents who feel safe in their local area during the day and after dark
- Take up of support/services offered by STAN



To PROTECT AND ENHANCE the existing ENVIRONMENTAL QUALITY of our area

Our ambition is to protect the local environment, parts of which rank amongst the finest in England. The Council provides a high quality environment, including safe, clean parks and open spaces.

Ribble Valley faces increasing pressure to reduce the negative impact of waste on its environment. The Council wants to increase recycling, minimise waste generation and reduce waste disposed to landfill.

Our objectives:

- To conserve our countryside, the natural beauty of the area and enhance our built environment
- To increase the recycling of waste material
- To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling

Our key actions:

- To finalise the Core Strategy in order to ensure that development in Ribble Valley for the next 20 years is proportionate.
- To deliver a co-ordinated approach to Planning through the Local Development Framework
- To increase the use of renewable energy sources
- To maximise recycling and reduce the amount of waste going to landfill
- To continue with our approach of zero tolerance of dog fouling, litter and fly tipping
- To deliver a waste and responsible dog ownership education and awareness programme

Our key measures of success

- Percentage of residents satisfied with parks and open spaces
- Completion of planning documents in accordance with timetables
- Percentage of residents satisfied with the cleanliness of the borough
- Percentage of residents satisfied with the waste and recycling collection services
- Percentage of waste sent for reuse, recycling and composting



To MATCH the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEEDS

Like the rest of the country, Ribble Valley saw a rapid rise in house prices in recent years. A clear priority for local people has been identified as providing accommodation which is affordable for local people.

Our objectives:

- To meet the housing needs of all sections of the Community
- To provide additional affordable homes throughout the Ribble Valley

Our key actions:

- To maintain up to date housing needs surveys across the borough
- To bring empty properties back into use
- To work with partners to agree priorities and secure investment in housing
- To implement measures to address the specific housing needs of the elderly

Our key measures of success

- Number of properties brought back in to use
- Number of affordable homes delivered
- Number of households, and length of time spent, in temporary accommodation
- Provision of elderly accommodation on all sites over 30 units



How to contact us

If you would like to know more, tell us what you think of this Corporate Strategy, or receive information about our current performance, please contact the Policy and Performance section at:

Post: Ribble Valley BC, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Tel: 01200 425111

Email: michelle.haworth@ribblevalley.gov.uk

Web: www.ribblevalley.gov.uk



Ribble Valley Borough Council

Providing high quality, affordable and responsive public services that develop the social and economic well-being of the Borough whilst safeguarding the rural nature of the area

CORPORATE STRATEGY 2011 – 2015 Progress Report

Our Corporate Priorities, Objectives and Core Values 2011/15

The strategy contained five corporate priorities to address issues that matter most to the borough. The priorities were deliberately limited to focus our attention over the lifespan of the strategy. Each priority had a number of objectives, underlying actions, and key measures of success, which allowed progress towards the achievement of the priority to be monitored.

Core Values

In pursuing our priority actions, the Council will continue to deliver the services people want, in a fair and consistent manner. It is important that we explain exactly what our values are. These values guide and influence our actions as we continuously improve the services we deliver. We will:

- Lead the Community
- Strive to achieve excellence
- Ensure that access to services is available to all
- Treat everyone equally
- Respect all individuals and their views, and
- Appreciate and invest in our staff.



Our approach to Equality and Diversity

Ribble Valley Borough is made up of socially diverse communities. The Council is committed to providing equality of opportunity and to valuing diversity.

We aim to treat all customers fairly, with respect and professionalism regardless of their gender, race, nationality or ethnicity, age, religion or belief, disability or sexual orientation.

To enable all residents to have access to information and equal access to our services, Ribble Valley Borough Council uses plain English in the information it publishes. Where a customer is experiencing any difficulties assistance suited to the person's needs is available. Information, on request and where appropriate, will be provided in different languages and formats and through a range of media. Feedback is also accepted through a variety of different routes taking account of individual customer's preferences or needs.

To demonstrate that our approach to equality is being realised, we collect equalities information. This helps to help establish whether all members of the community are accessing our services. This feeds into our monitoring and review process.

Full details of our approach are set out in our Comprehensive Equality Policy.

Progress and Achievements

The Equality Duty came into force on 6 April 2011. Our response to the Duty has been published on our website. In order to comply with the general equality duty, a public authority must ensure that:

- Staff and leadership are aware of the duty's requirements. Compliance involves 'a conscious approach and state of mind'. This means that decision-makers must be fully aware of the implications of the duty when making decisions about their policies and practices. (Equality Impact Assessments.)
- The duty is complied with before and at the time that a particular policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in such a way that it influences the final decision.
- Any third parties exercising public functions on its behalf are required to comply with the duty, and that they do so in practice.
- Regard is given to the need to advance equality when a policy is implemented and reviewed.

To ensure a **WELL-MANAGED** Council providing **EFFICIENT SERVICES** based on **IDENTIFIED CUSTOMER NEEDS**

Our objectives:

- To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money.
- To structure the Council to provide efficient and effective services within the current financial constraints.
- To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens.
- To engage with all our communities to ensure we deliver services to meet customer needs and expectations.

Our key actions:

- To explore all viable options for income generation and financial savings in order to deliver the Council's efficiency agenda whilst protecting front line services.
- To effectively manage change and organisational development to sustain a flexible workforce.
- To meet the Equality Duty.
- To seek to continually improve, ensuring that council services are fit for purpose and customer focused.

Our key measures of success

- Percentage of residents that think the Council provides value for money.
- Percentage of staff satisfied with the Council as an employer.
- Equality Duty met.
- Percentage of residents satisfied with the Council.

Progress:

- A full service review was completed in 2011 and the approved recommendations will achieve substantial savings of £635,160 in the 2012/13 financial year. This was the second phase of the review, with the first phase achieving savings averaging £108,000 per annum over five years. We continue to explore options in light of the remaining uncertainty around the level of future Government financial support for councils.
- The Council supported the re-structure exercise in November 2011, encouraging staff involvement and working closely with the unions to improve service delivery, capacity and performance. We have also effectively managed change to the 'contact centre' approach for customer enquiries.
- The requirements of the Equality Duty were met within the target dates set.
- A new Perception Survey is due to be carried out early in 2013 this will provide us with more up to date resident satisfaction and also allows us to track trends.
- The next Employee Survey is due to commence on 26th November. Analysis and report writing will take place in the New Year and will then be reported to Corporate Management Team and Personnel Committee.

Our key measures of success

- Percentage of residents that think the Council provides value for money – 54% (2010/11).
- Percentage of staff satisfied with the Council as an employer – 58% (2010).
- Equality Duty met – yes.
- Percentage of residents satisfied with the Council – 68.3% (2010/11).

To sustain a **STRONG** and **PROSPEROUS**
Ribble Valley

Our objectives:

- To promote stronger, confident and more active communities throughout the borough.
- 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.
- To seek to improve the transport network, especially to our rural areas.
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved, in order to be fit for purpose.

Our key actions:

- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services.
- To develop an appropriate scheme for the future of the market development area.
- To develop, with relevant partners, measures to support the visitor economy.
- To identify options to deliver employment land.
- Work with the County Council and others providers to improve the local infrastructure.

Our key measures of success

- Number of services delivered through Parish Councils
- Business start-ups and survival rates
- An increase in visitor numbers
- Percentage of residents satisfied overall with the local area as a good place to live

Progress:

- A village Amenities Grant Fund has been developed contributing over £100,000 to local community groups and Parish Councils.
- Some work has been carried out on the marketing and publicity of the current market site. Discussions with developers over future schemes are ongoing.
- The Ribble Valley Economic Strategy has been revised and consulted upon. The document will be presented to Policy and Finance Committee for approval.
- A new economy working group, made up of councillors and officers from the Council, has been established to identify economic priorities and actions for the area.
- A Tourism Strategy is currently being considered.
- Work continues on the Ribble Valley Food Trail supporting food tourism and the visitor economy. Plans for the 4th annual Ribble Valley Food Festival are underway.
- The Core Strategy will help to identify and support option to deliver new and existing employment land.
- The Council has supported the development of the Barrow Brook Business Park and continues to assist in marketing the site as one of the areas key strategic employment sites.
- Work continues with the County Council on infrastructure matters.

Our key measures of success

- Number of services delivered through Parish Councils – 7 concurrent functions – Burial Grounds, Bus Shelters, Footpaths, Footway Lighting, Litter Collection, Dog-waste Bins, and Park and Play Areas.
- Business start-ups and survival rates – currently unavailable.
- An increase in visitor numbers – 3,367,670 tourist numbers (STEAM report 2009) is an 8% drop from 2008.
- Percentage of residents satisfied overall with the local area as a good place to live – 96.1% (2010/11).

To help make peoples lives SAFER AND HEALTHIER

Our objectives:

- 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.
- To ensure that Ribble Valley remains a safe place to live.
- Take a leading role in working with partners on the emerging public health agenda.
- To combat rural isolation.

Our key actions:

- To seek to improve Ribble Valley food businesses, to achieve a food hygiene rating of 3 and above.
- To tackle fuel poverty across the borough.
- To continue to work with our Community Safety Partnership, ensuring that low crime levels are maintained, by tackling crime, anti social behaviour and fear of crime.
- To emphasise, and re-establish if necessary, the alcohol free zones in Clitheroe and other parts of the Ribble Valley.
- To work with Ribble Valley GP's and other partners on local health and wellbeing needs.
- To ensure access to services in isolated communities.

Our key measures of success

- Number of Ribble Valley food businesses achieving 3 star and above in the National Food Hygiene rating system.
- Percentage of residents satisfied with sports and leisure facilities.
- Percentage of people participating in sport on 3 or more occasions per week.
- Percentage of residents who feel safe in their local area during the day and after dark.
- Take up of support/services offered by STAN.

Progress

- Alcohol Signage - during the summer of 2012, the Council renewed all its signage in relation to drinking in public places across the whole borough. Additional signage was erected in the Clitheroe Castle grounds.
- Community Alcohol Networks - The Community Safety Partnership has funded a series of interventions called 'Community Alcohol Networks,' which uses Police and Trading Standards Officers who visit 'known hot spots' for underage drinking, drug taking and illicit tobacco. So far, 40 young people have been picked up and either returned home or had their parents collect them.
- We have been working with GP surgeries and Clinical teams to offer health and well-being programmes.
- Following the restructuring of Public Health there will potentially be greater involvement for district councils in shaping Health and Wellbeing services.

Our key measures of success

- Number of Ribble Valley food businesses achieving a rating of 3 and above in the National Food Hygiene rating system – 516 premises out of a possible 624 - 83% (November 2012).
- Percentage of residents satisfied with sports and leisure facilities – 46.6% (2010/11).
- Percentage of people participating in sport on 3 or more occasions per week – 22.2% (2010/11).
- Percentage of residents who feel safe in their local area during the day and after dark – 94.1% and 78.8% (2010/11).
- Take up of support/services offered by STAN – Football 241 people (2011/12).

To PROTECT AND ENHANCE the existing ENVIRONMENTAL QUALITY of our area

Our objectives:

- To conserve our countryside, the natural beauty of the area and enhance our built environment.
- To increase the recycling of waste material.
- To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling.

Our key actions:

- To finalise our Core Strategy.
- To deliver a co-ordinated approach to Planning through the Local Development Framework.
- To increase the use of renewable energy sources.
- To maximise recycling and reduce the amount of waste going to landfill.
- To continue with our approach of zero tolerance of dog fouling, litter and fly tipping.
- To deliver a waste and responsible dog ownership education and awareness programme.

Our key measures of success

- Percentage of residents satisfied with parks and open spaces.
- Completion of planning documents in accordance with timetables.
- Percentage of residents satisfied with the cleanliness of the borough.
- Percentage of residents satisfied with the waste and recycling collection services.
- Percentage of waste sent for reuse, recycling and composting.

Progress:

- The Core Strategy was submitted to the Secretary of State on 28th September 2012. We are awaiting the Inspector to set a date for the Examination in Public.
- The use of renewable energy sources is encouraged in new building through Planning.
- Changes have been made to the recycling collection service to include the collection of food waste in green bins.
- Selected on-street litter bins have recently been fitted with electronic tags enable the monitoring of frequency of them requiring emptying.
- The Council is continuing to undertake regular dog fouling patrols at appropriate times, issuing fixed penalties where we can (five fixed penalty notices issued for dog fouling 2011/12).
- We have delivered a responsible dog ownership education and awareness programme to four schools (2011/12).
- In 2011/12 we produced an animated DVD encourages putting the correct materials into the right wheeled bin in order to reduce contamination levels. This has been circulated to all schools and is being supported by a seasonal edition of a fun newsletter/comic.
- To support schools in their recycling efforts we are supplying a blue wheeled bin to schools who currently employ the Council to collect their waste using wheeled bins. We are encouraging schools who currently use either sacks or employ private waste management companies to join this initiative.

Our key measures of success

- Percentage of residents satisfied with parks and open spaces – 70.7% (2010/11).
- Completion of planning documents in accordance with timetables
 - The Local Development Scheme (LDS) was refreshed in October 2012. The LDS includes a timetable for the submission and approval of DPDs and this will be monitored.
- Percentage of residents satisfied with the cleanliness of the borough – 65.6% (2010/11).
- Percentage of residents satisfied with the waste and recycling collection services –
 - Waste – 86.9% (2010/11)
 - Recycling – 78.4% (2010/11)
- Percentage of waste sent for reuse, recycling and composting – 43.10% (2011/12).

To MATCH the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEEDS

Our objectives:

- To meet the housing needs of all sections of the Community.
- To provide additional affordable homes throughout the Ribble Valley.

Our key actions:

- To maintain up to date housing needs surveys across the borough.
- To bring empty properties back into use.
- To work with partners to agree priorities and secure investment in housing.
- To implement measures to address the specific housing needs of the elderly.

Our key measures of success

- Number of properties brought back in to use.
- Number of affordable homes delivered.
- Number of households, and length of time spent, in temporary accommodation.
- Provision of elderly accommodation on all sites over 30 units.

Progress:

- Five Housing Needs surveys have been conducted in 2011/2012 in Clitheroe, Billington, Whalley, Chipping and Wiswell and Barrow.
- We are continuing to concentrate on the Priority Empty Property List.
- There has been a significant investment of affordable housing supported in Sabden.
- Active negotiation for elderly provision has been undertaken for all relevant sites.

Our key measures of success

- Number of properties brought back in to use – 9 (2011/12).
- Number of affordable homes delivered – 50 (2011/12).
- Number of households, and length of time spent, in temporary accommodation –
 - Number of households (as at 31st March) – 6 (2011/12).
 - Time spent (average no. of weeks) – 14.67 (2011/12).
- Provision of elderly accommodation on all sites over 30 units – provision has been agreed on sites.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 20 NOVEMBER 2012
title: 2013 BOUNDARY COMMISSION REVIEW OF PARLIAMENTARY
CONSTITUENCIES, REVISED PROPOSALS
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: DEBBIE NUTTALL, SOLICITOR

1 PURPOSE

- 1.1 To inform Members about the Boundary Commission for England's ("**BCE**") revised proposals in their 2013 review of Parliamentary Constituencies in England.
- 1.2 To seek Members' views on the Council's response to the consultation on these proposals.
- 1.3 Relevance to the Council's ambitions and priorities
 - Community Objectives – as below.
 - Corporate Priorities –to sustain a strong and prosperous Ribble Valley
 - Other Considerations – as below.

2 BACKGROUND

- 2.1 On Tuesday 13 September the **BCE** published its initial proposals on its 2013 review of parliamentary constituencies. The Committee considered a report on these proposals at its meeting on 27 September 2011.
- 2.2 The BCE's Guide to the 2013 Review explained the parameters of its review. These were summarised in the September 2011 Report to Committee and are also available on the BCE's website.
- 2.3 The BCE's initial proposals, if implemented, would have substantially changed the Parliamentary constituency that is now the Ribble Valley.
- 2.4 The Council's Chief Executive wrote to the BCE with the Council's comments on these initial proposals. His letter (with URN 014331), together with other responses to the consultation, is available on the BCE's website at:
<http://consultation.boundarycommissionforengland.independent.gov.uk/have-your-say-ip/>.

3 ISSUES

- 3.1 The BCE published its revised proposals on 16 October 2012. It is consulting on these proposals until 10 December 2012.
- 3.2 Information on the proposals is available from the BCE's website:
<http://consultation.boundarycommissionforengland.independent.gov.uk/whats-proposed/north-west/>. Hard copy documents are also available for review at the Council offices. These include an A0 size map.
- 3.3 A copy of the BCE's two-page "Revised proposals summary" for the North West region is included at Appendix 1 to this report for your ease of reference.

3.4 The BCE's "Revised Proposals Report" for the North West explains why the Initial Proposals for the Ribble Valley have been rejected (paragraphs AC330 to AC337):

"... our recommendations for east Lancashire enable us to address certain of the adverse effects of the initial proposal for the Ribble Valley constituency....

Many spoke of the very close ties between Chipping and other wards in the valley... Instead of being included in a Ribble Valley constituency, the initial proposals would see these wards included in the proposed Lancaster constituency. This would mean that the number of local authorities that an MP would have to deal with in such a constituency would rise to four.

While we accept that this is not an insurmountable problem, having regard to the criterion of local government boundaries, we consider that such a number should be avoided if at all possible.

Second, there is a considerable body of public opinion that opposes the removal of these wards from a Ribble Valley-based constituency....

Another issue that contributes to our overall rejection of this initial proposal is the live issue surrounding the proposed inclusion of the City of Preston ward of Fishwick in the Ribble Valley constituency... all the political parties, and many individuals, unanimously oppose this course of action... we agree with them...

Therefore, having regard to the geographical issues that are relevant to the proposed constituency (especially the barriers between certain wards and the city of Lancaster, as well as between Fishwick and the rest of the valley), local ties, and local government boundaries, we recommend that the initial proposals for Ribble Valley be rejected."

3.5 With regard to the Revised Proposals, the report explains (paragraph AC 324):

"...we would recommend that the western Hyndburn Borough wards of Overton and Netherton (the so-called "Great Harwood" wards, which, under the initial proposals, would be in the Burnley South and Accrington constituency) and Rishton ... be joined with the Ribble Valley."

3.6 Paragraph AC319 explains:

"...we recommend that the Pendle Borough wards of Craven, Coates, and Earby (part of the initial proposal for a Ribble valley constituency) should remain together with all the other wards from Pendle Borough."

3.7 The current constituencies, including the current Ribble Valley County Constituency can be seen at: <http://www.election-maps.co.uk/index.jsp>. As councillors will see from the maps, the Revised Proposals more closely follow the local government boundaries.

4 RISK ASSESSMENT

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

- Resources – this is a BCE review.
- Technical, Environmental and Legal – as above.
- Political – political parties may wish to respond separately to the consultation.

- Reputation – the Council may wish to respond now on behalf of its residents.
- Equality & Diversity – not directly relevant.

5 RECOMMENDED THAT COMMITTEE

5.1 Note the revised proposals for the Ribble Valley Constituency.

5.2 Formulate a response on behalf of this Council.

MARSHAL SCOTT
CHIEF EXECUTIVE

DEBBIE NUTTALL
SOLICITOR

BACKGROUND PAPERS: File Buff 66

REF: DebbieNuttall/P&F/201112

For further information please ask for Debbie Nuttall, extension 4403

North West

Revised proposals

Who we are and what we do

The Boundary Commission for England is an independent and impartial non-departmental public body, which is responsible for reviewing Parliamentary constituency boundaries in England.

2013 Review

We have the task of periodically reviewing the boundaries of all the Parliamentary constituencies in England. We are currently conducting a review on the basis of new rules laid down by Parliament. These rules involve a significant reduction in the number of constituencies in England (from 533 to 502), resulting in the number of constituencies in the North West reducing by seven, to 68. The rules also require that every constituency - apart from two specified exceptions - must have an electorate that is no smaller than 72,810 and no larger than 80,473.

Revised proposals

Following the publication of our initial proposals in September 2011, and two extensive consultation exercises, we have now published our revised proposals. Information about the proposed constituencies is now available on our website or in hard copy at a local place of deposit near you.

What are the revised proposals for the North West?

We have revised 45 of the 68 constituencies we proposed in September 2011. After careful consideration, we have decided not to make any revisions to the boundaries of the remaining 23 constituencies. In some instances, however, we have revised our proposed names for these constituencies.

Under our revised proposals, 14 constituencies in

the North West would remain the same as they are under the existing arrangements.

summary

As it was not always possible to allocate whole numbers of constituencies to individual counties, our initial proposals grouped some local authority areas into sub-regions. It was also necessary to propose some constituencies that cross county or unitary authority boundaries. In the North West, it was further necessary to propose two constituencies that crossed our sub-regions.

While we have retained the same sub-regions as the basis of our revised proposals, as shown in the table below, we have revised the location and composition of one of the cross-sub-region boundary constituencies.

Sub-region	Existing allocation	Allocation under our revised proposals
Cheshire and the Wirral	15	13
Merseyside (less the Wirral)	11	10
Greater Manchester*	27	26
Lancashire	16	14
Cumbria	6	5

* includes constituencies with areas in both Cheshire and Lancashire

Following careful consideration, we have produced a revised proposal for a cross-county boundary constituency between Greater Manchester and Lancashire. Our revised proposal links wards from the north of Bolton with those from Darwen and the surrounding area. We have not revised our cross-county boundary constituency between Greater Manchester and Cheshire - Hazel Grove and Poynton.

We have made substantial revisions to our initial proposals for Cumbria, Manchester, Merseyside, and eastern Lancashire in order to better reflect existing constituency arrangements and local government boundaries.

We have revised our initial proposals for Cheshire in order to avoid the inclusion of detached wards in the Mersey Banks constituency, and better reflect existing constituency arrangements elsewhere in the sub-region.

After careful consideration, we have not revised our initial proposals for the constituencies in and around Blackpool, Chester, Congleton, Crewe, Macclesfield, and Morecambe.

How to have your say

We are consulting on our revised proposals for an eight-week period, from 16 October 2012 to 10 December 2012. We encourage everyone to use this final opportunity to contribute to the design of the new constituencies - the more public views we hear, the more informed our decisions will be before we make

recommendations to the Government.

We ask everyone wishing to contribute to the design of the new constituencies to first look at the revised proposals report, and accompanying maps, before responding to us.

You can find more details of how to respond on our website, or you can write to us direct or email northwest@bcommengland.x.gsi.gov.uk. You can also find more details about the rest of the review on our website.

Boundary Commission
for England 35 Great
Smith Street London
SW1P 3BQ

Tel: 020 7276 1102

Email: information@bcommengland.x.gsi.gov.uk

Website:

www.consultation.boundarycommissionforengland.independent.gov.uk © Crown copyright 2012

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 20 NOVEMBER 2012
title: FINANCIAL REGULATIONS
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To recommend to Council the acceptance of the attached financial regulations
- 1.2 Relevance to the Council's ambitions and priorities: This report contributes to the council's ambition to be a well managed council providing efficient services based on identified customer needs.

2 BACKGROUND

- 2.1 Financial regulations are a key component of the Council's Constitution and Corporate Governance arrangements.
- 2.2 The existing financial regulations are reviewed on an annual basis and any amendments are reported to committee for approval. It is good practice to keep the financial regulations under regular review in order to take account of evolving working practices.

3 INFORMATION

- 3.1 Attached is a revised set of financial regulations covering all aspects of the Council's financial arrangements and activities. They apply to every member and officer of the Council and anyone acting on the Council's behalf.
- 3.2 Most of the amendments that have been required are minor and reflect updates in regulations and changes within the council since they were last approved.
- 3.3 These financial regulations form part of the Council's Constitution and as a consequence will require the additional approval of Full Council.

4 RISK ASSESSMENT

- Resources – Operating without financial policies and procedures that are fit for purpose exposes the council to very great risks to its resources.
- Technical, Environmental and Legal – The financial regulations form part of the Council's Constitution. Under the requirements of the Local Government Act 1972 Section 151, the Financial Regulations provide a control framework through which the Director of Resources carries out their statutory duty on behalf of the council.
- Political – None
- Reputation – Financial regulations are an important part of the Council's Governance arrangements and will give the public confidence that the Council manages its financial affairs properly.
- Equality and Diversity – Effective financial and governance arrangements will ensure that equality and diversity matters remain a continued focus

5 RECOMMENDED THAT COMMITTEE

5.1 Recommend to Full Council acceptance of the Revised Financial Regulations.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF64-12/LO/AC
7 November 2012

BACKGROUND WORKING PAPERS:

For further information please ask for Lawson Oddie, extension 4541

Financial Regulations

DRAFT

November 2012



This document can be made available in alternative formats or languages. Anyone wishing to request this document in an alternative format or language should contact the Head of Financial Services on 01200 414541 or by email at lawson.oddie@ribblevalley.gov.uk

Ribble Valley Borough Council is committed to the delivery of quality services and so needs to be responsive to the changing demands and expectations of its customers.

In support of this aim the Council has a sound financial management framework in place, which is relevant and flexible enough to meet the challenges ahead. For example the changes from the traditional accepted role of local government to one of community leader including the introduction of greater partnership working has a major influence on the delivery of local services. The establishment of Financial Regulations provides the financial controls and procedures necessary to address the modern demands on local government. They also provide clarity about the financial accountabilities of individuals - Members, the Chief Executive (the Head of Paid Service), the Monitoring Officer, the Director of Resources (Section 151 Officer) and other Directors, Heads of Service and staff generally. The Regulations are therefore formally endorsed by the Council as a key part of the Council's Constitution.

The Financial Regulations, as set out here, provide the overall key control framework to enable the organisation to exercise effective financial management and control of its resources and assets. Another key purpose of the Regulations is to support and protect Members and staff in the performance of their duties where financial issues are involved.

These Regulations need to be read in conjunction with the remainder of the Constitution and any other regulatory documents of the Council.

Please address queries or comments regarding the Council's Financial Regulations to the Head of Financial Services.

RIBBLE VALLEY BOROUGH COUNCIL FINANCIAL REGULATIONS

CONTENTS

Section 1: General.....	3
Section 2: Internal Controls.....	5
Section 3: Accounting.....	7
Section 4: Revenue Budget	9
Section 5: Capital Programme.....	11
Section 6: Budgetary Control.....	13
Section 7: Procuring and paying for Works, Supplies and Services	17
Section 8: Work carried out for others	20
Section 9: External funding and partnership arrangements.....	21
Section 10: Income.....	23
Section 11: Value Added Tax	25
Section 12: Banking and Cheques.....	27
Section 13: Security and Inventories.....	29
Section 14: Stocks and Stores.....	30
Section 15: Computer Systems.....	31
Section 16: Insurances	33
Section 17: Risk Management.....	35
Section 18: Internal Audit.....	36
Section 19: External Audit and Inspection	37
Section 20: Treasury Management and Leasing	38
Section 21: Pay and Conditions of Employment.....	40
Section 22: Reports to Members	42
Glossary	45

Section 1: General

WHY ARE THESE REGULATIONS IMPORTANT?

It is important that the Council has a sound and effective financial management framework in place to safeguard the organisation's financial arrangements and activities, to support staff and to minimise risk. The Local Government Act 1972 Section 151 requires the Council to nominate one of its Officers to be responsible for the proper administration of its financial affairs. The Officer so appointed is the Director of Resources. Financial Regulations form part of the Council's approach to corporate governance and provide a control framework through which the Director of Resources carries out their statutory duty on behalf of the Authority.

The Financial Regulations and their application also form part of the Council's performance framework and an assessment of their effectiveness will contribute to the result of any external assessment of the Council.

(1) Application of Financial Regulations

Financial Regulations are the framework for managing the authority's financial affairs. They apply to every Member and Officer of the authority and anyone acting on its behalf:

- (i) These Regulations identify the financial responsibilities of the Council, the Head of Paid Service, the Monitoring Officer, the Section 151 Officer and Directors generally. **References to Directors include the Chief Executive.** References to the Director of Resources refer to their role as Section 151 Officer.
- (ii) **References in these Regulations to Directors, including the Director of Resources, also apply to Heads of Service, and other senior staff and shall in every case be considered as referring to authorised persons acting on their behalf (whether authorised or not).** In certain cases as specified in these Regulations, Directors are required to maintain a written record where decision making has been delegated to members of their staff, including seconded and temporary staff, and to supply up-to-date copies to the Director of Resources.
- (iii) These Regulations apply equally to any service carried out by the Council on behalf of the County Council or any other authority, body or person, and to all external agencies and their employees incurring expenditure or receiving income on behalf of the Council. Accordingly, Directors shall ensure that partnership and other arrangements with external parties are not set up to operate in conflict with these Regulations as far as this Council's involvement is concerned.

- (iv) Any action which is an exception to these Regulations may only be approved in exceptional circumstances by the Director of Resources in consultation with the Chairman of the Policy and Finance Committee and a report setting out the reasons for such action shall be submitted to the next meeting of that Committee.
- (v) These Regulations shall apply until such time as they are rescinded, amended or suspended by the Council.

(2) General responsibility

- (i) All Members and staff have a general responsibility for taking reasonable action to provide for the security of any assets under their control, and for ensuring that the use of resources is legal, is properly authorised, provides value for money and achieves best value.
- (ii) Directors are responsible for informing the Director of Resources of any matter liable to materially affect the finances of the Council including negotiations with government departments, before any commitment is incurred or arrangements reached.

(3) Compliance

Directors are responsible for making all staff in their departments aware of the existence and content of these Financial Regulations and any related Financial Procedure notes and for their compliance with them. They must also make an adequate supply of copies available for reference within their departments.

(4) Review

- (i) The Director of Resources shall maintain a continuous review of the Financial Regulations and, except where provided in (ii) below, submit any necessary additions or changes in law or practice to the Policy and Finance Committee for approval by the Full Council. They shall also report to the Chief Executive and/or Policy and Finance Committee where they consider appropriate any breaches of the Financial Regulations.
- (ii) Any financial amounts referred to in these Regulations may be varied by the Director of Resources in line with general price inflation or otherwise as required by statute
- (iii) The Director of Resources may issue from time to time Financial Procedure Notes to support these Regulations. These will prescribe more-detailed financial controls and procedures consistent with these Regulations and such supplementary controls and procedures shall carry the same status as these Regulations.

Section 2: Internal Controls

WHY ARE THESE REGULATIONS IMPORTANT?

The functions of the Authority are diverse and therefore to ensure delivery of the Council's strategic objectives a framework of internal controls is required.

The Authority has statutory obligations and therefore requires internal controls to identify, meet and monitor compliance with these obligations. Moreover the Council is required to conduct an annual review of the effectiveness of its system of internal control and present an Annual Governance Statement alongside the annual Statement of Accounts.

The Authority faces a wide range of financial, administrative and commercial risks, from both internal and external factors, which need to be managed to enable the Council to achieve its objectives. Internal controls are necessary to manage these risks.

A system of internal controls is established in order to provide measurable achievement of: (a) efficient and effective operations, (b) reliable financial information and reporting, (c) compliance with laws and regulations, and (d) risk management.

- (1) The Director of Resources has statutory duties in relation to the financial administration and stewardship of the authority. This responsibility cannot be overridden. The statutory duties arise from:
 - (i) Section 151 of the Local Government Act 1972
 - (ii) The Local Government Finance Act 1988
 - (iii) The Local Government and Housing Act 1989
 - (iv) The Accounts and Audit Regulations 2011
 - (v) The Local Government Act 2003.
- (2) The Director of Resources is responsible for:
 - (i) the proper administration of the authority's financial affairs
 - (ii) setting financial management standards and monitoring compliance with them
 - (iii) advising on the corporate financial position and on the key financial controls necessary to secure sound financial management
 - (iv) providing financial information
 - (v) preparing the revenue budget and capital programme
 - (vi) treasury management
 - (vii) reporting on the robustness of estimates made for the purposes of preparing budgets and the adequacy of the proposed financial reserves.
- (3) The Director of Resources shall report to the Full Council and external auditor in fulfilment of their statutory obligations under Section 114 of the Local Government Finance Act 1988 or otherwise if the authority or any of its Officers:

- (i) has made, or is about to make, a decision which involves incurring unlawful or unauthorised expenditure
 - (ii) has taken, or is about to take, an unlawful or unauthorised action which has resulted or would result in a loss or deficiency to the authority
 - (iii) has made or is about to make an unlawful or unauthorised entry in the authority's accounts.
- (4) Directors are responsible for ensuring that:
- (i) Service Committees are advised of the financial implications of all proposals and that these have been previously agreed by the Director of Resources.
 - (ii) contracts are duly signed on behalf of the authority
 - (iii) the approval of the Director of Resources is sought on any matter liable to affect the authority's finances materially, before any commitments are incurred.
- (5) The Director of Resources shall assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective operations, financial stewardship, probity and compliance with laws and regulations.
- (6) Directors shall ensure that:
- (i) managerial control systems operate effectively throughout their departments. These will include the defining of policies, the setting of objectives and plans, the monitoring of financial and other performance, and the taking of appropriate anticipatory and remedial action. The key objective of these systems is to promote ownership of the control environment by defining roles and responsibilities and ensuring staff have a clear understanding of the consequences of any lack of control
 - (ii) financial and operational control systems and procedures operate effectively throughout their departments. These will include physical safeguards for assets, segregation of duties, checking and authorisation procedures and information systems
 - (iii) key controls and control objectives for internal control systems are reviewed regularly in order to be confident as to the proper use of resources, achievement of objectives and management of risk.
 - (iv) processes are managed so as to check that established controls are being adhered to and are effective
 - (v) existing controls are reviewed in the light of changes affecting the authority and new controls are established and implemented in line with guidance from the Director of Resources.
 - (vi) controls which are no longer necessary, or no longer cost or risk effective, are removed.
- (7) The Director of Resources shall ensure that there is an effective and properly resourced internal audit function.

Section 3: Accounting

WHY ARE THESE REGULATIONS IMPORTANT?

Maintaining proper accounting records is one of the ways in which the authority discharges its responsibility for stewardship of public resources. The authority has a statutory duty to prepare its annual Statement of Accounts in a way which gives a true and fair view of its operations during the year. The accounts are subject to external audit, which provides assurance that they have been prepared properly, that proper accounting practices and statutory requirements have been followed and that quality arrangements have been made for securing economy, efficiency and effectiveness in the use of the authority's resources. There is also a statutory right for members of the public to inspect the accounts and relevant supporting documentation.

- (1) The Director of Resources is responsible:
 - (i) for selecting and applying appropriate accounting policies
 - (ii) for determining accounting procedures and records.
- (2) The Director of Resources shall:
 - (i) make arrangements for the proper administration of the authority's financial affairs
 - (ii) apply accounting policies consistently
 - (iii) maintain proper accounting records
 - (iv) make an annual report to the Policy and Finance Committee on the financial outturn for the previous financial year
 - (v) ensure that the Statement of Accounts for that year is completed, approved by the Accounts and Audit Committee and published within the corporate and statutory timetable and in accordance with relevant Codes of Practice.
- (3) Directors shall ensure:
 - (i) that all the authority's transactions, material commitments, contracts and other essential accounting information are recorded completely, accurately and promptly.

- (ii) that in the allocation of accounting duties of any kind:
 - (a) the duty of providing information, calculating, checking and recording sums due to or from the Council shall be separated as completely as possible from the duty of collecting or disbursing such sums.
 - (b) Officers charged with the duty of examining and checking the accounts of cash or stores transactions shall not themselves be engaged in any of those transactions.
- (iii) that any Financial Procedure Notes prescribed by the Director of Resources are fully complied with.
- (iv) that the Director of Resources is supplied with such information as may be requested from time to time for the purpose of the proper administration of the Council's affairs.

Section 4: Revenue Budget

WHY ARE THESE REGULATIONS IMPORTANT?

The Council is responsible for producing an overall policy framework. The purpose of the framework is to explain overall priorities and objectives, and ensure that resources follow the identified priorities, current performance and proposals for improvement. The revenue budget is important in this context because, together with the capital programme (see Section 5), it expresses the approved policies and service levels of the Council in financial terms.

Once approved, the revenue budget confers authority on managers to incur expenditure to achieve the aims and objectives of the Council. If expenditure plans cannot be met within the approved budget, then they can only proceed with an approval to divert funds (as provided for in Section 6(4)).

- (1) The Director of Resources shall:
 - (i) recommend to the Policy and Finance Committee appropriate guidelines for preparation of the annual budget and the financial forecast for at least the following two financial years
 - (ii) issue appropriate guidance to Directors and Members and prepare a corporate budget timetable
 - (iii) ensure the approved budget guidelines are complied with so that statutory and other deadlines can be met.
- (2) Directors shall:
 - (i) submit to the Director of Resources estimates in accordance with the budget guidelines and within agreed time scales
 - (ii) ensure that the estimates are prepared having regard to the Council's Corporate Strategy and other corporate aims and objectives
 - (iv) provide any other information the Director of Resources may require.
- (3) The Director of Resources shall report to the Policy and Finance Committee:
 - (i) on the detailed draft revenue estimates, ensuring that the content and format comply with legal requirements and relevant codes of practice
 - (ii) on the robustness of the estimates made for the purposes of calculations and the adequacy of the proposed financial reserves

- (iii) on any significant surplus or deficit arising on the Collection Fund with a recommended course of action
 - (iv) on the final proposed budget to enable the Policy and Finance Committee to make a recommendation to Full Council on the appropriate levels of contingencies and reserves, and on the levels of Council Tax for the year.
- (4) Subject to (5) below, the approval of a budget for the year by Full Council confers authority to spend in accordance with the budget for that year. Commitments affecting future financial years may only be made where the provisions of Section 6(6) are satisfied. Directors are responsible for coordinating programmes of expenditure and income that will achieve the objectives on which the budget was based.
- (5) Directors shall not enter into any new arrangements or other contractual commitments with long-term revenue consequences without the prior written consent of the Director of Resources. Such arrangements may be defined for this purpose as any lease, contract hire or other contract or series of contracts under which the use of an asset is obtained in exchange for a series of revenue payments which extend beyond the end of the following financial year.
- (6) If a Director wishes to incur expenditure outside the approved budget provision, or anticipates an underspend against an approved budget head, the procedures set out in Section 6(4) and (5) shall apply.
- (7) Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 5: Capital Programme

WHY ARE THESE REGULATIONS IMPORTANT?

The revenue budget (Section 4) and the capital programme together express the approved policies and service levels of the Council in financial terms. It is important to ensure that the Council achieves maximum economy, efficiency and effectiveness from the use of its capital resources and directs those resources into the agreed priority areas. Unlike the revenue budget however, due to the uncertainty of capital resources and the timing of capital projects, total capital expenditure is often over or underprogrammed against estimated resources, so special controls are needed to ensure commitments do not exceed the resources available.

- ~~(1) The Director of Resources is responsible for preparing a Capital Strategy and submitting this to the Policy and Finance Committee for approval.~~
- ~~(2) The Chief Executive is responsible for preparing an Asset Management Plan and submitting this to the Policy and Finance Committee for approval.~~
- (3) The Director of Resources shall:
 - (i) prepare current estimates of resources available to finance capital expenditure in the current year and over at least the following two financial years
 - (ii) prepare a capital programme for approval annually by the Policy and Finance Committee and Full Council based on the current Council's Corporate Strategy, ~~Capital Strategy, Asset Management Plan~~ and other relevant corporate plans and strategies.
- (4) Directors shall:
 - (i) submit to the Director of Resources upon request estimates of the cost of capital spending proposals and the estimated amount and timing of any capital receipts, commuted sums and other contributions receivable
 - (ii) ensure that the estimates submitted are prepared having regard to the Council's Corporate Strategy and other corporate aims and objectives described in 3(ii)
 - (iii) provide any other information the Director of Resources may require for the review, monitoring or control of the capital programme.
- (5) In working up any capital scheme, Directors shall have regard to the risk of triggering clawback or breaching restrictive covenants or other contractual conditions in relation to land or otherwise.

- (6) The inclusion of a capital scheme within an approved capital programme shall confer authority to spend, including expenditure which may fall in a subsequent financial year, subject to:
- (i) the provisions of the Council's Contract Procedure Rules
 - (ii) the provisions of (7) below
 - (iii) the Director of Resources having first confirmed in writing that sufficient resources are available for the purpose.
- (7) If a Director wishes to incur expenditure outside the approved capital programme provision, then a request must be submitted to the relevant service committee ~~for the approval of such in to the capital programme.~~ The service committee must then make recommendation of approval of such in to the capital programme to Policy and Finance Committee
- (8) Directors shall give the Director of Resources early warning of known underspends, overspends and changes to planned resources so that the availability of uncommitted capital resources may be monitored effectively.
- (9) Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 6: Budgetary Control

WHY ARE THESE REGULATIONS IMPORTANT?

Budgetary control ensures that once Full Council has approved a revenue budget or a capital programme, the resources allocated are used for their intended purposes, i.e. the agreed priority areas, and are properly accounted for. It is a continuous process, enabling the authority to review and adjust its budget targets during the financial year to make the most effective use of resources in delivering the Council's policies and objectives. The budgetary control framework also sets out the accountabilities of managers for defined elements of the budget.

By continuously identifying and explaining variances against budgetary targets, the authority can identify changes in trends and resource requirements at the earliest opportunity.

To ensure that the authority as a whole does not over or underspend, each service is required to manage its own expenditure within approved resources and to identify any surplus resources for diversion to other programme areas. A mechanism is provided for switching funds between budget heads, including contingencies and reserves, where required, in order to maintain service levels and achieve policy objectives.

(1) Overall responsibility for budgetary control

The Director of Resources is responsible:

- (i) to the Council for the overall financial control of the revenue budget and capital programme
- (ii) for providing quarterly monitoring reports
- (iii) for subdividing service budgets within the overall budget framework according to Council structure and services, having regard to relevant Codes of Practice
- (iv) for allocating the revenue budget and capital programme wholly among responsible Directors
- (iv) for supplying timely information on receipts and payments on each budget head and capital scheme, sufficiently detailed to enable managers to fulfil their budgetary control responsibilities.

(2) Responsibility for control of individual budgets

Directors are responsible:

- (i) for the budgets and programmes allocated to them, for delivering the levels of service on which they were based, and for compliance with their financial obligations
- (ii) for monitoring levels of service and performance within services, as measured by expenditure and income incurred against relevant budget heads and capital programme provision
- (iii) for seeking virements, either to increase or to reduce the provision allocated to particular budget heads or capital schemes, in accordance with (4) below in order to maintain budget provisions in line with the service levels required and

Directors:

- (i) may exercise powers delegated to them to enter into new financial commitments, including commitments relating to recruitment and remuneration of staff, only where adequate provision has been made in the revenue budget or capital programme and where the revenue consequences for future financial years are in accordance with (6) below
- (ii) shall provide any additional information the Director of Resources may require.

(3) Variances from budget

The Director of Resources is responsible

- (i) for reporting significant variances to the Policy and Finance Committee where a Director fails to take action under (4) to (6) below
- (ii) for agreeing annually:
 - (a) a list of expenditure proposals for which revenue budget provision had been made in the previous year and for which the particular goods or services had not been supplied before the financial year end.
 - (b) a list of expenditure proposals on capital schemes for which provision had been made in the capital programme for the previous year but which was under or overspent.

(4) Virements between budgets

Subject to appropriate consultation with the Director of Resources, budget allocations may be moved between revenue budget heads (including contingency provisions) for the purpose of maintaining approved service levels, in accordance with the following scheme of virements:

Revenue Budgets

All requests must be approved by the Service Director and also the Director of Resources. Further approval from committees must also be given in accordance with the details shown below

Over £10,000	also by the Service Committee
Over £25,000	also by Policy and Finance Committee

Capital Budgets

Any request for virement between capital schemes must be approved by the service committee and Policy and Finance Committee.

No virement can take place between a revenue and a capital budget

In making any virement decision, due regard shall be had to any budget implications for future financial years.

(5) Supplementary estimates

(i) Revenue expenditure

Where no provision currently exists in the revenue budget, or where the provision made for an existing budget head is insufficient and a virement is not available under (4) above, then new or additional budget provision may only be established with the approval of the Policy and Finance Committee and in making any such decision, shall have due regard to any budget implications for future financial years.

(ii) Capital expenditure

Where no provision currently exists in the capital programme, or where an existing provision is insufficient and a virement is not available under (4) above, then, new or additional provision may only be established for the scheme with the approval of the Policy and Finance Committee, who in making any such decision, shall pay due regard to any implications for the capital programme or revenue budget in future financial years.

(iii) Partnership Expenditure and External Funding

Where no provision currently exists in the revenue budget or capital programme for specific projects or activities which are to be wholly or partly funded by external agencies or partners, then the above criteria for virements and supplementary estimates will apply to the value of the Council's net financial contribution to the revenue or capital cost of the project.

The Director of Resources is empowered to adjust revenue budgets and capital programmes to reflect the gross value of all such arrangements and transactions.

Directors and Heads of Service must liaise with the Director of Resources, and refer to Section 9 of these Regulations, prior to undertaking any bidding for external funding or setting up any partnerships.

(6) Commitments of revenue expenditure affecting future financial years.

The following arrangements shall apply in relation to the commitment of expenditure prior to the approval of the revenue budget for the financial year concerned:

- (i) Directors may commit expenditure affecting future financial years provided the estimated cost in real terms does not exceed the current year's budget provision and that the written consent of the Director of Resources is obtained.
- (ii) Directors may only commit expenditure on new or extended services with the approval of the relevant Service Committee and Policy and Finance Committee

(7) Delegation

Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

(8) Other matters affecting budgets

Directors are responsible for alerting the Director of Resources of any issues with the potential to affect revenue or capital budgets or resources in the current year or future years, and where significant the Director of Resources shall report such matters to the Policy and Finance Committee.

Section 7: Procuring and paying for Works, Supplies and Services

WHY ARE THESE REGULATIONS IMPORTANT?

The letting of public contracts should be done with demonstrable transparency and in accordance with Council policies, including the policy on fraud and corruption. It is essential for maintaining public confidence that the Council and its Officers are seen to act with complete fairness and impartiality in the letting of contracts.

The Council has a statutory duty to achieve best value, partly through economy and efficiency. There is also a local performance indicator measuring and reporting on the time taken by the Council to pay its creditors. The Council's procedures should help to ensure that services obtain value for money from their purchasing arrangements.

These Regulations should be read in conjunction with the Council's Contract Procedure Rules and its Procurement Strategy.

(1) Placing Orders for Works, Supplies and Services

- (i) Where, over the anticipated lifetime of supply, the estimated value of any works, supplies or services to be received by the Council exceeds £50,000, Directors shall invite tenders in accordance with the Contract Procedure Rules
- (ii) Where, over the anticipated lifetime of supply, the estimated value of any works, supplies or services to be received by the Council is below £50,000, Directors may at their discretion invite tenders in accordance with the Contract Procedure Rules
- (iii) In all other cases, Directors shall place orders, using the corporate purchasing system, only in accordance with arrangements determined by the Director of Resources and set out in the Contract Procedure Rules. Such arrangements set different thresholds for different levels of control.

(2) Other contract terms

Directors shall:

- (i) in consultation with the Director of Resources include in every contract appropriate clauses to cover financial and insurance requirements, and to provide sufficient security for due performance
- (ii) put in place adequate procedures for the effective cost control of all contracts.

- (iii) ensure the full involvement of the Head of Legal and Democratic Services and Procurement Assistant prior to commencement of the tender process.

(3) Receipt of Works, Supplies and Services

Directors shall put in place adequate systems for verifying the performance of work or the receipt of supplies and services. In particular controls shall be established to ensure that:

- (i) work done or supplies and services received are as specified
- (ii) quality or workmanship is of the required standard
- (iii) appropriate entries are made in inventory, stock or other records.

(4) Payment for Works, Supplies and Services

- (i) Directors shall make adequate and effective arrangements approved by the Director of Resources for checking and certifying invoices and other requests for payment without undue delay
- (ii) Unless covered by (iii) below or where otherwise approved by the Director of Resources, all payments shall be made by crossed cheque or automated bank transfer drawn on a bank account of the Council. Payments may only be made by direct debit or credit card with the prior approval of the Director of Resources.
- (iii) Minor items of expenditure, up to a limit set by the Director of Resources, may be paid under petty cash procedures.

(5) Delegation

Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to ordering and paying for works, goods or services, together with specimen signatures and details of any limitation on the authority delegated to them.

(6) General

- (i) Every Member and Officer engaged in contractual or purchasing decisions on behalf of the Council shall declare any links or personal interests they may have with purchasers, suppliers and contractors, and shall comply with the provisions of the appropriate codes of conduct
- (ii) Directors shall ensure that as far as is practicable the duties of ordering works, supplies or services, receiving them and certifying payment are not performed by the same Officer.

Section 8: Work carried out for others

WHY ARE THESE REGULATIONS IMPORTANT?

Legislation enables the Council to provide a range of services to other bodies. Such work may help maintain economies of scale and existing expertise. It may also be helpful to share the Council's facilities, expertise and resources with others under partnership arrangements. Effective controls should be in place to ensure that any risks associated with such work are minimised and that the work falls within the Council's statutory powers

- (1) Financial Regulations apply equally to any service carried out by the Council on behalf of the County Council or any other authority, body or person, and Directors shall not set up partnership or other arrangements with external parties to operate in conflict with these Regulations as far as this Council's involvement is concerned.
- (2) Directors shall:
 - (i) properly assess the financial implications of the proposal prior to commitment following consultation with the Director of Resources.
 - (ii) draw up contracts having regard to the Council's powers, relevant policies and protocols and in compliance with any insurance or other requirements of the Director of Resources.

Section 9: External funding and partnership arrangements

WHY ARE THESE REGULATIONS IMPORTANT?

Partnerships play a key role in delivering community strategies and in helping to promote and improve the well being of the District. The Council works in partnership with others - public agencies, private companies, community groups and voluntary organisations - and its distinctive leadership role is to bring together the contributions of the various stakeholders. The Council will mobilise investment, bid for funds, champion the needs and harness the energies of local people and community organisations. It will be measured by what it achieves in partnership with others.

Partnerships can provide ways to access new resources and share risk. They can also lead to innovative and improved ways of delivering services whilst forging new relationships. Whilst external funding is a very important source of income, funding conditions need to be carefully considered to ensure they are compatible with the aims and objectives of the Council. In some instances, tight specifications may not be flexible enough to link to the authority's overall plan. Also, new ways of working can increase the Council's exposure to fraud and to irregularities in the operation of, for example, VAT, insurances, and pay.

(1) Bidding for external funding

- (i) Directors shall seek external resources only to further the priorities and aims of the Council's Corporate Strategy.
- (ii) Before making a bid for resources which, if successful, would require any financial commitment from the Council, Directors shall ensure that appropriate budgets have been approved or earmarked in accordance with these Regulations
- (iii) In working up bids, Directors shall use appropriate project appraisal processes to assess the viability of the project in terms of resources, staffing and expertise, to identify and assess all potential risks, and to ensure achievement of the required outcomes.

(2) Setting up partnerships

- (i) Directors shall agree and accept formally in writing the roles and responsibilities of each of the partners involved in a project before the project commences
- (ii) Where the Council is to be the lead partner, or the accountable body where other public funds are involved, the responsibilities of the Council and the obligations of the various partners are to be clearly defined and understood through the involvement of the Head of Legal and Democratic Services prior to commencement of the project.

- (iii) Directors shall consult the Director of Resources on:
 - (a) any financial control, insurance and audit requirements to be incorporated in the partnership arrangements
 - (b) the overall financial implications for the Council
- (iv) Prior to entering into any commitment, the relevant Director shall ensure that any match funding or other financial obligations of the Council are provided for within revenue or capital programmes and that arrangements are made for future years' financial provisions to reflect these obligations. This should include any audit and other consequential fees as appropriate.

(3) Working with partners

- (i) **These Financial Regulations and the Council's Contract Procedure Rules shall apply equally to any orders for works, goods or services which are the responsibility of the Council under the partnership arrangements**
- (ii) The relevant Director shall comply with any key conditions of funding and any statutory requirements
- (iii) Any variation in resources to be contributed by the Council, or in the overall resources of the partnership where the Council is the accountable body, shall be dealt with in the same way as other budget variations as set out in Section 6 (Budgetary Control)
- (iv) The relevant Director shall ensure that any financial control, insurance and audit requirements of the partnership are met
- (v) The relevant Director shall communicate regularly with the other partners throughout the project so that problems are identified and shared to achieve their successful resolution.

(4) Delegation

Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 10: Income

WHY ARE THESE REGULATIONS IMPORTANT?

It is essential that all income due to the Council is identified, collected, receipted and banked promptly. To achieve this it is necessary to put effective income systems in place. It is preferable to obtain income in advance of supplying goods or services as this improves the authority's cash flow and also avoids the time and cost involved in administering debts.

(1) General

Directors shall implement arrangements made by them under this Section only with the approval of the Director of Resources.

(2) Prompt identification of sums due to the Council

Directors shall make adequate and effective arrangements for the prompt identification of all sums due to the Council.

(3) Prompt recording in the Council's accounts of all sums due

(i) Directors shall make adequate and effective arrangements for recording all sums due in the Council's accounts

(ii) Accounts for sums due may only be raised on the Council's corporate Sundry Debtors system unless alternative arrangements have been approved.

(4) Collection and receipting of all income

Directors shall make adequate and effective arrangements for the collection and receipting of all income and for the security of all cash and other valuables having regard to agreed insurance limits for locked safes.

(5) Control of Tickets and Receipts

Official receipts, tickets, tokens, etc., shall be ordered, controlled and issued only under arrangements approved by the Director of Resources.

(6) Banking of income

The Director of Resources shall make arrangements for the prompt and secure transfer of cash from the Council's offices to the Council's bankers.

(7) Reconciliation of income

Directors shall make adequate and effective arrangements for the sums collected and banked to be reconciled with the records of sums due.

(8) Debt recovery

In all cases Directors shall take prompt and appropriate actions to recover all sums overdue to the Council and ensure that the corporate debt collection policy is followed.

(9) Writing off sums due

(i) Directors are responsible for recommending the write off of irrecoverable debts to the Director of Resources and for ensuring that the corporate debt write-off policy is followed.

(ii) Where an individual debtor owes the Council no more than £1,000, the Director of Resources may approve the write off of that debt where there is satisfactory evidence that it is irrecoverable. In any other case, the debt may be written off only with the approval of the Policy and Finance Committee.

(10) Reviews of fees and charges

Directors shall, in consultation with the Director of Resources, review all fees and charges at least annually in accordance with guidelines approved by the Policy and Finance Committee. On completion of each review, the relevant schedule of proposed fees and charges shall be presented to the appropriate Service Committee for approval.

(11) Segregation of duties

The duty of providing information, calculating, checking and recording sums due to or from the Council shall be separated as completely as possible from the duty of collecting such sums.

Section 11: Value Added Tax

WHY ARE THESE REGULATIONS IMPORTANT?

Value Added Tax (VAT) is a tax applied to many of the goods and services the Council either buys in or supplies to others. VAT therefore impacts on many of the Council's financial transactions. Whilst generally speaking the Council is able to reclaim the VAT it pays on buying in goods and services, this ability is limited in relation to certain types of services made by the Council. VAT is a very complex tax, particularly where it relates to land and property transactions and partnership arrangements. It is essential that the VAT implications of all major projects, partnership arrangements and land and property transactions be evaluated well in advance of commitments being made. If this is not done the Council could be faced with a substantial irrecoverable VAT bill that is both unplanned and unbudgeted. HM Revenue & Customs also have the power to impose penalties (fines) for late or non-compliance with VAT rules.

- (1) The Director of Resources is responsible for the determination of all arrangements for the collection, recording, payment and recovery of VAT.
- (2) The Director of Resources shall:
 - (i) maintain complete and accurate accounting records of all the Council's VAT transactions
 - (ii) submit the Council's VAT return to HM Revenue and Customs monthly in accordance with statutory deadlines
 - (iii) prepare the Council's partial exemption calculation as at the end of each financial year and monitor the Council's partial exemption position quarterly
 - (iv) conduct all negotiations with HM Revenue and Customs in respect of VAT matters affecting the Council
 - (v) provide guidance, advice and training to Council staff on all aspects of VAT as they affect the Council
 - (vi) publish and regularly update appropriate VAT guidance notes on the Council's intranet.

- (3) Directors shall:
- (i) properly account for VAT on all transactions under arrangements determined by the Director of Resources
 - (ii) consult the Director of Resources in all cases where the VAT treatment of any transaction is unclear so that the matter can be reviewed and appropriate treatment determined
 - (iii) consult the Director of Resources in all cases where new projects, schemes or services are proposed, well in advance of commitments being made, so that any impact on the Council's VAT position can be assessed and any necessary action taken to protect the Council's VAT recovery position
 - (iv) co-operate with any VAT inspector and give access at all reasonable times to premises, personnel, documents and assets which they consider necessary for the purposes of their work.
-

Examples of activity with potential VAT implications

Examples of the types of new activity that could have an impact on the Council's VAT position are shown below. However, this list is not exhaustive and consultation should take place when any new or innovative scheme is proposed: -

- *a new service*
 - *a significant extension to an existing service*
 - *a capital new-build scheme*
 - *a land or property transaction, including any involving a land exchange*
 - *a new or extended partnership arrangement*
 - *a scheme involving third party funding*
 - *an agency arrangement*
 - *any scheme where there is consideration in kind*
 - *a project where the council is to act as accountable body, or project manager*
-

Section 12: Banking and Cheques

WHY ARE THESE REGULATIONS IMPORTANT?

The Council has a duty to ensure that all monies are properly safeguarded and only utilised for authorised purposes. It is therefore necessary to have controls to ensure the proper authorisation and control of all bank accounts, all payments made from them and all income deposited.

(1) Operation of bank accounts

- (i) The Director of Resources is responsible for opening, closing and operating all bank accounts and related facilities in the Council's name
- (ii) All communications with the Council's bankers concerning its bank accounts and any changes in banking arrangements shall be made under arrangements approved by the Director of Resources.

(2) Authorisation of signatories

Only Officers personally mandated by the Director of Resources and approved by the Policy and Finance Committee may sign cheques and other documents transferring funds out of the Council's bank accounts.

(3) Payments from Council bank accounts

- (i) All payments from the Council's bank accounts shall be, so far as is practicable, by crossed cheque or automated bank transfer but the Director of Resources may exclude from this regulation such payments as ~~he~~ may be considered ed appropriate from time to time.
- (ii) No payments shall be made from the Council's bank accounts unless approved personally by a signatory authorised in accordance with (2) above.

(4) Custody of cheques

- (i) All cheques and related stationery shall be ordered and controlled by the Director of Resources
- (iii) The safe custody and issue of cheques and related stationery shall be carried out under arrangements made by the Director of Resources.

(5) Banking of income

The Director of Resources shall make arrangements for the prompt and secure transfer of cash from the Council's offices and facilities to the Council's bankers.

(6) Reconciliation

The Director of Resources shall regularly reconcile the Council's bank accounts with the accounting records.

Section 13: Security and Inventories

WHY ARE THESE REGULATIONS IMPORTANT?

The authority holds assets in the form of land and buildings, fixed plant, vehicles and machinery, furniture and equipment, software and data, cash and other items of value (e.g. stocks and stores, tickets and vouchers). It is important that assets are used efficiently in service delivery, that they are adequately insured and that there are arrangements for the security of both assets and information required for service operations. Up to date records are a prerequisite for sound asset management. See also Sections 14 (Stocks and Stores), 15 (Computer Systems) and 16 (Insurances).

1) Proper use of the Council's resources

Resources are to be used solely for the purposes of the authority unless authorised otherwise by the Council, and are to be properly accounted for.

2) Asset register

The Chief Executive is responsible, in consultation with other Directors, for the compilation and maintenance of an asset register covering land and property and other fixed assets

3) Inventories

- (i) Each Director is responsible for maintaining an inventory of moveable assets under procedures determined by the Director of Resources
- (ii) Inventories are to be reviewed at least once each year and an updated copy supplied to the Director of Resources.

4) Security

Directors shall make proper arrangements for:

- (i) the security of all buildings and other assets under their control
- (ii) the safe custody of all documents held as security.

Section 14: Stocks and Stores

WHY ARE THESE REGULATIONS IMPORTANT?

The Council holds many different types of stocks and stores. It is important that these assets are safeguarded and used efficiently in service delivery. There therefore need to be adequate arrangements for the receipt, security and issue of stocks and stores and for the disposal of surplus or redundant items.

(1) Receipt, Control and Custody

Directors shall make adequate and effective arrangements for the custody, care and physical control of all stocks and stores in their departments.

(2) Stocks and Stores Records

(i) In consultation with the Director of Resources, Directors shall maintain adequate records of all issues and other movements of stocks and stores

(ii) Directors shall provide to the Director of Resources each year a stock certificate detailing stocks and stores in hand at 31 March.

(3) Maintenance of stocks

(i) Directors shall maintain stocks at reasonable levels and subject them to a regular independent physical check

(ii) All discrepancies shall be investigated, pursued to a satisfactory conclusion and removed from the authority's records by making stock adjustments as necessary. Gains and losses resulting from stock adjustments shall only be written off or adjusted in the records under arrangements approved by the Director of Resources.

(4) Disposal of surplus, obsolete or redundant stocks or equipment

Directors shall ensure that all stocks and equipment no longer required are disposed of economically under arrangements approved by the Director of Resources.

(5) Delegation

Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to sign stock certificates and other related matters on their behalf, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 15: Computer Systems

WHY ARE THESE REGULATIONS IMPORTANT?

A very high reliance is placed on computer systems for all aspects of the Council's business, including financial and management information. Systems therefore need to be fit for purpose, well managed and secure. The information stored must be accurate, the systems and the supporting infrastructures secure, and procedures sound and well administered.

- (1) New computer systems and changes to existing systems shall only be introduced with the approval of the ICT Manager and, for financial systems or those that interact with such systems, with the additional approval of the Director of Resources.
- (2) The Head of Financial Services, together with the ICT Manager shall:
 - (i) ensure that any new or significantly changed system is in accordance with the Council's ICT strategy.
 - (ii) assist in the selection of all new computer systems, manage effectively the technical process of implementation and assist in ensuring that all staff are properly trained in their use.
 - (iii) ensure that the Council's infrastructure, systems and data are secure
 - (iv) make proper arrangements to protect central computer equipment against loss or damage through theft or misuse
 - (v) put in place a documented and tested disaster recovery system and review it regularly
 - (vi) issue mandatory standards and guidelines governing the use of all computer systems and monitor their use to ensure that they are adhered to.
- (3) Directors shall:
 - (i) ensure that computer systems are fit for the purpose of their business function
 - (ii) make staff aware of and ensure that they comply with the Council's ICT standards

- (iii) train all staff in the proper and effective operation of any computer systems they are required to use and ensure that system administrators are appointed, trained and managed
- (iv) restrict user access to systems and data held on computer systems as appropriate
- (v) ensure that processing is genuine, complete, accurate and timely and that an audit trail exists to original documentation
- (vi) ensure that information generated by computer systems is accurate and complete and that it is communicated to appropriate managers on a timely basis
- (vii) put in place appropriate and effective contingency arrangements to maintain services in the event of any potential computer failure
- (viii) register any personal information in accordance with data protection legislation and make staff aware of their responsibilities under the relevant law
- (ix) make proper arrangements to protect departmental computer equipment against loss or damage through theft or misuse
- (x) comply with data protection, computer misuse, software licensing, copyright, design and patent legislation and any other relevant legislation, and in particular ensure that only software that is properly acquired is installed and used on computers.

Section 16: Insurances

WHY ARE THESE REGULATIONS IMPORTANT?

The provision of insurance cover is one of the major methods of responding to corporate and service risks identified under the Council's risk management arrangements (see Section 17). Cover can be arranged either externally (with major insurance companies) or through an internal insurance pool. Accurate record keeping and timely provision of information are essential if the Council's insurance cover is to be effective. This Section should be read in conjunction with that relating to Risk Management.

- (1) The Director of Resources is responsible for:
 - (i) effecting all insurance cover on a corporate basis, through external insurance or through internal self-insurance arrangements as considered appropriate
 - (ii) negotiating all claims, in consultation with relevant Directors where necessary.
- (2) Directors shall notify the Director of Resources immediately in writing:
 - (i) of all new risks, properties, vehicles or other assets that require insurance;
 - (ii) of any alterations to such risks or assets affecting existing insurances;
 - (iii) should any of the authority's assets be damaged, lost or stolen;
 - (iv) of any loss, liability, damage or personal injury that may lead to a claim against the authority.

and shall provide any related information or explanation required within time scales determined by the Director of Resources.
- (3) Directors shall ensure that no employee or other person covered by the authority's insurances admits liability (orally or in writing) or makes any offer to pay compensation, because this may prejudice a proper assessment of the Council's liability.
- (4) Directors shall maintain proper records relating to insurances effected by the authority, under arrangements approved by the Director of Resources.
- (5) Directors shall consult the Director of Resources and seek legal advice from the Head of Legal and Democratic Services on the terms of any indemnity that the authority is requested to give.

- (6) Directors shall consult the Director of Resources to determine the minimum level of insurance cover required of any person or body (including all Council contractors) to indemnify the Council or to effect insurance cover in accordance with the Council's requirements.

Section 17: Risk Management

WHY ARE THESE REGULATIONS IMPORTANT?

The Council faces numerous risks: to people (including its employees), to property, to its reputation and to continuity of service delivery. Risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and to successfully execute its strategies. This will include both external and internal risks. Risk Management is the process by which risks are identified, evaluated and controlled. Risk management seeks to protect the Council and enable us to achieve our stated aims and objectives. It also seeks to maximise the rewards that can be gained through effectively managing risk. It is the responsibility of the Accounts and Audit Committee to approve the Council's risk management policy and strategy and to promote a culture of risk management awareness throughout the organisation.

This Section should be read in conjunction with that relating to Insurance (see Section 16), which is just one tool used in the control of organisational risk.

- (1) The Accounts and Audit Committee shall approve and promote the authority's corporate risk management policy and strategy.
- (2) The Director of Resources shall:
 - (i) develop risk management processes and procedures to assist in the identification, assessment, reduction and control of material risks
 - (ii) undertake regular monitoring and review of the corporate and service arrangements for effective risk management.
- (3) Directors are responsible:
 - (i) for risk management within all areas under their control, having regard to appropriate advice from the Director of Resources.
 - (ii) for carrying out regular reviews of risk, risk reduction strategies and the operation of appropriate controls (including business continuity plans) within their departments.
- (4) Directors shall consult the Director of Resources and seek legal advice from the Head of Legal and Democratic Services on the terms of any indemnity that the authority is requested to give.
- (5) Directors shall promptly notify the Director of Resources of all new risks that are material, as they are identified.

Section 18: Internal Audit

WHY ARE THESE REGULATIONS IMPORTANT?

The requirement for an internal audit function for local authorities is implied by section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs”. The Accounts and Audit Regulations 2011 more specifically require that a “relevant body must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control”.

Accordingly, internal audit provides one aspect of an independent and objective assurance in the review of the system of internal control as a contribution to the proper, economic, efficient and effective use of resources. In fulfilling this responsibility the internal audit service comply with best practice as set out by CIPFA's Code of Practice for Internal Audit in Local Government.

- (1) The Director of Resources shall ensure that the internal audit service is independent in its planning and operation.
- (2) The Director of Resources or their authorised representative shall have authority to enter at all reasonable times any offices, premises or land under the control of the Council and shall have unrestricted access to all records, documents and correspondence relating to any matter under consideration, without limitation.
- (3) All staff shall provide such information and explanations as the Director of Resources considers necessary and shall produce upon demand cash, stores, documents or other property of the Council under their control.
- (4) Directors, Heads of Service and other staff shall immediately notify the internal audit service on behalf of the Director of Resources upon discovery or suspicion of any financial irregularity, whether affecting cash, stores, property, financial records or otherwise. The Director of Resources shall notify the Chief Executive in all significant cases.
- (5) The Council sets out in policy documents its approach to fraud and corruption and to “whistle blowing”.
- (6) The internal audit service has direct access to the Chief Executive, to all levels of management and to elected Members.

Section 19: External Audit and Inspection

WHY ARE THESE REGULATIONS IMPORTANT?

The Audit Commission ~~is~~was responsible for appointing the current external auditors ~~for this~~to each local authority. The basic duties of the external auditor are governed by statute.

In fulfilling their responsibilities the external auditor works to a set code of audit practice, ~~issued by the Audit Commission.~~

The authority may from time to time also be subject to audit, inspection or investigation by various other external bodies. ~~The Audit Commission inspectorates,~~ government department inspectorates and bodies such as HM Revenue and Customs have statutory rights of access. Rights of access are also sometimes granted under contractual arrangements, including partnerships where the Council is not the lead body. It is important that all Officers of the Council respond to external scrutiny in a timely, professional and helpful manner.

- (1) The Director of Resources shall facilitate the coordination of the work of internal and external audit together with ensuring appropriate consideration of external audit reports by management and/or Members.
- (2) Co-ordination of all other inspection and independent review work shall be the responsibility of the relevant Director.
- (3) Directors shall give external auditors and inspectors access at all reasonable times to premises, personnel, documents and assets which they consider necessary for the purposes of their work.

Section 20: Treasury Management and Leasing

WHY ARE THESE REGULATIONS IMPORTANT?

Treasury Management is in place to provide assurance that the authority's money and overall cash flow are properly managed, in a way that balances risk with return but with overriding consideration being given to the security of investments.

The signing of leases and other forms of credit can have a wider financial impact than just the rental payments. It is therefore necessary that the Director of Resources be given the opportunity to evaluate the costs of any potential agreement before it is legally binding.

(1) General

The Director of Resources is responsible for all investment, borrowing and leasing undertaken in the name of this authority.

(2) Treasury Management

The Director of Resources shall:

- (i) prepare annually a Treasury Management Policy Statement covering all aspects of treasury management for consideration by the Policy and Finance Committee and recommendation to Full Council
- (ii) prepare annually a Treasury Management Strategy setting out the Council's strategy for consideration and approval by the Policy and Finance Committee
- (iii) prepare annually an Investment Strategy for consideration and approval by the Policy and Finance Committee
- (iv) recommend to the Council before the commencement of each financial year a range of Prudential Indicators, including borrowing limits, to be set for that financial year in accordance with statute and the CIPFA Prudential Code.
- (v) provide regular treasury management monitoring reports to Policy and Finance Committee
- (vi) arrange the borrowing and investments of the authority in such a manner as to comply with the CIPFA Code of Practice on Treasury Management and the authority's Treasury Management Policy Statement and its annual Strategy

(vii) make all investments, borrowings and other financing transactions only in the name of the authority or in the name of nominees approved by Full Council.

(3) Leasing and Similar Arrangements

Leasing and other similar arrangements, including new or extended leases of land and property, may only be entered into with the written consent of the Director of Resources. Such arrangements may be defined for this purpose as any lease, contract hire or other contract or series of contracts under which the use of an asset is obtained in exchange for a series of payments which extend beyond the end of the following financial year.

(4) Delegation

The Director of Resources shall maintain in writing a list of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 21: Pay and Conditions of Employment

WHY ARE THESE REGULATIONS IMPORTANT?

Staffing costs are the largest single item of expenditure for most Council services. It is therefore important that payments are accurate, timely, made only where they are due and that payments accord with individuals' conditions of employment. It is also important that all payments are accurately and completely recorded and accounted for and that Members' allowances are paid in accordance with the scheme adopted by Full Council.

Like all organisations, the Council is responsible for ensuring its tax affairs are in order. Tax issues are often very complex and the penalties for incorrectly accounting for tax can be severe. It is therefore important for all Officers to be aware of their role.

(1) General

Terms and conditions of employment are to be determined by the Council and the Personnel Committee. The Director of Resources is responsible for the administration of all arrangements for the payment of salaries, wages, pensions, and car loans to eligible employees, travel and subsistence claims and other emoluments to existing and former employees, and for all related matters.

(2) Deductions from Pay

The Director of Resources shall make proper arrangements for all statutory and other deductions from pay, including tax, national insurance and pension contributions, and payment of such sums to the bodies concerned.

(3) Terms of employment

Directors, in consultation as necessary with the Head of Human Resources, shall promptly notify the Director of Resources of:

- (i) the terms and conditions applying to new contracts of employment
- (ii) any changes or events affecting the salaries, wages or emoluments of the Council's employees
- (iii) all resignations, retirements and terminations of employment.

(4) Provision of Information

Directors shall provide to the Director of Resources:

- (i) all relevant information, including notifications of sickness absence, in an agreed format and within agreed time scales to enable the prompt and accurate payment of all elements of pay
- (ii) notification of the impending departure of any employee involved with the custody of cash or stores.

(5) Members' Allowances

Payments to elected Members of the Council shall be made by the Director of Resources in accordance with the Council's approved scheme.

(6) Delegation

Directors shall notify the Director of Resources in writing of the names of any Officers in their department authorised to act on their behalf in relation to the specific responsibilities set out in this Section, together with specimen signatures and details of any limitation on the authority delegated to them.

Section 22: Reports to Members

WHY ARE THESE REGULATIONS IMPORTANT?

New and changing policies of the Council result from consideration of reports, either from Members or Officers. Policies could therefore be set on the basis of insufficient or misleading information if both the financial and risk management implications have not been considered, and if commitments are made these could lead to financial difficulties for the Council.

- (1) Reports shall only be put before the Council, Committees, or Working Groups if ~~financial and risk management, technical and legal, political and reputational implications~~ a risk assessment on Resources, Technical, Environmental, Legal, Political, reputational, Equality and Diversity issues for the Council have been considered and presented fairly in the report. Informal advice to Members shall also have regard to any significant financial or legal implications.
- (2) Consultation shall take place as appropriate between the authors of reports, the Director of Resources and any other Directors affected, in good time for any financial, risk management and legal implications to be properly identified.
- (3) Where there are no financial risk management or legal implications or they are negligible, the report shall say so.

Examples of proposals with potential financial implications

Broadly speaking any actual or proposed action or decision that affects the Council's finances in any way has a financial implication.

Listed below are examples of actions or decisions that are likely to have a financial implication. However this list is not exhaustive and it should be borne in mind that other areas of action or decision will undoubtedly have financial implications too.

- *Anything that affects the current year's budget or capital programme, for example:*
 - *a new service*
 - *an improved service level*
 - *cessation of a service*
 - *a reduction in service level*
 - *a new capital project*

- *Anything that affects the budget or capital programme of future years, for example:*
 - *ongoing net cost of a new or improved service*
 - *ongoing net revenue cost of a new capital project*
 - *reduced ongoing effect of service cessation or reduction*
 - *reduced ongoing effect of the sale or disposal of a capital asset*
- *Anything that affects the Council's level of income, for example:*
 - *an increase or reduction in charges*
 - *introduction of a charge for a service currently provided free*
 - *free provision of a service currently provided at a charge*
- *Anything that affects the Council's ability to recover VAT, for example:*
 - *provision of a new exempt or partly exempt service*
 - *a new capital project or existing capital asset to be used for exempt or partly exempt purposes*
 - *transfer of a service or undertaking to another body*
 - *See Section 11 for more detail*
- *Anything that affects the Council's entitlement to government grant, for example:*
 - *action which may result in an increase or reduction of grant entitlement*
- *Anything that enables the Council to attract outside funding from any source, for example:*
 - *a new partnership*
 - *a new third party funding arrangement*
 - *a new agency arrangement*
- *Anything that could potentially expose the Council to legal action, government surcharge or other financial penalty, for example:*
 - *an action which could be subject to legal challenge*
 - *an action which could lead to fines or penalties being imposed on the Council*
- *Any action that may result in the payment of redundancy or other staff severance costs, for example: -*
 - *cessation of a service leading to a surplus of staff*
 - *reduction in a service level leading to a surplus of staff*
 - *externalisation of a service (including where TUPE applies)*

- *Any action that would affect the market value of a Council asset, for example:*
 - *a reduction in the maintenance level of an asset leading to a lower asset value*

- *Any action likely to increase the Council's insurance costs, for example:*
 - *the use of a Council asset for what is perceived to be a higher risk purpose*
 - *a worsening claims record*

Glossary

Asset Management Plan

~~A document setting out the Council's plan for developing systems and internal controls to manage its land, buildings and capital expenditure in the most effective way to achieve its goals.~~

Asset register

A detailed listing of land, buildings, vehicles and major items of plant and equipment (assets). Asset registers are important because they enable an effective assessment of the management of assets to be made through a comprehensive record of attributes. They are also a useful basis for arranging appropriate insurance cover and substantiating insurance claims in the event of fire, theft or other loss.

Budget

A statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and the capital programme and any authorised amendments to them. It does not however include the forward financial forecast, which is for financial planning purposes only.

Budget Book

The publication in which the Council sets out its budget for a particular financial year.

Budgetary control

The continual review of expenditure and income, both revenue and capital, against planned levels of expenditure and income to help ensure that service objectives are achieved and the overall resources of the Council are not over or underspent. This process is aided by the use of budget profiles.

Budget provision

The amount approved by the Council for a particular budget head.

Capital contributions

Sums contributed by external persons and bodies towards the cost of capital schemes to be carried out by the Council. These commonly can derive from planning agreements with developers in the form of S106 agreements but also include sums recovered from or contributed by third parties.

Capital expenditure

This generally relates to expenditure on the acquisition or enhancement of fixed assets which will be of use or benefit to the authority in providing its services for more than one year. It also includes grants to other persons and bodies for spending by them on similar purposes.

Capital programme

The Council's financial plan covering capital schemes and expenditure proposals for the current year and a number of future years. It also provides estimates of the capital resources available to finance the programme and a statement of any under- or over-programming.

Capital receipts

The proceeds from the disposal of land and other assets which are available to finance new capital expenditure. Statute prevents capital receipts being used to finance revenue expenditure.

Capital resources

The resources earmarked either by statute or by the Council to meet the cost of capital expenditure instead of charging the cost directly to revenue. The definition covers borrowing, capital receipts, and grants and contributions from external persons and bodies given for capital purposes. The Council may also contribute revenue resources to the financing of capital expenditure, and for as long as these are included in the capital programme, they are regarded similarly as capital resources.

Capital Strategy

~~A document setting out the principles and key issues relating to the Council's management of its capital resources and expenditure to meet its goals as laid out in the Council's Corporate Strategy.~~

CIPFA

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the leading professional body for accountants employed in the public sector. It issues Codes of Practice and other guidance as appropriate on matters which are addressed by these Regulations.

Codes of conduct

The protocols within which Members and Officers will work as set out in parts of the Constitution.

Codes of practice

Guidance issued normally by professional bodies in relation to standards which are not regulated by statute. For example, CIPFA have issued Codes of Practice giving detailed guidance on accounting standards, internal audit and treasury management.

Collection Fund

The fund into which Council Tax and business rates are paid and out of which the precepts of Lancashire County Council, Lancashire Police Authority, Lancashire Combined Fire Authority, and Ribble Valley Borough and Parish Councils are met. Any surplus or deficit is shared between the various authorities, other than Parish Councils, on the basis of precepted amounts.

Computer systems

Commercially available software which might be acquired for use on Council computers, whether mainframe, local PC or networks. For the purposes of these Regulations, the definition is not intended to cover applications to which such systems might be put.

Contingency provisions

Money set aside in the budget to meet the cost of unforeseen items of expenditure or shortfalls in income and to provide for changes in inflation and interest rates compared with the assumptions on which the rest of the budget was set.

Contract Procedure Rules

The Council's rules relating to the procurement of works, supplies and services as set out in the Constitution. These are supported by Section 7 of these Regulations.

Corporate governance

The system by which local authorities direct and control their functions and relate to their communities.

Corporate Strategy

A statement made by a local authority setting out its long-term aims for the community it serves, the organisational aims of the Council and the main values which underpin its work for the community.

Council Tax

A local tax based on the capital value of residential properties. The level set by an authority for a particular year will be broadly determined by its expenditure on General Fund services less other income, use of Council reserves and government grant.

Council Tax base

A figure calculated annually to represent the number of dwellings over which the Council Tax for the following financial year may be collected. All dwellings within the District are valued by the Valuation Office Agency (an agency of HM Revenues and Customs) and classified into one of eight bands (A to H), each of which is expressed as a proportion above or below the value of Band D. The Council Tax base is the number of dwellings expressed in terms of a Band D average, after making allowance for discounts and losses. When the Council sets the level of Council Tax for that year, it is expressed as an amount due from Band D properties.

Creditors

A person or body to whom the Council owes money.

Debtor

A person or body who owes the Council money. The debt may derive from a number of sources such as Council Tax, rechargeable works or where an account has been rendered for a service provided by the Council.

Earmarked Reserves

See "Reserves"

Estimates

The amounts which are expected to be spent, or received as income, during an accounting period. The term is also used to describe detailed budgets which are being prepared for the following financial year or have been approved for the current year. The “original estimate” for a financial year is that approved as part of the budget prior to the start of that year and the “revised estimate” is an updated revision for that year.

External Audit

An independent examination of the activities and accounts of local authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources. ~~The external auditor for each authority is appointed by the Audit Commission.~~

Fees and charges

Charges made to the public for Council services and facilities.

Financial Regulations.

That part of the Council’s Constitution which provides an approved framework for the proper financial management of the authority.

Financial year

The period of twelve months commencing on 1 April.

Forward financial forecast

The estimated revenue budget for the two financial years immediately following the budget year, or the totals of such estimates. The forecast conveys no authority to spend, and is made for financial planning purposes only.

General Fund

The revenue fund of the Council covering day-to-day expenditure and income on services. The net cost on this account is met by Council Tax.

Internal audit

An independent appraisal function for review of the internal control system of an organisation. It objectively examines, evaluates and reports on the adequacy of internal controls as a contribution to the proper, economic, efficient and effective use of resources.

Inventory

A detailed listing of all goods, materials, furniture and equipment in the ownership or use of a particular service, other than those held in stocks and stores records. Inventories are normally maintained in sufficient detail as to description, location, age, value etc. to enable any material loss arising from a fire, theft or other event to be identified and to support any insurance claim.

Investment Strategy

A statement of policies for determining the type, value and length of investments that the Council will use to place its surplus funds and also for determining appropriate third parties with whom these investments will be placed

Leasing

A method of acquiring the use of capital assets which is similar to renting. Normally this kind of arrangement is only suitable for vehicles, plant and equipment. Ownership of the asset remains with the leasing company and the annual rental is charged directly to the Council's revenue accounts.

Members' Allowances

A scheme of payments to elected Members of the Council in recognition of the duties and responsibilities assumed by them.

Precept

The amount that Councils and certain other public authorities providing services within Ribble Valley require to be paid from the Collection Fund to meet the cost of their services.

Prudential Indicators

The Prudential Indicators are designed to support and record local decision making regarding capital investment. The CIPFA 'Prudential Code for Capital Finance in Local Authorities' requires each local authority to agree and monitor mandatory *prudential* indicators.

Reserves

A Council's accumulated surplus income in excess of expenditure. Reserves are available at the discretion of the Council to meet items of expenditure in future years, and may be earmarked or held for general purposes. An example of an earmarked reserve is the Capital Reserve Fund.

Revenue

A term used to describe the day-to-day costs of running Council services and income deriving from those services. However, it also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.

Risk

Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted action, event or occurrence.

Risk management

Risk management is the adoption of a planned and systematic approach to the identification, evaluation and management of risk.

Risk Management Policy and Strategy

This is approved by the Accounts and Audit Committee endorsing the commitment of the Council to effective risk management and sets out the responsibility of Members, Directors and all staff for the identification, control and reduction of risk and the containment of loss in all aspects of their activities.

Statement of Accounts

The Council's annual report on its financial position for the year ending 31 March. The report is required to be in a prescribed format and is subject to independent review.

Supplementary estimate

The approval of an increase in the level of a particular budget head, or the establishment of a new budget head, under the procedure laid down in Section 6 of these Regulations. Where an existing budget head is involved, a supplementary estimate would not normally be approved where an appropriate virement was available. Supplementary estimates may only be sanctioned by Members.

Treasury Management

The management of the authority's cash flows, its borrowings and its investments, the management of the associated risks, and the pursuit of the optimum performance or return consistent with those risks. It includes the setting of and monitoring compliance with the Prudential Indicators.

Treasury Management Policy Statement

A statement approved by the Full Council setting out the parameters within which treasury activities are to be managed.

Treasury Management Strategy

The strategy for the treasury management activities to be adopted for a particular Financial year as approved by the Policy and Finance Committee within the parameters set by the Treasury Management Policy Statement. The strategy needs to be flexible enough to allow the Director of Resources to respond appropriately to changing circumstances during the course of the year to the best advantage of the Council.

Virement

The transfer of budget provision from one budget head to another, under the procedure laid down in Section 6 of these Regulations. Virement decisions apply revenue expenditure heads, and may on occasions be between expenditure and income, and may include transfers from contingency provisions. However, Virements may not be approved between capital and revenue budget heads. Virements may be approved by Service Directors and the Director of Resources up to an amount specified in the Regulations, after which approval is required by Members.

Write off

The action taken to charge to the Council the amount due from some external party which has been found to be irrecoverable from that party. Whilst the sum remains due to the Council in law, it will no longer be shown as outstanding in the Council's accounts.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY 20 NOVEMBER 2012
title: ARMED FORCES COMMUNITY COVENANT
submitted by: CHIEF EXECUTIVE
principal author: COUNCILLOR JIM WHITE / OLWEN HEAP

1 PURPOSE

1.1 The purpose of this report is to form the basis of an annual report and to supplement Section 4 of the Ribble Valley Borough Council Armed Forces Community Covenant, as a working document.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to treat everyone equally and ensure that access to services is available to all. To engage with all our communities to ensure we deliver services to meet customer needs and expectations.
- Corporate Priorities – to seek to continually improve, ensuring that council services are fit for purpose and customer focused.
- Other Considerations – not identified.

2 BACKGROUND

2.1 The Borough Council was approached in December 2011 by 42 (North West Brigade) regarding the new Armed Forces Community Covenant currently being taken up by Councils throughout the country. A request was made by 42 (NW Bde) for the Borough Council to consider setting up their own Community Covenant.

2.2 The Leader and Chief Executive asked Cllr J White to act on the Council's behalf to investigate and report back, and in April 2012 Cllr White was appointed as the Armed Forces Community Champion for the Ribble Valley.

2.3 A series of meetings have taken place between officers of the council, representation from 42 (NW Bde), The Royal British Legion, the Veterans Agency and Cllr White.

2.4 Cllr White advised the Chief Executive and the Leader of the council about the Community Covenant, and Lt Col Lighten, Commanding Officer 4th Battalion Duke of Lancaster's Regiment was subsequently invited to attend Council on 9 October 2012.

2.5 A draft Armed Forces Community Covenant for the Ribble Valley has been prepared to be presented to Council for ratification in December 2012. (Appendix 1).

3 ISSUES

SECTION 4 - COMMUNITY COVENANT DRAFT

- 3.1 Section 4 of the draft Community Covenant requests that the Armed Forces Champion co-ordinates and keeps the Council informed of ongoing issues relating to the Covenant.
- 3.2 It is intended that Section 4 of the Community Covenant remains as a workable document, and all members and officers are requested to have input into it to make it meaningful, and fully representative for the Armed Forces Community in the Ribble Valley.
- 3.3 Section 4 includes what the Council is doing already, what is ongoing and ideas for what else can be done to contribute towards the Community Covenant (Appendix 2). This document will become an appendix to the Community Covenant so that it can be constantly assessed and altered as time progresses.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – the suggestions made in this report may impact on an element of officer time.
 - Technical, Environmental and Legal – none identified.
 - Political – none identified.
 - Reputation – the Council has a reputation for supporting the Armed Forces.
 - Equality & Diversity – the Council should be consistent in its considerations of all groups.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the Draft Community Covenant as outlined in Appendix 1 for ratification by Council in December 2012.
- 5.2 Approve the Section 4 measures as outlined in Appendix 2, subject to any additions or alterations, to be appended to the Community Covenant and keep the Council informed of future developments.

NAME
AUTHOR

NAME
DIRECTOR OF / CHIEF EXECUTIVE

For further information please ask for Olwen Heap, extension 4408

SECTION 4 OF THE RIBBLE VALLEY ARMED FORCES COMMUNITY COVENANT

Where are we now / What are we doing already?

- a. In 2009 RVBC awarded the Duke of Lancaster Regiment the Freedom of the Borough.
- b. Appointed an Armed Forces Champion 2012.
- c. When considering claims for benefits, a military pension is discounted.
- d. Being an ex-service person is taken into account when considering a Disabled Facility Grant.

What is ongoing?

- a. The Drafted Community Covenant 2012 to be considered by Council in December '12.
- b. Arrangements for a signing day once ratified and signees have been confirmed.
- c. RVBC takes part in Armed Forces week with the annual Flag raising ceremony.
- d. Cllr White to continue to attend and arrange meetings with members and representatives of the Covenant.
- e. Individual Councillors and Council continue to Support Armed Forces events, charities and acts of Remembrance.
- f. Cllr White coordinating veterans attendance at LCC Evening Reception in November.
- g. Mayor attends Annual Service of Remembrance and Regimental Reunion at Warrington.
- h. Ribble Valley Homes are currently reviewing their allocations policy to include reference to the Armed Forces.

What else can we do?

- a. Set up webpage on RVBC website dedicated to Armed Forces Covenant.
- b. Train Contact Centre staff in respect of sign posting and advice with service charities and agencies.
- c. Invite members of the Covenant to Civic events.
- d. Post tourist advice and information to the main Units at Fulwood Barracks, Kimberley Barracks and Weeton Camp - sell Ribble Valley to the local Military Community.
- e. Investigate with Officers reductions for serving and past personnel/Ribble Valley Cadet groups at Council owned facilities.
- f. Encourage local businesses to advertise (for free) employment vacancies in the Ribble Valley through the RFEA (Regular Forces Employment Agency).
- g. Encourage local businesses and tourist attractions to offer reductions in their services/facilities.
- h. Encourage local event organisers to consider military involvement in their community events eg field days/steam fairs.
- i. Consider amendments to other council application forms in respect of adding an Armed forces section if applicable.
- j. Consider applications for grants and advise on possible grant applications from military organisations.
- k. Inform Parish and Town Councils of the Covenant and encourage their involvement.
- l. Armed Forces Champion to forge closer links with Ribble Valley Cadet forces.
- m. To consider if we as a Council need to bid for any of grant monies available from the service personnel veterans agency (£30 Million plus available).

- n. Engage with the Armed Forces Community living in Ribble Valley and with their representative organisations and other stakeholders to work towards maintaining the health of veterans and their families.
- o. Support the process of GP / Dental Registration for the Armed forces Community following military discharge.
- p. Raise awareness and encourage training within primary care staff of the needs of the Armed forces Community, identification, coding and the principle of clinical prioritisation.
- q. Consider the implications at a locality level of the Murrison report on veterans Mental Health and work with commissioned service providers to meet the needs of the Armed Forces Community.
- r. Ensure armed forces issues are raised at the Lancashire Health and Wellbeing Board.

On behalf of the Council Cllr White has attended the following meetings/events:

Feb 2012 Meeting re Covenant 42 NW Bde Lt Col Lighten

Apr 2012 RVBC Meeting re Covenant 42 NW Bde Lt Col Lighten/Olwen Heap

Apr 2012 Altcar Training Camp Meeting re AGM of the Regular- Territorial-and Cadets Forces of the Northwest. Lord Shuttleworth Presiding

(A worthwhile AGM for networking and being kept informed on national Military Policies that will affect the armed forces community in the coming years- particular emphasis on redundancies and increase in Territorial army numbers, and introduction to NW Armed Forces Councils Community Champions. Briefed on cadet activity.)

May 2012 Kimberley Barracks Preston re Meeting for Armed Forces Lancashire champions and representatives from the Military Community in Lancashire – Cllr Mike France LCC Armed Forces Community Champion.

(A good event for networking and ascertaining what other Councils are doing re Covenant.)

May 2012 RVBC Meeting re Covenant Lt Col Lighten/Marshall Scott/Des White, Veterans Agency, Bill Burn, RBL area coordinator.

Aug 2012 Fulwood Barracks Preston Military Tattoo

(Invited by 42 Bde to attend, unfortunately the weather spoiled the occasion, but it was a good networking event.)

Sep 2012 Altcar Training Camp Armed Forces Week

(A week long event for year 10 and 11 pupils who may be considering a career with the Armed Forces, 2,500 young people each day, a really good informative event to attend, schools from the Ribble Valley sent pupils to the event.)

Oct 2012 Fulwood Barracks Preston - Presentation by the Regular Army Personnel Recovery Unit based at the Barracks

(This was a very informative and interesting presentation, amongst other things the Personnel Recovery Unit is responsible for looking after the injured from all three services- they coordinate medical, housing, financial, employment, and educational facilities for those unfortunate enough to be deemed unfit for duty. The Unit was currently looking after 127 personnel from the Northwest, as well as the families needs.

Another part of the presentation was the regular release system for personnel either retiring or being made redundant, and explanations of what the MOD offers.)

Oct **2012** Longridge meeting with Cadet Officers from Longridge Army Cadets
Nov **2012** Great Harwood Meeting with Eastern Division Army Cadet Coordinator
Nov **2012** LCC veterans event County Hall, Preston



Community Covenant

AN ARMED FORCES COMMUNITY COVENANT

BETWEEN

RIBBLE VALLEY BOROUGH COUNCIL, REPRESENTATIVES OF THE
CHARITABLE AND VOLUNTARY SECTORS,
THE CIVILIAN COMMUNITY OF THE RIBBLE VALLEY

AND

THE ARMED FORCES COMMUNITY IN THE RIBBLE VALLEY

**We, the undersigned, agree to work and act together to honour the
Armed Forces Community Covenant.**



BOROUGH COUNCIL

Signatories

Signed:

Name: **TBC**

Position Held: **Brig 42 Bde?/DOL/Rep**

Signed on behalf of the Armed Forces Community

Date:

Signed:

Name: **TBC**

Position Held
Royal British Legion

Signed on behalf of the Armed Forces Charities

Date:

Signed:

Name: **TBC**

Position Held: President
Commissioning
Clitheroe Chamber of Trade

Signed on behalf of the Business and Commercial Sector

Date:

Signed:

Name: **TBC**

Position Held: Manager
Clitheroe Citizens Advice Bureau

Signed on behalf of the Voluntary Sector

Date:

Signed:

Name: Marshal Scott

Position Held: Chief Executive
Ribble Valley Borough Council

Signed on behalf of the Ribble Valley Borough Council

Date:

Signed:

Name: Michael Ranson

Position Held: Leader Ribble Valley
Borough Council

Signed by the Leader of the of the Ribble Valley Borough Council

Date:

Signed:

Name: **TBC**

Position Held: Locality
Manager - East Lancashire PCT

Signed on behalf of the East Lancashire Primary Care Trust

Date:

Signed:

Name: **TBC**

Position Held: Managing Director

Signed on behalf of local Housing Association

Date:

SECTION 1: PARTICIPANTS

1.1 This Armed Forces Community Covenant is made between:

The serving and former members of the Armed Forces and their families working and residing in the Ribble Valley Council Area

And

Ribble Valley Borough Council

And

The Charitable and Voluntary Sector

And

Other members of the civilian community

SECTION 2: PRINCIPLES OF THE ARMED FORCES COMMUNITY COVENANT

2.1 The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level.

2.2 The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in the Ribble Valley and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in the Ribble Valley

2.3 For Ribble Valley Borough Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.

2.4 For the Armed Forces community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

Aims of the Community Covenant

3.1 The Armed Forces Community Covenant complements the principles of the Armed Forces Covenant that defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community

3.2 It aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level.

3.3 The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity that integrates the Service community into civilian life.

SECTION 4: Measures

4.1 Ribble Valley Borough Council will appoint a Councillor as the Armed Forces Community Champion to coordinate and report annually on the Covenant.

CONTACT PERSONNEL AND TELEPHONE NUMBERS

MOD DCDS (Pers&Trg) Covenant Team

DCDS (Pers) Covenant Team
Zone D, 6th Floor
Ministry of Defence
Main Building
Whitehall
London
SW1A 2HB
Email address: covenant-mailbox@mod.uk

In-Service representative(s)

Contact Name: 42 Bde/DOL/REP TBC
Title:
Telephone:
Address:
Email

Chief Executive Ribble Valley Borough Council

Contact Name: Marshal Scott
Title: Chief Executive Ribble Valley Borough Council
Telephone: 01200 414400
Address: Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire,
BB7 2RA
Email: marshal.scott@ribblevalley.gov.uk

Lead Officer Ribble Valley Borough Council

Contact Name: Olwen Heap
Title: Administration Officer
Telephone: 01200 414408
Address: Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire,
BB7 2RA
Email: olwen.heap@ribblevalley.gov.uk

Leader Ribble Valley Borough Council

Contact Name: Michael Ranson
Title: Councillor
Telephone: (H) 01200 441177 (W) 01200 414477
Address: Hillcrest, Main Street, Grindleton, Clitheroe, BB7 4QT
Email: cllr.ranson@ribblevalley.gov.uk

Armed Forces Community Champion Ribble Valley Borough Council

Contact Name: Jim White
Title: Councillor
Telephone: 01772 786718
Address: 35 Mardale Road Longridge Preston Lancs PR3 3EU
Email: jim@grenadier.eclipse.co.uk

East Lancashire Primary Care Trust

Contact Name: TBC
Title: Locality Commissioning Manager
Telephone:
Address:
Email:

Voluntary Organisations

Contact Name: TBC
Title:
Telephone:
Address:
Email:

Citizens Advice Bureau

Contact Name: TBC
Title:
Telephone:
Address:
Email:

Housing Association

Contact Name: TBC
Title:
Telephone:
Address:
Email

Business Representative

Contact Name: TBC
Title:
Telephone:
Address:
Email

Charities (TBC)

Contact Name: Mr J Hardiman
Title: County Manager Royal British Legion
Telephone: 01257 244699
Address: Ground Floor, Conway House, Ackhurst Business Park,
Foxhole Road, Chorley, Lancashire PR7 1 NY
Email:

THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 20TH NOVEMBER 2012
title: RIBBLE VALLEY ECONOMIC STRATEGY REVIEW 2012
submitted by: CHIEF EXECUTIVE
principal author: CRAIG MATTHEWS

1 PURPOSE

1.1 To receive an update on the Ribble Valley Economic Strategy.

1.2 Relevance to the Council's ambitions and priorities

- Council Ambitions - In addition to Ribble Valley Borough Council striving to meet its three ambitions, it also recognises the importance of securing a diverse, sustainable economic base for the Borough. The work of the regeneration section seeks to promote this.
- Community Objectives – The issues highlighted in this report will contribute to objectives of a sustainable economy and thriving market towns.
- Corporate Priorities - Delivery of services to all
- Other Considerations - None

2 BACKGROUND

2.1 As previously reported to committee the original Ribble Valley Economic Strategy had undergone a review in order to reflect new structures and approach to economic development as a result of new policy developments and changes in the delivery of economic development, regeneration and business support nationally and locally.

2.2 The Strategy sets out the economic aims and objectives for the area around 5 thematic areas of activity to guide the council in setting its own activities and resources, as well as providing a framework for partnership working, and supporting and influencing the strategies, priorities and the resource allocation of others operating in the field of economic development across Ribble Valley and the wider area.

2.3 Previously, members agreed to establish a working group to address economic development issues, consisting of Cllrs. Ranson, Hirst, Hore, Mirfin, Horkin, Rogerson and Yearling, to further support and monitor delivery of the economic objectives and activities detailed within the Strategy, and address the issues in relation to the Ribble Valley economy.

3 INFORMATION

- 3.1 At the last Policy & Finance Committee on 25th September 2012, members decided to refer the Economic Strategy Review document, as well as the draft Terms of Reference for the newly formed Economic Development Working Group, to enable that group to meet and discuss the documents in further detail and report back to this Committee at its next meeting.
- 3.2 Following this, the Economic Development Working Group held its inaugural meeting on 7th November 2012, during which the group reviewed the draft Terms of Reference and a final draft copy is attached at Appendix A of this report.
- 3.3 During the meeting the group were also provided with information on a number of current topics such as the potential regeneration opportunities at existing employment sites and the need for further employment land and premises, highlighting the strategic importance of the Barrow Brook site on the A59 to support the future employment and growth needs of the area.
- 3.4 The group then considered the key actions identified in the Council's Corporate Plan as follows: -
- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
 - To develop an appropriate scheme for the future of the market development area
 - To develop, with relevant partners, measures to support the visitor economy
 - To identify options to deliver employment land
 - Work with the County Council and others providers to improve the local infrastructure
- 3.5 As part of this a number of discussions took place regarding the groups role to assist the delivery of regeneration and economic development activities in the borough and how it could best contribute towards those needs. It was recognised that there was a need for a review of the Economic Strategy. The group considered the merits of revisiting the review document, but concluded it was more important to focus on key activities, and to endorse the document as a contextual reference that could be reviewed as new information was available and that the document should be endorsed on that basis.
- 3.6 The detailed action plans previously published were also discussed, and members considered that the actions were broad, and act as a more operational reference for officers of the Council rather than targeted, although it was also recognised that the actions had some relevance, the working group were keen to see a much more focussed list of priority actions to support the Councils' key objectives and economic development activities.
- 3.7 The working group then discussed a more focused list of activities to provide the basis of key projects and activities with upon which to concentrate. A list of those project areas recommended by the group is attached at Appendix B. These work areas will be developed, forming the basis of project activity going forward.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – None at present, however some projects may be identified as the Strategy progresses and in such matters, a report will be presented to the Policy & Finance Committee.
- Technical, Environmental and Legal - None
- Political – None
- Reputation - The matters covered in this report link with the Council's objectives of a sustainable economy and thriving market towns.

5 RECOMMENDED THAT COMMITTEE

5.1 Confirm the terms of reference for the Economy Working Group (Appendix A)

5.2 Endorse the Draft Strategy Review and Action Plans as a basis for reference, and;

5.3 Agree the proposed project priorities for economic development (Appendix B)

CRAIG MATTHEWS
REGENERATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS: -

1. Ribble Valley Economic Strategy Review 2012

For further information please ask for Craig Matthews, extension 4531.

RIBBLE VALLEY BOROUGH COUNCIL
ECONOMIC DEVELOPMENT WORKING GROUP
TERMS OF REFERENCE
STRUCTURE AND REPORTING

- The group will be known as the Economic Working Group of the Policy & Finance Committee
- The Chair of the Policy & Finance Committee will chair the group.
- The minutes of any meetings will be reported to the Policy & Finance Committee.
- The meeting dates will be reactive to provide a policy steer and to respond flexibly to economic development and regeneration issues as they arise.

AIMS

- The aim of the sub-group is to aid the delivery of regeneration and economic development activities in the borough.
- To ensure the supply of employment land provision in the area meets with business, economic and employment growth needs.

OBJECTIVES

- To promote understanding of general economic needs of the Borough and to advise the Council's Policy & Finance Committee as appropriate.
- To support delivery of the economic objectives set out in the RVBC Corporate Plan and Economic Strategy.
- To ensure members are aware of economic development activities and to provide an opportunity for member guidance on economic issues within the Borough.
- To provide an informed response where appropriate on economic and business development proposals in the borough.
- To work in partnership with other public and private organisations, business groups and other local authorities to assist the delivery of economic development activities.
- To ensure the needs of the business community in Ribble Valley are addressed.

RIBBLE VALLEY BOROUGH COUNCIL
ECONOMIC DEVELOPMENT WORKING GROUP

CURRENT PROJECT PRIORITIES

1. Employment Land and Premises

- Developing measures, which ensure that current employment land and premises provision in the area meet with business, economic and employment growth needs. Identify measures to bring these forward including options to deliver land and premises and maximising opportunities from empty properties in the Borough.

2. Clitheroe Market

- To bring forward options for an appropriate scheme for the future of the market development area in line with the aims within the Clitheroe Town Centre Masterplan.

3. Tourism & Visitor Economy

- To further develop measures, activities and events to support tourism and the visitor economy in Ribble Valley.

4. Transport & Infrastructure

- Promoting the extension of rail services from Clitheroe to Hellifield and improvements to services between Clitheroe and Manchester and Clitheroe and Preston, and working with the County Council and others providers to improve the local infrastructure.

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

DECISION

Agenda Item No 12

meeting date: 20 NOVEMBER 2012
title: LOCALISATION OF COUNCIL TAX SUPPORT
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members of the outcome of the recent consultation on our proposed scheme for council tax support (CTS).
- 1.2 To inform members of a recent Government announcement concerning council tax support
- 1.3 To agree the Council's scheme of council tax support and recommend this to Full Council on 18 December 2012.

2 BACKGROUND

- 2.1 As part of the package of welfare reform measures the Government has decided to abolish Council Tax Benefit and replace it with locally determined schemes of council tax support. In doing so the Government have reduced the funding available from 100% subsidy to a grant of only 90%.
- 2.2 The Local Government Finance Bill imposes a duty on billing authorities to make a scheme by **31 January 2013** and to consult with major precepting authorities i.e. LCC/fire and police authorities and other persons likely to have an interest in the scheme
- 2.3 The Government intends that support for council tax will be offered as reductions or discounts within the council tax system. This will be a fundamental change in how council tax benefit will be accounted for in future.
- 2.4 Several reports have been considered by both the Budget Working Group and Policy and Finance Committee regarding CTS and developing a local scheme. In August we agreed our draft scheme upon which we would consult.

3 OUR PROPOSED SCHEME

- 3.1 You will recall we pay out £2.278m in Council Tax Benefit but currently receive benefit subsidy to cover this expenditure in full from the Government.
- 3.2 As stated above in future we will only receive a grant of 90% towards the total benefit cost. Therefore the grant we will lose is around £228,000. However this shortfall will be shared amongst all the precepting authorities pro rata to their share of the total council tax.
- 3.3 At the outset of designing our scheme we intended to ensure this loss in grant would not fall on our general budget but instead be met in full from either reductions in council tax support or elsewhere within the council tax system. E.g. using council tax discounts and exemptions or second homes monies. This resulted in:

Our Draft Scheme

Principle 1:

The income raised from the existing council tax on second homes should be used to subsidise the council tax support scheme thus contributing to those Ribble Valley residents who are vulnerable and/or in receipt of low incomes. **We propose to use approximately £120,000 to part fund the shortfall in funding.** We have **suggested** this would be our share of the second home council tax income and also that of the major precepting authorities.

Principle 2:

All working age claimants should pay something. At present, claimants in receipt of income support, job seekers allowance (income based) and employment support allowance (income related) and other claimants not receiving these but with an income below the required level for their basic living needs, generally receive 100 per cent council tax benefit and therefore pay no council tax.

We suggest that local support for council tax for all working age claimants is reduced by 12 per cent.

Principle 3:

The most vulnerable claimants should be protected. The proposed CTS scheme affords additional protection to vulnerable groups because of the way the default scheme is organised. This is in the main by using higher applicable amounts (basic living needs as determined by the Government) and part of their income may be disregarded (e.g. disability living allowance). We propose to leave these additional applicable amounts and income disregards unchanged.

4 OUTCOME OF CONSULTATION EXERCISE

- 4.1 We launched our consultation exercise on 1 September 2012. This closed on 31 October 2012. We must approve our scheme by 31st January 2013 and implement by 1st April 2013 in time for the new Council Tax year.
- 4.2 We utilised the services of the joint consultancy team CRACS whom we support with other Pennine Lancashire authorities. They have been extremely helpful and assisted us in launching our online questionnaire. They also printed and distributed our hard copy questionnaire to all existing benefit customers and also to a cross section of council tax payers within the Ribble Valley.
- 4.3 We also held two drop in sessions in the Council Chamber for residents to attend to answer any questions they may have regarding the changes. In addition Mark Edmondson (Head of Revenues and Benefits) along with Cllr Ranson and Cllr Knox attended a meeting of the Clitheroe Christians in Partnership group to answer questions they put forward. All parish councils were also asked to respond to the consultation.
- 4.4 The CRACS team have now analysed all responses and a full analysis is attached at Annex 1.

4.5 A total of 675 responses were received in total (19% response rate). In conclusion the response is as follows:

- 68% agree with the Council's proposed draft scheme
- 71% agree that the proposed scheme should be based upon the existing CTB scheme
- 78% agree that the existing protection should be retained in the proposed scheme

4.6 We consulted with our major precepting authorities in the design of our scheme and their responses are attached at Annex 2.

5 GOVERNMENT ANNOUNCEMENT ON TRANSITION GRANT FOR COUNCIL TAX SUPPORT

5.1 On 18 October 2012 the Government surprised everyone with an announcement that Councils would be able to apply for a one year transition grant where they met the following criteria in setting their council tax support schemes:

- Those who would be entitled to 100% support under current council tax benefit arrangements pay between zero and no more than 8.5% of their net council tax liability;
- The taper rate does not increase above 25%;
- There is no sharp reduction in support for those entering work.

5.2 The grant will be payable in March 2013 to those authorities who adopt schemes that comply with this criteria.

5.3 If we were meet the criteria this would result in the following extra grant;

- Ribble Valley BC £5,779
- Lancashire CC £40,726
- Lancashire Police £5,509
- Lancashire Fire £2,339
- I.e. a total of £54,353

5.4 The overall financial implications of meeting the criteria would be as follows:

	£
Reducing support by 8.5%	77,000
Transition Grant	54,000
Use of second homes monies	121,000
Total	252,000
Savings required, £2,280,000 *10%	228,000
difference	£24,000

5.5 This compares with a difference of £2,000 if we agree with our proposed scheme (12% reduction in support).

5.6 I have emailed the major precepting authorities to gain their views on whether they agree to us complying with the criteria in order to receive the funding on offer. At the time of writing this report I have not received a reply.

6 DECIDING ON OUR SCHEME

6.1 Members need to make a final decision on our proposed scheme in order to make a recommendation to Full Council on 18 December 2012.

6.2 Given the results of the consultation exercise give a significant backing for our proposed scheme with a 12% reduction in support, members may wish to formally approve this as our final scheme.

6.3 However following the Government's recent announcement we now have another option to consider. As shown above if members were to agree to an 8.5% reduction instead then we would be eligible for the one year transition grant. We believe if this were to be the preferred option we would not need to re-consult residents as this would be a better proposal for those affected. Those not affected would be no worse off. Given the grant is a one-off transitional grant we would need to consider what if any amendments we would make to our scheme after the first year. We could revert to our proposed scheme of a 12% reduction or consider other means of funding to replace the transition grant.

7 RECOMMEND TO COUNCIL

7.1 That following consultation on our draft scheme of council tax support and the Government's announcement on 18 October 2012 of additional funding, the Council adopt a council tax support scheme for 2013/14 with a reduction in support of 8.5%.

DIRECTOR OF RESOURCES

8 November 2012

PF70-12/JP/AC

For further background information please ask for Jane Pearson

Local council tax support scheme Consultation findings

Report author: Kris Barker, CRACS

Kristian.barker@pendle.gov.uk

01282 661614



Ribble Valley
Borough Council

Contents

- Methodology
- Summary
 - Overall
 - Benefit claimants
 - Tax payers
- Who took part?
- Respondent location
- Detailed findings



Methodology 1

- A consultation likely to have a direct impact on all working age CTB claimants
 - But a potential indirect impact on tax payers
- Note that pensioners currently claiming CTB are to be protected from any changes to the scheme
 - Hence, the focus was on working age claimants and tax payers of all ages
- Sampling was designed to ensure that the main population were invited to have their say
 - 1146 benefit claimants invited (representing 100% of the benefit population of working age)
 - 2445 tax payers invited (representing 10% of the tax payer population)
- Personal invitations sent by post to all 3591 contacts
 - Could respond by post or online
- Consultation also promoted on the Council's website



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Methodology 2

- Paper copies were located in all the main council buildings
- The Council also ran 2 drop in sessions, publicised the consultation in the local press, included an article in the council newspaper, community organisations were contacted and parish councils were also invited to have their say
- Fieldwork commenced 30th Aug 2012 and finished on 31st Oct 2012
- 675 responses received in total (19% response rate)
 - Of these, 76 were completed online (11%)
- Sampling error +/- 3.7%
- Data weighted by age and ethnicity to more accurately reflect the composition of the borough
 - Data also weighted by respondent type, to ensure that benefit claimants and non benefit claimants had an equal say



Overall summary

- 25% are aware of the reduced funding from central government
- 48% would prefer to see the shortfall met by a mixture of reduced benefit and a contribution from tax payers
 - 28% would prefer to fund fully from WA claimants
 - 24% prefer to fund fully from tax payers
- For the 48% who support a mixed approach, 71% would like to see the reduction in funding met from a combination of reductions to benefit and also other Council discounts/ exemptions
- 71% agree that the proposed scheme should be based upon the existing CTB scheme
- 78% agree that the existing protection should be retained in the proposed scheme
- 68% agree with the Council's proposed draft scheme



Ribble Valley
Borough Council

Benefit claimant summary

- 19% are aware of the reduced funding from central government
- 51% would prefer to see the shortfall met by a mixture of reduced benefit and a contribution from tax payers
 - 12% would prefer to fund fully from WA claimants
 - 36% prefer to fund fully from tax payers
- For the 51% who support a mixed approach, 61% would like to see the reduction in funding met from a combination of reductions to benefit and also other Council discounts/ exemptions
- 64% agree that the proposed scheme should be based upon the existing CTB scheme
- 86% agree that the existing protection should be retained in the proposed scheme
- 57% agree with the Council's proposed draft scheme



Ribble Valley
Borough Council

Tax payers summary

- 31% are aware of the reduced funding from central government
- 45% would prefer to see the shortfall met by a mixture of reduced benefit and a contribution from tax payers
 - 43% would prefer to fund fully from WA claimants
 - 11% prefer to fund fully from tax payers
- For the 45% who support a mixed approach, 81% would like to see the reduction in funding met from a combination of reductions to benefit and also other Council discounts/ exemptions
- 78% agree that the proposed scheme should be based upon the existing CTB scheme
- 72% agree that the existing protection should be retained in the proposed scheme
- 78% agree with the Council's proposed draft scheme



Ribble Valley
Borough Council

Who took part?



50%



49%



23%



97%



50%



51%



77%



3%

(16-24)



3%

(25-44)



37%

(45-64)



36%

(65+)



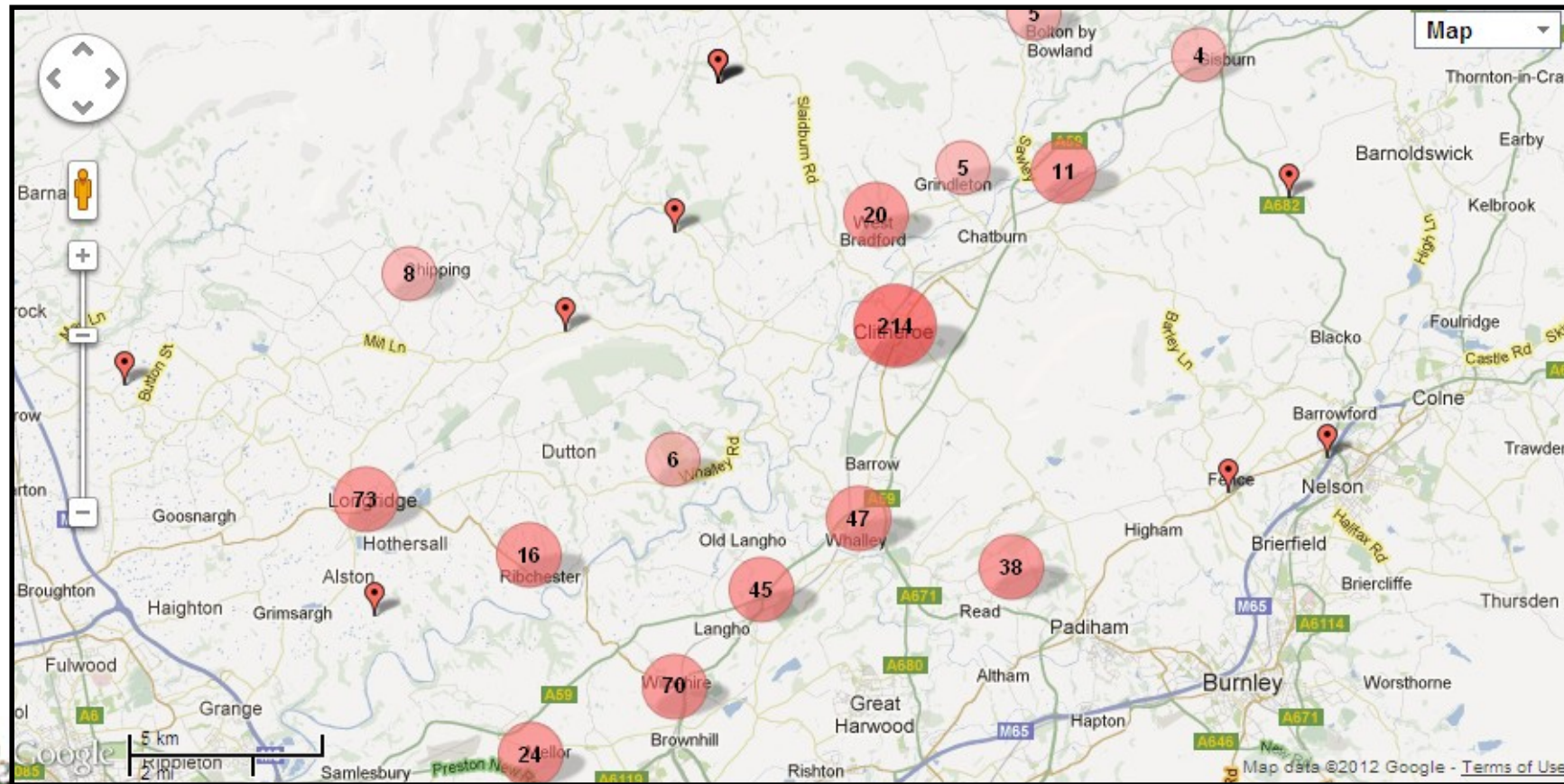
24%



Ribble Valley
Borough Council

Respondent location

- Reasonable spread of responses from across the borough



Ribblesdale
Borough Council

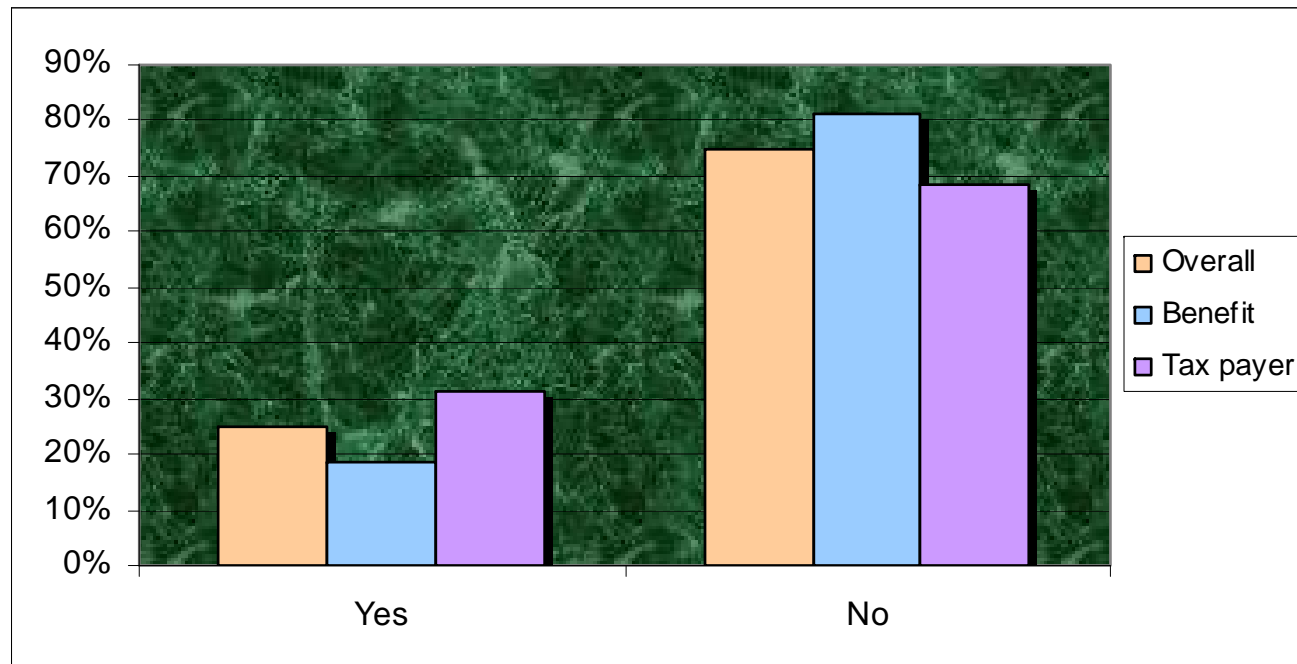
Consultation findings



Ribble Valley
Borough Council

Awareness of the reduction in funding impressively high

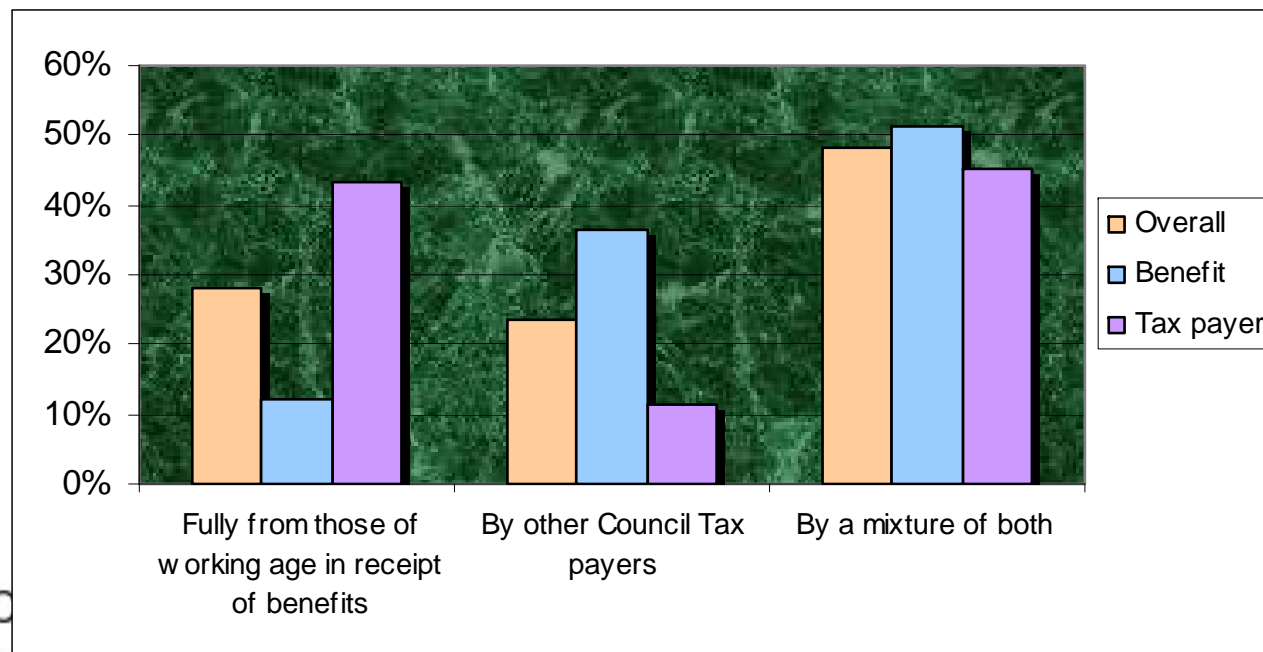
- 25% were aware of the reduction in funding being imposed on RVBC
 - Higher for tax payers, those aged 65+ and residents without a disability



Ribble Valley
Borough Council

Mixture of cuts to support and other CT payers the preferred approach

- 48% prefer to see the shortfall made up from a mixture of both cuts to support and also from other council tax payers
 - Higher for women, those aged 65+ and white residents
- For current claimants, this is by far the preferred solution
- For tax payers, this is a marginal preference receiving slightly more of the votes than funding the shortfall fully from cuts in support



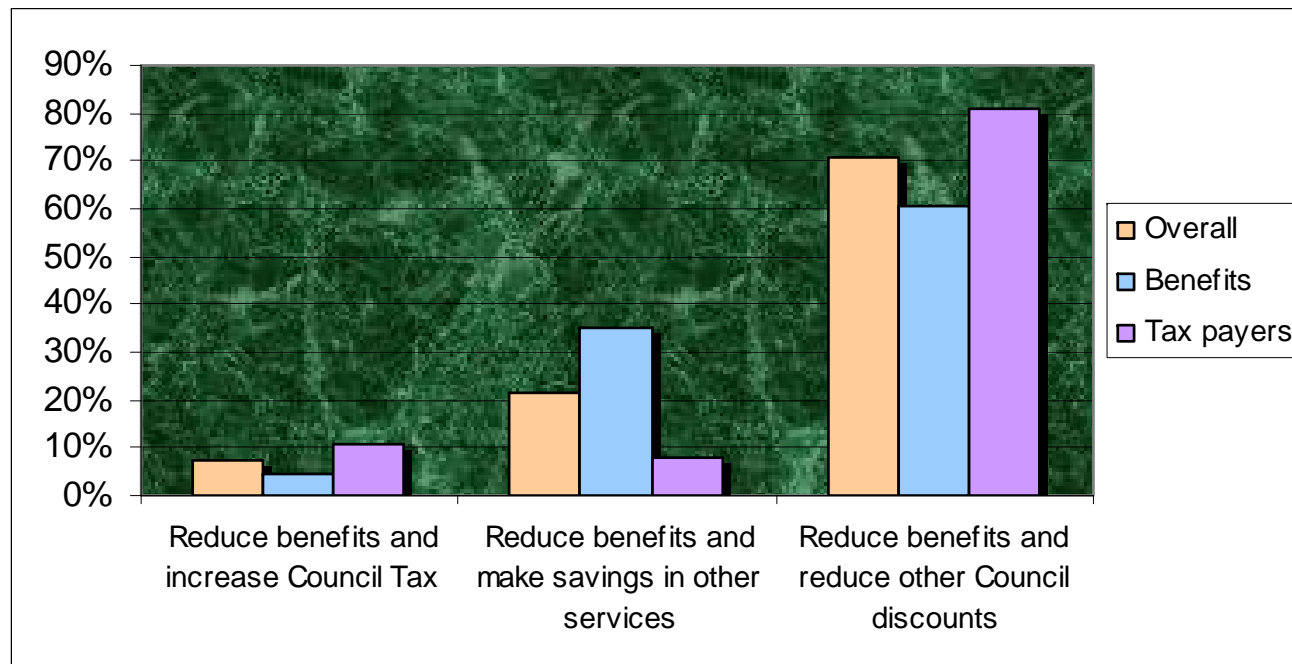
Preferred solution: mixture of both
cuts in benefit and contribution
from tax payers



Ribble Valley
Borough Council

Clear preference for Combination of reductions to benefits and also other Council discounts/ exemptions

- Of those who stated a preference for option 3 (a mixture), 71% would like to see the reduction in funding met from a combination of reductions to benefits and also other Council discounts/ exemptions
 - Higher for tax payers and those aged 45+



Other views on making the saving via a mixed approach

Charge full tax on all properties that includes second homes

Look to re band homes that have been extended with planning consent

I believe the burden should be spread equally across all claimants, including pensioners

Owners of second homes should pay the same Council Tax as others

I would prefer a benefit reduction of 6 to 8%, not 12%

Reduce discounts/ exemptions and increase Council tax proportionately across all bill-payers

I realise that these are difficult times but a contribution towards CT would be an extra burden for the most vulnerable



Ribble Valley
Borough Council

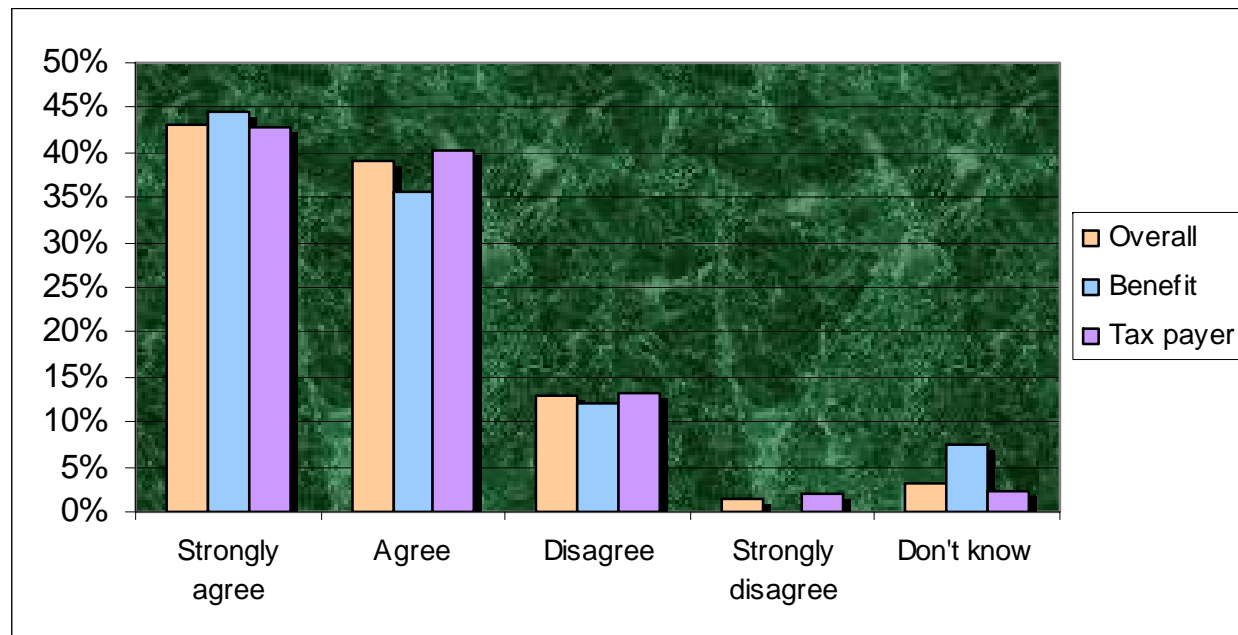
Alternative solution: fund fully from
working age claimants



Ribble Valley
Borough Council

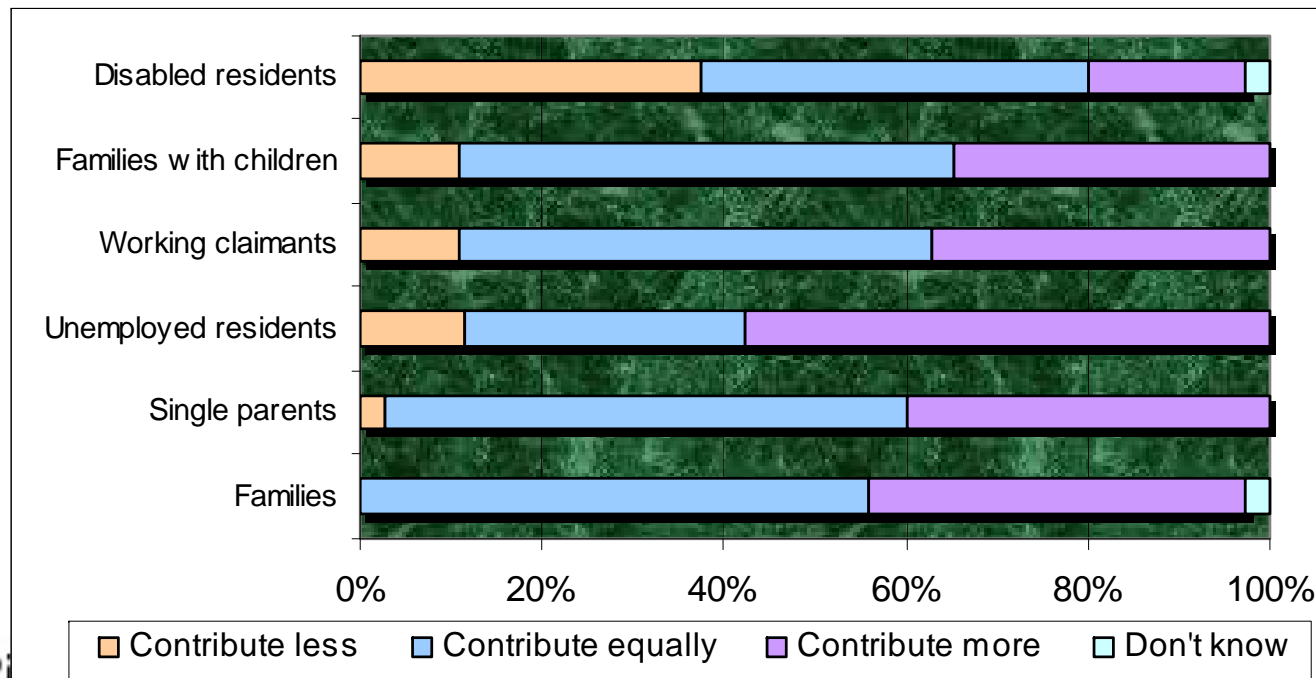
Strong preference for impact to be spread across all claimants

- Of those who would prefer to see the shortfall spread amongst all working age claimants, 82% agree or disagree that it should be spread equally
 - Higher for those without a disability



Disabled residents seen as most in need of protection

- For those who disagree that it should be spread equally, 37% believe that disabled residents should contribute less
- Unemployed residents are the group who should contribute more
- (Please note however, the extremely low numbers answering this question)



Disabled profile

- What characteristics make up this group that the Council may want to specifically take into account in setting the new support scheme?
 - Preference for making the saving (44%) is via a mixture of cuts and other tax payers
 - 74% would like to see reductions to other council discounts to help contribute to the shortfall
 - Second preference (41%) is to fund the shortfall fully from tax payers
 - Again, 59% want to cover this via reductions to other council discounts
 - 67% agree that the new scheme should be based upon the existing CTB scheme
 - 91% agree that the new scheme should retain the same protections
 - 53% agree with the council's proposed scheme
 - Of the 34% that disagree, 100% think that the council should keep the current Council Tax Benefit system and meet the savings required elsewhere
 - 79% currently receive CTB
 - 55% male



Unemployed profile

- What characteristics make up this group that the Council may want to specifically take into account in setting the new support scheme?
 - Much lower awareness (12%) about the fact that RVBC is to get reduced funding to deliver this scheme
 - Preference for making the saving (40%) is via a mixture of cuts and other tax payers
 - 54% would like to see reductions to other council discounts to help contribute to the shortfall
 - Second preference (35%) is to fund the shortfall fully from tax payers
 - Again, 63% want to cover this via reductions to other council discounts
 - 63% agree that the new scheme should be based upon the existing CTB scheme
 - 79% agree that the new scheme should retain the same protections
 - 42% agree with the council's proposed scheme
 - Of the 47% that disagree, 100% think that the council should keep the current Council Tax Benefit system and meet the savings required elsewhere
 - 97% receive CTB, 68% male, 61% aged under 45



Ribble Valley
Borough Council

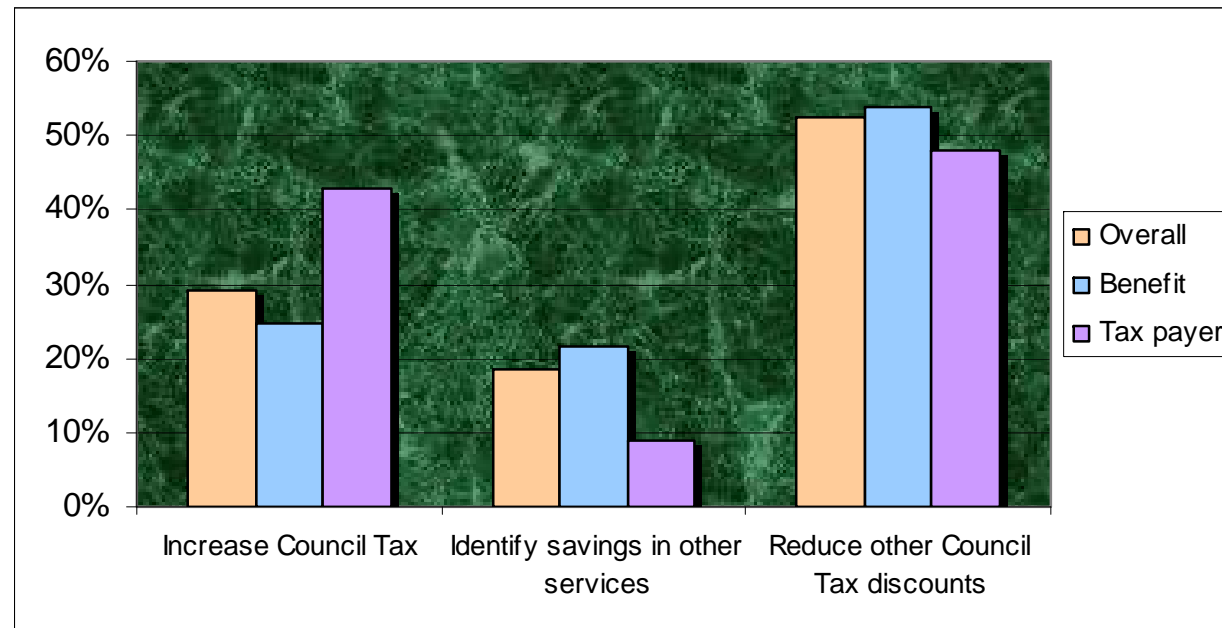
Least preferred option: fund fully
from other Council Tax payers



Ribble Valley
Borough Council

Reducing other discounts the preferred approach

- For the least preferred solution of fully funding the shortfall from Council Tax payers, reducing other Council Tax discounts is most agreeable
 - Higher for those aged 45-64
- Interesting to note that increasing Council Tax is preferred to identifying savings in other services (particularly for tax payers)



Other views on making the saving via tax payers

I would prefer to pay more than to take from disadvantaged people

Only reduce in terms of second homes/empty properties NOT in reducing those in receipt of benefits

Increase Council Tax on larger properties and add a new band for over £500k properties

Re banding properties to prevent higher value homes paying proportionally less tax

Increase taxes on second homes plus empty properties

People who have 2 homes must have enough money to pay Council Tax



Ribble Valley
Borough Council

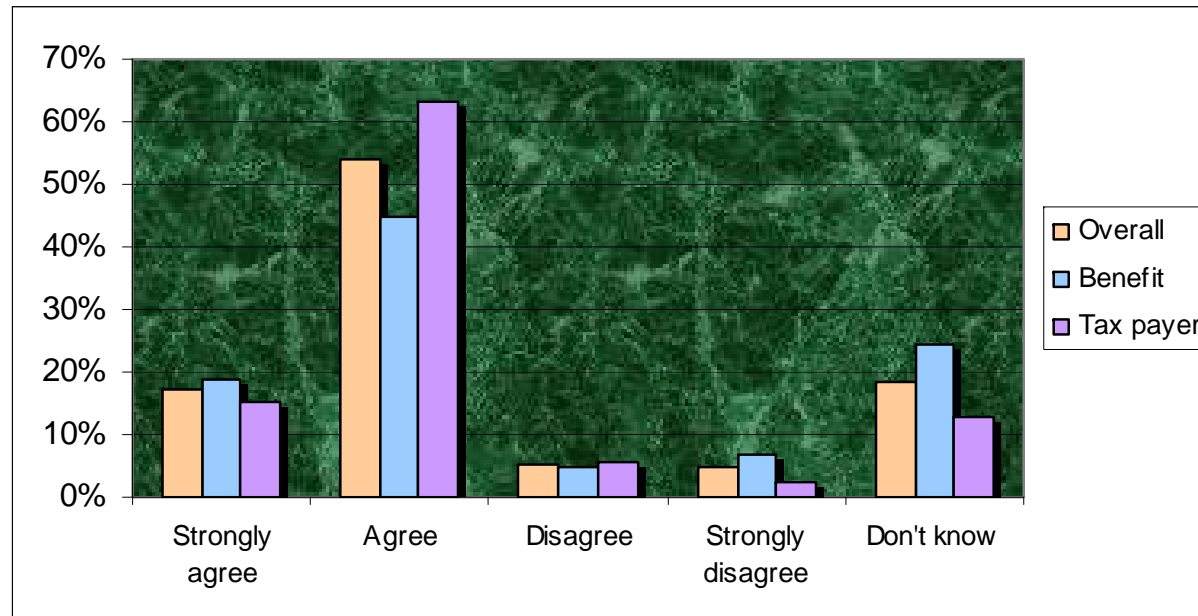
The Council's proposed scheme



Ribble Valley
Borough Council

Majority agree that scheme should be based on existing set up

- 71% agree or strongly agree that the local support scheme should be based upon the existing benefit scheme
 - Higher for tax payers and those aged 45+
- Very low level of disagreement with this proposal



Proposed changes to the current CTB scheme

All claimants, including pensioners, should pay equally towards Council Tax

All of the cut should be met from Council Tax income on second homes

Disabled people on DLA with carer and child will find it impossible to find money for this scheme

Proposed principles are a fair way of proceeding

Every adult capable of working should make a fair contribution

If you spent more money chasing false welfare claimants, the savings would be huge

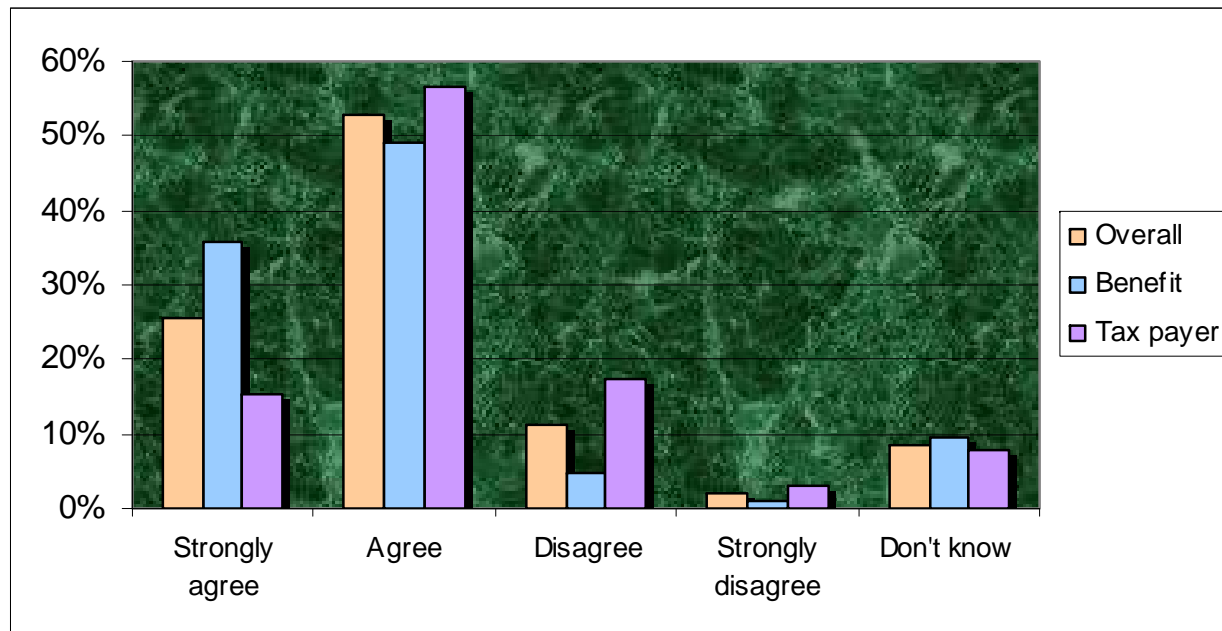
I cannot afford this, as essential expenditure and costs associated with my care have all increased recently



Ribble Valley
Borough Council

Majority agree that existing protection be retained

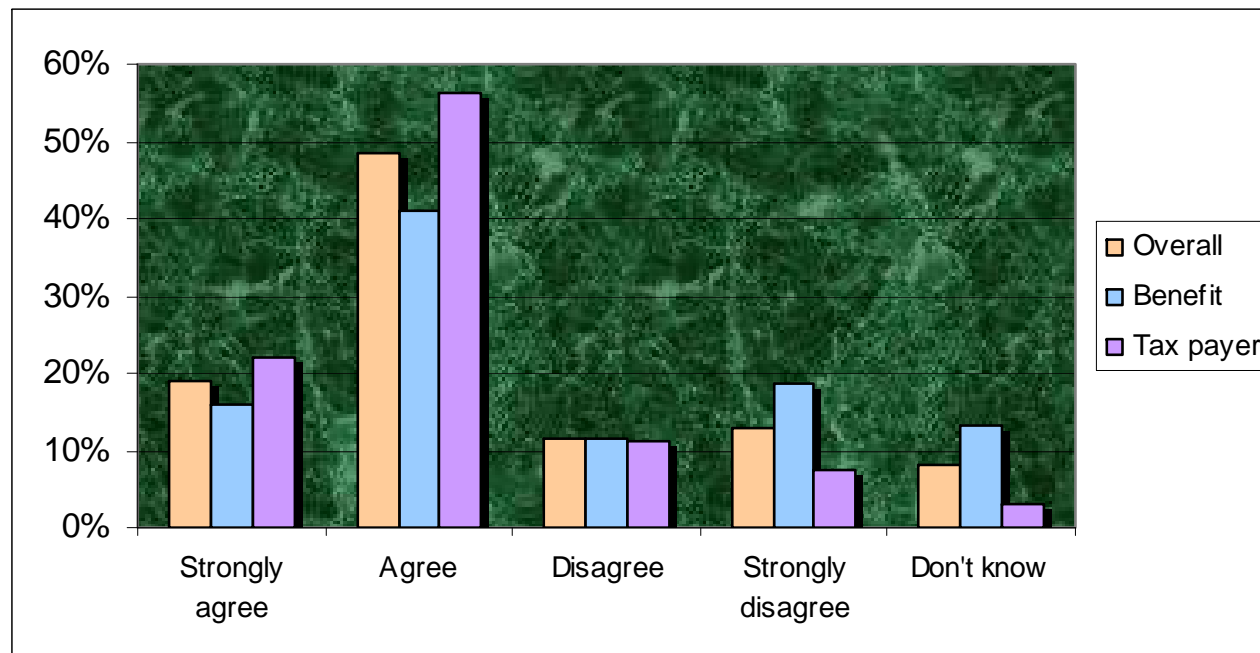
- 78% agree or strongly agree that the existing protection for certain households be retained in the new scheme
 - Higher for benefit claimants, those aged 45-64 and residents with a disability



Ribble Valley
Borough Council

Majority agree with the council's proposed scheme

- 68% agree or strongly agree with the council's proposed draft scheme
 - Higher for tax payers, those aged 65+ and residents without a disability
- Of the 24% who disagree, 85% of these would prefer to keep the current Council Tax Benefit system and make the savings required elsewhere



Ribble Valley
Borough Council

Characteristics of those who disagree

- What are the characteristics of the 24% who disagree with council's proposed scheme?
 - Awareness of the reduction in funding comparable to all others, so disagreement not the result of a sudden realisation of the situation
 - Preference for making the saving (67%) is via other tax payers
 - 51% would like to see reductions to other council discounts to help make up the shortfall
 - Second preference (18%) is to fund via a mixture of reduced support and tax payers
 - Again, 52% want to cover this via reductions to other council discounts and reduced benefits
 - 72% agree that the new scheme should be based upon the existing CTB scheme
 - 80% agree that the new scheme should retain the same protections
 - 61% currently receive CTB
 - 45% are aged under 45
 - 32% have a disability



Ribble Valley
Borough Council

Views on the council's proposed scheme by those who disagree

Keep current benefit system, paid for by re banding properties

The government wants people to learn to adapt, not pass problems to community. More problems to come

Meet 50% from second home money and recover the remaining 50% evenly across all other working age groups

We are all paying too much tax!

Second and vacant homes should pay full Council Tax

Why should workers shoulder the payments? Everyone other than disabled should support themselves

Any Council Tax I might need to pay is likely to put me in a position where I will eventually be unable to pay



Ribble Valley
Borough Council

Averil Crowther

From: SHQ - Mattinson, Keith <KeithMattinson@lancsfirerescue.org.uk>
Sent: 27 July 2012 13:28
To: Averil Crowther
Subject: RE: Localised Council Tax Support

In terms of your consultation please see our response below:-

We are obviously concerned about the impact that the reduction in funding has on both our own funding levels and also on individual claimants.

Can you please confirm what our share of the impact of the estimated reduction in government funding in respect of council tax benefit in Ribble Valley would be, we are working on an estimate of approx £10k. However as you are aware this forms part of a county wide reduction for the Fire Authority of approx. £600k. As such we are obviously keen to ensure that any new scheme offsets the reduction in funding, thus presenting a cost neutral position for the Authority.

With this in mind we would support the following design principles:-

- ♣ be affordable in terms of grant received, revenue loss and costs to operate
- ♣ be as fair as possible and a detailed 'map' of those affected is required; a detailed Equality Analysis is required
- ♣ be transparent, understandable to customers and practical to operate
- ♣ be feasible to implement within the constraints of the timescales and available software
- ♣ be simple in design avoiding unnecessary complexity
- ♣ avoid the costs and risks associated with collecting additional data
- ♣ Incorporate a contingency saving to allow for growth in the number of claims.

In terms of the options presented:-

We do NOT support *Option 1 Adopt the Default Scheme and reduce expenditure elsewhere*, as this will result in increased costs for ourselves, which require additional savings to be identified elsewhere within the Service.

We would support *Option 2 Reduce Council Tax Discounts and exemptions on empty and unfurnished properties and on Second Homes*. However we feel that whilst these could be made in order to generate sufficient additional council tax to bridge any anticipated shortfall, we would also suggest that this should also incorporate a contingency element to allow for any potential growth in the number of claims

We would support *Option 3 Reduce Council Tax Support (Benefits)*

Our main concern is that the eventual scheme is cost neutral to all Authorities, which having read your letter would appear to be your aim.

In terms of how to reduce council tax support we have no preference over whether you reduce council tax support by either of the options presented:-

- (i) A 10% reduction in Council Tax liability on which the support is based.

(ii) A 12% reduction in Council Tax Support.

We share your concern re the ability and cost of collection and are keen to ensure that any estimate of the impact of the new regulations are robust, particularly with reference to anticipated collection rates.

We are also concerned that local demand for council tax discount will increase over the next few years, in contrast with the government's assumption that it will reduce, and believe that any scheme needs to be flexible enough to cope with changes in the future, and hence needs to have regular review periods to ensure that the scheme remains fit for purpose.

Keith Mattinson
<SPA

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It may be confidential and may be the subject of legal and/or

professional privilege.

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Lancashire Fire and Rescue Service has taken reasonable steps to ensure that outgoing communications do not contain malicious software and it is your responsibility to carry out any checks on this email before accepting the email and opening attachments.

GET OUT - STAY OUT - CALL THE FIRE SERVICE OUT



Jane Pearson
Director of Resources
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
BB7 2RA

Please ask for : Lisa Kitto
Telephone : (01772) 534757
Fax : (01772) 534870
E-Mail : lisa.kitto@lancashire.gov.uk
Your ref : JP12-12/AC
Our ref : LK/JA
Date : 07 August 2012

Dear Jane

Localised Council Tax Support

Thank you for your letter of 24th July 2012 consulting Lancashire Police Authority on the approach that Ribble Valley Borough Council intends to adopt in establishing its scheme for Council Tax Support from April next year. We very much welcome the opportunity to have the views of Lancashire Police Authority presented to the Council when it considers a draft scheme for consultation.

It is the strong view of Lancashire Police Authority that the Borough's proposed scheme for council tax support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to implement within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

Targeting of Support

As you set out in your letter, the current system of council tax support provides further protection for vulnerable people and those in work. By adopting a scheme

based on the current scheme, the Borough Council will be providing a level of protection to vulnerable groups. In particular, the existing CTB scheme already provides protection for certain groups within the underlying rules of the CTB scheme which provides for disability premiums, additional personal allowances for children and for a small amount of earned income to be ignored in the calculation of benefit.

It is Lancashire Police Authority's view that it would appear to be the most fair and equitable approach that council tax support is provided equally amongst the vulnerable groups, with the level of support determined by the resources available from the grant made available by the government for this purpose.

In terms of the options that the Borough Council is considering, I would make the following points.

Option 1 – Adopt the Default Scheme and reduce expenditure elsewhere

It is important to make the point very clearly that Lancashire Police Authority does not support the adoption of a scheme which mirrors the existing CTB regime. This would result in significant additional financial pressure on Lancashire Police Authority's budget which would require additional ongoing savings to be made elsewhere. This is wholly unacceptable and takes no account of the potential impact on vulnerable members of the community.

It is also absurd to consider that this would provide a "breathing space" in terms of lessons learnt; this action would instead require Lancashire Police Authority to make further savings within the services provided in advance of the further austerity measures anticipated in 2014/15 and beyond. This does not equate to breathing space for the most vulnerable members of Lancashire's communities.

However, in terms of the specific issues you have raised I would like to make the following points.

Option 2 Reduce Council Tax Discounts and exemptions on empty and unfurnished properties and on second homes

Lancashire Police Authority is mindful of the difficult balance between the burden of council tax on our communities, and the provision of services which support the most vulnerable members of our communities. However, within this, Lancashire Police

Authority considers that the council tax burden should be shared equitably, and supports the Borough Council in its proposal to reduce council tax discounts and exemptions on empty and unfurnished properties and on second homes.

However, Lancashire Police Authority does not support the assertion that these funds be then used to allow the Borough Council's council tax support scheme to mirror the existing benefit. This options gives no consideration of overall service priorities, or the impact of savings which Lancashire Police Authority would not have made if these additional resources were available to support services.

Option 3 Reduce Council Tax Support (Benefits)

We note that the Borough Council is minded to propose a local support scheme whereby support will be reduced for all claimants, but that support is reduced by 12%, rather than the 25% required in order for the scheme to be affordable within the grant resources. We note your proposal that the shortfall in funding is met by the total council tax revenue raised by continuing to charge council tax on second homes.

This proposal would effectively remove the second homes council tax revenue from the Police Authority's budget at a time when local government is facing significant austerity measures that are anticipated to continue until 2016/17, placing further pressure on services. This option again gives no consideration of overall service priorities, or the impact of savings which the Police Authority would not have made if these additional resources were available to support services.

For this reason, Lancashire Police Authority does not support the Borough Council's proposals.

The Basis of the Scheme

We note that if the Borough Council were to adopt a scheme that reduces council tax benefit across the board the preferred way of achieving this is either through a reduction in council tax liability or a reduction in council tax support. We believe that the second approach of a reduction in council tax support would offer a more equitable and proportionate impact across all claimants, and would provide additional work incentives. This is a key consideration within the scheme.

In conclusion, Lancashire Police Authority is not supportive of the approach set out by the Borough Council. I must stress that Lancashire Police Authority does not support the adoption of a scheme that passports significant financial pressures to the Police Authority, with the consequential impact on services across Lancashire.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'L Kitto', written in dark ink.

Lisa Kitto
Treasurer
Lancashire Police Authority



Jane Pearson
Director of Resources
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE, BB7 2RA

Phone: (01772) 533355
Fax: (01772) 532885
Email: geoff.driver@lancashire.gov.uk
Your ref: JP12-12/AC
Our ref: GD/GK/AP
Date: 2 August 2012

Dear Jane

Localised Council Tax Support

Thank you for your letter of 24th July 2012 consulting the County Council on the approach that Ribble Valley Borough Council intends to adopt in establishing its scheme for Council Tax Support from April next year. We very much welcome the opportunity to have the views of the County Council presented to the Council when it considers a draft scheme for consultation.

It is the strong view of the County Council that the Borough's proposed scheme for council tax support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to implement within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

Targeting of Support

As you set out in your letter, the current system of council tax support provides further protection for vulnerable people and those in work. By adopting a scheme based on the current scheme, the Borough Council will be providing a level of protection to vulnerable groups. In particular, the existing CTB scheme already provides protection for certain groups within the underlying rules of the CTB scheme which provides for disability premiums, additional personal allowances for children and for a small amount of earned income to be ignored in the calculation of benefit.

/Contd...

County Councillor Geoff Driver
Leader, Lancashire County Council
PO Box 78 County Hall
Preston PR1 8XJ



It is the County Council's view that it would appear to be the most fair and equitable approach that council tax support is provided equally amongst the vulnerable groups, with the level of support determined by the resources available from the grant made available by the government for this purpose.

In terms of the options that the Borough Council is considering, I would make the following points.

Option 1 – Adopt the Default Scheme and reduce expenditure elsewhere

It is important to make the point very clearly that the County Council does not support the adoption of a scheme which mirrors the existing CTB regime. This would result in significant additional financial pressure on the County Council's budget which would require additional ongoing savings to be made elsewhere within the services provided by the County Council. This is wholly unacceptable and takes no account of the potential impact on vulnerable members of the community.

It is also absurd to consider that this would provide a "breathing space" in terms of lessons learnt; this action would instead require the County Council to make further savings within the services provided in advance of the further austerity measures anticipated in 2014/15 and beyond. This does not equate to breathing space for the most vulnerable members of Lancashire's communities.

Option 2 Reduce Council Tax Discounts and exemptions on empty and unfurnished properties and on second homes

The County Council is mindful of the difficult balance between the burden of council tax on our communities, and the provision of services which support the most vulnerable members of our communities. However, within this, the County Council considers that the council tax burden should be shared equitably, and supports the Borough Council in its proposal to reduce council tax discounts and exemptions on empty and unfurnished properties and on second homes.

However, the County Council does not support the assertion that these funds be then used to allow the Borough Council's council tax support scheme to mirror the existing benefit. This options gives no consideration of overall service priorities, or the impact of savings which the County Council would not have made if these additional resources were available to support services.

Option 3 Reduce Council Tax Support (Benefits)

We note that the Borough Council is minded to propose a local support scheme whereby support will be reduced for all claimants, but that support is reduced by 12%, rather than the 25% required in order for the scheme to be affordable within the grant resources. We note your proposal that the shortfall in funding is met by the total council tax revenue raised by continuing to charge council tax on second homes.

This proposal would effectively remove the second homes council tax revenue from the County Council's budget at a time when local government is facing significant austerity measures that are anticipated to continue until 2016/17, placing further pressure on services. This option again gives no consideration of overall service priorities, or the impact of savings which the County Council would not have made if these additional resources were available to support services.

For this reason, the County Council does not support the Borough Council's proposals.

The Basis of the Scheme

We note that if the Borough Council were to adopt a scheme that reduces council tax benefit across the board the preferred way of achieving this is either through a reduction in council tax liability or a reduction in council tax support. We believe that the second approach of a reduction in council tax support would offer a more equitable and proportionate impact across all claimants, and would provide additional work incentives. This is a key consideration within the scheme.

In conclusion, the County Council is not supportive of the approach set out by the Borough Council. I must stress that the County Council does not support the adoption of a scheme that passports significant financial pressures to the County Council, with the consequential impact on services across Lancashire.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Driver', written over a horizontal line.

Cty Cllr Geoff Driver
Leader of County Council

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 20 NOVEMBER 2012
title: WISWELL PARISH COUNCIL – DIVISION OF COUNCIL
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: DEBBIE NUTTALL, SOLICITOR

1 PURPOSE

1.1 To consider the results of the 2012 consultation on whether to divide the Wiswell Parish into two separate parishes (thereby creating a new parish for Barrow) and to determine whether the Wiswell Parish should be so divided

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – Better community governance should facilitate community cohesion and local involvement in local decision-making. This, in turn, should help to make people's lives safer and healthier and enhance the local environment.
- Corporate Priorities – Improved community governance is linked to the Council's vision of ensuring that the Ribble Valley has vital and vibrant villages, meeting the needs of residents, in that it should help to empower those residents. Promotion of community cohesion and encouragement of involvement in community participation are also key priorities of the Ribble Valley Sustainable Community Strategy 2007-2013.
- Other Considerations – the (borough) Council has a discretionary power to conduct a community review (part of which can consider the creation of new parishes) for any parish council in its area. The Council decided to exercise this discretion again in respect of Wiswell in June 2012.

2 BACKGROUND

2.1 The Local Government and Public Involvement in Health Act 2007 (the "2007 Act"), and the 51-page statutory guidance produced under section 100 of this, must be followed whenever the Borough Council is considering making changes to parish councils within its area.

2.2 These set out the procedure for undertaking and giving effect to recommendations made in community governance reviews ("CGRs"), and on making recommendations about electoral arrangements.

2.3 Members may recall that, at its meeting in 24 March 2009, this committee agreed, given the then already long-standing history to this matter, to a community governance review being carried out in order to consider whether to divide the Parish of Wiswell. The results of this consultation were reported to Committee on 16 November 2010 and a decision was sought as to which one of two possible recommendations, the Committee wished to adopt.

2.4 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 decided that a further report be brought to a later Committee. A meeting was set up on 11 January 2011. 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. There was no formal report back to Committee, although officers had understood that the new system was working reasonably well.

2.5 Following a request from the Wiswell Parish Council that this Council "proceed with the division" in March of this year, the Council's Solicitor brought another report to this Committee, in June, seeking their decision as to how to proceed. This report explained that another CGR was a pre-requisite to taking steps to change the parish arrangements in respect of Wiswell.

2.6 Committee decided that this Council should undertake a CGR, without any need for a valid Community Governance petition. The Council's Solicitor then commenced work on this.

3. THE FIVE YEAR FORECAST

3.1 The Guidance provides that five-year electoral forecasts should be carried out before a review is commenced.

3.2 The Council's Solicitor carried out a five-year forecast in June 2012.

3.3 The results of this were published on the consultation website and are available upon request. Its key conclusions can be summarised as follows:

"Limited data is available on Wiswell Parish, and even less on the Parish wards of Wiswell and Barrow.

However, the vast majority of the data that is available suggests that: changes are likely to take place to the ward of Barrow; and it is probable that Barrow will continue to increase in size as new developments are completed.

If the increase to Barrow ward occurred (and it has already begun), it will inevitably have an effect on Barrow and may well further exacerbate the "identity" divide raised by the Wiswell Parish Council between the parish wards of Barrow and Wiswell.

This forecast does not therefore suggest that it would be inappropriate to divide the current Parish of Wiswell, along current parish ward lines, into two separate parishes of Wiswell and Barrow.

If anything it suggests that any changes in electorate size that may occur would result in the Barrow ward further increasing (substantially) in size as a result of new developments."

4 CONSULTATION ON COMMUNITY GOVERNANCE REVIEW

4.1 Given that this was the second consultation in as many years the Council had undertaken on this issue, the Council's officers were mindful of cost. The Council's Solicitor was also mindful of the conclusions of the previous review and of criticisms made by Wiswell residents about some aspects of how this was carried out. She liaised in advance with the Parish Council, via its clerk, in relation to the proposed scope of the consultation. The Parish Council kindly offered the practical support of its councillors.

- 4.2 Section 93 of the 2007 Act requires the Council to consult local government electors for the Wiswell Parish and any other person or body it considers to have an interest in the review. A letter was therefore sent by post to all residents in Wiswell Parish based on the Council's Electoral Roll/Council tax data (this also included some businesses) together with one paper response form. A copy of the letter and the hard copy response form is at **Appendix 1**. One paper response only per household was sent in order to keep postage costs down, but also because tailoring the number of forms to individuals per household would have taken considerably longer and required the use of detailed occupier data.
- 4.3 Information on the review was also placed on the Wiswell Parish Notice Board. For the last few days of the consultation period the Council's home page referenced the review and included a link to the consultation documents.
- 4.4 The parish councillors were active in the parish, collecting forms, distributing additional ones and answering questions.
- 4.5 The Council's Solicitor used lessons learned from the 2010 review to keep the questionnaire as simple as possible. She also expressly drew residents attention to the following in her letter to residents:
- 4.5.1 the strong desire of many Wiswell ward residents for Wiswell to have its own Parish and the likelihood that, unless Barrow residents objected, the views of these Wiswell ward residents might prevail; and
- 4.5.2 the fact that each form received would be classed as a response from one person only.
- 4.6 As the letter to residents explained, consultation documents and response forms were also made available online.
- 4.7 Paper copies of the response forms and information on the CGR (as set out at **Appendix 2**) were made available at main reception, directly from the Council's Solicitor, or from Parish Councillors. A few copies were also sent to Whalley Library.
- 4.8 Forms could be submitted online, given to parish councillors or submitted to the Council's Solicitor.
- 4.9 All responses returned directly, or by Parish councillors on behalf of their residents were considered. One response, received on 17 October, was not considered because it was too late.
- 4.10 The terms of reference of the review, as explained in the online information, were as follows:

"The area under review is the current Parish of Wiswell, including the current wards of Wiswell and Barrow. The review will consider whether the Parish of Wiswell should be divided to create a new Parish of Barrow and a smaller Parish of Wiswell. It will also consider, in respect of each Parish: (i) its name; (ii) whether it should have a Parish Council; (iii) what the electoral arrangements should be. Consideration will also be given to where the boundary between the wards/parishes should lie."

4.11 Numerous residents emailed or called the Council's Solicitor with queries or concerns. Some residents were contacted directly when they returned one form purportedly on behalf of more than one person.

5 CONSULTATION RESPONSES

5.1 As the Guidance explains:

“... the 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient.”

5.2 The Parish Council has voted unanimously in favour of proceeding with a complete division of the Parish Council. It was their March 2012 letter, asking that the Parish be split, which led to the current CGR. The Parish Council has recently affirmed that it is keen for the Parish to be split (October 2012 letter). These letters are included as **Appendix 3**.

5.3 The views of Lancashire County Council were sought on the consultation as required by section 79(3) of the 2007 Act. Their response is included as **Appendix 4**. They believe that the Parish should be split.

5.4 The Council's Principal Policy and Performance Officer has produced a report of electors responses to the consultation. This is appended as **Appendix 5**. It includes comments made by respondents to the consultation and an analysis of the results. The following points are noteworthy:

5.4.1 237 residents took part in the survey (An increase on the 82 participants in 2010, although, in this earlier consultation, some residents allegedly did not realise that each person, rather than each household, had to respond);

5.4.2 The majority of respondents (80.6%) agreed that Wiswell Parish should be split;

5.4.3 100% of the respondents from Wiswell ward were in favour of changes, compared to 28.6% of the respondents from Barrow.

5.4.4 Only 63 of the 595 electors in the Barrow ward responded. The Barrow ward therefore remains under-represented. Compared to the 2010 consultation (where only 7 Barrow residents responded), there was, however, a better take-up this year.

5.4.5 The Wiswell ward was well-represented. 173 of the 256 electors in the Wiswell ward responded. All were in favour of changes.

5.4.6 Of the 63 Barrow residents who responded, 45 were against a split, 18 were in favour.

5.4.7 In respect of the other questions, the majority of respondents agreed that if Wiswell Parish were split:

5.4.7.1 the Wiswell ward should have a parish council and this should be called Wiswell Parish;

5.4.7.2 the Barrow ward should have a parish council and this should be called Barrow Council;

5.4.7.3 the electoral arrangements outlined in the questionnaire were appropriate (although the comments suggested that some people misunderstood the proposal);

5.5 Members are referred to the comments in the Report itself at **Appendix 5**.

5.6 Some commentators expressed the view that if people did not respond to the survey, the status quo should prevail. One commentator noted that “a less loaded survey of opinion would be a good idea” and another asked: “Do we have to keep having votes until the minority prevail?”

- 5.7 More than one person suggested that the A59 bypass should be the boundary between two separate parishes, rather than the existing ward boundary. The ward boundary appears to follow an old river course rather than the bypass.
- 5.8 It is probable that the majority of respondents in favour of a split had also signed the petition discussed below. For the reasons explained below, members should also consider the views expressed in this petition before making a decision on Parish arrangements.
- 5.9 The Council's Principal Policy and Performance Officer notes that the data presented in her report is "less than robust" due to the numbers responding. The Guidance does not provide a "minimum threshold" of how many responses are required from a consultation, once the decision has been taken to carry out a review. For a public petition to trigger a community governance review, by way of comparator, the 2007 Act provides that the petition must be signed by the requisite number of local electors in order to be valid. There are three thresholds, the first two of which are: (a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them; and (b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them. As the Guidance explains: "... in areas with smaller numbers of electors, this means that a handful of electors cannot initiate a review against the wishes of the majority of their fellow electors. The thresholds therefore help to ensure that the local democratic process is properly maintained."
- 5.10 The above thresholds do not, however, apply to the review itself: had they done so, they would not have been met. Given that the Wiswell Parish as a whole had 851 electors as at 1 December 2011, 237 electors (i.e. the number responding to this review) does not fall far short of the 250 electors whose support would have been required had the Council required a public petition. Given also that this is the second consultation in as many years, the Council's Solicitor considers that enough responses have been received, and, more importantly, enough people were aware of the issues and had an opportunity to respond, for this consultation to be robust.

6 PETITION

- 6.1 On 28 September 2012 a petition on behalf of Wiswell Residents was submitted to the Council. The cover letter accompanying this and the words of the petition itself are self-explanatory. These are included at **Appendix 6**. The covering letter explained that the petition has been submitted at this stage: "... to emphasis the degree of support for the division. The petition includes around 223 signatures from the electorate of 256."
- 6.2 As members are aware, the Council has a petition scheme. This provides that petitions signed by at least ten residents of the borough will be referred to the next meeting of the committee which deals with the subject matter of the petition. Given that the subject matter of the petition deals with the same subject matter as this report, this committee was considered to be the appropriate committee to consider it.
- 6.3 Moreover, given the petition organiser's comment that: "all the points from section two of the petition are still entirely valid and we would ask you to take these into account in the current review if they have not already been raised", the points raised by the petitioners should be considered by members, together with all the other consultation responses, when making their decision on the CGR.

6.4 Members are referred to Appendix 6 for the full wording of the petition. In summary, it stresses that the two villages are geographically separate and historically different and that the villages have very different problems. It also highlights the frustration felt by Parish Councillors and their continuing desire for a separation of the villages.

6.5 The Council's petition scheme also provides that petitions will be published on the Council's website. This report and its appendices will be available on the Council's website, as is usual with open reports. The Council's Solicitor will also ensure that a reference is made to the petition on the petition's part of the Council's website.

7 RECOMMENDATIONS

7.1 In deciding what recommendations to make, the Borough Council must try to ensure that "community governance" (i.e. parish, or other similar arrangements) "reflects the identities and interests" of the communities living in Wiswell and Barrow and "is effective and convenient". It must also take account of any representations received.

7.2 Sections 87, 88, 89 and 90 of the 2007 Act provide that a CGR must make certain recommendations in certain circumstances.

7.3 In deciding what recommendations to make, the principal council must also take into account any other arrangements that have already been made, or that could be made, for the purposes of community representation or community engagement in respect of the area under review. .

7.4 Taking into account the results of the consultation, the Council's Solicitor recommends that the Parish be split. This accords with the wishes of the Parish Council, the County Council and the majority of the respondents.

7.5 Comments from the consultees, particularly the views of the existing Parish Council, suggest that splitting the parish would promote community cohesion. Existing parish councillors are frustrated by the diverse interests which they represent and previous parish councillors have resigned over this issue.

7.6 There is already a strong community group in Wiswell, as evidenced by the petition. The "housing question" is already a cohesive issue for Barrow residents. The interests of the two villages appear to be diverse and the divide looks likely to grow.

7.7 The Council's Solicitor has produced some draft recommendations, were members minded to recommend the split. These are attached at **Appendix 7**. (It remains open to Committee to decide not to split the Parish. In this case, the Council's Solicitor would propose that the OPTION 1 recommendations, from Appendix F of her report of 16 November 2010 to this Committee should be used.) In either case, members are requested to provide reasons for their decision. Such reasons may refer to this report and its recommendations. The Council's Solicitor has included reasons with the Appendix 7 recommendations.

8 NEXT STEPS

8.1 Once this committee has made its recommendations, the Council is obliged to publish these and to inform consultees. It should also publish the reasons for its decision.

- 8.2 The Council must complete its CGR, including any consequential recommendations to the Electoral Commission, within 12 months of the start of the review.
- 8.3 If the Council decided to split the Parish, it would have to make a reorganisation order to implement its recommendations. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Finance (New Parishes)(England) Regulations 2008 would have to be considered and complied with. The model order would be used as the starting point for drafting the order.
- 8.4 The Council's recommendations as to any related alterations to the boundaries of the electoral areas of this Council/the County Council would have to be made to the Local Government Boundaries Commission (although my initial understanding is that there would not be any).
- 8.5 The current Wiswell Parish's property would have to be divided.
- 8.6 The reorganisation order would come into force on 1 April following the date on which it is made. Whilst efforts would be made to make the order before April 2013, it may be that an April 2014 start date is more realistic.
- 8.7 Election arrangements would come into force at the first elections to the parish council following the reorganisation order. Members may wish to consider whether to make interim arrangements for the period between 1 April and the first elections. The next parish elections would ordinarily take place in May 2015 although there is provision, if necessary, to truncate the term of office of existing parish councillors and to hold earlier parish elections for the period up until May 2015. Should members decide to divide the Parish, they could decide upon these, and other issues arising, at a subsequent committee.

9 RISK ASSESSMENT

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

- Resources –splitting the parish will require work by the Council's legal, finance and council tax department. Aside from liaising with the existing parish council to devise and draft the reorganisation order, and dealing with the attendant publicity, the creation of a new parish would require, for example: council tax data to be reinput/changed; electoral registers to be changed; precepts etc. to be set. Depending on the timing, additional elections might have to be held.
- Technical, Environment and Legal – As discussed above, the reorganisation order would need to be drafted and implemented; properties would have to be divided and financial arrangements understood and made.
- Political – community governance should reflect the identities and interests of the local community in the Wiswell area, and be effective and convenient. Given the long history to this matter and the risk of "consultation fatigue", a firm decision should be made as soon as possible.
- Reputation – As above.
- Equality/diversity – The Guidance recommends that community cohesion is key and that this is about local communities where people feel they have a stake in the

society and local area in which they live by having the opportunity to influence decisions affecting their lives.

10 RECOMMENDED THAT COMMITTEE

- 10.1 receive this report;
- 10.2 adopt the recommendations at Appendix 7;
- 10.3 agree the reasons at Appendix 7; and
- 10.4 authorise the Council's Solicitor to draft a Reorganisation order, liaise with the Boundary Commission and other officers, and carry out any work necessary to implement the recommendations.

DEBBIE NUTTALL,
SOLICITOR

MARSHAL SCOTT,
CHIEF EXECUTIVE

BACKGROUND PAPERS

Material from P Timson's and D Nuttall's files on Wiswell/Barrow.

For further information please ask for Debbie Nuttall extension 4403

REF: Debbie Nuttall/P&F/20th Nov 2012

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: DEBBIE NUTTALL
direct line: 01200 414403
e-mail: debbie.nuttall@ribblevalley.gov.uk
my ref: DLN/Parish Councils/Wiswell
your ref:
date: 29 August 2012

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Switchboard: 01200 425111
Fax: 01200 414488
www.ribblevalley.gov.uk

Dear Resident,

A REVIEW OF PARISH ARRANGEMENTS FOR WISWELL AND BARROW

I wrote to residents two years ago concerning the above matter. Few residents from the Barrow ward responded to that consultation, and the few who did, didn't favour a split. Almost all of the Wiswell residents who responded were in favour of a split.

Wiswell Parish Council subsequently agreed to try a committee system (rather than the Parish being formally split). This has not worked and the Parish Council has now asked this Council to consider establishing a separate parish council for Barrow.

This Council has therefore agreed to carry out another "Community Governance Review" in respect of Wiswell Parish i.e. Barrow and Wiswell (legislation doesn't permit us to rely on the results of the last review).

This Council is keen to ensure that arrangements reflect the identities and interests of your communities, that governance is effective and convenient and that any changes reflect what you, the residents want. **Your view as a resident of Wiswell and Barrow is paramount. The Council is consulting you to seek this.**

Whilst the Council has an open mind on whether the parish arrangements are changed or not, it recognises the strong desire amongst many Wiswell ward residents for Wiswell ward to have its own Parish, separate from Barrow. If these residents again overwhelmingly favour a split, unless Barrow residents provide feedback and object, (and subject to any other factors arising), it is probable that this Council will decide to split the Parish.

Consultation documents and response forms are available online at:

http://www.ribblevalley.gov.uk/info/200214/have_your_say/347/consultation_and_customer_satisfaction/5

A paper response form is also enclosed with this letter. As each form will be classed as a response from **one person only**, if more than one person in your household wishes their voice to be heard, each of them should please fill in and submit a separate form.

Paper copies of the consultation packs/copy forms are available from: (i) myself; (ii) Council Offices reception; or (iii) your parish clerk or councillors (whose details are displayed on your parish notice boards). **Forms can be completed and submitted online, or paper ones completed and submitted to: (i) your parish councillors, or (ii) myself at the above address.** The Council needs to receive your form by Friday 28th September 2012.

I look forward to hearing from you and am grateful for your time and feedback.

Yours faithfully

Debbie Nuttall,
SOLICITOR

Wiswell Community Governance Review

Please complete the questions below, ticking yes or no as appropriate, and make any comments in the boxes provided.

Q1 Should Wiswell Parish Council be split to form separate parishes for Wiswell and Barrow

Yes.....

No.....

Comment

Q2 If the existing Parish of Wiswell were split, should the Wiswell ward still have a Parish Council?

Yes.....

No.....

Comment

Q3 Should the Wiswell Parish Council continue to be called Wiswell Parish?

Yes.....

No.....

Comment

Q4 If the existing Parish of Wiswell were split, should the Barrow ward have a Parish Council?

Yes.....

No.....

Comment

Q5 If the existing Parish of Wiswell were split, and a new Parish for Barrow formed, should the new Barrow Parish be called Barrow Parish?

Yes.....

No.....

Comment

Q6 If the existing Parish of Wiswell were split to form two Parishes, do you agree that the electoral arrangements for each of the new Parishes should be as follows:

- Ordinary elections of councillors to be held every four years, commencing May 2013.
- Five councillors be elected to the Parish Council.
- The Parish will not be divided into wards for the purposes of electing Parish councillors?

Yes.....

No.....

Comment

Q7 If you have any suggestions on any of the following matters, please use the box below: alternative names; the number; boundaries and names of wards within Parishes; how many councillors should be elected for each ward (5 is the minimum); or other parish matters?

The consultation stage of this Community Governance Review is an open public consultation. In the interests of openness and transparency the Council will make available for public inspection copies of all representations it receives and takes into account, including your name and address. We ask for your contact details so that we can come back to you for clarification if required. We may also use this information to contact you for feedback on the proposals we develop following this initial stage of the consultation. Please provide your details below:

Q8 Your name? (Mandatory)

Q9 Your full address? (Mandatory)

Q10 Contact telephone number/email? (optional)

Q11 Please indicate if you are a resident of:

Wiswell ward.....

Barrow ward.....

Neither.....

Don't know.....

Thank you for taking the time to provide your feedback.

Please ensure that your completed response is submitted to the Council no later than 28th September 2012 in order for it to be considered.

Community Governance Review: Should Barrow have its own Parish Council?

Wiswell Parish Council has asked Ribble Valley Borough Council to again consider dividing the Parish of Wiswell into two parishes to form a new parish of Barrow and leave a smaller, amended, parish of Wiswell. At present Barrow forms part of Wiswell Parish and is represented by Wiswell Parish Council.

A 2010 consultation on this issue was inconclusive: whilst those residents of Wiswell who responded seemed in favour of a split, few residents from Barrow responded, and, those who did, were against a split.

This Council is keen to ensure that any governance arrangements reflect the identities and interests of communities in the Wiswell/Barrow area and that “community governance” in these areas is effective and convenient.

This Council understands that residents in the Wiswell ward would prefer to have their own separate Parish and that the Wiswell Parish Council supports this. This Council has no objection to facilitating this, provided that the residents of Barrow are in agreement/do not object. This Council is therefore seeking the views of interested persons on community governance in Wiswell. In particular, views are sought on whether Wiswell Parish should be divided or changed. The consultation is aimed principally at the residents of Wiswell Parish (i.e. **residents of Wiswell and Barrow**), although views from other groups or individuals are welcomed and will be considered.

The information below is provided to assist you in expressing your views as part of this consultation. Each consultation response (whether electronic or hard copy) will be treated as a response from one person. If there is more than one person in your household, each person will need to complete a response if they want their view to be counted.

Please ensure your response is received by the Council no later than Friday 28 September 2012 by:

- Using the online consultation response tool at:
http://www.ribblevalley.gov.uk/info/200214/have_your_say/347/consultation_and_custom_er_satisfaction/5
- Handing your responses into one of your parish councillors or your parish clerk (whose details are on your parish notice board) who will pass them onto this Council;
- Posting them, or giving them into the office of Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA, marked for the attention of Debbie Nuttall;

If you have any questions about this consultation, please contact Debbie Nuttall on 01200 414403 (Monday–Wednesday pm), or at debbie.nuttall@ribblevalley.gov.uk.

Background

The Parish of Wiswell comprises the villages of Barrow and Wiswell and the surrounding areas.

For electoral purposes the parish is divided into two wards: the Barrow Ward and the Wiswell Ward. On the electoral register on 1 December 2011 there were 595 electors in the Barrow ward and 256 electors in the Wiswell ward.

The boundary between the two wards was fixed in 1951. The fixing of the boundary pre-dates the building of the A59 bypass. Both follow the same general line but are not identical. Park Farm, for example, is situated in the Barrow ward even though it is on the "Wiswell" side of the bypass.

A map showing the parish of Wiswell and its two wards is on page 5.

The parish is represented by Wiswell Parish Council. This is made up of eight elected councillors (four for each ward), elected every four years.

Wiswell Parish Council has asked this Council to consider dividing Wiswell Parish into two parishes: Barrow and Wiswell. At present Barrow is represented by the Wiswell Parish Council. Some residents of Wiswell ward feel keenly that they should have their own Parish Council, separate to that of Barrow. This issue has been under consideration for some years now.

Wiswell Parish Council feels there is little community interest between the settlements of Wiswell and Barrow. They are geographically separate and have separate identities and cultures. Barrow has grown over the last ten years and is continuing to grow. It has a younger community, a school, play areas and bus services. It is beside a busy main road and contains a large site for development. Wiswell, in contrast, has had little recent development. It remains a rural quiet village. The Parish Council feels that the A59 would provide a natural boundary between the two wards.

This Council has no objection to creating a separate parish council for Barrow along ward lines, provided the residents of Wiswell and Barrow want this.

Parish councils and their powers

Parish councils are the most local level of elected local government. They represent the interests of a particular community and are statutory bodies. They act as a sounding board for local opinion and have important rights of consultation. The range of services and amenities that parish councils provide varies enormously.

Parish councillors are elected for a four-year term (or co-opted for the remainder). An individual member has no statutory authority on his/her own. The power of the parish council comes from the majority of councillors acting together. Legislation specifies that each parish council must have at least five parish councillors; there is no maximum number.

Parish councils are funded principally by an annual precept. Every year a parish council is required to estimate its expenditure for the forthcoming year. It then 'precepts' the amount required from the Borough Council. The combined cost of having separate parish councils for Barrow and Wiswell will likely be greater than at present, although, in the context of the overall level of tax, any such increase may be relatively small.

Legal considerations and statutory guidance

Ribble Valley Borough Council has responsibility for undertaking Community Governance Reviews. The purpose of a Community Governance Review (a "Review") is to provide a mechanism whereby the boundaries of areas served by

Parish Councils and their related electoral arrangements can be amended, where appropriate.

The Borough Council has agreed to carry out another Review in relation to the area of Wiswell. When the last review was carried out in 2010, many Wiswell residents favoured a split, but the few Barrow residents who responded didn't.

As the Parish Council and some residents of Wiswell are still keen that the Parish be divided, this Council has agreed to carry out a further review. This Council is considering division of the Parish along ward lines. However, before it makes any firm decisions on this, it wants to give residents an opportunity to share their views. **The terms of reference of this Review** are (like those of the 2010 review), as follows:

The area under review is the current Parish of Wiswell, including the current wards of Wiswell and Barrow. The review will consider whether the Parish of Wiswell should be divided to create a new Parish of Barrow and a smaller Parish of Wiswell.

It will also consider, in respect of each Parish: (i) its name; (ii) whether it should have a Parish Council; (iii) what the electoral arrangements should be.

Consideration will also be given to where the boundary between the wards/parishes should lie.

Other suggested amendments to the existing governance arrangements will also be considered.

The Department for Communities and Local Government ("DCLG") and the Electoral Commission have produced guidance on community governance reviews ("the Guidance"). This is available online and will be borne in mind whilst carrying out this review. The black comments include some suggestions. Your views on these would be welcomed.

Boundaries: With regard to parish and ward boundaries, the Guidance states: "It is desirable that parish boundaries are readily identifiable by permanent features e.g. watercourses, major roads or railway lines. Whatever boundaries are selected they need to be, and likely to remain, easily identifiable." **The most logical boundary might be the ward boundaries.**

Five-year forecast: **The results of this are available on our website. It shows that Barrow ward (but not Wiswell ward) is growing.**

Council size and warding: The Guidance explains that: "In considering the issue of parish council size each area should be considered on its own merits having regard to its historical picture, population, geography and the pattern of communities." **Division along roughly ward lines appears sensible given the community identities.**

Names of Parish wards: The Guidance explains: "In considering the names of parish wards, thought should be given to existing local or historic places so that, where appropriate, these are reflected." **Barrow Parish Council and Wiswell Parish Council are the current proposals.**

The number of parish councillors to be elected for parish wards: The Guidance provides: "If it is proposed that a parish should be warded, consideration should be given to the levels of representation between each ward i.e. the number of parish

councillors to be elected for each ward and the number of electors they represent.” **5**
councillors for each Parish.

Ordinary year of election: “New or revised parish electoral arrangements come into force at ordinary parish elections, rather than at parish by-elections, so they usually have to wait until the next scheduled parish elections.”

Parish names and alternative styles for parishes: “The ‘name’ of a parish refers to the geographical name of the area concerned, whereas its status or ‘style’ allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish ... the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style.”

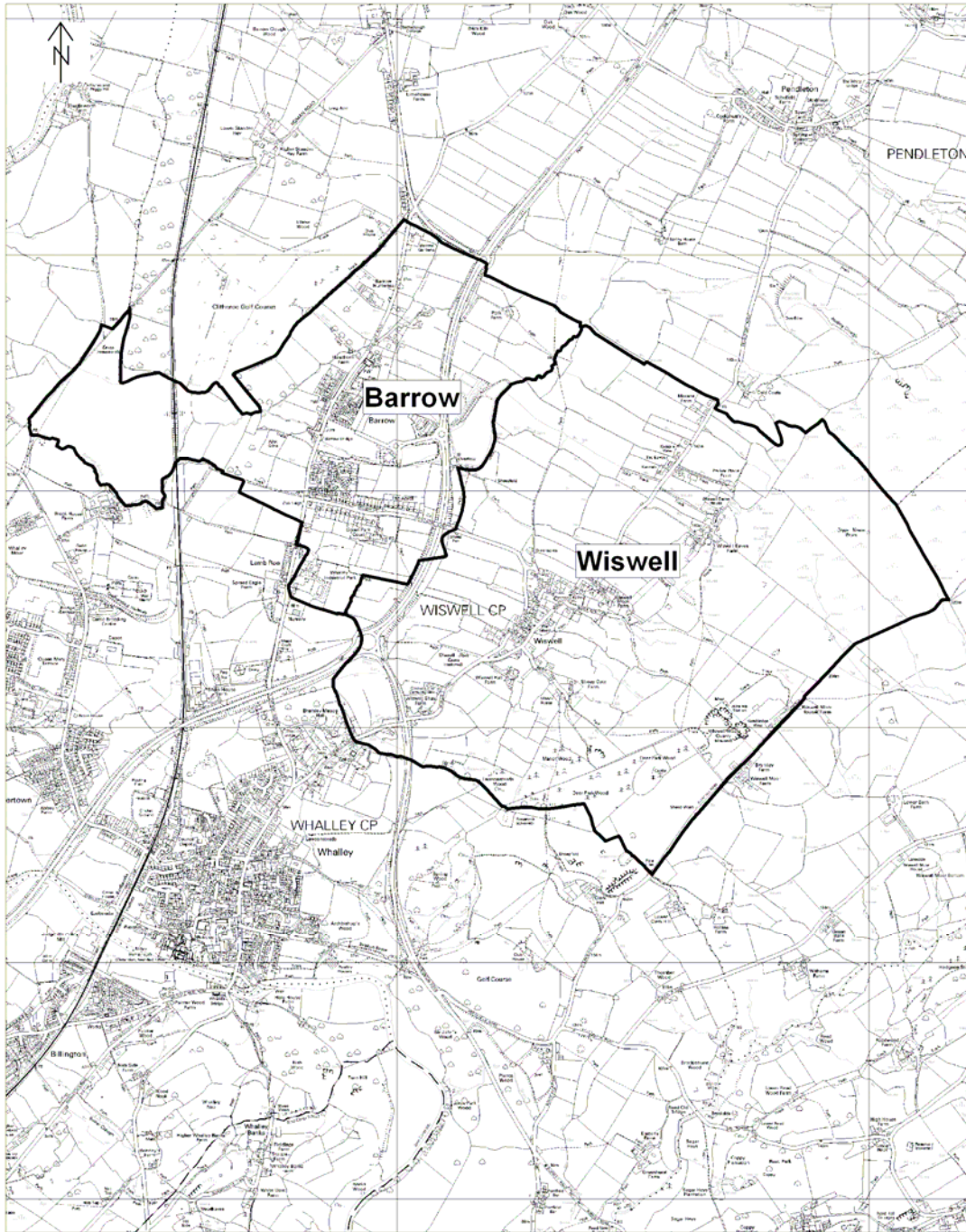
Recommendations and decisions on the outcome of the Community Governance Review

In relation to a Review, this Council must make recommendations as to: (i) whether a new parish or any new parishes should be constituted; (ii) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered; and (iii) what the electoral arrangements for new or existing parishes, which are to have parish councils, should be. It may also make recommendations concerning: (i) the grouping or degrouping of parishes; or (ii) making related alterations to the boundaries its own electoral areas.

In deciding what recommendations to make we must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient.

In making its recommendations Ribble Valley Borough Council will consider the information it has received in the form of residents’ responses and representations from other interested persons, and also use its own knowledge of the local area.

Map showing Wiswell and Barrow wards



Parish wards of Barrow and Wiswell, within parish of Wiswell

Scale: NTS

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21 August 2012

WISWELL PARISH COUNCIL

Chairman - Councillor J H Strong

Kemple View
Pendleton Road
Wiswell
Clitheroe
Lancashire BB7 9BZ
Tel: 01254 823257

Email: parish,council@wiswell.plus.com

Mr Marshal Scott
Chief Executive
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
Lancashire
BB7 2RA

21st March 2012

Dear Mr Scott

Division of Wiswell Parish Council

At the Parish Council meeting on 12th March 2012, Members discussed the current system of committees in operation for the villages of Barrow and Wiswell. It was agreed that the system was impractical and not in the interests of either village. Following the discussion, Members voted unanimously in favour of proceeding with a complete division of the Parish Council.

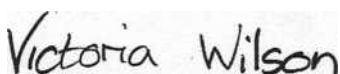
The Parish Council requests that RVBC now proceeds with the division.

Would you kindly advise the Parish Council what action is necessary and provide an estimate of the timeframe involved.

I look forward to hearing from you.

With kind regards

Yours sincerely



Mrs Victoria Wilson Clerk to
the Parish Council

WISWELL PARISH COUNCIL

Chairman - Councillor J H Strong

Kemple View
Pendleton Road
Wiswell
Clitheroe
Lancashire BB7 9BZ
Tel: 01254 823257

Email: parish.council@wiswell.plus.com

Mrs Debbie Nuttall
Solicitor
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
Lancashire
BB7 2RA

23rd October 2012

Dear Debbie

Proposed Division of Wiswell Parish

The Parish Council understands that the proposed division of Wiswell Parish will be discussed at the next meeting of Ribble Valley Borough Council's Policy & Finance Committee in November 2012.

The views of Wiswell Parish Council have not changed since discussions began over ten years ago and they are in favour of a formal split between the villages of Wiswell and Barrow.

Yours sincerely

Victoria Wilson

Mrs Victoria Wilson Clerk to
the Parish Council

From: Debbie Nuttall
Sent: 12 November 2012 15:41
To: Liz Lucas
Subject: appendix 4, P&F 20 Nov, Wiswell

Good morning Debbie,

Re: Your email below

I'm afraid the relevant Members of the council haven't filled out your electronic questionnaire but they have responded on this issue. The general consensus view is that the parish should be split.

Thank you

Cath Rawcliffe

Democratic Services Officer

County Secretary and Solicitor's Group

Lancashire County Council

Tel: 01772 533380

www.lancashire.gov.uk

From: Debbie Nuttall [mailto:Debbie.Nuttall@ribblevalley.gov.uk]
Sent: 03 September 2012 10:38
To: Rawcliffe, Cath
Subject: RE: Wiswell Parish Community Governance Review

Thanks very much Cath.

The electronic questionnaire and details of the review are available at:
http://www.ribblevalley.gov.uk/info/200214/have_your_say/347/consultation_and_customer_satisfaction/5

I look forward to hearing from you in due course with County Council Members' views.

Many thanks

Best regards

Debbie

Debbie Nuttall
SOLICITOR,

Ribble Valley Borough Council

01200 414403 (Monday to Wednesday lunchtime)

From: Rawcliffe, Cath [mailto:Cath.Rawcliffe@lancashire.gov.uk]
Sent: 30 August 2012 08:50
To: Debbie Nuttall
Subject: FW: Wiswell Parish Community Governance Review

Dear Debbie,

Thank you for your email below. I am currently consulting the appropriate Members of the County Council on the proposals and will get back to you with the Council's views as soon as possible.



REPORT ON THE RESULTS OF THE WISWELL COMMUNITY GOVERNANCE REVIEW

EXECUTIVE SUMMARY

- Of the 237 residents who took part in the survey, 73% were from Wiswell and 26.6% were from Barrow.
- The 173 Wiswell respondents represent 67.6% of the 256 electors in the Wiswell ward. The 63 Barrow respondents represent 10.6% of the 595 electors in the Barrow ward. Only 27.8% of the total electors for the Wiswell Parish responded to the consultation exercise.
- With a margin of error of +/-5.41%, and given that nationally a margin of error of +/- 3% is considered acceptable, the data presented here is less than robust.
- All of those who participated in the survey were responding as an individual rather than on behalf of an organisation.
- The overall response shows that the majority of the respondents (80.6%) agree that Wiswell Parish should be split to form separate Parishes for Wiswell and Barrow.
- The majority of the comments at Question 1 agree that Wiswell and Barrow represent two different communities and have different interests. Barrow residents, however, seem to disagree with this view.
- 100% of the 173 Wiswell respondents are in favour of changes compared to 28.6% of the 63 Barrow respondents.
- 90.6% of the respondents who agree that there should be a split come from Wiswell.

Implications

This is the second Community Governance Review in respect of the Wiswell Parish in the last three years. There has been an improved take-up in this review in comparison to the 2010 survey.

However, as shown in the following 'Respondent Profile' section the results are not entirely robust and despite best efforts to publicise the consultation to all residents, and issuing an invitation to all residents to take part in the survey, the respondents only represent a small proportion of the overall electorate in the Wiswell Parish (27.8%). The Barrow ward remains under-represented whereas the Wiswell ward was particularly well-represented with 67.6% response rate.

Were this the first consultation on this issue the Council would have to exercise a degree of caution before using the results to support any actions taken to progress the splitting of the Wiswell Parish. However, this is not the first consultation.

The results of this review should be considered against the backdrop of the long-running history on this issue. Indeed, when letters were circulated to residents as part of this review, the Council's Solicitor expressly noted that the Council recognised the strong desire amongst many Wiswell ward residents for Wiswell to have its own Parish separate from Barrow. She noted that if such residents again overwhelmingly favoured a split then, unless Barrow residents provided feedback and objected, it was probable that the Council would decide to split the Parish.

Comparison to 2010 Review

- Of the 82 residents who took part in the 2010 survey, 91.5% were from Wiswell and only 8.5% were Barrow.
- The 75 Wiswell respondents represented 28.4% of the 264 electors in the Wiswell ward. The 7 Barrow respondents represented 1.2% of the 564 electors in the Barrow ward.

- Only 9.9% of the total electors for the Wiswell Parish responded to the consultation exercise.
- With a margin of error of +/-10.28%, and given that nationally a margin of error of +/- 3% is considered acceptable, the data presented was less than robust.
- The majority of the respondents agreed that Wiswell and Barrow represented two different communities and had different interests. Barrow residents disagreed with this view.
- The majority of respondents (91.4%) disagree that no changes should be made ie they were in favour of changes being made to the existing position.
- 98.7% of the 75 Wiswell respondents were in favour of changes compared to 0% of the 7 Barrow respondents.

BACKGROUND AND METHODOLOGY

Background to the research

The survey has been designed to inform the Wiswell and Barrow Community Governance Review.

A letter was sent to every household informing them of the review. A full set of supporting documentation and background papers was made available to all respondents.

Methodologies used

A letter was sent to every household in the Wiswell Parish area. The letter invited residents to take part in a survey which was designed to gauge the appetite for change to current parish boundaries, to electoral arrangements and a split of the parish.

Residents were given the option of completing the survey electronically or by filling out a paper version of the survey. They could request further paper copies to be sent to them or could pick copies up from the council offices, parish councillors or the library in Whalley.

Completed questionnaires started being returned at the beginning of September 2012 and residents were given until 28th September to take part.

A total of 237 questionnaires were returned, equating to a response rate of only 27.8%¹. This included 41 electronic responses (which represents 17.3% of all responses).

Robustness of the data

How well the sample represents the population surveyed is gauged by two important statistics – the survey's margin of error and confidence level. For example, this survey has a margin of error of plus or minus 5.41% at a 95 percent level of confidence. This means that if the survey was conducted 100 times, the data would be within 5.41 percentage points above or below the percentage reported in 95 of the 100 surveys (see figure 1.1 below). Given that nationally, a margin of error of +/- 3% is considered acceptable, the data presented here is less than robust. If more people had responded to the consultation the margin of error percentage would be more acceptable.

Figure 1.1: Margins of error at 95% confidence

Survey Sample Size	Margin of Error Percent
473	+/- 3.00%
400	+/- 3.57%
300	+/- 4.56%
237	+/- 5.41%
200	+/- 6.06%
100	+/- 9.21%

¹ Based on 851 residents in Wiswell Parish on the electoral roll

Respondent Profile

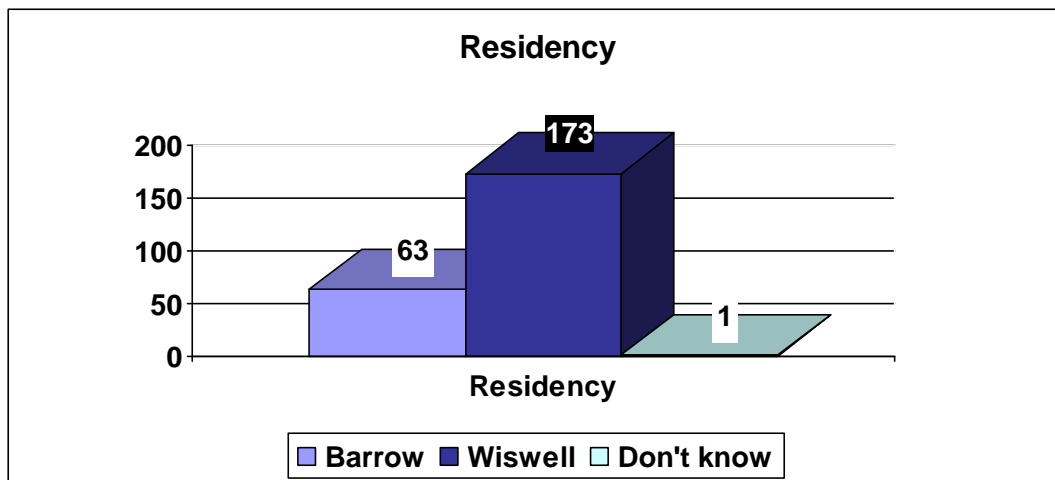
Residency

Of the 237 residents who took part in the survey, 73% were from Wiswell and 26.6% were Barrow. This compares to a population split of the two areas of Wiswell and Barrow in the parish of 30% to 70%.² In effect this means that the residents of Barrow are under-represented in the findings. For this reason all responses to the survey have been split to show a breakdown of responses from each area.

Figure 1.2: Residency

	Number of respondents	% of respondents	% of the electors in the ward
Wiswell Parish	237	27.8%	
Wiswell ward	173	73%	67.6%
Barrow ward	63	26.6%	10.6%
Neither	0	0%	
I don't know	1	0.4%	

Figure 1.3: Residency chart



Individual/Organisation

All of those who participated in the survey were responding as an individual rather than on behalf of an organisation.

² Electoral Register which came into force 1 December 2011 – 256 electors in Wiswell and 595 electors in Barrow

MAIN REPORT

Should Wiswell Parish Council be split to form separate parishes for Wiswell and Barrow?

Figure 2.1: Question one – one or two parishes?

Should Wiswell Parish Council be split to form separate parishes for Wiswell and Barrow		Agree	Disagree
All respondents	237	80.6% (191)	19.4% (46)
Resident of Wiswell Ward	173	90.6% (173)	0% (0)
Resident of Barrow Ward	63	9.4% (18)	97.8% (45)
Don't Know	1	0% (0)	2.2% (1)

- The response shows that the majority of the respondents (80.6%) agree that Wiswell Parish should be split to form separate Parishes for Wiswell and Barrow.
- 90.6% of the respondents who agree that there should be a split come from Wiswell.
- 97.8% of the respondents who disagree that there should be a split come from Barrow.
- 100% of the 173 Wiswell respondents are in favour of changes compared to 28.6% of the 63 Barrow respondents.

Comments

Several comments were made. The majority agree that Wiswell and Barrow represent two different communities and have different interests. Barrow residents, however, seem to disagree with this view. Some examples are as below:

Different Communities?

- Wiswell is a small village with an active community who are willing to tackle most things that need attention. Barrow is a much bigger community with other requirements, the two villages are as different as chalk and cheese, they need their own identity.
- The two have nothing in common, Barrow is larger, they have a School, Church, Play Ground and Playing Fields, Wiswell have none of the above.
- The Parishes have only been included together for ease of administration and are in reality very different to one another and as such should be divided as I feel this would certainly increase the feeling of community within the two separated parishes.
- Have only voted yes in this option because this is what residents if Wiswell appear to want. In reality whilst Barrow and Wiswell are two very different villages with different needs in some instances they do need each others support.
- The needs and concerns of Wiswell and Barrow are vastly different and would benefit from being dealt with separately.
- No - because this idea is not representative of a community. It would make Wiswell an elitist and segregated from the rest of the community.
- The split is now long over due and is the way forward to provide the best services to both villages.
- Combined will have greater say then two smaller parishes.

- Parishes shouldn't be split - there is more strength in numbers. Particularly with onslaught of building applications and a united parish is better than separate.
- The two villages are too closely linked in distance and in impact from planning and development issues to opposite as two entries. 'United we stand, divided we fall' - would be a good enough reason to remain a single entity. We are also too small to have separate councils.

At What Cost?

- During this time of recession and so-called curbs on public spending further financial burdens should not be placed on council tax payers for such an unnecessary change.
- Two separate councils would be a total waste of money.
- The two villages have traditional links and individually are too small to warrant two lots of councillors.
- A costly and unnecessary scheme.
- The two parishes will always be closely connected and I see no reason to go to the expense of changing things in the present economic climate.
- Additional cost provides no benefits.
- In time of cut backs one council is sufficient.
- Additional costs for the administration of two parishes.
- The cost of creating separate parish council could not be justified now or in the future. Small parishes struggle become very parochial and partial.

If the existing Parish of Wiswell were split, should the Wiswell ward still have a Parish Council?

Figure 2.2: Question two – if split should Wiswell have a Parish Council?

If the existing Parish of Wiswell were split, should the Wiswell ward still have a Parish Council		Agree	Disagree
All respondents	223	88.3% (197)	11.7% (26)
Resident of Wiswell Ward	173	87.8% (173)	0% (0)
Resident of Barrow Ward	63	12.2% (24)	96.2% (25)
Don't Know	1	0% (0)	3.8% (1)

- 88.3% agree that if the existing Parish of Wiswell were split, the Wiswell ward should still have a Parish Council.

Comments

Several comments were made as below:

- It is important that both parishes have a representation.
- The size of Wiswell would not merit the amount of money used to continue with a parish council as they are small and have no amenities.
- It is too small to form a Parish Council so would need to merge with another one.
- Yes I think they should even though there is a relatively small population.
- They can decide for themselves.

- There is already a very active community group in Wiswell acting as an extension of the formal Parish Council.
- Not necessary - snobbery issues here?
- There would be insufficient business for a Parish Council.

Should the Wiswell Parish Council continue to be called Wiswell Parish?

Figure 2.3: Question three – should Wiswell Parish continue to be called Wiswell Parish

Should the Wiswell Parish Council continue to be called Wiswell Parish		Agree	Disagree
All respondents	219	90.4% (198)	9.6% (21)
Residents of Wiswell Ward	173	86.9% (172)	0% (0)
Residents of Barrow Ward	63	13.1% (26)	95.2% (20)
Don't Know Ward	1	0% (0)	4.8% (1)

- 90.4% of respondents agree that Wiswell Parish Council should continue to be called Wiswell Parish Council.

Comments

Several comments were made as below:

- Should be Wiswell and Barrow Parish Council.
- Call it Wiswell with Barrow if things stay as they are.
- It should be called the Wiswell/Barrow Parish.
- If it is not split it should be called Barrow and Wiswell Parish. If split should be called 'Barrow Parish' and 'Wiswell Parish' (possibly joint with another Parish).
- No, it is not a parish there is no church or chapel.

If the existing Parish of Wiswell were split, should the Barrow ward have a Parish Council?

Figure 2.3: Question four – if split, should Barrow have a Parish Council

If the existing Parish of Wiswell were split, should the Barrow ward have a Parish Council		Agree	Disagree
All respondents	218	99.1% (216)	0.9% (0)
Residents of Wiswell Ward	165	76.4% (165)	0% (0)
Residents of Barrow Ward	52	23.1% (50)	100% (2)
Don't Know Ward	1	0% (0)	4.8% (1)

- 99.1% of respondents agree that if the existing Parish of Wiswell were split, Barrow ward should have a Parish Council.

Comments

Several comments were made as below:

- We need a parish council as Barrow is rapidly becoming a large village and if planning applications are passed we will double in size over the next few years, therefore we will need our own parish council to help make decisions on what should happen in Barrow.
- The increase in property numbers certainly warrants one.
- That is for the residents of Barrow to decide. I am a resident of Wiswell.
- Combined with Whalley if not Wiswell as will soon all be one.
- The chairman to be elected from residents in Barrow.
- It is needed to give a voice to Barrow residents in the face of inappropriate development.
- Population of Barrow is growing and must have representation.

If the existing Parish of Wiswell were split and a new Parish for Barrow formed, should the new Barrow Parish be called Barrow Parish?

Figure 2.3: Question five – should Wiswell Parish continue to be called Wiswell Parish

If the existing Parish of Wiswell were split and a new Parish for Barrow formed, should the new Barrow Parish be called Barrow Parish		Agree	Disagree
All respondents	219	98.2% (215)	1.8% (4)
Residents of Wiswell Ward	167	77.7% (167)	0% (0)
Residents of Barrow Ward	51	21.9% (47)	100% (4)
Don't Know Ward	1	0.5% (1)	0% (0)

- 98.2% of respondents agree that if a new Parish for Barrow is formed it should be called Barrow Parish.

Comments

Several comments were made as below:

- Should be called Barrow with Wiswell.
- Definitely.
- Probably - they can call it whatever they wish!
- Name would be irrelevant.
- It is becoming the dominant ward of the existing Parish.

If the existing Parish of Wiswell were split to form two Parishes, do you agree with the electoral arrangements outlined?

The following arrangements were outlined:

- Ordinary elections of councillors to be held every four years, commencing May 2013.
- Five councillors be elected to the Parish Council.
- The Parish will not be divided into wards for the purposes of electing Parish councillors?

Figure 2.3: Question six – should Wiswell Parish continue to be called Wiswell Parish

If the existing Parish of Wiswell were split to form two Parishes, do you agree with the electoral arrangements outlined		Agree	Disagree
All respondents	212	96.7% (205)	3.3% (7)
Residents of Wiswell Ward	165	79.0% (162)	42.9% (3)
Residents of Barrow Ward	46	20.5% (42)	57.1% (4)
Don't Know Ward	1	0.5% (1)	0% (0)

- 96.7% of respondents agree with the electoral arrangements outlined.

Comments

Many respondents seemed confused by this question as shown by some of the comments that were made as below:

- No, each parish should elect it's own troupe of councillors.
- Except that I believe a newly formed Barrow Parish Council should have six Parish Councillors.
- Sounds reasonable.
- Cllrs should be residents in the Parish they represent.
- I don't understand how the Parish (separate) Councillors can be elected if the wards are not divided!
- Only people in Wiswell ward should be on Wiswell Parish Council. Should be 5 Wiswell residents of ward in council parish.
- We do not recognise a Wiswell Parish.
- Not sure but there would surely need to be elections at some time.
- Best most effective solutions.
- Not clear what this means. Barrow and Wiswell Parishes would need separate representation. What is meant by 'the Parish council' above?
- 5 councillors is sufficient for a parish council.
- Five elected Councillors would be an adequate number to cover Barrow with Wiswell PC.

Further suggestions and comments on any of the following matters: alternative names; the number; boundaries and names of wards within Parishes; how many councillors should be elected for each ward (5 is the minimum); or other parish matters?

Comments

Several comments were made in this section as below:

- If the people of Wiswell want to change its name I have no objection, if people do not respond to this survey then the status quo should prevail. Everyone who could vote should have received a paper vote delivered to their address, this did not occur!
- I do not see any need for a change. My address is Barrow but I am led to believe my house stands just over the boundary in Wiswell, so which parish would I live in? As far as I am concerned it does not matter and we should all be united in our efforts to prevent Barrow/Whalley/Billington being overpopulated and congested even more with lots of proposed housing developments in the pipeline. Should they all be approved, the time will come when Whalley and Wiswell will no longer be sought after areas, property prices will plummet and everyone will be eager to leave this once beautiful area. I will be answering don't know to Q 11 (which ward do I live in?)
- A less loaded survey of opinion would be a good idea.
- I am very much in favour of splitting the Parish. I believe that a Parish Council should serve the immediate locality and the wards of Barrow and Wiswell have little in common. A split should be viewed favourably, as an opportunity for each ward to become more focused on the issues that concern them. Perhaps, it could be made clear to those opposing a split that it would have a minimal effect on their Council Tax charges. Also, I wonder if the boundary between Whalley and Barrow could be reviewed as part of this exercise? Perhaps the A59 bridge could form the boundary.
- With the growing population perhaps more than 5 Parish Councillors should be an option for Barrow Ward.
- The major problem is of course getting people to be Cllrs. Perhaps a survey to ask why would be interested?
- There could be a simplification of the boundary between the 2 wards along the A59 but this is probably not economically justified. It is sad and disappointing that this matter remains unresolved since 1998 when the residents of Barrow requested a separation of Barrow and Wiswell; we do hope that the current review will lead to a final solution which will be implemented as expeditiously as possible. It had been previously understood that the subject had been resolved in 2004, with fine-tuning in January 2005, and before new legislation provided some sort of reason for the delay and failure by RVBC to proceed. I do hope that the numerical response this time is no less than last time but I am sure you will understand that many electors are not fully aware of the subtleties that make a 2nd review necessary. There is a strong community spirit currently in Wiswell with a small group of volunteers supporting the PC in its work and taking initiatives to improve the environment particularly where some agencies are no longer able to due to economic constraints.
- Only Wiswell ward residents should be on Wiswell Parish Council - 5 on Parish Council of Wiswell.
- 5 residents of Wiswell ward should be on Wiswell Parish Council. Should be separate from Barrow.
- Only people in Wiswell ward should be on Wiswell Parish Council. 5 residents.
- Parish should remain as it is.
- The Parish should remain as it is. If the people of Barrow do not respond then the status quo should prevail. May I say if the people who live in the village of Wiswell wish to change the name of the village I have no objection.

- This is ridiculous and divisive. Wiswell is my Parish. If people of Barrow do not respond then the status quo should prevail. May I say if the people who live in the village of Wiswell wish to change the name of the village I have no objection.
- 5 members and chairperson living in area.
- I would expect that the boundary between the proposed split parishes would be (or remain as) the A59.
- Perhaps numbers of councillors should reflect the population in each parish. The boundary seems clear - the by-pass.
- 5 Wiswell - 7 Barrow to reflect size of communities.
- If the proposed building of over 500 houses goes ahead in Barrow, Wiswell will need to be split. Barrow will become a small town and no longer a village and Wiswell will have no say.
- Do we have to keep having votes until the minority prevail?
- If 5 is the minimum I would suggest the 7 be the more likely efficient number.
- I see no reason to split the 2. As a new resident to the area, I would be more in favour of uniting the 2 not separating them. i would like to see or hear a formulated argument.

Report author – Michelle Haworth

APPENDIX 6

Ms Debbie Nuttall
Solicitor
Ribble Valley Borough Council
Church Walk
Clitheroe BB7 2RA

Dear Ms Nuttall

Review of Parish Arrangements for Barrow and Wiswell

As you aware, the residents of Wiswell organised a petition in support of a separate Parish for Wiswell at the end of 2010 and this was competed in January 2011. The petition was not submitted to you at the time because the residents were subsequently assured that progress would be made and also that the Borough Council regretted that no progress had been made since the decision to divide in 2004. The petition was mentioned in the informal meeting (without minutes) held in January 2011 and also during the related meeting of the full Council.

We are now submitting the petition at this stage only to emphasis the degree of support for the division. The petition includes around 223 signatures from the electorate of 256.

Additionally, all the points from section two of the petition are still entirely valid and we would ask you to take these into account in the current review if they have not already been raised.

Finally, I would emphasise that many Wiswell residents are disappointed and even frustrated that this matter has taken so long to resolve, even since the progress made nearly two years ago. Indeed, there has been some reluctance to complete the latest forms with the legitimate question - Why should we have to do this again?

We sincerely hope that the current review will facilitate final implementation of the 2004 decision and we offer every encouragement for you to achieve this.

Yours sincerely

Alan F Schofield

On behalf of Wiswell Residents

cc Clerk to Wiswell Parish Council (letter)

From the Residents of Wiswell

PETITION TO RIBBLE VALLEY BOROUGH COUNCIL

To create a new Parish Council for Barrow, resulting in the separation of Wiswell from Barrow

This petition is made because:

1. The decision to separate Barrow from Wiswell, as proposed by the villagers of Barrow, was taken by Ribble Valley Borough Council on 16 November 2004 and the RVBC Director of Legal Services was instructed to prepare the draft recommendations to The Secretary of State for the division of the Parish of Wiswell. The Legal Department failed to carry out the instructions with the result that the decision was never implemented. The separation should have taken place 6 years ago.

2. The reasons for separating the two Wards remain as they were in 2004.

- The two villages are geographically separate communities divided by the A59.
- The two villages are historically different. Wiswell is a very old Parish which has changed little in recent times. Barrow was built as a new village on land which was part of Wiswell Parish. Barrow has now grown into a very much larger village with much continuing development.
- The problems of the two villages are very different. Wiswell has remained a rural conservation area with many retired people, fewer children, no school, no playing fields and no public transport. It has little housing development and no community facilities. Barrow on the other hand is a growing community. It has many children, a busy school, playing fields and good public transport. It also has much housing, commercial and industrial development. Because the issues of the two villages are so dissimilar, the Parish Councillors representing Wiswell may not have the level of knowledge necessary to debate Barrow matters constructively, and vice-versa. Because the issues in Barrow are more numerous and more complicated than those of Wiswell, the majority of the time in Parish Council meetings is taken up by discussions on Barrow matters. This has been frustrating for the Councillors representing Wiswell leading to resignation and lack of interest from any new Councillors.
- Wiswell already has a group of active villagers who help to keep the village tidy and well maintained, discuss and progress village matters, and encourage a community spirit. This group could form the basis of an effective Wiswell Parish Council for Wiswell village.
- The existing Parish Council has asked continuously since 1998 for a separation of the villages, as demonstrated by the many, many letters from the Parish Council to RVBC asking why progress with the separation had not been made. The Parish Council is surely the group of people closest to these issues and they still wish the separation to continue, as confirmed in their latest letter dated 2 October 2010.

IN SHORT

The villagers of Wiswell believe that Wiswell is a distinct community separate from Barrow and that the two Wards should be separated as originally proposed by the villagers of Barrow and resolved by RVBC on the 16th November 2004. They looked at similar villages in the Ribble Valley, such as Pendleton with its own Parish Council and Parish facilities, and considered that Wiswell should be administered in a similar manner. This would be in line with Government policy that separate communities should have their own separate representation.

We the undersigned wish to petition Ribble Valley Borough Council to proceed with the separation of the Barrow and Wiswell Wards and the creation of a new Parish Council for Barrow.

SIGNATURE

NAME

ADDRES

RECOMMENDATIONS

Constitution of new parish (section 87 and 89)

1. A new parish should be established by separating the existing parish of Wiswell along parish ward boundaries (of Wiswell and Barrow), to form two parishes, a parish of Barrow and a parish of Wiswell.
2. The parish created from the former Barrow ward of Wiswell should be called Barrow.
3. It should have a parish council.
4. It should not have one of the alternative styles.
5. Electoral arrangements for the Barrow Parish Council should be as follows:
 - a. Ordinary elections of parish councillors will be held every four years commencing in May 2015;
 - b. Five parish councillors will be appointed to the Barrow Parish Council; and
 - c. The Barrow Parish Council will not be divided into wards for the purposes of electing parish councillors.

Existing parish under review (section 88 and 89)

6. The existing parish of Wiswell should be altered by separating the parish along parish ward boundaries to form two parishes, a parish of Barrow and a parish of Wiswell.
7. The parish created from the former Wiswell ward of Wiswell should continue to be called Wiswell.
8. This parish should continue to have a parish council.
9. Electoral arrangements for the Wiswell Parish Council should be as follows:
 - a. Ordinary elections of parish councillors will be held every four years commencing in May 2015;
 - b. Five parish councillors will be appointed to the Parish Council;
 - c. The Wiswell Parish Council will not be divided into wards for the purposes of electing parish councillors.

Recommendations which would require an order by the Local Government Boundary Commission for England (section 92)

10. Any necessary related alterations should be made to the boundaries of the electoral areas of any affected principal council.

REASONS FOR DECISION

The Council's Policy and Finance Committee consider that splitting the existing Parish of Wiswell into two separate parishes will help to ensure that community governance within each of the Parishes is:

- reflective of the identities and interests of the now two separate communities existing in that area; and
- therefore more effective and convenient than the Parish arrangements that currently exist.

In reaching its decision, the Committee were mindful that:

- The current Wiswell Parish Council, the County Council and the majority of electors responding to the Community Governance Review consultation were in favour of the current Parish being divided;
- A large majority of the existing residents of Wiswell feel so strongly about this issue that they have submitted a petition to the Council asking for the creation of a new Parish Council for Barrow; and
- There has been a long history to this matter, with support for a split being evidenced for some years.

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 14

meeting date: 20 NOVEMBER 2012
title: WEST BRADFORD PARISH COUNCIL FUNDING REQUEST
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To consider a request for an advance/short term loan from West Bradford Parish Council for £55,000 pending receipt of a grant from the Rural Development Programme for England (RDPE).

2 BACKGROUND

- 2.1 West Bradford Parish Council have applied for an RDPE grant towards an extension of West Bradford Village Hall.
- 2.2 The total cost of the project is estimated at £85,000. The RDPE have stated that they would not sanction grant aid until the Parish Council can guarantee appropriate funding is in place. They also require the Parish Council to cash flow the project before any grant monies would be paid.
- 2.3 We have in the past received and approved similar requests from other Parish Councils.
- 2002 - Advance of £25,000 to Chipping Parish Council to alleviate cash flow difficulties pending receipt of SRB grant for Village Hall (no interest paid, advance repaid within 2 months)
 - 2003 - Loan to Waddington Parish Council for £5,000 over 5 years for car park (charged interest at 5%)
 - 2005 - Advance to Gisburn Parish Council for £6,000 to alleviate cash flow difficulties pending receipt of SRB grant for car park (no interest charged, advance repaid within 2 months)
 - 2009 - Chatburn Parish Council - repayable grant for Chatburn Playing Fields Pavilion for £8,500
- 2.4 In 2001 Planning and Development Committee supported the development of an advance/loan fund for £30k to support community projects grant aided via Single Regeneration Budget (SRB) grants whereby grants were only paid on defrayed expenditure, hence cash flow difficulties arose.

3 THE REQUEST FROM WEST BRADFORD PARISH COUNCIL

- 3.1 The letter I received from the Clerk to the Parish Council requesting a short term loan is attached at Annex 1.
- 3.2 The request is basically for a short term loan/advance for £55,000 for a period of 3 to 4 months in order to cash flow the extension project pending the payment of a grant from RDPE.
- 3.3 Before the grant can be approved the RDPE require confirmation that the Parish Council has all funding in place in order to pay invoices etc. for the project prior to 'drawing down' grant. The deadline for their grant application to the RDPE was 31 October 2012. I have

given confirmation (to be submitted alongside their grant application) that this committee would be considering their request at your November meeting. If agreed the RDPE grant would be subject to our approval of providing a short term loan/advance.

3.4 If committee were to support this request consideration would need to be given to whether support should be either;

- A cash advance repayable as soon as practicable but no later than 4 months with no interest charged
- Or a short term loan with interest charged over the period of the term.

3.5 Given the precedent set in supporting Parish Councils facing similar circumstances, I would recommend that Committee consider supporting the request by way of an advance with no interest charged dependent upon the advance being repaid within 4 months. Beyond this period I would suggest support should be by way of a short term loan.

4 RISK ASSESSMENT

- Financial – As set out in the report. The risk of default would be from the Parish Council. If approved the payment of the loan/advance would be monitored via the Council's financial management system.
- Technical, Legal and Environmental – Dependent on if and what type of support was to be agreed there would be legal risks. Terms would be agreed before any advance would be made, these would have to take into account possible security for a loan and the implications of any restrictions, if imposed, of the grant.
- Reputation – The Council has been keen to support requests of this nature to support community based projects in the past.
- Political – None

5 RECOMMENDATION

5.1 Consider the request from West Bradford Parish Council and either;

- a) Agree an interest free cash advance of £55,000 for a period of no longer than 4 months.
- b) Agree a short term loan of £55,000 for a period agreed with the Parish Council and subject to interest at the prevailing rate.
- c) Decline the request to support the project in this manner.

DIRECTOR OF RESOURCES

PF67-12/JP/AC

8 November 2012

BACKGROUND PAPERS

Minute No. 111 - Planning and Development Committee 2001 - Advance Funding for Community Groups involved in SRB V

Minute No. 236 - Policy and Finance Committee 2005 - Funding for Gisburn Festival Hall – advance approved of £6,000

Minute No. 758 - Policy and Finance Committee 2002 - Advance approved to Chipping & District Memorial Hall pending grant aid

Sept 2003 - Loan towards Car Park - Waddington Parish Council £5,000

Minute No 272 - Policy and Finance Committee 28/07/09 - Approved a grant to Chatburn Playing Fields Committee payable to Chatburn Parish Council for £8,500 to be repayable

West Bradford Parish Council

Clerk to the Parish:
Mr. David Sharp
30, Bowland Court, Clitheroe BB7 1AS
Tel: 01200 423424
email davidsharp2301@gmail.com



Mrs. J Pearson
Director of Resources
Ribble Valley Borough Council
Church Walk
Clitheroe
BB7 2RA

22nd October 2012

Dear Mrs. Pearson

I am writing to ask if the Ribble Valley Borough Council would consider making a short term loan to West Bradford Parish Council in relation to a proposed extension of the Village Hall.

The Parish Council have recently applied for planning permission to extend the Village Hall and to fund the work we have submitted an application for grant aid to the Rural Development Programme for England (RDPE). The total cost of the project is estimated to be approximately £85,000 but the RDPE will not sanction grant aid until we can guarantee appropriate funding is in place. It would also require the Parish Council to cash flow the project before any grant monies would be paid (following submission of the relevant invoices).

I estimate we would require a short term loan of £55,000, for a period of 3 to 4 months, to cover the invoices during the build. Indicative figures are provided in the attached spreadsheets.

RDPE require confirmation that our funding is in place and once the grant has been approved, all monies are set aside and guaranteed. We have a deadline of the 31st October 2012 to submit our application.

I hope you can consider this request and look forward to hearing from you soon.

Yours sincerely

David Sharp
Clerk to the Parish

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 16

meeting date: 20 NOVEMBER 2012
title: REFERENCE FROM COMMITTEE - ADDITIONAL CAPITAL SCHEMES
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To consider a request from Community Services Committee to agree to the addition of two new capital schemes in the current financial year's capital programme.

2 BACKGROUND

2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The Capital Budget was approved by Special Policy and Finance Committee on 7 February 2012 and by Full Council on 6 March 2012.

2.2 Any capital expenditure over and above what has already been approved must be agreed by this Committee.

3 COMMUNITY SERVICES COMMITTEE 6 NOVEMBER 2012

3.1 Community Services Committee considered a report submitted by the Director of Resources (attached at Annex 1) which gave details of a request for two additions to the capital programme in 2012/13.

3.2 One of these schemes was for improvements to the village green at Calderstones, which would be funded through the utilisation of commuted sums that have already been received for this purpose, of £81,925. The proposal put before Community Services Committee was to use part of these funds to undertake the capital project, with the remainder to be used to fund on-going revenue upkeep. The Capital element of the scheme for approval is £41,930.

3.3 The second scheme was for improvements to the castle grounds play area for £26,290, which again would be funded from Section 106 agreement monies already received.

4. RECOMMENDED THAT COMMITTEE

4.1 Agree to the request for the addition of the Castle Grounds Play Area scheme of £26,290 and the Calderstones Village Green scheme of £41,930 to the current 2012/13 capital programme, which will both be funded from Section 106 agreement monies already received.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF73-12/LO/AC
8 November 2012

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 6 NOVEMBER 2012
title: ADDITIONAL CAPITAL SCHEMES
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

1 PURPOSE

- 1.1 To ask members to consider two new schemes for inclusion into the existing capital programme.
- 1.2 Relevance to the Council's priorities and ambitions.
 - **Community Objectives** - to be a well-managed Council, providing efficient and responsive services, based on identified customer needs.
 - **Council Ambitions** – to make people's lives safer and healthier and, more specifically, improve outcomes for children and young people.

2 BACKGROUND

- 2.1 Funding has become available, via Section 106 agreements, for the development/enhancement of public open space and play facilities on Calderstones Park and Clitheroe, respectively.
- 2.2 At Calderstones, the commuted sum is part of the most recently completed housing development, and is earmarked for improvements to the village green at the main entrance to the estate.
- 2.3 In Clitheroe, the commuted sum relates to previous developments around town, and is earmarked for improving play facilities in the immediate area.

3 CURRENT SITUATION

- 3.1 **Calderstones** – The Friends' Group from Calderstones, along with ourselves, has carried out a consultation exercise with residents to identify the key components of the scheme to improve the village green. The closing date for proposals was Friday 26 October 2012. We will carry out an analysis of the results and report, verbally, to committee as part of this report.
- 3.2 **Castle Grounds** – Recently, we have received concerns from the public on the conditions of the Castle Grounds Play Area, and our own recent survey has confirmed that investment is needed to bring it to an acceptable standard. It is also extremely well used, and is probably the flagship site for Clitheroe.

4 ISSUES

- 4.1 It is important that the two commuted sums are spent in line with their original intention, so there is little flexibility in terms of other projects/locations.
- 4.2 Autumn/winter is a good time to carry out the work, as use of the open space/play facilities will decrease. The flip side, however, is the weather, which can cause delays, if extreme.

5 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources**
 - **Calderstones Park** – The value of the commuted sum is £81,925. It is likely that this will be split between the capital works identified as part of the consultation, and an ongoing revenue contribution towards maintenance.
 - **Castle Grounds** - the value of the commuted sum is £26,289, and this will be used to carry out repairs to safety surfacing and the provision of new equipment.

All costs will be covered by the external funding.

- **Technical, Environmental and Legal** – no implications
- **Political** – Both schemes will improve existing facilities, and take advantage of external funding.
- **Reputation** – Both schemes demonstrate a positive response to public involvement/concerns about their local communities.

6 RECOMMENDED THAT COMMITTEE

Agrees to include both schemes into the current capital programme for 2012/13.

JOHN C HEAP

DIRECTOR OF COMMUNITY SERVICES

CHRIS HUGHES

HEAD OF CULTURAL & LEISURE SERVICES

For further information, please ask for Chris Hughes 01200 414479

Ref: CH/IW/Community Services 6.11.12

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 20TH NOVEMBER 2012
title: ECONOMIC DEVELOPMENT UPDATE
submitted by: CHIEF EXECUTIVE
principal author: CRAIG MATTHEWS

1 PURPOSE

1.1 To receive an update on economic development and regeneration activities and issues.

1.2 Relevance to the Council's ambitions and priorities

- Council Ambitions - In addition to Ribble Valley Borough Council striving to meet its three ambitions, it also recognises the importance of securing a diverse, sustainable economic base for the Borough. The work of the regeneration section seeks to promote this.
- Community Objectives – The issues highlighted in this report will contribute to objectives of a sustainable economy and thriving market towns.
- Corporate Priorities - Delivery of services to all.
- Other Considerations – None.

2 BACKGROUND

2.1 This report follows previous updates from the Regeneration Team providing information on a number of economic development issues in relation to local delivery as well as their significance to the Borough on the implementation of these changes on a local, regional and national level.

3 INFORMATION

3.1 Economic Development Overview

A number of significant changes have occurred during 2012 in relation the structures and relationships for the delivery of economic development and business support. During this period the Councils' Regeneration Team have been working in partnership with economic development staff within Lancashire County Council and other Lancashire Local Authorities to assist where possible in the coordination of these transitions and ensure disruptions to business support are minimised.

All the Regional Development Agencies (RDAs) in England were closed on 31 March 2012 in accordance with government policy. As part of this process, RDAs transferred a range of assets, liabilities, functions and activities - including ongoing project responsibilities - to other public sector bodies, mainly to the Homes & Communities Agency (HCA), Department for Business, Innovation & Skills (BIS) and

Department for Communities & Local Government (DCLG) and the Department for Environment, Food and Rural Affairs (DEFRA).

The North West Development Agency closure arrangements included compiling and publishing the final annual report and financial statements, and in all, 18 continuing functions have been transferred to new delivery bodies, including European Regional Development Fund delivery reverting to DCLG; Rural Development Programme for England moving to DEFRA; Grants for Research and Development programme migrating to the Technology Strategy Board; and Venture Capital Funds transferring to BIS to be managed by Capital for Enterprise. Residual activity for the Grants for Business Investment scheme has also come to BIS. The majority of RDA land and property assets transferred to the Homes and Communities Agency and over 500 staff have been transferred to other government departments.

3.2 Ribble Valley Economic Strategy Review 2012

As a result of these new policy developments and changes in the delivery of economic development, regeneration and business support nationally and locally the Ribble Valley Economic Strategy has also been reviewed to reflect the new structures and approach to economic development. The Strategy sets out the economic aims and objectives for the area around 5 thematic areas of activity to guide the council in setting its own activities and resources, and also provides a framework for partnership working, and supporting and influencing the strategies, priorities and the resource allocation of others operating in the field of economic development across Ribble Valley and the wider area.

An Economic Development Working Group of Council Members has now been established to further support and monitor delivery of the Councils' economic objectives, identify individual projects and address the issues in relation to the Ribble Valley economy. The Economy Working Group held its inaugural meeting on 7th November 2012 and is in the process of developing a list of activities to provide the basis of key projects and activities with which to concentrate and further develop going forward.

3.3 Lancashire Enterprise Partnership

Following the Governments' approval to establish the Lancashire Enterprise Partnership (LEP) to support economic growth in the county, the LEP has had a role in three major programmes of relevance to Ribble Valley as detailed below: -

Lancashire Enterprise Zone

The proposal to establish an Enterprise Zone, covering the two BAE Systems sites at Samesbury in Ribble Valley and Warton in Fylde was approved by Government in October 2011. Enterprise Zones are intended to support genuinely additional growth, attract businesses and create new jobs in specifically defined geographic areas. Officially titled the Lancashire Advanced Engineering and Manufacturing Enterprise Zone, the LEP is working in partnership with BAE Systems, with the ambition of establishing it as a location for advanced engineering and manufacturing. Companies investing in operations at the Enterprise Zone will be based alongside BAE Systems operations, creating a hub of expertise in a sector recognised as one of Lancashire's economic strengths. For at least 25 years, all business rate growth within the Enterprise Zone will be retained and reinvested in the county, in support of the LEP's priorities.

Regional Growth Fund

The Government's Regional Growth Fund (RGF) supports projects and programmes that lever private sector investment, creating economic growth and sustainable employment. It aims particularly to help those areas and communities that are currently dependent on the public sector to make the transition to sustainable private-sector led growth and prosperity. Lancashire Enterprise Partnership endorsed nine bids for RGF funding, five of which were successful. Two of the successful bids were private sector investment in new advanced manufacturing plant and machinery facilities and three were programme and infrastructure bids that support the LEP's priorities.

The other three successful Lancashire RGF bids include the Accelerating Business Growth in Lancashire Programme, which secured £7.5m from the RGF, this will support companies with high growth potential in the county's advanced engineering and manufacturing supply chain to overcome barriers to investment; the Growing Autonomous Systems Mission Management (GAMMA) Programme led by the North West Aerospace Alliance (NWAA) in partnership with BAE Systems and leading universities supporting increased investment in small and medium enterprises. It will also deliver high value sustainable employment within the advanced engineering and manufacturing and science sectors through the development of autonomous system technologies; also the Todmorden Curve and Weavers Triangle Programme will see the reinstatement of the Todmorden Curve section of the railway network in East Lancashire to create a fast and direct rail link between Burnley and Manchester, while also stimulate the regeneration of the Weavers Triangle.

Growing Places Fund

Lancashire Enterprise Partnership was awarded £12.9m from the Government's new Growing Places Fund in November 2011. The GPF is a capital fund aimed at generating economic activity in the short term by addressing immediate infrastructure and site constraints, unlocking development and enabling the delivery of new jobs and housing. The investment is part of a new £500m Government-backed programme which gives local enterprise partnerships across the country the ability to manage the funding of infrastructure projects, including the flexibility to recycle funding for new projects as developments are completed. Lancashire Enterprise Partnership is currently undertaking work to identify which projects in the county should benefit from a share of the money.

3.4 Business Support

Across the areas of enterprise, employment and business support, a number of programmes have continued their work, such as the Rural Development Programme, despite budget reductions and changes across a number of areas. The Regeneration Team at Ribble Valley have continued to work in partnership with Economic Development Teams within the other Lancashire Local Authorities, Lancashire County Council, including the cluster of East Lancashire authorities as well as Regenerate Pennine Lancashire to help both new and existing business access areas of support.

For example, the Accelerating Business Growth project in Lancashire (ABG) scheme has now been launched designed to meet the needs of local advanced manufacturing businesses by offering them capital investment for expansion

projects, including premises, plant and machinery. The successful Regional Growth Fund bid was written in partnership between the Pennine Lancashire Local Authorities and Regenerate Pennine Lancashire. Lancashire County Council, the University of Central Lancashire, Lancaster University and the Lancashire Chambers of Commerce, will also assist delivery of the programme.

The Regeneration Team is also assisting with the coordination and delivery of two further business support initiatives. Firstly following a successful bid developed in partnership between the Lancashire Local Authorities and Regenerate Pennine Lancashire, BIS has approved the Lancashire Business Enterprise Programme, which will provide capital grant investment of up to a maximum of £50,000 for SMEs trading less than 36 months. Similar to ABG, the grants will be directly linked to job creation, targeted at priority sectors and operate across Lancashire.

Also, Business Start-Up Support in Lancashire (BSUS Lancashire) was given full approval by DCLG on the 11th October. The £4.8 million ERDF programme is targeted at individuals considering self-employment from under-represented target groups. The programme will provide coaching, training, ongoing mentoring and finance support to those individuals who would not necessarily be considered high growth and are unable to access Pennine LEAP or Growth Accelerator, and will operate across all Lancashire districts. BSUS will deliver a two and a half year programme of start-up and business support with targeted Enterprise Vouchers (for specialist consultancy/equipment) to the end of the current ERDF programme.

3.5 Rural Development Programme for England (RDPE)

Ribble Valley businesses continue to receive support through the Rural Development Programme (RDPE) funded by the EU Commission. Ribble Valley Borough Council took the lead role in the production of the Local Development Strategy on behalf of Pennine Lancashire partners and following the successful application for £2.7 million funding. The programme is focussed on the following three themes, or axis, these are: -

- Axis 1 – improving the competitiveness of the farming and forestry sectors
- Axis 2 – improving the environment and the countryside
- Axis 3 – rural quality of life and diversification of the rural economy
- Axis 4 – management, administration and the LEADER approach

Delivery of the programme is overseen by Local Action Groups (LAGs). In Lancashire 3 LAGs manage the RDPE programme of activity under Axis 1, 3 & 4, whilst Natural England and the Forestry Commission are delivering Axis 2. To date 34 live projects have been approved to date under Axis 1 and 3 of the programme across the 6 Pennine Lancashire Local Authority districts. 25 of these projects are in Ribble Valley. Along with this a number of additional projects are in development and pending approval with all remaining spend expected to be committed by the end of year.

3.6 Town Centres & Business Groups

The Regeneration Team provide support, information and guidance where required for the three business groups Clitheroe, Longridge and Whalley as well as attending meetings with the groups to assist their continued activities to support trade in each of their locations. Events, such as the Clitheroe Food Festival, Pickwick Night and Longridge Big Weekend, are examples where joint working between the Council,

business groups and the community assist greatly in the success of Ribble Valley's key town and service centres. All the trade groups are currently busy finalising their Christmas campaigns and the Regeneration Team will be providing support to help encourage a successful Christmas trading period.

3.7 The Economic Climate

Whilst the number of people claiming Job Seekers Allowance in Ribble Valley remains consistently one of the lowest in the region, the Regeneration Team are in regular contact with Job Centre Plus redundancy teams to assist and coordinate any support should this be required. Also, vacant business premises are marketed using the Evolutive property database and the Regeneration team are continuing to monitor issues during the current economic climate across Ribble Valley (empty business property & unemployment), as well as monitoring activities across the wider region and the UK to assess current and future implications for the Borough's economy.

CRAIG MATTHEWS
REGENERATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS: -

1. Ribble Valley Economic Strategy 2009 – 2014
2. Clitheroe Town Centre Masterplan & Vision
3. Longridge Economic Action Plan
4. Whalley Economic Action Plan
5. Pennine Lancashire Local Development Strategy (RDPE)

For further information please ask for Craig Matthews, extension 4531.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 20 NOVEMBER 2012
title: COUNCIL TAX BASE 2013/14
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members of the latest position regarding the calculation of the council taxbase for the next financial year i.e. 2013/14.
- 1.2 Relevance to the Council's ambitions and priorities:
 - The Council has a statutory duty to set its tax base. The revenue raised from council tax is used to finance the Council's priorities, objectives and ambitions.

2 BACKGROUND

- 2.1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992 (the council tax base regulations), made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2.2 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and major precepting authority's band D council tax.
- 2.3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the authority's estimated collection rate for the year.
- 2.4 The relevant amounts are calculated as
 - number of chargeable dwellings in each band shown on the valuation list on a specified day of the previous year,
 - adjusted for the number of discounts, and reductions for disability, that apply to those dwellings

3 TAXBASE 2013/14

- 3.1 The Government's response to the consultation on localising council tax support recognised that the proposed approach to implementing local reduction schemes would have the effect of reducing the council tax base.
- 3.2 It is intended that amendments to the council tax base regulations will require billing authorities to calculate the council tax base taking into account the reductions to be offered under local council tax reduction schemes.
- 3.3 The number of dwellings to which council tax is chargeable in an area or part of an area is normally calculated by the billing authority and represent the estimated number of dwellings in each valuation band to which council tax will be charged, after allowing for discounts (for example - such as single person discount).

- 3.4 The current legislation requires the existing discounts and reductions to be taken into account as percentage reductions to the council tax base. For example, if there are four dwellings each occupied by a single person in receipt of 25 per cent single person discount, they would be represented as 1 dwelling removed from the council tax base (4×0.25 (single person discount) = 1). The billing authority will, in effect, receive the equivalent of full council tax liability from 3 of the 4 dwellings.
- 3.5 Under the existing council tax benefit system, the council tax base is unaffected by changes in council tax benefit granted, because the billing authority receives payment for element of the liability eligible to be covered by council tax benefit.
- 3.6 However, under the new local council tax reduction schemes, the council tax base will be affected by whether persons living in a dwelling within an authority area are in receipt of a council tax reduction awarded under the scheme, as the billing authority will be foregoing council tax income from those dwellings.
- 3.7 These local council tax reductions will need to be reflected in the calculation of the council tax base, in order to calculate the correct amount of band D council tax for the billing or major precepting authority area.
- 3.8 The Government are well aware of the impact on local precepting authorities (parishes) of localising council tax support and it is likely that purely for precepting purposes the tax base will disregard the impact of this.

4 REGULATORY PROPOSALS

- 4.1 Government intends to amend the calculation under regulation 5AA of the council tax base regulations to allow for an adjustment for the council tax reduction schemes (under section 13A of the Local Government Finance Act 1992, as inserted by the Local Government Finance Bill).
- 4.2 This amendment will not set out the underlying calculation and it will be up to each billing authority to estimate the impact in their area based upon the local schemes they will have adopted.
- 4.3 For example, to arrive at the total value number of dwellings to be removed from the council tax base as a result of local council tax reduction schemes a billing authority may need for the following year to:
- estimate the total amount of reductions granted in each band; and
 - divide that figure by the estimated council tax bill for the band.
- 4.4 For example: if the total cash value reductions for band D is estimated by the billing authority at £27,000 and the band D council tax bill is estimated to be £1,350, the estimated number of dwellings removed from the council tax base would be:

$$27000 / 1350 = 20 \text{ dwellings}$$

5 NEXT STEPS –TIMETABLE FOR AMENDMENTS

- 5.1 The Government have issued draft regulations for consultation which they intend to come into force by 30 November 2012 to ensure the council tax base setting process is not affected.
- 5.2 Subject to the outcome of this consultation, further amendments will be made to the draft statutory instrument.

5.3 The Government will look to amend sections 34 and 45 of the 1992 Act to give the flexibility required for the proposals.

6 ADDITIONAL PROPOSED AMENDMENTS

6.1 The Government has recently consulted separately on possible further changes to the Council Tax Base Regulations in respect of the empty home premium under new powers in Local Government Finance Bill.

6.2 It is intended the result of that consultation will inform whether further amendments to the Council Tax Base Regulations are needed. Any amendments will be made to the draft statutory instrument and will be laid to ensure the statutory instrument is in force by 30 November 2012.

7 CONCLUSION

7.1 Until the Government publishes the statutory instrument setting out the new council tax base regulations we cannot determine our calculation for 2013/14.

7.2 One important element of the new tax base will be the discount for council tax support which must be agreed by 31 January 2013.

DIRECTOR OF RESOURCES

PF72-12/JP/AC
9 November 2012

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION
REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 19

meeting date: 20 NOVEMBER 2012
title: TREASURY MANAGEMENT MONITORING 2012/13
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2012 to 31 October 2012
- 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 report provides members with information regarding the treasury management activities for the period.
- 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 a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

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

The main points being:

- (i) The Council maintains a list of organisations it will lend its surplus funds to that is regularly reviewed. The current list is shown in section 7 of this report.
- (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management Office (DMO), where the Government guarantees investments. Our limit with the DMO is currently £5m.

- (iii) The safety of our investments are paramount and not the requirement to maximise returns.
- (iv) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail.

3 INFORMATION

- 3.1 Nationally, bank base interest rates have remained static at 0.5% in the period.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a continued low level of income from our temporary investments.
- 3.3 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 below the standard rate (currently gilts plus 100 basis points) across all loan types and maturities from 1 November 2012.
- 3.4 The introduction of the certainty rate discount on PWLB loans was formally announced in a letter from HM Treasury on 2 August. This gives the opportunity for eligible local authorities to access a lower borrowing rate of 20 basis points below the standard rate from 1 November 2012.
- 3.5 The discount is being provided largely in return for the government's request for local authorities to voluntarily provide information on their three year plans for borrowing, capital spend, debt financing and also a commentary on the main capital priorities to be financed over the period. By receiving this information the government will be better able to build more robust forecasts of public expenditure.
- 3.6 The returns will be requested on an annual basis and must be completed in order to qualify for the certainty discount rate. Notification of eligibility will be made known shortly before 1 November 2012 on the PWLB website. Those local authorities that are listed as eligible will remain so until 31 October 2013, by which time a further return will have been made and a new eligibility list published for the following 12 months.
- 3.7 A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council on the PWLB website.

4 BORROWING REQUIREMENTS

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

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2012	436	7	443
Transactions - New Loans	0	1,100	1,100
- Repayments	-36	-1,100	-1,136
External debt at 31 October 2012	400	7	407

- 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
23-Apr-2012	Basildon Council	1,100	0.30	30-Apr-2012

- 4.3 The total interest paid on the Council's external debt during the period was £10,335 compared to £12,214 in the previous year.

5 INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest we received on all external investments for the period 1 April 2012 to 31 October 2012 was 0.40%, which was above the average local authority seven-day notice deposit rate of 0.28%.
- 5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	Banks/ Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2012	1,900	0	1,900
Transactions - New Investments	47,275	0	47,275
- Repayment of Investments	-42,605	-0	-42,605
Monies Invested as at 31 October 2012	6,570	0	6,570

- 5.4 The following investments were held as at 31 October 2012.

Date Invested	No's	Borrower	Notice	Rate %	£'000	£'000
19 Oct '12	148	Coventry Building Society	Fixed 23 Nov	0.41	900	
29 Oct '12	167	Coventry Building Society	Fixed 23 Nov	0.35	600	
						1,500
01 Oct '12	152	Nationwide Building Soc.	Fixed 23 Nov	0.43	1,300	
						1,300
08 Oct '12	155	Barclays Bank Plc	Fixed 1 Nov	0.30	250	
11 Oct '12	156	Barclays Bank Plc	Fixed 1 Nov	0.36	220	
17 Oct '12	160	Barclays Bank Plc	Fixed 5 Nov	0.36	200	
29 Oct '12	168	Barclays Bank Plc	Fixed 5 Nov	0.33	550	
31 Oct '12	171	Barclays Bank Plc	Fixed 23 Nov	0.29	250	
						1,470
31 Oct '12	170	Bank of Scotland	Fixed 2 Jan	0.41	1,000	
						1,000

Date Invested	No's	Borrower	Notice	Rate %	£'000	£'000
31 Oct '12	172	HSBC Bank Plc	Fixed 1 Nov	0.26	500	
31 Oct '12	173	HSBC Bank Plc	Fixed 5 Nov	0.26	800	
						1,300
Total Investments as at 31 October 2012						6,570

5.5 The total interest received on the Council's external investments during the period was £8,671 compared with £4,951 in the previous year.

6 PRUDENTIAL INDICATORS

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

6.2 It was 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 2012.

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

6.4 The limits set on interest rate exposures for 2012/13 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	5,900	407
Limits on Fixed Interest Rates	5,900	1,543
Limits on Variable Interest Rates	1,180	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2012/13 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	16.04
12 Months and Within 24 Months	20	0	16.04

	Upper Limit %	Lower Limit %	Current Actual %
24 Months and Within 5 Years	40	0	27.97
5 Years and Within 10 Years	30	0	14.54
10 Years and Above	90	0	25.42

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

7 APPROVED ORGANISATIONS

7.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents Standard and Poor, and Moodys together with the Fitch ratings prior to investing any monies on a day-to-day basis. The full list of ratings for our approved institutions are shown at Annex 3, and is a snapshot as at 31 October 2012.

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

Name	Current Ranking	Previous Ranking	Fitch Rating		
	Nov'12	Jul'12	Full Transaction Review Date	Long Term	Short Term
Nationwide	1	1	19.10.12	A+	F1
Yorkshire	2	2	24.10.12	BBB+	F2
Coventry	3	3	24.10.12	A	F1
Skipton *	4	4	24.10.12	BBB-	F3
Leeds	5	5	24.10.12	A-	F2
West Bromwich	6	6	Withdrawn from rating process		
Principality	7	7	24.10.12	BBB+	F2
Newcastle	8	8	24.10.12	BB+	B

* Downgraded since last reported

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

Fitch Ratings			
	Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	19.10.12	A	F1
Barclays Bank Plc	10.10.12	A	F1
Bank of Scotland Plc	13.12.11	A	F1
Bradford & Bingley Bank Plc	Rating Withdrawn		
Co-operative Bank (The) *	19.07.12	BBB+	F2
HSBC Bank Plc	01.03.12	AA	F1+
Lloyds TSB Bank Plc	19.03.12	A	F1
National Westminster Bank Plc	10.10.12	A	F1
Northern Rock (Asset Management) Plc	Rating Withdrawn		
Royal Bank of Scotland Plc (The)	10.12.12	A	F1

* Downgraded since last reported

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

8 RECENT EVENTS

8.1 Banking activities continue to be reported in the press, with the Lloyds banking group and Royal Bank of Scotland setting aside further reserves to cover the claims against them for the mis-selling of payment protection insurance (PPI). It has been imperative that we continue to protect the council's principal sums invested in order to minimize its exposure to risk.

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

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

9 CONCLUSION

- 9.1 It is essential to minimise the risk to the principal sums that are invested. Through the careful investment of sums in line with the council's strategy the level of risk in our investments has been kept to a minimum.
- 9.2 With interest rates remaining at low levels, the amount of income received from investing surplus cash balances continues to be low, although marginally higher than those attained for the same period in the 2011/12 financial year.
- 9.3 Due to the continued movement in judgements made by rating agents, and the continued uncertainty in the Eurozone, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

BACKGROUND WORKING PAPERS:

Loans Fund Working Papers
Treasury Management Strategy 2012-2013
Treasury Management Policies & Practices 2012
Fitch, Moody's and Standard & Poor Ratings
Building Societies Association – sector information

PF61-12/TH/AC
5 November 2012

For further information please ask for Trudy Holderness, extension 4436

POLICY AND FINANCE COMMITTEE

TEMPORARY INVESTMENT ACTIVITY - 2012/13

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
INVESTMENTS BROUGHT FORWARD @ 1 APRIL 2012									
15-Mar-12	276	Debt Management Office	500,000	0.2500	12-Apr-12 Debtor	-500,000	-95.89 58.22	AAA	-
19-Mar-12	280	HSBC	100,000	0.3100	02-Apr-12 Debtor	-100,000	-11.89 11.04	AA	F1+
26-Mar-12	283	Debt Management Office	350,000	0.2500	13-Apr-12 Debtor	-350,000	-43.15 14.38	AAA	-
26-Mar-12	285	HSBC	50,000	0.3100	05-Apr-12 Debtor	-50,000	-4.25 2.55	AA	F1+
26-Mar-12	286	HSBC	100,000	0.3100	10-Apr-12 Debtor	-100,000	-12.74 5.10	AA	F1+
30-Mar-12	290	Debt Management Office	550,000	0.2500	19-Apr-12 Debtor	-550,000	-75.34 7.53	AAA	-
30-Mar-12	291	HSBC	250,000	0.3100	04-Apr-12 Debtor	-250,000	-10.62 4.25	AA	F1+
MONIES INVESTED AT 1 APRIL 2012			1,900,000			-1,900,000	-150.81		
Apr									
02-Apr-12	1	HSBC	150,000	0.3100	4-Apr-12	-150,000	-2.55	AA	F1+
03-Apr-12	2	HSBC	175,000	0.3100	4-Apr-12	-175,000	-1.49	AA	F1+
04-Apr-12	3	Barclays Bank	450,000	0.4470	23-Apr-12	-450,000	-104.71	A	F1
04-Apr-12	4	HSBC	50,000	0.3100	10-Apr-12	-50,000	-2.55	AA	F1+
05-Apr-12	5	HSBC	350,000	0.3100	10-Apr-12	-350,000	-14.86	AA	F1+
10-Apr-12	6	Santander UK Plc	500,000	0.6000	23-Apr-12	-500,000	-105.48	A+	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
11-Apr-12	7	HSBC	60,000	0.3100	12-Apr-12	-60,000	-0.51	AA	F1+
12-Apr-12	8	DMO	345,000	0.2500	23-Apr-12	-345,000	-25.99	AAA	-
13-Apr-12	9	HSBC	120,000	0.3100	16-Apr-12	-120,000	-3.06	AA	F1+
16-Apr-12	10	Barclays Bank	550,000	0.4470	23-Apr-12	-550,000	-40.09	A	F1
16-Apr-12	11	HSBC	150,000	0.3100	17-Apr-12	-150,000	-1.27	AA	F1+
17-Apr-12	12	HSBC	50,000	0.3100	18-Apr-12	-50,000	-0.42	AA	F1+
17-Apr-12	13	HSBC	200,000	0.3100	23-Apr-12	-200,000	-10.19	AA	F1+
18-Apr-12	14	HSBC	100,000	0.3100	19-Apr-12	-100,000	-0.85	AA	F1+
19-Apr-12	15	HSBC	200,000	0.3100	20-Apr-12	-200,000	-1.70	AA	F1+
19-Apr-12	16	HSBC	200,000	0.3100	23-Apr-12	-200,000	-6.79	AA	F1+
20-Apr-12	17	HSBC	300,000	0.3100	23-Apr-12	-300,000	-7.64	AA	F1+
23-Apr-12	18	HSBC	80,000	0.3100	24-Apr-12	-80,000	-0.68	AA	F1+
24-Apr-12	19	HSBC	145,000	0.3100	25-Apr-12	-145,000	-1.23	AA	F1+
25-Apr-12	20	HSBC	50,000	0.3100	26-Apr-12	-50,000	-0.42	AA	F1+
25-Apr-12	21	HSBC	130,000	0.3100	30-Apr-12	-130,000	-5.52	AA	F1+
26-Apr-12	22	HSBC	50,000	0.3100	27-Apr-12	-50,000	-0.42	AA	F1+
26-Apr-12	23	HSBC	70,000	0.3100	30-Apr-12	-70,000	-2.38	AA	F1+
30-Apr-12	24	Barclays Bank Plc	600,000	0.3790	22-May-12	-600,000	-137.06	A	F1
30-Apr-12	25	Nationwide	1,000,000	0.5100	29-May-12	-1,000,000	-405.21	A+	F1
30-Apr-12	26	HSBC	500,000	0.3100	3-May-12	-500,000	-12.74	AA	F1+
30-Apr-12	27	Santander UK Plc	600,000	0.6500	21-May-12	-600,000	-224.38	A+	F1
			7,175,000			-7,175,000	-1,120.19		
May									
01-May-12	28	HSBC	125,000	0.3100	02-May-12	-125,000	-1.06	AA	F1+
02-May-12	29	HSBC	140,000	0.3100	03-May-12	-140,000	-1.19	AA	F1+
03-May-12	30	HSBC	270,000	0.3100	08-May-12	-270,000	-11.47	AA	F1+
04-May-12	31	HSBC	70,000	0.3100	08-May-12	-70,000	-2.38	AA	F1+
08-May-12	32	HSBC	250,000	0.3100	14-May-12	-250,000	-12.74	AA	F1+
08-May-12	33	HSBC	60,000	0.3100	09-May-12	-60,000	-0.51	AA	F1+
09-May-12	34	HSBC	125,000	0.3100	14-May-12	-125,000	-5.31	AA	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
10-May-12	35	HSBC	50,000	0.3100	11-May-12	-50,000	-0.42	AA	F1+
11-May-12	36	HSBC	300,000	0.3100	29-May-12	-300,000	-45.86	AA	F1+
14-May-12	37	HSBC	200,000	0.3100	21-May-12	-200,000	-11.89	AA	F1+
14-May-12	38	Barclays Bank Plc	200,000	0.4410	29-May-12	-200,000	-36.25	A	F1
15-May-12	39	Co-Operative Bank	600,000	0.4000	29-May-12	-600,000	-92.05	A-	F2
15-May-12	40	HSBC	150,000	0.3100	18-May-12	-150,000	-3.82	AA	F1+
16-May-12	41	HSBC	80,000	0.3100	21-May-12	-80,000	-3.40	AA	F1+
17-May-12	42	HSBC	150,000	0.3100	21-May-12	-150,000	-5.10	AA	F1+
18-May-12	43	Co-Operative Bank	300,000	0.4500	29-May-12	-300,000	-40.68	A-	F2
21-May-12	44	HSBC	200,000	0.3100	25-May-12	-200,000	-6.79	AA	F1+
21-May-12	45	HSBC	250,000	0.3100	29-May-12	-250,000	-16.99	AA	F1+
22-May-12	46	HSBC	80,000	0.3100	23-May-12	-80,000	-0.68	AA	F1+
23-May-12	47	HSBC	125,000	0.3100	29-May-12	-125,000	-6.37	AA	F1+
25-May-12	48	HSBC	250,000	0.3100	29-May-12	-250,000	-8.49	AA	F1+
28-May-12	49	Barclays Bank Plc	500,000	0.4160	07-Jun-12	-500,000	-56.99	A	F1
29-May-12	50	HSBC	135,000	0.3100	06-Jun-12	-135,000	-9.17	AA	F1+
30-May-12	51	HSBC	80,000	0.3100	06-Jun-12	-80,000	-4.76	AA	F1+
31-May-12	52	Barclays Bank Plc	550,000	0.4470	19-Jun-12	-550,000	-127.98	A	F1
31-May-12	53	Bank Of Scotland	1,000,000	0.5900	05-Jul-12	-1,000,000	-565.75	A	F1
31-May-12	54	HSBC	200,000	0.3100	11-Jun-12	-200,000	-18.68	AA	F1+
31-May-12	55	Lloydstsb	700,000	0.2400	18-Jun-12	-700,000	-82.85	A	F1
			7,140,000			-7,140,000	-1,179.63		
Jun									
01-Jun-12	56	HSBC	90,000	0.3100	06-Jun-12	-90,000	-3.82	AA	F1+
06-Jun-12	57	Barclays Bank Plc	300,000	0.5110	05-Jul-12	-300,000	-121.80	A	F1
07-Jun-12	58	HSBC	100,000	0.3100	11-Jun-12	-100,000	-3.40	AA	F1+
08-Jun-12	59	HSBC	60,000	0.3100	11-Jun-12	-60,000	-1.53	AA	F1+
			Rolled						
11-Jun-12	60	Barclays Bank Plc	Over	0.4400	25-Jun-12		-42.94	A	F1
25-Jun-12	60	Barclays Bank Plc	250,000	0.4180	04-Jul-12	-250,000	-25.77	A	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
12-Jun-12	61	HSBC	90,000	0.3100	13-Jun-12	-90,000	-0.76	AA	F1+
13-Jun-12	62	HSBC	150,000	0.3100	22-Jun-12	-150,000	-11.47	AA	F1+
15-Jun-12	63	Barclays Bank Plc	400,000	0.4480	05-Jul-12	-400,000	-98.19	A	F1
15-Jun-12	64	Bank Of Scotland	450,000	0.3400	05-Jul-12	-450,000	-83.84	A	F1
18-Jun-12	65	HSBC	150,000	0.3100	19-Jun-12	-150,000	-1.27	AA	F1+
19-Jun-12	66	HSBC	150,000	0.3100	04-Jul-12	-150,000	-19.11	AA	F1+
20-Jun-12	67	HSBC	85,000	0.3100	25-Jun-12	-85,000	-3.61	AA	F1+
22-Jun-12	68	HSBC	130,000	0.3100	25-Jun-12	-130,000	-3.31	AA	F1+
25-Jun-12	69	HSBC	150,000	0.3100	05-Jul-12	-150,000	-12.74	AA	F1+
26-Jun-12	70	HSBC	60,000	0.3100	27-Jun-12	-60,000	-0.51	AA	F1+
27-Jun-12	71	Barclays Bank Plc	550,000	0.4140	05-Jul-12	-550,000	-49.91	A	F1
27-Jun-12	72	HSBC	250,000	0.3100	05-Jul-12	-250,000	-16.99	AA	F1+
28-Jun-12	73	HSBC	70,000	0.3100	02-Jul-12	-70,000	-2.38	AA	F1+
			3,485,000			-3,485,000	-503.35		
July									
02-Jul-12	74	Coventry BS	1,200,000	0.5400	09-Aug-12	-1,200,000.00	-674.63	A	F1
02-Jul-12	75	Coventry BS	300,000	0.4000	13-Jul-12	-300,000.00	-36.16	A	F1
02-Jul-12	76	DMO	550,000	0.2500	09-Jul-12	-550,000.00	-26.37	AAA	-
02-Jul-12	77	HSBC	400,000	0.3100	09-Jul-12	-400,000.00	-23.78	AA	F1+
02-Jul-12	78	HSBC	110,000	0.3100	04-Jul-12	-110,000.00	-1.87	AA	F1+
03-Jul-12	79	HSBC	50,000	0.3100	05-Jul-12	-50,000.00	-0.85	AA	F1+
04-Jul-12	80	HSBC	80,000	0.3100	05-Jul-12	-80,000.00	-0.68	AA	F1+
05-Jul-12	81	Bank Of Scotland	300,000	0.5100	09-Aug-12	-300,000.00	-146.71	A	F1
06-Jul-12	82	HSBC	60,000	0.3100	09-Jul-12	-60,000.00	-1.53	AA	F1+
09-Jul-12	83	HSBC	100,000	0.3100	10-Jul-12	-100,000.00	-0.85	AA	F1+
09-Jul-12	84	Barclays Bank Plc	550,000	0.4220	19-Jul-12	-550,000.00	-63.59	A	F1
09-Jul-12	85	HSBC	150,000	0.3100	20-Jul-12	-150,000.00	-14.01	AA	F1+
10-Jul-12	86	HSBC	130,000	0.3100	11-Jul-12	-130,000.00	-1.10	AA	F1+
11-Jul-12	87	HSBC	190,000	0.3100	12-Jul-12	-190,000.00	-1.61	AA	F1+
12-Jul-12	88	HSBC	180,000	0.3100	16-Jul-12	-180,000.00	-6.12	AA	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
13-Jul-12	89	HSBC	180,000	0.3100	16-Jul-12	-180,000.00	-4.59	AA	F1+
16-Jul-12	90	HSBC	150,000	0.3100	23-Jul-12	-150,000.00	-8.92	AA	F1+
16-Jul-12	91	Bank Of Scotland	Rolled Over	0.3900	09-Aug-12		-128.22	A	F1
09-Aug-12	91	Bank Of Scotland	500,000	0.4500	14-Sep-12	-500,000.00	-221.92	A	F1
17-Jul-12	92	HSBC	85,000	0.3100	18-Jul-12	-85,000.00	-0.72	AA	F1+
18-Jul-12	93	HSBC	150,000	0.3100	02-Aug-12	-150,000.00	-19.11	AA	F1+
19-Jul-12	94	HSBC	130,000	0.3100	20-Jul-12	-130,000.00	-1.10	AA	F1+
20-Jul-12	95	HSBC	180,000	0.3100	23-Jul-12	-180,000.00	-4.59	AA	F1+
23-Jul-12	96	HSBC	120,000	0.3100	24-Jul-12	-120,000.00	-1.02	AA	F1+
23-Jul-12	97	HSBC	170,000	0.3100	02-Aug-12	-170,000.00	-14.44	AA	F1+
24-Jul-12	98	HSBC	130,000	0.3100	25-Jul-12	-130,000.00	-1.10	AA	F1+
25-Jul-12	99	HSBC	120,000	0.3100	26-Jul-12	-120,000.00	-1.02	AA	F1+
25-Jul-12	100	HSBC	150,000	0.3100	02-Aug-12	-150,000.00	-10.19	AA	F1+
26-Jul-12	101	HSBC	130,000	0.3100	27-Jul-12	-130,000.00	-1.10	AA	F1+
27-Jul-12	102	HSBC	200,000	0.3100	30-Jul-12	-200,000.00	-5.10	AA	F1+
30-Jul-12	103	DMO	850,000	0.2500	09-Aug-12	-850,000.00	-58.22	AAA	-
31-Jul-12	104	HSBC	150,000	0.2600	06-Aug-12	-150,000.00	-6.45	AA	F1+
31-Jul-12	105	HSBC	100,000	0.2614	09-Aug-12	-100,000.00	-6.41	AA	F1+
31-Jul-12	106	DMO	750,000	0.2500	13-Aug-12	-750,000.00	-66.78	AAA	-
31-Jul-12	107	DMO	750,000	0.2500	22-Aug-12	-750,000.00	-113.01	AAA	-
31-Jul-12	108	Bank Of Scotland	700,000	0.4600	14-Sep-12	-700,000.00	-396.99	A	F1
			10,045,000			-10,045,000.00	-2,070.86		
Aug									
01-Aug-12	109	HSBC	350,000	0.3100	02-Aug-12	-350,000.00	-2.97	AA	F1+
02-Aug-12	110	HSBC	400,000	0.2600	09-Aug-12	-400,000.00	-19.95	AA	F1+
03-Aug-12	111	HSBC	50,000	0.2600	06-Aug-12	-50,000.00	-1.07	AA	F1+
06-Aug-12	112	HSBC	180,000	0.2600	09-Aug-12	-180,000.00	-3.85	AA	F1+
07-Aug-12	113	HSBC	70,000	0.2600	09-Aug-12	-70,000.00	-1.00	AA	F1+
09-Aug-12	114	HSBC	220,000	0.2600	13-Aug-12	-220,000.00	-6.27	AA	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
10-Aug-12	115	HSBC	200,000	0.2600	13-Aug-12	-200,000.00	-4.27	AA	F1+
		Coventry BS	Rolled						
13-Aug-12	116	Coventry BS	Over	0.4000	10-Sep-12		-184.11	A	F1
10-Sep-12	116	Coventry BS	600,000	0.4200	19-Oct-12	-600,000.00	-269.26	A	F1
14-Aug-12	117	HSBC	55,000	0.2600	15-Aug-12	-55,000.00	-0.39	AA	F1+
		Barclays Bank Plc	Rolled						
15-Aug-12	118	Barclays Bank Plc	Over	0.3850	14-Sep-12		-126.58	A	F1
14-Sep-12	118	Barclays Bank Plc	400,000	0.3800	02-Oct-12	-400,000.00	-74.96	A	F1
15-Aug-12	119	HSBC	50,000	0.2600	17-Aug-12	-50,000.00	-0.71	AA	F1+
15-Aug-12	120	HSBC	150,000	0.2600	20-Aug-12	-150,000.00	-5.34	AA	F1+
16-Aug-12	121	HSBC	100,000	0.2600	17-Aug-12	-100,000.00	-0.71	AA	F1+
17-Aug-12	122	HSBC	100,000	0.2600	22-Aug-12	-100,000.00	-3.56	AA	F1+
20-Aug-12	123	HSBC	150,000	0.2600	22-Aug-12	-150,000.00	-2.14	AA	F1+
22-Aug-12	124	Coventry BS	500,000	0.4000	14-Sep-12	-500,000.00	-126.03	A	F1
23-Aug-12	125	HSBC	50,000	0.2600	28-Aug-12	-50,000.00	-1.78	AA	F1+
28-Aug-12	126	Barclays Bank Plc	800,000	0.3770	14-Sep-12	-800,000.00	-140.47	A	F1
29-Aug-12	127	HSBC	60,000	0.2600	31-Aug-12	-60,000.00	-0.85	AA	F1+
30-Aug-12	128	HSBC	70,000	0.2600	31-Aug-12	-70,000.00	-0.50	AA	F1+
31-Aug-12	129	HSBC	80,000	0.2600	03-Sep-12	-80,000.00	-1.71	AA	F1+
31-Aug-12	130	HSBC	470,000	0.2600	04-Sep-12	-470,000.00	-13.39	AA	F1+
31-Aug-12	131	HSBC	550,000	0.2600	10-Sep-12	-550,000.00	-39.18	AA	F1+
31-Aug-12	132	Lloydstsb	1,500,000	0.6500	19-Oct-12	-1,500,000.00	-1,308.90	A	F1
			7,155,000			-7,155,000.00	-2,339.95		
Sept									
03-Sep-12	133	HSBC	80,000	0.2600	10-Sep-12	-80,000.00	-3.99	AA	F1+
04-Sep-12	134	HSBC	80,000	0.2600	10-Sep-12	-80,000.00	-3.42	AA	F1+
06-Sep-12	135	HSBC	100,000	0.2600	10-Sep-12	-100,000.00	-2.85	AA	F1+
07-Sep-12	136	HSBC	60,000	0.2600	10-Sep-12	-60,000.00	-1.28	AA	F1+
10-Sep-12	137	HSBC	340,000	0.2600	14-Sep-12	-340,000.00	-9.69	AA	F1+
12-Sep-12	138	HSBC	70,000	0.2600	14-Sep-12	-70,000.00	-1.00	AA	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
13-Sep-12	139	HSBC	100,000	0.2600	14-Sep-12	-100,000.00	-0.71	AA	F1+
17-Sep-12	140	HSBC	560,000	0.2600	19-Sep-12	-560,000.00	-7.98	AA	F1+
17-Sep-12	141	HSBC	110,000	0.2600	21-Sep-12	-110,000.00	-3.13	AA	F1+
17-Sep-12	142	HSBC	100,000	0.2600	24-Sep-12	-100,000.00	-4.99	AA	F1+
19-Sep-12	143	HSBC	150,000	0.2600	20-Sep-12	-150,000.00	-1.07	AA	F1+
20-Sep-12	144	HSBC	120,000	0.2600	24-Sep-12	-120,000.00	-3.42	AA	F1+
21-Sep-12	145	HSBC	60,000	0.2600	24-Sep-12	-60,000.00	-1.28	AA	F1+
24-Sep-12	146	Barclays Bank Plc	300,000	0.3700	08-Oct-12	-300,000.00	-42.58	A	F1
26-Sep-12	147	HSBC	80,000	0.2600	28-Sep-12	-80,000.00	-1.14	AA	F1+
28-Sep-12	148	Coventry BS	Rolled Over	0.4000	19-Oct-12		-207.12	A	F1
19-Oct-12	148	Coventry BS	900,000	0.4100	Still Outstanding		-131.42	A	F1
			3,210,000			-2,310,000	-427.07		
Oct									
01-Oct-12	149	HSBC	70,000	0.2100	02-Oct-12	-70,000.00	-0.40	AA	F1+
01-Oct-12	150	HSBC	380,000	0.2100	08-Oct-12	-380,000.00	-15.30	AA	F1+
01-Oct-12	151	Barclays Bank Plc	700,000	0.3600	22-Oct-12	-700,000.00	-144.99	A	F1
01-Oct-12	152	Nationwide	1,300,000	0.4300	Still Outstanding		-474.77	A+	F1
03-Oct-12	153	HSBC	65,000	0.2100	08-Oct-12	-65,000.00	-1.87	AA	F1+
05-Oct-12	154	HSBC	100,000	0.2600	08-Oct-12	-100,000.00	-2.14	AA	F1+
08-Oct-12	155	Barclays Bank Plc	250,000	0.3600	Still Outstanding		-49.32	A	F1
11-Oct-12	156	Barclays Bank Plc	220,000	0.3600	Still Outstanding		-45.57	A	F1
12-Oct-12	157	HSBC	275,000	0.2600	15-Oct-12	-275,000.00	-5.88	AA	F1+
15-Oct-12	158	HSBC	900,000	0.2600	19-Oct-12	-900,000.00	-25.64	AA	F1+
16-Oct-12	159	HSBC	150,000	0.2600	17-Oct-12	-150,000.00	-1.07	AA	F1+
17-Oct-12	160	Barclays Bank Plc	200,000	0.3600	Still Outstanding		-29.59	A	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
18-Oct-12	161	HSBC	100,000	0.2600	19-Oct-12	-100,000.00	-0.71	AA	F1+
19-Oct-12	162	HSBC	220,000	0.2600	29-Oct-12	-220,000.00	-15.67	AA	F1+
22-Oct-12	163	HSBC	130,000	0.2600	29-Oct-12	-130,000.00	-6.48	AA	F1+
23-Oct-12	164	HSBC	60,000	0.2600	24-Oct-12	-60,000.00	-0.43	AA	F1+
24-Oct-12	165	HSBC	65,000	0.2600	29-Oct-12	-65,000.00	-2.32	AA	F1+
26-Oct-12	166	HSBC	70,000	0.2600	29-Oct-12	-70,000.00	-1.50	AA	F1+
29-Oct-12	167	Coventry BS	600,000	0.3500	Still Outstanding		-17.26	A	F1
29-Oct-12	168	Barclays Bank Plc	550,000	0.3300	Still Outstanding		-14.92	A	F1
30-Oct-12	169	HSBC	110,000	0.2600	30-Oct-12	-110,000.00	-0.78	AA	F1+
31-Oct-12	170	Bank Of Scotland	1,000,000	0.4100	Still Outstanding		-11.23	A	F1
31-Oct-12	171	Barclays Bank PLc	250,000	0.2900	Still Outstanding		-1.99	A	F1
31-Oct-12	172	HSBC	500,000	0.2600	Still Outstanding		-3.56	AA	F1+
31-Oct-11	173	HSBC	800,000	0.2600	Still Outstanding		-5.70	AA	F1+
			9,065,000			-3,395,000	-879.09		
TOTAL INVESTMENTS MADE APRIL TO OCTOBER 2012			47,275,000			-40,705,000	-8,520.14		
TOTAL INVESTMENTS 2012/13 (Including brought forward @ 1 April 2012			49,175,000			-42,605,000	-8,670.95		

POLICY AND FINANCE COMMITTEE

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

POLICY AND FINANCE COMMITTEE

FULL RATING LIST OF APPROVED INSTITUTIONS

Institution	Standard & Poor			Moody's			Fitch					Note
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Latest Rating Date	Full Review Date	Long Term	Short Term	Outlook	
Building Society												
Nationwide	A+	A-1	Stable	A2	P-1	Stable	19/10	19/10	A+	F1	Negative	£1m
Yorkshire	A-	A-2	Stable	Baa2	P-2	Stable	24/10	24/10	BBB+	F2	Stable	
Coventry	-	-	-	A3	P-2	Stable	24/10	24/10	A	F1	Stable	No dealing direct
Skipton	-	-	-	Ba1	NP	Negative	24/10	24/10	BBB-	F3	Stable	
Leeds	-	-	-	A3	P-2	Stable	24/10	24/10	A-	F2	Stable	3Mth
Principality	-	-	-	Ba1	NP	Stable	24/10	24/10	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn			24/10	24/10	BB+	B	Stable	No Contact
Banks												
Santander Uk Plc	A	A-1	Negative	A2	P-1	Negative	11/06	19//10	A	F1	Stable	
Barclays Bank Plc	A+	A-1	Negative	A2	P-1	Negative	10/10	10/10	A	F1	Stable	
Bank of Scotland Plc	A	A-1	Stable	A2	P-1	Negative	13/09	13/12	A	F1	Stable	
Bradford & Bingley Bank Plc	-	A-1	-	Aa3	P-1	Negative	06/09	Rating Withdrawn			Not taking funds	
Co-operative Bank (The)	-	-	-	A3	P-2	Under Review	12/10	19/07	BBB+	F2	On Watch	£1m
HSBC Bank Plc	AA-	A-1+	Negative	Aa3	P-1	Negative	13/09	01/03	AA	F1+	Negative	
Lloyds TSB Bank Plc	A	A-1	Stable	A2	P-1	Negative	13/09	19/03	A	F1	Stable	£250
National Westminster Bank Plc	A	A-1	Stable	A3	P-2	Negative	10/10	10/10	A	F1	Stable	Current a/c
Northern Rock (Asset Management) Plc	A	A-1	Stable	Aa3	P-1	Negative	06/09	Rating Withdrawn			No Contact	
Royal Bank of Scotland Plc	A	A-1	Stable	A3	P-2	Negative	11/10	10/10	A	F1	Stable	Current a/c

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 20

meeting date: 20 NOVEMBER 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 7 November 2012:

	£000	£000	2012/13 % to 7 Nov	2011/12 % to 7 Nov
Balance Outstanding 1 April 2012		475		
NNDR amounts due	16,679			
Plus costs	8			
Transitional surcharge	55			
Write ons	9			
	16,751			
Less				
- Transitional relief	-283			
- Exemptions	-427			
- Charity, Rural, Former Agricultural Discretionary Relief	-939			
- Small Business Rate Relief	-1,614			
- Write offs	-82			
- Interest Due	-2			
	-3,347	13,404		
Total amount to recover		13,879		
Less cash received to 7 November		-9,309	67.1	66.7
Amount Outstanding		4,570	32.9	33.3

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 30 October 2012 is 67.9% compared with 67.8% at 30 October 2011.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 7 November 2012:

	£000	£000	2012/13 % to 7 Nov	2011/12 % to 7 Nov
Balance Outstanding 1 April 2012		420		
Council Tax amounts due	37,152			
Plus costs	68			
Transitional relief	3			
Write ons	3			
	37,226			
Less - Exemptions	-1,019			
- Discounts	-2,879			
- Disabled banding reduction	-42			
- Council Tax Benefit	-2,238			
- Write offs	-17			
	-6,195	31,031		
Total amount to recover		31,451		
Less cash received to 7 November		-21,683	68.9	68.9
Amount Outstanding		9,768	31.1	31.1

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 30 October 2012 is 69.3% compared to 69.1% at 30 October 2011.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 9 November 2012 is:

	£000	£000
Amount Outstanding 1 April 2012		308
Invoices Raised	1,035	
Plus costs	1	
	1,036	
Less write offs	1	1,035
Total amount to recover		1,343
Less cash received to 9 November 2012		924
Amount outstanding		419

Aged Debtors	000s	%
< 30 days	79	18.85
30 - 59 days	9	2.15
60 - 89 days	55	13.13
90 - 119 days	24	5.73
120 – 149 days	10	2.39
150+ days	242	57.76
	419	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 2012/2013

1 July 2012 – 30 September 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	11.32 days	20 days per IRRV

New claims performance

1 July 2012 – 30 September 2012

Target for year	Actual Performance	Top grade 4 for all LA's 2007/08
20 days	21 days	Under 30 days

6 HOUSING BENEFIT FRAUD

6.1 The following is a summary of fraud investigations for the period 1 July 2012 – 30 September 2012.

Completed fraud investigations	
1 July 2012 – 30 September 2012	121

Average caseload (YTD)	
2012/2013	2,894

Number of investigations per 1,000 caseload		
2012/2013	121/2,894	41.81

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

2012/2013	
Cautions	0
Administrative penalties	0
Successful prosecutions	0
Total	0

Average caseload (YTD)	
2012/2013	2,894

Number of prosecutions/sanctions per 1,000 caseload		
2012/2013	0/2,894	0

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 July 2012 – 30 September 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.	76.42
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.	18.62
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.	1.85

8 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF62-12/ME/AC
7 November 2012

BACKGROUND PAPERS – None

For further information please ask for Mark Edmondson extension 4504.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 21

meeting date: 20 NOVEMBER 2012
 title: REVENUE MONITORING 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To let you know the position for the first 7 months of this year's revenue budget as far as this committee is concerned.

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 and meets the objective within this priority, of maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- ❖ Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period. You will see an overall underspend of £80,096 on the net expenditure, after allowing for estimated transfers to and from balances and reserves. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ALBNM	Albion Mill	-2,770	4,932	11,533	6,601	R
INDDV	Economic development	80,580	4,147	6,430	2,283	A
COMPR	Computer Services	0	205,953	209,463	3,510	R
LICSE	Licensing	35,070	-53,273	-72,988	-19,715	R
LANDC	Land Charges	29,510	-34,962	-33,575	1,387	G
FGSUB	Grants & Subscriptions – Policy & Finance	153,950	122,820	122,902	82	G
CEXEC	Chief Executives Department	0	595,929	581,628	-14,301	R
CLTAX	Council Tax	321,170	24,659	18,125	-6,534	R
NNDRC	National Non Domestic Rates	31,290	666	-1,496	-2,162	A
CORPM	Corporate Management	298,040	0	0	0	G
EMERG	Community Safety	60,000	5,715	2,989	-2,726	A
DISTC	District Elections	11,540	0	-483	-483	G
ELECT	Register of Electors	69,910	41,153	41,454	301	G
POLIC	Police Elections	20,880	0	0	0	G

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ESTAT	Estates	7,420	-12,972	-18,297	-5,325	R
ATTEN	Mayor's Attendant/ Keeper	0	8,251	7,787	-464	G
CIVCF	Civic Functions	57,050	19,613	16,627	-2,986	A
COSDM	Cost of Democracy	424,530	127,640	122,259	-5,381	R
MAYCR	Mayoral Transport	0	7,907	6,862	-1,045	G
FSERV	Financial Services	0	351,346	337,870	-13,476	R
VARIOUS	Meals on Wheels and Luncheon Clubs	19,860	24,084	18,739	-5,345	R
CIVST	Civic Suite	0	23,500	19,898	-3,602	A
CLOFF	Council Offices	0	137,090	139,094	2,004	A
FMISC	Policy & Finance Miscellaneous	153,170	22,482	22,585	103	G
PERFM	Performance Reward Grants	37,000	0	69,800	69,800	R
SUPDF	Superannuation Deficiency Payments	125,080	82,764	73,351	-9,413	R
LSERV	Legal Services	0	195,469	192,213	-3,256	A
OMDEV	Organisation & Member Development	0	215,781	208,735	-7,046	R
CSERV	Corporate Services	185,850	11,064	13,101	2,037	A
CONTC	Contact Centre	126,250	73,224	69,176	-4,048	A
REVUE	Revenues & Benefits	0	273,161	276,890	3,729	A
Total net cost of services		2,245,380	2,478,143	2,462,672	-15,471	

Items added to / (taken from) balances and reserves					
FNBAL H230	Election Reserve Fund	20,370	0	0	0
FNBAL H269	Asset Revaluation Reserve	2,000	0	0	0
FNBAL H326	Performance Reward Grant	-37,000	0	-69,800	-69,800
CPBAL H330	Revenue Contribution to Capital	8,270	0	5,175	5,175
Net Balances and reserves		-6,360	0	-64,625	-64,625
Net Expenditure		2,239,020	2,478,143	2,398,047	-80,096

- 2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas that currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

- 2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.5 In summary the main areas of variance which are unlikely to rectify themselves by the end of the financial year are summarised below. Please note favourable variances are denoted by figures with a minus symbol.

Description	Variance to end of October 2012 £
ALBNM – Albion Mill – reduced income from rents due to units 2 and 3 being vacant in the period, partly to be offset by rent owing on unit 1	6,160
LSERV – Legal Services – An allowance is made in the budget for staff turnover. This turnover has been low, resulting in part of the variance shown. There has also been additional costs resulting from maternity cover	5,463
REVUE – Revenues & Benefits – An allowance is made in the budget for staff turnover. This turnover has been low, resulting in the variance shown.	5,267

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £80,096 for the first 7 months of the financial year 2012/13, however there are some large fluctuations that make up this net figure, some of which will be offset by future expenditure.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF63-12/TH/AC
1 November 2012

BACKGROUND WORKING PAPERS:
Policy & Finance budget monitoring working papers

For further information please ask for Trudy Holderness, extension 4436

POLICY & FINANCE COMMITTEE

ANNEX 1

RED VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
ALBNM/8805I	Albion Mill / Land Rents	-33,100	-16,550	-10,390	6,160	R	Unit 2 vacant until end of April, Unit 3 vacant until mid June and rent owing on unit 1.	Agents pursuing arrears.
PERFM/3012	Performance Reward Grants / Grants to Other Bodies	20,000	0	59,800	59,800	R	Grant payments slipped from 2011/12 to 2012/13	Budget to be introduced at revised estimate, expenditure to be met from earmarked reserve fund.
PERFM/4677	Performance Reward Grants / Grants to Precepting Bodies	17,000	0	10,000	10,000	R		
LSERV/0100	Legal Services / Salaries	226,180	131,975	137,438	5,463	R	Staff turnover provision is not currently being achieved and additional cost being incurred for maternity cover	No action at present
LISCE/2998	Licensing / Software Maintenance	13,820	13,820	4,367	-9,453	R	Delay in payment for Lalpac software maintenance due October	Ownership of Lalpac has changed which has possibly led to a delay in billing

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
LICSE/8437u	Licensing / Premises Licenses	-56,620	-42,301	-48,195	-5,894	R	More renewals made in first 7 months of 2012/13 compared to 2011/12	No action at present
ESTAT/8832u	Estates / Ground Rents General	-960	-348	-5,658	-5,310	R	Freeholds sales to the value of £5.2k	Income to be transferred to earmarked reserve fund at the year end
REVUE/0100	Revenues & Benefits / Salaries	363,180	214,639	219,906	5,267	R	Staff turnover provision is not currently being achieved	Budget to be adjusted for revised estimate
SUPDF/1026	Superannuation Deficiency Payments / Superannuation Deficiency	118,990	79,297	69,886	-9,411	R	Delay in October direct debit payment being taken by Lancashire County Council in 2012/13	Have made contact with LCC, they had previously experienced problems with taking payments, payment made 2 November
COMPR/2809	Computer Services / Non Recurring Purchases of Equipment	0	0	8,395	8,395	R	Upgrade to server	Additional memory for Northgate System, mandatory update. Cost will be met from earmarked reserve.
FSERV/0100	Financial Services / Salaries	436,320	254,594	249,041	-5,553	R	Vacant posts within audit section, now filled and reduced hours being worked by Senior Accountant	Budget to be adjusted for revised estimate

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
OMDEV/1023	Organisation & Member Development / Corporate Training	13,830	8,070	1,627	-6,443	R	Waiting for identified training needs to come through following appraisals, then can assess any corporate requirements	Budget to be adjusted for revised estimate

POLICY & FINANCE COMMITTEE

AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance
CEXEC/0100	Chief Executive / Salaries	763,670	445,602	441,515	-4,087	A	Vacant trainee building surveyors and part-time pest control and environmental health officer posts
CEXEC/0109	Chief Executive / Salaries Superannuation	126,880	74,034	71,703	-2,332	A	
CEXEC/0101	Chief Executive / Salaries Overtime	280	165	2,923	2,758	A	Additional hours worked mainly to cover vacant part time pest control officer post
CEXEC/1040	Chief Executive / Employee Insurances	4,280	4,280	2,139	-2,141	A	Share of employee insurance less than anticipated.
LSERV/2976	Legal Services / Reference Books	17,200	13,244	9,434	-3,810	A	New subscriptions arranged
LICSE/8456u	Licensing /Gambling Act 2005	-2,800	-1,635	-4,600	-2,965	A	Recent receipt of £2.2 K for licence of betting premises.
LANDC/8408z	Land Charges / Search Fee	-71,800	-41,895	-38,972	2,923	A	Below 3 year average income received as a consequence of Environmental Information Regulations and Housing Market

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance
CIVST/2402	Civic Suite / Repair & Maintenance - Buildings	10,930	6,377	4,187	-2,190	A	Commitment for annual service for fire alarm and boiler and cleaning of carpets
CLOFF/2402	Council Offices / Repair & Maintenance Buildings	34,900	19,979	24,662	4,683	A	Commitment for annual service for fire alarms and emergency lighting and roof repairs to stop water ingress
EMERG/2881	Community Safety / Purchase of Equipment & Materials	6,190	4,406	1,428	-2,978	A	No emergency planning exercises have taken place to date. Work on business continuity plan / emergency plan on-going
CONTC/0100	Contact Centre / Salaries	109,280	55,187	51,412	-3,775	A	Vacant part time posts
CONTC/2809	Contact Centre / Non Recurring Purchases of Equipment	0	0	2,154	2,154	A	Equipment for new contact centre. Cost to be met from earmarked reserves
NNDRC/8012z	National Non Domestic Rates / Section 31 Grant	0	0	-2,500	-2,500	A	New burden grant to cover the additional costs associated with implementing the business rates deferral scheme 2012/13
REVUE/0101	Revenues & Benefits / Salaries Overtime	0	0	2,030	2,030	A	Additional hours being worked mainly in Benefits Section to cover staff turnover

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £		Reason for Variance
FSERV/0109	Financial Services / Salaries Superannuation	74,310	43,360	40,690	-2,670	A	Vacant posts within audit section, now filled and reduced hours being worked by Senior Accountant
CROMW/4354	Clitheroe Meals on Wheels / Purchase of Meals	18,420	9,212	5,961	-3,252	A	Reduction in number of recipients. In April 408 meals were purchased compared to 326 in September.
FMISC/5025	Policy & Finance Miscellaneous / Audit-Fees-Grants	25,240	14,729	17,324	2,595	A	Commitment raised for National fraud initiative annual fee, unsure of final amount for grant audit work
OMDEV/0100	Organisation & Member Development / Salaries	236,430	140,675	145,096	4,421	A	An allowance is made in the budget for staff turnover. This turnover has been low resulting in the variance shown

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 22

meeting date: 20 NOVEMBER 2012
 title: OVERALL REVENUE MONITORING 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To consider the position on the revenue budget for the current financial year.

2 ORIGINAL BUDGET 2012/13

2.1 The original budget agreed for the current year is set out below.

	Original Estimate 2012/13 £
Committee Net Requirements	6,753,360
Capital Charges Adjustment	-539,870
Committee Expenditure After Adjustments	6,213,490
Other Items - Interest Payable	19,730
- Interest on balances	-30,000
- New Homes Bonus	-167,240
- Council Tax Freeze Grant	-78,910
- Contingency	75,000
Expenditure After Other Items	6,032,070
Less Added to/(taken from) Earmarked Reserves	
Elections	20,370
Community Safety	-14,260
Building Control Fee Earning	-1,080
Wellbeing and Health Equality	-12,420
Performance Reward Grant	-37,000
Revaluation Reserve	2,000
Contribution to Capital Reserve	115,510
Post LSVT Pensions Reserve	-36,175
Taken From Revenue Balances	-20,733
Net Expenditure	6,048,282

3 COMMENTS

3.1 Accountants are part way through preparing the revised estimates for the current financial year. Aiding this work are the regular monitoring reports that are prepared for budget holders and CMT. Committees have been receiving their monitoring reports in the November 2012 cycle of meetings.

3.2 Looking at three of the largest elements within our budget - employee costs, fees and charges and interest. The position at the end of October on these was as follows:

3.3 **Employees**

Position at end of October:

	£000
Budget	3,388
Actual	3,360
Difference	-28

Annex 1 shows the main variances by individual cost centre. However, the reasons for the larger variances are summarised below:

- CEXEC Chief Executives Department (-£5,072) – *Currently three vacant posts within the department; trainee building control officer, part time pest control officer and environmental health officer*
- COMMD Community Services Department (£9,046) – *An allowance is made in the salary budget for staff turnover. This has not materialised, resulting in the overspend shown*
- CONTC Contact Centre (-£6,178) – *Currently vacant part time posts within the contact centre.*
- EXREF Exercise Referral (-£5,851) – *Underspend mainly due to delays in filling a vacancy, and maternity leave*
- FSERV Financial Services (-£9,804) – *there have been vacant posts within the section which have now been recruited to.*
- LSERV Legal Services (£6,512) – *An allowance is made in the salary budget for staff turnover. This has not materialised, resulting in the overspend shown*
- PKADM Grounds Maintenance (-£6,550) – *Mainly due to lower levels of overtime worked, particularly following changes in opening and closing arrangements for public conveniences*
- RCOLL Refuse Collection (-£5,900) – *underspend mainly due to refuse collection staff covering staff sickness at the waste transfer station (which is in turn overspent)*
- REVUE Revenues and Benefits (£6,835) – *An allowance is made in the salary budget for staff turnover. This has not materialised, resulting in the overspend shown*
- WKSAD Works Administration (-£21,204) – *There has been further reduced hours for staff on public conveniences and also a reduction in overtime working.*

3.4 Fees and Charges

Position at end of October:

	£000
Budget	-1,247
Actual	-1,379
Difference	-132

Again, Annex 2 shows the **main** differences and the reasons for the larger variances are summarised below:

- BLDGC Building Control (£25,826) – *There has been a reduced level of income from applications*
- LICSE Licensing (-£7,390) – *There has been an increase in the number of premises licence renewals normally made in the first 7 months of the year*
- PLANG Planning Control and Enforcement (-£145,160) – *There have been a number of major applications received, namely Hey Road, Barrow; Primrose Mill, Clitheroe and Standen, Clitheroe. An upward trend is also anticipated.*
- RIGHT Public Rights of Way (-£7,053) – *Additional income received from footpath diversion orders. This will be spent on additional works, advertising and staff time implementing these diversions*
- RPOOL Ribblesdale Pool (-£15,240) – *There has been an increase in swimming course income, contracts and junior admissions. Overall attendances have increased, possibly due to the Olympic Games effect.*
- TRREF Trade Refuse (-£9,025) – *There has been additional income from contract for the trade waste wheeled bin collection service, which is slightly offset by a reduction in income from the disposal of trade waste using plastic sacks.*
- CPADM Car Parking (£8,305) – *Most car parks are showing a fall in income. The weather has been poor and it is felt that this is likely to be the main reason for the fall in income, particularly at Edisford and Ribchester.*

3.5 Interest

Position at end of October:

	£000
Budget	18
Actual	17
Difference	1

At this stage it is difficult to predict how our final interest figure will be in comparison to our budget for the year. However

4 SUMMARY

4.1 In summary, the position is as follows:

	£ 000
Employees	-28
Income	-132
Interest	1
Total Net Savings/Underspend/Extra Income	- 159

5 CONCLUSION

5.1 Overall, the variances to the end of October are favourable, with a net saving/additional income of £159,000.

5.2 The main reason for the variance is the additional income from planning fees that have been received, particularly in respect of Hey Road, Barrow and Primrose Mill, Clitheroe.

5.3 It is reassuring that the level of adverse variance is minimal, and whilst not all budget areas are reported here it offers assurance that areas of saving that were identified as part of the budget process are being achieved. A full monitoring report on the savings taken as part of the approved 2012/13 revenue budget will be taken to the Budget Working Group.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF74-12/LO/AC
12 November 2012

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie, extension 4541

Employee Related Expenditure – April to October 2012

Cost Centre	Cost Centre Name	Net Budget to the END OF THE PERIOD	Actual including Commitments to the END OF THE PERIOD	Variance for the FULL YEAR
ARTDV	Art Development	4,592	6,934	2,342
ATTEN	Mayor's Attendant/Keeper	8,037	7,606	-431
BCSAP	Building Control SAP Fees	49	48	-1
CEXEC	Chief Executives Department	554,270	549,198	-5,072
CIVST	Civic Suite	6,139	5,266	-873
CLMKT	Clitheroe Market	1,070	2,388	1,318
CLOFF	Council Offices	24,616	24,656	39
COMMD	Community Services Department	652,632	661,678	9,046
COMPR	Computer Services	84,822	85,781	959
CONTC	Contact Centre	67,410	61,232	-6,178
CORES	Core Strategy	6,905	5,465	-1,440
COSDM	Cost of Democracy	4,102	2,620	-1,482
CPADM	Car Park Administration - Off Street	27,517	26,314	-1,203
DNHAM	Downham Toilets	140	140	0
ELECT	Register of Electors	11,310	12,856	1,546
EXREF	Exercise Referral Scheme	58,906	53,055	-5,851
FSERV	Financial Services	318,149	308,345	-9,804
LSERV	Legal Services	162,338	168,850	6,512
OMDEV	Organisation & Member Development	174,637	178,494	3,857
PKADM	Grounds Maintenance	126,827	120,277	-6,550
PLATG	Platform Gallery	32,671	36,240	3,569
RCOLL	Refuse Collection	363,387	357,487	-5,900
REVUE	Revenues & Benefits	261,787	268,622	6,835
RPOOL	Ribblesdale Pool	176,545	177,193	648
SDEPO	Salthill Depot	12,328	13,840	1,512
SPODV	Sports Development	15,569	15,629	60
STCLE	Street Cleansing	80,764	79,094	-1,670
SUPDF	Superannuation Deficiency Payments	3,467	3,467	0
TFRST	Waste Transfer Station	13,435	18,147	4,712
TURSM	Tourism	9,796	6,341	-3,455
VEHCL	Vehicle Workshop	34,935	34,994	59
WKSAD	Works Administration	88,992	67,788	-21,204
	Sum:	3,388,144	3,360,042	-28,102

Fees and Charges – April to October 2012

Cost Centre	Cost Centre Name	Net Budget to the END OF THE PERIOD	Actual including Commitments to the END OF THE PERIOD	Variance for the FULL YEAR
ARTDV	Art Development	0	-190	-190
BCSAP	Building Control SAP Fees	-3,030	-2,665	365
BLDGC	Building Control	-125,661	-99,835	25,826
CIVST	Civic Suite	-2,807	-1,259	1,548
CLAND	Contaminated Land	-50	0	50
CLCEM	Clitheroe Cemetery	-22,645	-19,337	3,308
CLMKT	Clitheroe Market	-103,619	-106,829	-3,210
COMMD	Community Services Department	-235	-534	-299
COSDM	Cost of Democracy	0	-27	-27
DOGWD	Dog Warden & Pest Control	-10,031	-6,792	3,239
DRAIN	Private Drains	-795	-375	420
EALLW	Edisford All Weather Pitch	-15,826	-14,381	1,445
EDPIC	Edisford Picnic Area	-740	-279	461
ENVHT	Environmental Health Services	-14,702	-12,337	2,365
EXREF	Exercise Referral Scheme	-1,850	-2,225	-375
FMISC	Policy & Finance Miscellaneous	-242	-122	120
FSERV	Financial Services	-672	-588	84
IMPGR	Improvement Grants	-4,670	-2,395	2,275
LANDC	Land Charges	-41,895	-38,972	2,923
LICSE	Licensing	-70,628	-78,018	-7,390
LSERV	Legal Services	0	-331	-331
MCAFE	Museum Cafe	-5,368	-4,278	1,090
OMDEV	Organisation & Member Development	-252	-123	129
PLANG	Planning Control & Enforcement	-266,079	-411,239	-145,160
PLATG	Platform Gallery	0	26	26
RCOLL	Refuse Collection	-12,057	-13,035	-978
RIGHT	Public Rights of Way	0	-7,053	-7,053
RPOOL	Ribblesdale Pool	-196,903	-212,143	-15,240
RVPRK	Ribble Valley Parks	-6,233	-5,909	324
SIGNS	Street Nameplates & Signs	-480	0	480
SPODV	Sports Development	-123	-228	-105
TRREF	Trade Refuse	-125,139	-134,164	-9,025
TURSM	Tourism	0	9	9
VARIOUS	Car Parks	-208,234	-199,929	8,305
VARIOUS	Meals on Wheels	-6,154	-3,791	2,363
	Sum:	-1,247,120	-1,379,348	-132,228

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 23

meeting date: 20 NOVEMBER 2012
 title: CAPITAL MONITORING 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: NEIL SANDIFORD

1 PURPOSE

1.1 To provide members with information relating to the progress of the approved capital programme for the period April to October 2012 with regards schemes which fall under the responsibility of this committee.

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 Members may recall approving the proposals for the new capital programme at their meeting in February. In total 2 new schemes, totalling £125,000, were approved which fall under the responsibility of this Committee. In addition, not all planned expenditure for last year was spent and the balance of this (which is known as slippage) has been transferred into this financial year, totalling £96,280.

2.2 Furthermore, at the last meeting of this committee, an additional scheme for the Council Tax Reduction Module software was approved for £62,500. This is shown as an additional approval in the table below and in the Annexes.

2.2 The total of all these elements makes a total planned capital spend for this committee for the current year of £283,780, which is shown at Annex 1.

3 SCHEMES

3.1 The table below summarises the total approved programme together with actual expenditure to date. Annex 1 shows the full programme by scheme along with the budget and expenditure to date.

BUDGET				EXPENDITURE	
Original Estimate 2012/12 £	Slippage from 2011/12 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
125,000	96,280	62,500	283,780	166,928	-116,852

3.2 To date 59% of the annual capital programme for this Committee has been spent.

3.3 The main variations to date are shown below. However, full monitoring details for each scheme are shown at Annex 2:

- **SVNET – Server and Network infrastructure:** To date quotes have been received for the host software and server and it is anticipated that the scheme will be complete by December 2012.
- **ECDVI – Economic Development Initiatives:** Initial discussions have been held with relevant landowners. The District Valuer has been instructed to prepare valuation advice on potential sites; this advice has been received and is being given further consideration. At your last meeting you agreed to pursue the acquisition of land at Barrow Brook.

4. CONCLUSION

4.1 Progress to date on the capital schemes is good with 59% of the capital programme for the current financial year having been spent or committed.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF69-12/NS/AC
8 November 2012

For further background information please ask for Neil Sandiford extension 4498.

BACKGROUND PAPERS – None

Policy and Finance Committee – Capital Programme 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Slippage from 2011/12 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure (including commitments) £	Variation to Date £
CCCRM	Contact Centre Customer Relationship		3,900		3,900	4,000	100
CSTSR	Customer Services		68,100		68,100	70,648	2,548
CTRMD	Council Tax Reduction Module			62,500	62,500	62,500	0
ECDVI	Economic Development Initiatives	100,000			100,000	0	-100,000
GALTI	Gallery/Information Centre		24,280		24,280	29,780	5,500
SVNET	Server and Network Infrastructure	25,000			25,000	0	-25,000
	Total Policy and Finance Committee	125,000	96,280	62,500	283,780	166,928	-116,852

Individual Scheme Details and Budget Holder Comments

CCCRM Contact Centre Relationship Management

Service Area: Revenues and Benefits

Head of Service: Mark Edmondson

Brief Description:

To identify and install a customer management system as a replacement to the one currently used in conjunction with Lancashire County Council.

Start Date, duration and key milestones:

Start Date: April 2011

Original Anticipated Completion Date: December 2011

Latest Anticipated Completion Date: March 2013

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	3,900	4,000	100
Actual Expenditure 2011/12	24,259		
ANTICIPATED TOTAL SCHEME COST	28,159		

Financial Implications – REVENUE

There will be revenue savings of £34,000 associated with this scheme from 2012/13.

Useful Economic Life

10 years.

Progress - Budget Holder Comments

September 2012: This relates to slippage from the original scheme for the replacement of the CRM system in our Customer Services Section. The original quoted price included an element for training that was not fully used by the time the system went live. Further training has occurred since April 2012 with the balance to be completed by the end of the financial year 2012/13.

June 2012: Part of the capital cost of this scheme related to training that was required to implement and make best use of the system. As the timescales for implementation were extremely tight we weren't able to complete all of the training prior to the implementation of the new system in December last year. A provision was made to carry the balance forward to this year to enable it to be completed. This training relates to the IT side of the system and a training session has been scheduled to take place in early August 2012, which will reduce the budget balance. Further training sessions will be held at a later date.

Individual Scheme Details and Budget Holder Comments

October 2011: Contractors have been chosen and orders placed. Completion is anticipated by the end of November 2011. The budget is overspent, as the estimate is slightly less than the contractor's costs. There will be further costs of £800 to be added to the final account as switching from one system to the new supplier will require a specialist technical input which was not predicted at the time the budget was developed.

July 2011: A preferred supplier will be chosen shortly and a purchase order issued. Completion is expected this financial year.

Individual Scheme Details and Budget Holder Comments

CSTSR Customer Facing Service Remodelling

Service Area: Engineering Services
Head of Service: Terry Longden

Brief Description:

Consolidation of reception provision, creating a single area where a range of services can be accessed, and where members of staff can operate in a customer facing capacity in a range of private and semi-private areas.

Start Date, duration and key milestones:

Start Date: January 2012

Anticipated Completion Date: August 2012

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	68,100	70,648	2,548
Actual Expenditure 2011/12	6,026		
ANTICIPATED TOTAL SCHEME COST	74,126		

Financial Implications – REVENUE

This is an invest to save scheme, which will generate revenue savings.

Useful Economic Life

20 years.

Progress - Budget Holder Comments

September 2012: The project has reached practical completion subject to the resolution of minor snagging issues.

June 2012: It is anticipated that works will be completed at the beginning of August on the Level B work. Whilst work on moving the cashier service took longer than expected due to ensuring continuity of service and security, the remaining phases of work have been completed in a shorter timescale than anticipated.

CTRMD Council Tax Reduction Module

Service Area: Revenues and Benefits
Head of Service: Mark Edmondson

Brief Description:

New module on the Northgate system to deal with the localisation of council tax benefits ie local support for council tax.

Start Date, duration and key milestones:

Start Date: September 2012

Original Anticipated Completion Date: November 2012

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	62,500	62,500	0
ANTICIPATED TOTAL SCHEME COST	62,500		

Financial Implications – REVENUE

None

Useful Economic Life

Unknown – the software is supported and maintained and will be modified depending upon changing needs/requirements.

Progress - Budget Holder Comments

September 2012: An invoice has been received and is awaiting payment. The software has been transferred to the Council and once payment has been made the licence fee will be released allowing access to the new module.

ECDVI Economic Development Initiatives

Service Area: Regeneration

Head of Service: Colin Hirst

Brief Description:

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

Start Date, duration and key milestones:

The project will be implemented from April 2012. Key milestones will depend upon the individual projects developed.

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	100,000	0	-100,000
ANTICIPATED TOTAL SCHEME COST	100,000		

Financial Implications – REVENUE

Unspecified – general revenue costs would be anticipated to be contained within existing budgets.

Useful Economic Life

Dependent upon the nature of the project

Progress - Budget Holder Comments

September 2012: No further progress since June 2012.

June 2012: Initial discussions have been held with relevant landowners. The District Valuer has been instructed to prepare valuation advice on potential sites, this advice has been received and is being given further consideration. The Asset Management Group has considered site options. An options report will be prepared once options are determined. Expenditure will be required on feasibility reports once an option is agreed and on pre-acquisition and due diligence processes.

GALTI Platform Gallery and Tourist Information Remodelling

Service Area: Engineering Services
Head of Service: Terry Longden

Brief Description:

Relocation of the Tourist Information Service to the Platform Gallery, with physical changes to the building in order to fulfil its role as a combined gallery and information centre.

Start Date, duration and key milestones:

Start Date: January 2012

Anticipated Completion Date: May 2012

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	24,280	29,780	5,500
Actual Expenditure 2011/12	1,593		
ANTICIPATED TOTAL SCHEME COST	25,873		

Financial Implications – REVENUE

The combined service will generate substantial savings particularly through staffing efficiencies.

Useful Economic Life

20 years.

Progress - Budget Holder Comments

September 2012: The project has reached practical completion.

June 2012: Work on the gallery and information centre has been completed and the facility opened to the public within anticipated timescales. The new facility has been warmly welcomed by visitors and staff alike.

SVNET Server and Network Infrastructure

Service Area: Financial Services (ICT)

Head of Service: Lawson Oddie

Brief Description:

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

Start Date, duration and key milestones:

Start Date: April 2012

Anticipated Completion Date: December 2012

Financial Implications – CAPITAL

	£	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Total Approved Budget 2012/13	25,000	0	-25,000
ANTICIPATED TOTAL SCHEME COST	25,000		

Financial Implications – REVENUE

There will be some energy savings, however it is difficult to quantify with any accuracy.

Useful Economic Life

5 to 7 years.

Progress - Budget Holder Comments

September 2012: It is anticipated that the scheme will be complete by December 2012.

June 2012: The specification has been sent out for the Host Server and we are currently awaiting return of supplier quotes. The VM Ware quotes have now been received and are currently being reviewed prior to ordering.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 24

meeting date: 20 NOVEMBER 2012
title: OVERALL CAPITAL MONITORING 2012/13
submitted by: DIRECTOR OF RESOURCES
principal author: NEIL SANDIFORD

1 PURPOSE

1.1 To provide members with information relating to the progress of the approved capital programme for the period April to October 2012.

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 All committees considered proposals for the new capital programme at their meetings in January. The programme was set against a background of limited capital resources and contracting revenue budgets.

2.2 In total 12 schemes were approved for the 2012/13 financial year, which included budgets for 5 schemes that were moved from 2011/12 at the revised estimate time. This made a total planned capital spend for the current year of £938,820, which is shown at Annex 1.

2.3 In addition, not all planned expenditure for last year was spent. The balance of this (which is known as slippage) has been transferred into this financial year. The schemes affected are also shown at Annex 1 and total £273,440. Furthermore, there have been additional approvals made during the year to date on 4 schemes totalling £149,400, which are also shown at Annex 1.

2.4 The total of all these elements makes a current approved capital programme for the 2012/13 financial year of £1,361,660.

3 SCHEMES

3.1 The table overleaf summarises the total approved programme by Committee, together with actual expenditure to date. Annex 1 shows the full programme by scheme along with the budget and expenditure to date.

BUDGET						EXPENDITURE	
Committee	Original Estimate 2012/13 £	Budget moved from 2011/12 £	Slippage from 2011/12 £	Additional Approvals 2012/13 £	Total Approved Budget £	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
Community Services	221,000	185,080	51,290	0	457,370	406,053	-51,317
Planning and Development	0	0	0	11,900	11,900	11,896	-4
Policy and Finance	125,000	0	96,280	62,500	283,780	166,928	-116,852
Health and Housing	285,000	122,740	125,870	75,000	608,610	205,870	-402,740
Total	631,000	307,820	273,440	149,400	1,361,660	790,747	-570,913

3.2 As at the end of October, 58% of the annual capital programme has been spent.

3.3 The main variations to date are:

- **CARPk – Car Parks:** The resurfacing of the car park at Dunsop Bridge was halted in June to allow United Utilities to undertake work on their main water supply that passes through the car park – thereby avoiding a potential excavation of the new surface by United Utilities. United Utilities have recently accepted that they can work around the surfacing and works are now programmed for early November.
- **WMOOR – Woodland Moor Paths and Nature Trails:** Further expenditure is to be agreed with The Friends Group with a view to complete the works by the end of March 2013.
- **ECDVI: Economic Development Initiatives:** Initial discussions have been held with relevant landowners and the District Valuer has been instructed to prepare valuation advice on potential sites. The Asset Management Group has considered the site options and once an option has been agreed expenditure will be required on pre-acquisition and due diligence processes.
- **SVNET: Server and Network Infrastructure:** To date quotes have been received for the host software and server. It is anticipated that the scheme will be complete by December 2012.
- **CMEXT – Clitheroe Cemetery Installation of Infrastructure:** The work anticipated to be completed this financial year is now not expected to be completed until spring/summer of next year. This year we will design the scheme, develop the specification and invite tenders for a start early next April. We will also divert public footpaths in the area. Some costs will therefore slip into the next financial year. At present this is anticipated to be in the order of £80,000.

- **DISCP – Disabled Facilities Grants:** To date there are currently twelve disabled facilities grants in progress which, combined with the completions to date have a total value of £96,000. Therefore approximately 50% of the total approved budget has been committed six months into the scheme.
- **LANGR – Landlord Tenant Grants:** All of the grant funding has been committed to the renovation of thirteen properties. The owners of each property have been informed that the deadline for completion is March 2013.
- **LPREP – Longridge Purchase and Repair Scheme:** All three properties have been purchased and Adactus is registered as the owner. Awaiting invoice and proof of title and then the monies can be released.
- **REPPF – Repossession Prevention Fund:** The scheme is used to prevent homelessness and is fully funded by government grant. There are currently no applications for use of the fund. However, we give advice to between five and eight households a week and this is a tool considered when appropriate circumstances are presented.

4 CONCLUSION

- 4.1 Expenditure to date equals 58% of the overall capital programme for the current financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF68-12/NS/AC
8 November 2012

For further background information please ask for Neil Sandiford extension 4498.

BACKGROUND PAPERS - None

Overall Capital Programme 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Budget Moved from 2011/12 £	Slippage £	Additional Approvals 2012/13 £	Total Approved Budget £	Actual Expenditure £	Variation to Date £
Community Committee								
BADWC	Badger Well Culvert Collapse			1,500		1,500	345	-1,155
CARPK	Car Parks Rolling Programme			31,020		31,020	20,010	-11,010
CCTVT	CCTV System data Transmission Pack	14,000				14,000	12,080	-1,920
EDFCR	Edisford Changing Rooms			450		450	0	-450
GGMOW	Gang Mower Replacement – Major	22,000				22,000	21,995	-5
LADVE	Longridge Adventure Play Facility			3,040		3,040	2,241	-799
PLAYM	Improvements to Children's Play Areas			6,700		6,700	3,766	-2,934
RFPWL	Refurbishment of Body on PN05 PWL	15,000				15,000	11,008	-3,992
RFXVV	Replacement of VX04 FXV Refuse Collection Vehicle	170,000				170,000	162,043	-7,957
RVFXV	Replace Refuse Collection vehicle VX53 TZJ		165,000			165,000	160,413	-4,587
WMOOR	Whalley Moor – Woodland Paths and Nature Reserve		20,080	8,580		28,660	12,152	-16,508
	Total Community Committee	221,000	185,080	51,290	0	457,370	406,053	-51,317

Overall Capital Programme 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Budget Moved from 2011/12 £	Slippage £	Additional Approvals 2012/13 £	Total Approved Budget £	Actual Expenditure £	Variation to Date £
Planning Committee								
SCANR	Replacement of Plotter/Scanner				11,900	11,900	11,896	-4
	Total Planning Committee	0	0	0	11,900	11,900	11,896	-4
Policy and Finance Committee								
CCCRM	Contact Centre Customer Relationship			3,900		3,900	4,000	100
CSTSR	Customer Services			68,100		68,100	70,648	2,548
CTRMD	Council Tax Reduction Module Software				62,500	62,500	62,500	0
ECDVI	Economic Development Initiatives	100,000				100,000	0	-100,000
GALTI	Gallery/Information Centre			24,280		24,280	29,780	5,500
SVNET	Server and Network Infrastructure	25,000				25,000	0	-25,000
	Total Policy and Finance Committee	125,000	0	96,280	62,500	283,780	166,928	-116,852
Health & Housing Committee								
CMEXT	Installation of Infrastructure	90,000				90,000	0	-90,000
DISCP	Disabled Facilities Grants	120,000	69,180	13,590		202,770	77,725	-125,045
FLDGR	Flood Grants			100,460		100,460	108,530	8,070
LANGR	Landlord/Tenant Grants	75,000	45,000	8,490		128,490	14,315	-114,175

Overall Capital Programme 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Budget Moved from 2011/12 £	Slippage £	Additional Approvals 2012/13 £	Total Approved Budget £	Actual Expenditure £	Variation to Date £
LPREP	Longridge Purchase & Repair Scheme				45,000	45,000	0	-45,000
REPPF	Repossession Prevention fund		8,560	3,330	30,000	41,890	5,300	-36,590
	Total Health & Housing Committee	285,000	122,740	125,870	75,000	608,610	205,870	-402,740
	TOTAL	631,000	307,820	273,440	149,400	1,361,660	790,747	-570,913

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 16 JULY 2012

Present: Cllrs: Ranson, T Hill, Rogerson, Sherras, Thompson, Hirst, Rogerson, Chief Executive, Director of Resources, Head of Revenues and Benefits.

1 Apologies

1 Cllr Knox.

2 Localisation of Council Tax Support

2.1 The Director of Resources set out the background to the Localisation of Council Tax proposals and explained Ribble Valley's position. She then went through various key principles and options which could form a new Ribble Valley Scheme. Members considered these and asked that exemplifications could be provided showing the impact of such proposals on different Ribble Valley benefit claimant groups.

3 Date and time of next Meeting

3.1 Agreed next meeting on Monday 9 August 2012 at 4pm in Committee Room 1 and not 13 August.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 9 AUGUST 2012

Present: Cllrs: Ranson, T Hill, Rogerson, Sherras, Thompson, Knox, Rogerson, Chief Executive, Director of Resources, Head of Revenues and Benefits.

1 Apologies

4 Cllr Hirst, Director of Community Services, Head of Financial Services.

5 Localisation of Council Tax Support

5.1 The Director of Resources reminded members that Policy and Finance Committee at its meeting on 7 August 2012 had agreed to delegate the draft scheme to herself in conjunction with the Budget Working Group. She briefly summarised her report which set out the principles underlying the draft scheme in particular the reduction in support to all working age claimants. She explained that the estimated amount of savings to be found were £228,000.

5.2 The main principles were:

- All current council tax benefit claimants (with the exception of pensioners who are protected) will have to pay something.
- The council propose a reduction of 12% from the final council tax support for all working age claimants.
- This would save £910,474 * 12% i.e. £109,000.
- The Council proposes that the shortfall be met by utilising the total income from second homes which is around £120,000. This had previously been allocated to our LSP.
- The Council do not propose any additional protection for vulnerable groups over and above the compensations built in to the existing benefit system i.e. existing vulnerable groups will face a 10 or 12% reduction in support.
- The current benefit system will be left unchanged to all other intents and purposes.

5.3 The DoR reminded the group that we had now received the responses from the major precepting authorities. It was important that the views of these authorities were considered before agreeing our draft scheme for wider consultation.

5.4 The Head of Revenues and Benefits then took members through a number of Council Tax Support calculations which compared the present position with a reduction of 12% (to Council's suggested reduction) and also 25% for illustrative purposes.

5.5 Members asked a number of questions and were extremely concerned that a reduction of 25% would result in many claimants being unable to pay their council tax. They also felt it was unfair that the reduction in benefit should be borne in total from working age claimants when the Government had cut overall funding by 10% at the same time as stating that pensioners must be protected.

- 5.6 The BWG then reviewed a number of suggested questions which could form the basis of the wider consultation exercise which would commence shortly. They made a number of comments but stressed the consultation should be meaningful.
- 5.7 The BWG agreed the draft scheme the draft as suggested as a basis for consultation.
- 6 DATE AND TIME OF NEXT MEETING
- 3.1 Monday 17 September 2012 at 4pm in Committee Room 1.