

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: BILL ALKER
direct line: 01200 414412
e-mail: bill.alker@ribblevalley.gov.uk
my ref: WA/CMS
your ref:
date: 21 January 2013

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

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

Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 29 JANUARY 2013** 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 20 November 2012 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Event Safety Advisory Group (ESAG) – report of Chief Executive – copy enclosed.
- ✓ 6. Use of Clitheroe and Whalley CCTV System – report of Director of Community Services – copy enclosed.
- ✓ 7. Assets of Community Value – report of Chief Executive – copy enclosed.
- ✓ 8. NNDR Write-offs – report of Director of Resources – copy enclosed.

- ✓ 9. Gisburn Festival Hall Funding Request – report of Director of Resources – copy enclosed.
- ✓ 10. Revised Capital Programme 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 11. Proposed Capital Programme 2013/16 – report of Director of Resources – copy enclosed.
- ✓ 12. Revised Revenue Budget 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 13. Original Revenue Budget 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 14. References from Committees:
 - (a) Flat Over Longridge Over 60's Club – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 15. Complaints Review Working Group – report of Chief Executive – copy enclosed.
- ✓ 16. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 17. Treasury Management Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 18. Minutes of Budget Working Groups held on 24 September and 20 November 2012 – copy enclosed.
- ✓ 19. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 20. References from Committees:
 - (a) Community Committee – Disposal of Former Public Convenience Site – report of Director of Community Services – copy enclosed.
- ✓ 21. Litigation Update – report of Chief Executive – copy enclosed.
- ✓ 22. Consultants Costs for Planning Applications – report of Director of Community Services – copy enclosed.
- ✓ 23. Planning Resource Review – report of Chief Executive – copy enclosed.
- ✓ 24. Review of Strategic Partnership Officer Contract – report of Chief Executive – copy enclosed.
- ✓ 25. NNDR Write-offs – report of Director of Resources – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 29 JANUARY 2013
title: REVIEW OF EVENT SAFETY ADVISORY GROUP
submitted by: CHIEF EXECUTIVE
principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To agree a new protocol for the operation 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.
- 2.4 I reported on progress of the review at your last meeting in November 2012. The working group has met again on 3 December 2012 to finalise the Protocol for the Ribble Valley Safety Advisory Group and the Event Safety Management Plan. Minutes of that meeting are attached at Annex 1. It was due to meet again on 21 January 2013 but this meeting was cancelled due to the bad weather.

3 PROTOCOL FOR THE RIBBLE VALLEY SAFETY ADVISORY GROUP

- 3.1 Attached at Annex 2 is the revised Protocol for the Safety Advisory Group. The main items the Protocol sets out are:-
- Our policy for the Safety Advisory Group
 - Membership and Administration
 - Terms of Reference
 - Roles and Responsibilities of both Council Officers and Partner Organisations
- 3.2 The Protocol has been agreed by the working group and circulated to all partners and council officers who have an identified role.
- 3.3 Partner organisations including Police, Fire, and Lancashire Emergency Planning have responded positively to the new Protocol and their roles in Event Safety in Ribble Valley.
- 3.4 The new Protocol gives us a chance to relaunch the operation of the Safety Advisory Group under the new management arrangements with the full involvement of both

council officers and also our key partners who have very important roles to play in helping organisers hold events in Ribble Valley Safety.

4 EVENT SAFETY MANAGEMENT PLAN

4.1 Attached at Annex 3 is the revised Event Safety Management Plan which will be a useful plain English guide to event organisers to assist them with organising their event safely.

4.2 Other guides / information which are available but which will need revising if members agree the new Protocol are:-

- Safer Events Guide
- Organising an Event
- Holding an Event in the Ribble Valley

4.3 These information sources together with the Event Safety Management Plan will enable the Council to provide a suite of guides to enable events in the Ribble Valley to be conducted safely.

5 RISK ASSESSMENT PLAN

5.1 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

6 **RECOMMENDED THAT COMMITTEE**

6.1 Agree the Safety Advisory Group Protocol at Annex 2.

6.2 Agree the Event Safety Management Plan at Annex 3.

6.3 Ask the Working Group to examine the other safety guides the Council produces to ensure they are clear, concise and easily understandable.

CHIEF EXECUTIVE

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

**ESAG Review Group
Minutes of Meeting Held
3 DECEMBER 2012**

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

2 MINUTES OF LAST MEETING

2.1 The minutes of the meeting held on 12 November 2012 were agreed as a true record.

2.2 A report on the review of ESAG was submitted to Policy Finance Committee on 20 November where members broadly supported the progress being made.

3 TO CONSIDER THE LATEST DRAFT PROTOCOL FOR THE RIBBLE VALLEY SAFETY ADVISORY GROUP – In light of comments received from other agencies

3.1 Marshal informed the Group the Police, Fire & Rescue, LCC Highways and Emergency Planning, as well as Officers of the Council had been consulted. Those who had responded to the 'draft' Protocol seemed happy, with only a few minor amendments, highlighted in 'red'.

4 TO CONSIDER THE LATEST DRAFT EVENT SAFETY MANAGEMENT PLAN DOCUMENT

4.1 It was agreed that the Management Plan should be circulated to the same group of people who received the Protocol for their comments.

5 AOB

5.1 Clitheroe Bonfire – Marshal had recently met with Chief Inspector Graham Lister and they had briefly discussed using the Castle Field to hold the Bonfire. Graham had advised a meeting early in the new year with Clitheroe Rotary and key players.

5.2 It was agreed that a Protocol for events taking place on the Castle Field should be produced and reported to Community Committee.

6 DATE AND TIME OF NEXT MEETING

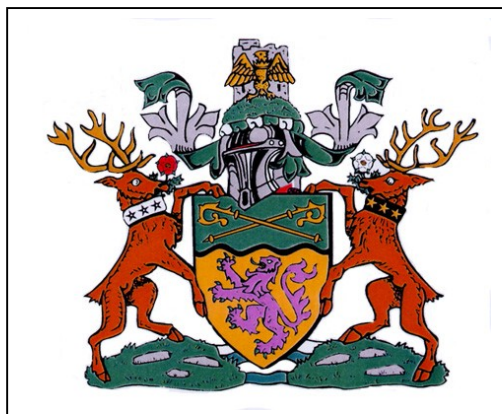
6.1 The next meeting to be held on Monday 21 January 2013 at 11.00am in the Members Room and to invite the new chair of the ESAG Group along.

6.2 Meanwhile Marshal will review the use of the Council's website for people who were interested in organising an 'event', with links to both documents.

6.3 Marshal to report the final Protocol and Management Plan to P&F Committee on 29 January 2013.

6.4 It was agreed that the minutes of the Safety Advisory Group would be reported to the Licensing Committee as part of the new Protocol.

RIBBLE VALLEY
BOROUGH COUNCIL



RIBBLE VALLEY
SAFETY ADVISORY GROUP

PROTOCOL

SAFETY ADVISORY GROUP

Protocols

<u>1</u>	<u>General Statement of Event Safety</u>	<u>3</u>
<u>2</u>	<u>Local Authority Policy for the Safety Advisory Group</u>	<u>3</u>
<u>3</u>	<u>Membership and Administration</u>	<u>3</u>
<u>4</u>	<u>Terms of Reference</u>	<u>4</u>
<u>5</u>	<u>Meeting of the Ribble Valley Safety Advisory Group</u> <u>.....</u>	<u>5</u>
<u>6</u>	<u>Roles and Responsibilities</u>	<u>6</u>
<u>7</u>	<u>Notification of Events</u>	<u>9</u>
<u>8</u>	<u>Procedures for Dealing with Events</u>	<u>10</u>
<u>9</u>	<u>Existing Major Events</u>	<u>10</u>
<u>10</u>	<u>General</u>	<u>10</u>
<u>11</u>	<u>Safety Advisory Group Contact List</u>	<u>12</u>
	<u>Appendix A - Auto Acknowledgement of Event Notification Form</u> <u>(submitted online)</u>	<u>13</u>
	<u>Appendix B - Acknowledgement of Event by the Police</u>	<u>14</u>

1 GENERAL STATEMENT OF EVENT SAFETY

1.1 The Ribble Valley Safety Advisory Group is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the responsibility of event organisers to ensure their event takes place safely. The Safety Advisory Group will neither sanction nor stop events taking place: that is not its role. Where, however, there are concerns, it will advise the appropriate members of Ribble Valley Safety Advisory Group of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

2 LOCAL AUTHORITY POLICY FOR THE SAFETY ADVISORY GROUP

2.1 It is the policy of Ribble Valley Borough Council to uphold reasonable standards of safety at all public events in the Ribble Valley, to encourage the well-being of the public at those events, and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, Ribble Valley Borough Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.

2.2 The role of the Group is to consider large-scale public events and their requirements. The Group's remit includes outdoor events, which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other large-scale events of a similar nature.

2.3 In general, "large scale public event" will be treated as being an event where more than 5000 people are expected to attend, although smaller events may require the involvement of the Ribble Valley Safety Advisory Group, depending on the event.

2.4 The Borough Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.

2.5 The Borough Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities, where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events. The erection and dismantling of structures or equipment used in the event may, in certain circumstances, be the enforcement responsibility of the Health and Safety Executive.

Erection and dismantling of temporary stages, grandstands and other temporary platform arrangements used by the entertainment industry is the enforcement responsibility of the HSE.

3 MEMBERSHIP AND ADMINISTRATION

3.1 The Ribble Valley Safety Advisory Group will consist of:-

- (a) A group of core members;
- (b) Invited representatives

3.2 The core members will comprise senior officers (or their representatives) from the following agencies:-

Ribble Valley Borough Council

- Environmental Health Officer (Health & Safety)
- Licensing Officer
- Head of Legal and Democratic Services
- Head of Engineering Services
- Principal Building Control Officer
- Head of Environmental Health
- Emergency Planning

- Lancashire County Council – Highways
- Lancashire Police
- Lancashire Fire and Rescue Services
- North West Ambulance Service

3.3 The Ribble Valley Safety Advisory Group shall be chaired by the Head of Engineering Services (RVBC)

3.4 The core members may invite (either from time to time or by a standing invitation) other representatives to Ribble Valley Safety Advisory Group meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented / reported, considered and recorded.

3.5 Invited representatives may be drawn from any body which the Ribble Valley Safety Advisory Group considers appropriate. These might include:-

- The licence holder and / or event organiser (as appropriate)
- First aid representation
- Emergency Planning Unit, Lancashire County Council
- Primary Care Trust

3.6 Sub-Groups of the Ribble Valley Safety Advisory Group will be convened to deal with specific operational issues or events as required. The Chairman or any other core member may request the setting up of a sub-group, and the Chairman shall invite such representatives as are considered appropriate to meetings of such a sub-group.

3.7 The Ribble Valley Safety Advisory Group and any sub-groups shall be administered by Ribble Valley Borough Council.

3.8 Ward Councillors will be advised of any events being considered at the Ribble Valley Safety Advisory Group or sub-group and will be welcome to attend those meetings.

4 TERMS OF REFERENCE

- 4.1 To ensure as far as possible that risk to public safety is minimised for all large-scale public events.
- 4.2 To maintain an overview of forthcoming events within the Ribble Valley.
- 4.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003.
- 4.4 To advise the Local Authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- 4.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.**
- 4.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- 4.7 To review with organisers each large event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations, where appropriate, for improving safety.
- 4.8 To advise and develop generic risk assessments / best practice where appropriate.
- 4.9 To ensure that there are in existence agreed contingency plans for dealing with major incidents. This may require liaison with the Lancashire Resilience Forum General Purpose Committee.
- 4.10 To monitor compliance with the standards agreed.
- 4.11 The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority’s decision-making power remains with the Licensing Committee, or with relevant officers within the Council’s approved Scheme of Delegation.
- 4.12 The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

5 MEETING OF THE RIBBLE VALLEY SAFETY ADVISORY GROUP

- 5.1 The Ribble Valley Safety Advisory Group shall meet a minimum of 4 times per calendar year. Any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 5.2 Where matters arise which require consideration by the Core Ribble Valley Safety Advisory Group, a meeting may be called at short notice.
- 5.3 All relevant agencies should be represented at a meeting of the Ribble Valley Safety Advisory Group or Sub-Group, and representatives must be fully

briefed to ensure a consistent approach and senior enough to enable decisions to be made and implemented.

5.4 The Safety Advisory Group may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

6 ~~5~~ ROLES AND RESPONSIBILITIES OF MEMBERS OF SAGRIBBLE VALLEY SAFETY ADVISORY GROUP

65.1 Ribble Valley Borough Council (Head of Engineering Services)

Chair of Group:-

- (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis;
- (b) To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation;
- (c) To ensure Minutes are taken at each Meeting and reported to the Ribble Valley Borough Council's Licensing Committee.
- (d) To ensure an up-to-date list of planned events is maintained.

5.26.2 Ribble Valley Borough Council (Licensing Officer)

- (a) To determine whether an event requires licensing;
- ~~(b) To ensure proper processes are in place where event requires licensing;~~
- (b) To process applications for licences in accordance with statutory requirements;
- ~~(d) To co-ordinate consultations/meetings with relevant agencies/event organisers for licensed events (N.B. Where an event does not require a licence this function will be the responsibility of the event organiser);;~~
- (c) To develop conditions to be attached to a licence in accordance with the Operating Schedule and any representations from responsible authorities;
- ~~(f)(d) To ensure monitor and enforce~~ compliance with licence conditions;
- ~~(g) To co-ordinate de-brief after event;~~
- (e) To provide advice/guidance, ~~as necessary,~~ where an event does not require a formal licence;
- ~~(i)(f) To provide technical support to the SAGRibble Valley Safety Advisory Group. in relation to the above issues.~~

65.3 Ribble Valley Borough Council (Head of Legal Services)

- (a) To provide legal advice to the SAGRibble Valley Safety Advisory Group.

5.46.4 Ribble Valley Borough Council (~~Senior~~ Environmental Health Officer) (Health & Safety)

- (a) To specify appropriate noise levels at any event to minimise public nuisance;
- (b) To lead in ensuring compliance with both health and safety and food safety legislation;

- (c) To provide advice on environmental health issues relating to the event;
- (d) To provide technical support to the SAG Ribble Valley Safety Advisory Group ~~in relation to the above issues.~~

65.5 Ribble Valley Borough Council (Head of Environmental Health Services)

- (a) To provide Environmental Health advice to the SAG Ribble Valley Safety Advisory Group.

65.6 Ribble Valley Borough Council (Building Control)

- (a) For licensed events – to ensure compliance with relevant legislation / guidance in respect of temporary stands and stages and other temporary structures;
- (b) For unlicensed events – to examine details of temporary stands and stages;

5.76.7 Ribble Valley Borough Council (Cultural & Leisure Services)

- (a) The Council can, at various times, act in the capacity of either:-
 - (i) the event promoter;
 - (ii) as a joint promoter working with an outside body;
 - (iii) as site lessee-owner and acting as liaison with event promoter.

The Cultural and Leisure Services staff's role and responsibilities will alter depending in-upon which capacity it acts in either (i), (ii) or (iii) above.

- (b) As Promoter

The Cultural and Leisure Services staff will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

- (c) As Joint Promoter

The Cultural and Leisure Services staff will clarify roles and responsibilities with the promoter so that SAG Ribble Valley Safety Advisory Group is aware of situation and department will work with the joint promoter to ensure compliance with requirements of any licence.

- (d) Where Ribble Valley Borough Council is the Site LesseeOwner

The Head of Culture and Leisure will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. The Leisure Services Team will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, the Team cannot accept responsibility for any breaks in non- compliance.

5.86.8 Ribble Valley Borough Council (Licensing Committee)

- (a) To determine applications for a premises licence having regard to the Licensing Objectives and relevant representations.

6.9 Emergency Planning Unit – (Ribble Valley ~~in liaison with~~ Lancashire County Council Emergency Planning Service)

Following a major incident activate the appropriate emergency plan(s) to support the emergency services and assist with the wider consequences of the incident. Following the emergency response phase the recovery phase will, as necessary, be co-ordinated by either Ribble Valley Borough Council or Lancashire County Council.

- (a) To respond to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- (b) To initiate alerting procedures (local authority and voluntary agencies);
- (c) To take responsibility for identification of and equipping (with Health Authority / Primary Care Trust and Police) of a temporary mortuary;
- (d) To act ~~a~~ as a member of the event management team and assist in preparation of the Event Major Incident Plan;
- (e) To undertake cross-~~boundary~~ liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority, and the ability to provide mutual aid determined);
- (f) To take responsibility for ensuring that arrangements are co-ordinated with the local aAuthority Major Incident Plan.

5.106.10 Lancashire County Council (Highways)

- (a) ~~Their~~ roles is to monitor and responsibilities of this function is to try to cater for all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:-
 - (i) the maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
 - (ii) any road closure or other temporary traffic management measures which may be necessary;
 - (iii) liaison with the statutory undertakers;

5.116.11 Lancashire Fire and Rescue Service

- (a) To provide advice relating to:-
 - Site Location
 - Site Design
 - Density Factors (capabilities)
 - Barrier Configuration
 - Amusements / Attractions
 - Concessionaires
- (b) To provide advice on access relating to:-

Means of Entry (flow rates)
Means of ~~Egress-Exit~~ (flow rates)
Siting of ~~Ingress-Entry / Exit~~~~gress-Routes~~
Migration On Site / Off Site
Emergency Evacuation Routes
Holding Areas
Emergency Vehicle Access / ~~Egress~~

(c) To provide advice on planning relating to:-

Major Incident Plan
Emergency Evacuation Procedures
Fire Risk Assessment

(d) To provide advice on fire safety relating to:-

Lighting (normal / emergency)
Fire Warning Systems
Signs (directional / information, etc.)
Fire Fighting Equipment
Fire Stewards
Water Supplies
Flammability of Fabrics / Textiles
Pyrotechnics (storage / use / siting)
Camp Sites (location / design)
Marquees / Tentage
Portable Structures
Field Kitchens
L.P.G. (Ribble Valley Safety Advisory Group / storage)
Generators (fuel storage, etc.)

(e) To provide advice on legislation relating to:-

Regulatory Reform (Fire Safety) Order 2005
Safety at Sports Ground Act (1975)

6.12 Lancashire Police

- (a) To provide advice on the prevention and detection of crime;
(b) To provide advice on the prevention of / or stopping of breaches of the peace;
(c) To provide advice on traffic regulations within the legal powers provided by statute, ie. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984);
(d) To implement the activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
(e) Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

6.13 North West Ambulance Service

- (a) To provide advice on medical and first aid provision;

- (b) To provide input where required relating to the Emergency Plan / Major Incident contingencies (which is where NWAS would be deployed to the site and take command of medical powers / facilities);
- (c) To ensure that the event has minimal / no impact on NWAS normal operations;
- (d) To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

7 NOTIFICATION OF EVENTS

- 7.1 Where an event is notified to a member of the Ribble Valley Safety Advisory Group, it is the responsibility of that member to notify, in writing (including email), the other members of the Group.
- 7.2 On receipt of formal event notices, the event will be acknowledged by the Ribble Valley Safety Advisory Group Chairman, using the proforma included as Appendix A.
- 7.3 Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Licensing Section must be informed immediately to allow a decision to be made regarding licensing requirements.

NB

When planning an event involving 10,000 people a minimum of 6 months should be sought. For an event involving between 5,000-10,000 people, a minimum of 3 months should be sought.

8 PROCEDURES FOR DEALING WITH EVENTS

- 8.1 The following procedure has been approved for use by the Safety Advisory Group:-
 - (a) Proforma or intelligence received by agency.
 - (b) Other agencies notified by proforma by receiving agency.
 - (c) Proposals acknowledged with standard letter (Appendix A).
 - (d) At each meeting of the Ribble Valley Safety Advisory Group a diary of events for the forthcoming year is presented by the chairman. The events diary to include all major events whether licensed or unlicensed.
 - (e) Events considered in principle by the Ribble Valley Safety Advisory Group. Ribble Valley Safety Advisory Group decides to either receive presentation or instruct Ribble Valley Safety Advisory Group Sub-Group to investigate further.
 - (f) The first consideration is whether the event requires a licence.
 - (g) If the event requires a licence, the Licensing Section will organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary to process the licensing application.
 - (h) If the event does not require a licence or the Ribble Valley Safety Advisory Group Sub-Group needs to consider the event then such a sub-group will be convened by the Chair. The organisers, emergency services and other relevant agencies will be invited to attend.
 - (i) The purpose of the Ribble Valley Safety Advisory Sub-Group will be to receive details of the event from the organisers and for the emergency

services and other agencies to identify further information or action necessary to enable the event to proceed safely.

- (j) The Chairman will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attenders).
- (k) The responsibility for completion of any actions identified at (i) lies with the promoter / appropriate agency.
- (l) Any issues of policy or matters which cannot be resolved by the Ribble Valley Safety Advisory Group Sub-Group can be referred to the main Ribble Valley Safety Advisory Group.

9 EXISTING MAJOR EVENTS

9.1 A complete list of all existing major public events is to be produced.

9.2 Where possible, venues used regularly for events will be the subject of standard risk assessments and a guide incorporating standard conditions will be produced for each type of event (including variations for different crowd profiles).

10 GENERAL

10.1 All members of the Ribble Valley Safety Advisory Group and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 5 above.

10.2 Where a member of the Ribble Valley Safety Advisory Group objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above.

10.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

11 RIBBLE VALLEY SAFETY ADVISORY GROUP CONTACT LIST

AUTO ACKNOWLEDGEMENT OF EVENT NOTIFICATION FORM
(SUBMITTED ONLINE)

Thank you for submitting your Notification of Event Form, receipt of which is duly acknowledged. This will be circulated to members of the Ribble Valley Safety Advisory Group, comprises of representatives of the various emergency services and officers from Ribble Valley Borough Council.

Individual Agencies will contact you as necessary to discuss any aspects or concerns that relate to their particular service. If the event is considered to be of sufficient size, the Ribble Valley Safety Advisory Group may invite you to attend a specially convened meeting to enable any issues to be addressed. This process I trust will provide you with all assistance that you need to ensure a safe and successful event.

The Agency representatives are there to assist you and their contact details are available from the following link on the Ribble Valley Safety Advisory Group website:

.....

Please note that Ribble Valley Safety Advisory Group is not an executive body and has no legal powers to collectively approve an event. Individual agencies will contact event organisers as necessary to discuss any matters of concern and agree changes that are deemed necessary to protect the health & safety of the public.

Should you require any further general advice or assistance please do not hesitate to contact title email or telephone



Event Safety Management

ORGANISATION

EVENT DATE/S & VENUE

EVENT SAFETY MANAGEMENT PLAN

This document covers all events from Village Fêtes to multi-thousand attendances such as Rock Festivals.
Discount sections which do not apply to your event.

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**18.0 SAFETY ADVISORY GROUP ASSESSMENT CRITERIA
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Note

The headings and text set out in this document are intended as a guide and framework for the development of your event specific plan. It follows the guidance and format set out in the Event Safety Guide, HSG195.

You should seek assistance from a person who is deemed 'competent' as described in the Management of Health and Safety Regulations 1999, Regulation 7, in the development of the content of this plan. You may have this expertise within your organisation or business, if not you must seek assistance:

It is essential that you should consult Ribble Valley Borough Council at the earliest opportunity when planning an event. They will help to coordinate consultation with other interested parties which you believe falls within this remit to ensure emergency plans and arrangements are fully considered.

Introduction

Write an introductory paragraph about your event.

1.0 Management and Planning

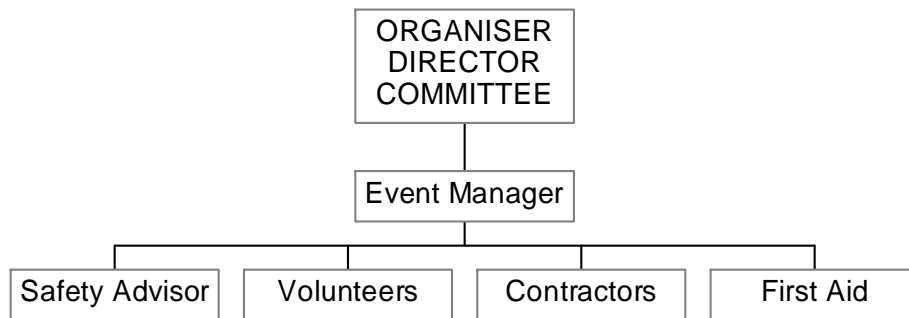
1.1 Policy

1.1.1 Include a copy of your organisation's Health, Safety and Environmental Policies in Event Plan. Attach it as an [appendix](#) to this document.

1.1.2 Add any additional comments regarding your organisation's policy here.

1.2 Organisational structure

Provide details of the organisation's management structure for the event, detailing who is responsible for what. This can be done as a list or in the form of an organisation chart.



Attach your organisation chart in the [appendices](#)

1.3 Roles and responsibility

Give details of the duties and responsibilities assigned to each role in your organisation chart and the competences required to fulfil these roles. For example:

1.3.1 Event Manager

1.3.2 Secretary

1.3.3 Health and Safety Advisor

1.3.4 Head Steward

1.3.5 Event Security

1.3.6 First Aid

13.6 Technical

1.4 Coordination

- 1.4.1 What arrangements have you made to talk to interested parties, such as Police, Fire & Rescue, Ambulance, Site Owner, Local Council, Residents?

1.5 Monitoring and review

- 1.5.1 Whilst agencies such as Environmental Health or the Police will monitor your event, it is your responsibility to ensure that all relevant safety legislation is observed. Give details of your safety arrangements, including reviews before, during and after the event.

1.6 Information and training

- 1.6.1 You must have competent, trained staff (or volunteers). How will you ensure that they are trained and briefed on their role and that they are properly supervised?

1.7 Event profile

- 1.7.1 What is your proposed audience? (Age, club members etc.) Any rival supporters?
- 1.7.2 Detail the opening and closing times for the event.
- 1.7.3 Will alcohol be consumed at the event? If yes, provide details of the arrangements for the sale and control of its consumption.
- 1.7.4 Indoors or out or both?
- 1.7.5 Time of year and potential weather problems?

1.8 Risk assessment

- 1.8.1 Include photographs of possible hazards.

"Five Steps to Risk Assessment" guidance leaflet is available from <http://www.hse.gov.uk/pubns/indg163.pdf>

- 1.8.2 What do you identify as risks to your event? If something goes wrong, your assessment will form part of your defence if you face legal proceedings.

List every work activity you need to carry out and assess the risks to the people doing the work or affected by it.

NB: Risk assessments are dynamic documents and must be regularly checked and updated. Any changes must be recorded, with details of what you are doing to make things safer.

1.9 Licensing (if relevant)

1.9.1 Give details of the Premises Licence or Temporary Event Notice(s) (TENS) applied for and / or granted.

1.10 Statement of Intent from Ribble Valley Borough Council's Safety Advisory Group.

The Statement of Intent is a record of the resources and commitment or involvement that any member agency of the Safety Advisory Group has made in respect of your event.

1.11 Insurance

1.11.1 Give details of any insurance policy pertaining to your event.

2.0 Venue

2.1 Give the address and a location map of the venue. (A small sketch might well be sufficient, or a Google reference).

2.2 Access Routes

2.2.1 Entry and Exit for:-

- a) the public / ticket holders etc.
- b) Delivery Vehicles
- c) Staff or Volunteers
- d) Emergency Vehicles

You should include marshalling arrangements, reversing, parking, unloading and / or lifting in this section.

2.3 Venue or Site Management

2.3.1 Include site layout drawings and utility drawings

2.3.2 Management Structure

2.3.3 Policy & Procedures

2.3.4 Contact information

2.3.5 Coordination and liaison arrangements

2.3.6 What is the capacity of the venue? (to the nearest thousand)

2.3.7 What disabled facilities do you propose?

2.4 Toilet Facilities

2.4.1 How many?

2.4.2 Who is providing them?

2.4.3 Where will they be sited?

2.4.4 Signs

2.4.5 Risk assessments

Where a contractor is employed to deliver this service, the contractor must provide the risk assessment and method statements. As the event organiser, you must ensure that the following have been provided:

- Venue/Site specific risk assessment and method statement for the installation, servicing and removal of temporary toilet facilities
- Chemical hazard and use risk assessment and method statement
- Biological hazard risk assessment and method statement

In addition, for portable toilets:

- Manual handling assessment

2.4.6 Servicing

2.4.7 Disposal of effluent

2.4.8 Environmental protection

2.5 Waste Management

2.5.1 Details of waste transfer and disposal arrangements

2.5.2 Details of litter picking

2.5.3 On site collection and storage

2.5.4 Re-use and recycling of waste

3.0 Event set up and dismantling

3.1 Programme of works

3.2 Contracted services

3.3 Due diligence

Copies of contractors' Insurance, Risk Assessment and Method Statements must be obtained and included in the [appendices](#)

4.0 Event Specific Arrangements (if applicable)

In this section insert the details of the arrangements you have made in respect of each subject. If you have additional subjects, add additional items. Include in this section, for example, maps, drawings guidance notes, training records, costs, quotes, letters, risk assessments and method statements

4.1 Car parking

4.2 Crowd Management

4.3 Stewarding

4.4 Cash handling

4.5 Security

4.6 Stage barriers

4.7 Pedestrian management barriers

4.8 Stop & search barriers

4.9 Sound systems

4.10 PA announcements & the role of the DJ/MC

4.11 Temporary structures

4.12 Information point

4.13 Welfare

4.14 Protocols (Plans & Procedures)

4.15 Food

4.16 Alcohol

4.17 Water

4.18 On site camping

5.0 Communication plan (Hierarchy of communications / Site communications / Radio)

6.0 Traffic management plan

7.0 Emergency planning

7.1 First-aid and Medical Emergencies

7.1.1 First aid contractor

You must provide the First Aid Contractor with a copy of your Event Plan containing at the very least:

- Your risk assessment
- A plan of the venue
- A programme of events
- Details of any specific risks or activities.

You must include in this Event Plan, copies of the First Aid Contractor's:

- Certificates of competence for all first aiders employed for the event
- Their Public Liability Insurance
- Their Medical Risk Insurance

7.1.2 First aid risk assessment

The First Aid Contractor must determine the first aid requirements for this event by undertaking First Aid Risk Assessment that takes into account all the information provided by the Event Organiser about the event. This First Aid Risk assessment is attached to the [appendices](#).

First Aid Plan.

A detailed First Aid Plan that contains details of Equipment, Resources and Staffing schedules is required.

7.1.3 NHS notification

It is good practice to notify the nearest Accident and Emergency Hospital and the NHS Ambulance service that there is a large event taking place. This enables A&E & Ambulance Service Managers to ensure they have adequate resources in place if an incident were to happen.

7.1.4 Command and control for First Aid and Medical Emergencies

7.1.5 Communications for First Aid and medical emergencies

7.1.6 Location of First Aid facilities

7.1.7 Ambulance transfers

7.1.8 Accident & Emergency Hospital location

The nearest Accident and Emergency Hospital is:

The approximate travel distance and time from the venue is:

7.2 Fire and Emergency Evacuation plan

7.2.1 Command and control

7.2.2 Fire prevention

7.2.3 Raising the Alarm

7.2.4 Fire fighting

7.2.5 Evacuation plan

7.2.6 Primary muster point

The main assembly point is located at

7.2.7 Secondary muster point

A secondary muster point may be required if advised by the Police that the incident is a disorder, security, terrorist or bomb threat. The location of the secondary muster point is subject to the circumstances of the incident and will usually involve police coordination. This secondary muster point usually features in the Major Incident Plan and it is likely that the incident will be managed in accordance with the Major Incident Plan.

7.2.8 Event specific fire risk assessment

This is attached to the [appendices](#) of this plan

7.2.9 Fire Station Location

8.0 Major Incident Plan & Civil Contingencies

8.1 Command and control

8.2 Emergency contact numbers

8.3 Include the specific arrangements for the major incident plan, usually prepared by the Local Authority and Emergency Services in the [appendices](#)

9.0 Infrastructure

9.1 Traffic management

- 9.1.1 Traffic management Plan
- 9.1.2 Sign Schedule
- 9.1.3 Contractor's details
- 9.1.4 Authorisations for working on the highway
- 9.1.5 Permissions for advertising signs to be placed on or near the highway

9.2 Structures

10.0 Electrical supply and distribution

10.1 Design and power loads

10.2 Power generation

- 10.2.1 Fuel
- 10.2.2 Fire
- 10.2.3 Earthing
- 10.2.4 Isolation
- 10.2.5 Environmental protection

10.3 Mains supply

10.4 Distribution

10.5 Portable electrical equipment

10.6 Inspection and testing

10.7 Monitoring

11.0 Sound, Noise and Vibration

It is accepted that excessive noise causes hearing damage. However it is also accepted that part of the customer experience at music events is to be able to hear and feel the 'music'.

To this end and to ensure a balance is struck between these conflicting requirements, detail the arrangements that have been made to ensure that people working at the event are protected against the effects of excessive noise.

12.0 Special Effects

12.1 Fireworks

12.2 Smoke effects

12.3 Stroboscopic lighting effects

See <http://www.hse.gov.uk/explosives/fireworks/using.htm> and **HSE Guide HS (G) 123 - Working together on firework displays**

13.0 Contractors & Participants

Provide details of contractors, performers, voluntary organisations and others involved in the event. Describe their roles and responsibilities; scope of their involvement. Attach as appendices and include any other relevant information. You must have copies of their site-specific risk assessments and method statements for the work they will be doing for you and copies of their insurance details in the event plan.

13.1 Principal contractor

A principle contractor is a main contractor or organisation that you have appointed to oversee a large part of the work. In many respects the build up and break down of an event is like working on a construction site and many of the management and coordination principles found on a construction site apply.

13.2 Other contractors

Contractors could be employed for many aspects of the event for example:

Marquees, Catering, Electricians, Toilets, Waste, Crowd control, Security, Communications, Temporary access, Fencing, First Aid etc.

14.0 Merchandising and Promotional Displays

15.0 Induction & Briefings

15.1 Fire and Emergency procedure

15.2 Inductions

15.3 Pre-event briefings

15.4 Review meetings

15.5 Post event de-brief

16.0 Post Event Report and Review

16.1 Date, time and venue

- 16.2 The purpose of the review meeting is to jointly discuss and review the event with a view to continuous improvement. If the event is one that is to be repeated, the post event review is essential.
- 16.3 See the appendices for [the post event report notes](#).

17.0 Appendices

Appendices	Doc Ref.	Document title (with hyperlink)
Appendix 1		
Policy	DOC1	Your organisations Policy documents
Management	DOC2	Roles Responsibilities and delegation of duties
Organogram/Flow Chart	DOC3	A flow chart of your organisational structure
Accidents	DOC4	Your accident recording and reporting procedure
Appendix 2		
Event Program	DOC5	List, Table or Gantt Chart (Microsoft Project)
Schedule of works	DOC6	List, Table or Gantt Chart (Microsoft Project)
Communications	DOC7	Communication Plan
Emergencies	DOC8	Emergency plan
Major Incident	DOC9	Major Incident Plan
First Aid	DOC10	First Aid Plan
Appendix 3		
Blank RA form	RA	Blank risk assessment form
General RA	RA1	
Event specific RA	RA2	
Event specific RA	RA3	
Event specific RA	RA4	
Event specific RA	RA5	
Event specific RA	RA6	
Event specific RA	RA7	
Event specific RA	RA8	
Event specific RA	RA9	
Fire RA	RA10	
First Aid RA	RA11	
Activity RA	RA12	
Noise RA	RA13	
Activity RA	RA14	
Activity RA	RA15	
Photos of risks	RA16	
Appendix 4		
Principal Contractor	MS1	
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Sub-Contractor	MS8	

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Guidance 7	G7	
Guidance 8	G8	
Guidance 9	G9	
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Appendix 6		
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Qualifications	CV 2	
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Correspondence	L1	
Correspondence	L2	
Appendix 8		
Incident Form	F1	Incident and accident investigation form
Minutes	F2	Minutes of meetings Template
Competency	F3	Contractors competency questionnaire
Briefings	F4	Briefing Template
Induction	F5	Induction Template

18.0 Safety Advisory Group Assessment Criteria

Your Event Safety Plan will be judged against some or all of the points below. Please read them all and select the ones which a reasonable person would accept as being relevant. Feel free to disregard those which do not apply.

1. Does this event fall into the category of a 'large event' and require a full Event Safety Management Plan as described in the Event Safety Guide HSG 195 and consultation with Ribble Valley Borough Council's Safety Advisory Group?
2. Has the event organiser carried out and recorded the findings of their risk assessment for the event?
3. Are the levels of indemnity provided by the event organisers' insurance sufficient?
4. Is there a suitable and sufficient fire risk assessment?
5. Are there any licensable activities at the event?
6. Are the event organisers' insurances valid for the dates of the event and do they have sufficient levels of indemnity?
7. Does the event organiser have a written health & safety policy, which is signed and dated within the last 12 months?
8. Are there clearly defined and delegated roles and responsibilities for the implementation of the organisations' safety, health and environmental policy?
9. Are there any special or extraordinary risks associated with any phase of the event?
10. Does the Event Organiser have a health and safety advisor or appointed health and safety consultant advising them?
11. Does the event organiser have a procedure in place to ensure that all matters relating to safety, health and environmental issues are properly communicated to and understood by employees, volunteers, contractors and others involved in the event?
12. Does the event organiser have systems and procedures in place to ensure cooperation between employees, volunteers, contractors and others involved in the event?
13. Does the general risk assessment undertaken by the event organiser assess the suitability of the venue or site and its location for the type of event proposed?
14. Does this risk assessment consider on-site and off site risks?
15. Has the event organiser been provided with risk assessments, method statements and the public and employers' liability insurance documents from all contractors involved in the event?

16. For all temporary structures erected for the event, does the event organiser have copies of risk assessments and method statements from their contractors and suppliers?
17. Have these special or extraordinary risks been assessed, and adequate arrangements made for their proper control?
18. Do the toilet and welfare arrangements cater for disabled people and baby-changing?
19. Are the arrangements made for the safety and security of persons handling and transporting cash adequate?
20. Are there arrangements in place to prevent crowd crushes and crowd surges?
21. Are toilets located in a position that facilitates servicing and cleaning without the need for vehicles to move in crowds?
22. What servicing and maintenance provision has been made for toilets?
23. Does the Event Organiser have clear rules about the use of portable electrical appliances or generators?
24. Does the event organiser have copies of the food hygiene certificates and insurances for all catering providers?
25. If it is intended to hold a firework display, has a competent contractor or person provided details of insurance, risk assessment and safety plan in accordance with HSG 123?
26. Has the Event Organiser got clear rules about the movement of vehicles on the event site whilst the event is open to and occupied by the public?
27. Has the event organiser provided all contractors with a copy of their risk assessment, site rules, site plan and an agreed schedule of works?
28. Has the event organiser undertaken a suitable and sufficient general risk assessment for the event?
29. How has the number of toilets and other welfare facility requirements been determined?
30. How has the number of stewards required been determined?
31. How was the occupant capacity determined?
32. Does the event organiser have arrangements in place to prevent the event exceeding its occupant capacity?
33. Has the Event Organiser got clear arrangements in place to manage car parking?
34. Is there a clearly defined organisational and management structure for the team running the event?

35. Is there a plan and sequence of works for the setting up and breakdown phases of the event?
36. Is there a schedule of works for each phase of the event, build up, event and break down?
37. Is there a system and procedure in place to audit the event organiser's Event Safety Management Plan to ensure that it is effective and to identify improvements?
38. What are the arrangements for entry gates into the event?
39. What are the arrangements for two-way radio communications?
40. What are the arrangements for waste collection and disposal?
41. What arrangements have been made for a supply of clean drinking water?
42. What arrangements have been made for entry to the event to prevent long queues and disruption of the highway?
43. What systems and procedures are in place to monitor health and safety compliance and performance by contractors and the event staff?
44. Has the Event Organiser made arrangements for health and safety performance be monitored and reviewed?
45. Who is responsible for setting and firing the firework display?
46. Who is the waste disposal contractor?
47. Does the Event Organiser have clear arrangements for the management and monitoring of over night on-site camping?
48. Electrical installation work, tests and inspections, distribution: Give details of risk assessment, inspection and certification.
49. Does the Event Organiser have clear rules about the setting and use of open fires and barbeques?
50. Does the Event Organiser have clear rules about the use and storage of Liquid Propane or Butane Gases
51. Has the Event Organiser consulted with Fire and Rescue service?
52. Has the Event Organiser determined that all marquees and made up textiles used in marquees at the event are fire retardant?
53. Has the Event Organiser got a safety plan for the firework display that meets the minimum requirements set out in HSG 123?
54. How has the number of emergency exits required for each structure been calculated?
55. Is the number of exits suitable for the structure and occupant capacity?

56. Is there a plan of the venue and structures showing the location of emergency exits, signage and fire fighting equipment?
57. Is there a suitable and sufficient Fire Plan that is adequately resourced for the event?
58. In the event of a fire, what arrangements for raising the alarm?
59. Has the fire risk assessment been carried out by a competent person?
60. Does the Event Safety Management Plan meet the requirements of the four licensing objectives as stated in the Licensing Act 2003?
61. Does the Event Safety Management Plan contain suitable arrangements to satisfy the requirements of the Premises Licence or TEN application?
62. Has a premises licence been applied for?
63. Has a Temporary Event Notice been applied for?
64. If there any licensable area or structure with a TEN capable of holding more than 499 people how will the numbers in this area be effectively controlled?
65. If there will be the sale of alcohol, has this been licensed?
66. Is there adequate insurance indemnity for the firework element of the event?
67. Where individual TENs have been applied for, is there any licensable area or structure with a TEN capable of holding more than 499 people?
68. Are the qualifications of the staff providing first aid and medical expertise suitable and sufficient?
69. Does the first aid contractor have suitable and adequate medical insurance cover?
70. Has a helicopter landing area been identified? Has a helicopter landing procedure been included in the emergency plan?
71. Has the First Aid provider been provided with a copy of the event risk assessment?
72. Has the First aid provider presented the event organiser with a first aid plan for the event?
73. Has the NHS and Ambulance Service been consulted?
74. How has the first aid and medical resource required for the event been calculated?
75. What arrangements have been made for first aid at the event?
76. Are there event staff with CRB checked status to deal with lost children? Does the plan provide suitable arrangements for dealing with lost children?

77. Are there sufficient competent stewards and SIA licensed staff to effectively manage all aspects of crowd safety?
78. Are there sufficient numbers of stewards to ensure adequate rest breaks and duty changes without reducing the numbers of stewards on duty?
79. Does the event have a clear admissions and ticket policy?
80. Does this event affect the public highway?
81. Has the access to and from the parking areas been included in the traffic management plan?
82. Have adequate arrangements been made for the safe deposit and security of cash?
83. How many SIA accredited security stewards will be employed at the event?
84. How will ticket forgery and overselling be prevented?
85. How will you protect these emergency access routes against indiscriminate parking?
86. Is there a suitable traffic management plan contained within the Event Safety Management Plan?
87. What arrangements have been made to control the number of people attending the event?
88. What contingency arrangements have you made to cope with excess numbers of visitors arriving?
89. Has a competent Traffic Management Company been employed to set up, maintain and remove the traffic management for the event?
90. Has the Traffic Management Plan been authorised and approved by the Highway Authority?
91. Has a competent person designed the Traffic Management Plan?
92. Will the Traffic management Plan require active Police involvement?
93. If the event has an impact on any motorway network or primary traffic route, have the Highways Agency and relevant Highway Authority been consulted?
94. If the event has an impact on any railway network or crossing, has the Railway Authority been consulted?
95. Are there clearly defined emergency access routes and rendezvous points for the event?
96. Are there contingency plans in place for failure of the two-way radio communication system?
97. Does the Event Organiser need to meet formally with the Ribble Valley Borough Council Safety Advisory Group?

98. Does the Event Safety Management Plan contain a layout plan of the site?
99. Does the Event Safety Management Plan contain a programme for the event?
100. Does the Event Safety Management Plan contain a suitable Transport Plan?
101. Does the Event Safety Management Plan contain details of the expected or known audience profile likely to attend the event?
102. Does the Major Incident Plan clearly delegate responsibility for the implementation of the Major Incident Plan?
103. Does this event need special arrangements for public transport?
104. If the Safety Advisory Group has made a Statement of Intent has it been included in the Event Safety Management Plan?
105. Has a suitable area been identified at the event for drop off and pick up points for public transport?
106. Has the Event Organiser appointed someone responsible for dealing with media enquiries?
107. Has the Event Organiser got wet weather contingency plans contained within the Event Safety Management Plan?
108. Has the event organiser held planning meetings with the Ribble Valley Borough Council Safety Advisory Group including all interested parties, police, fire and rescue, ambulance, local authority etc?
109. Has the Major Incident Plan been validated by the Safety Advisory Group?
110. Have all the emergency services been consulted and informed about the access routes and rendezvous points?
111. Have the Police and Highways Authority been consulted on the suitability and sufficiency of the Traffic Management Plan?
112. How has the number of parking spaces been calculated?
113. Are the admissions and ticket policy detailed in the Event Safety Management Plan?
114. Is there a communication plan within the Event Safety Management Plan that clearly sets out the policy and procedures for effective communication throughout all phases of the event?
115. Is there a Major Incident Plan contained within the Event Safety Management Plan?
116. Is there an agreed media policy?
117. Is there an Event Safety Management Plan for this event?

118. Is there an ordnance survey map showing the geographical location of the event site?
119. Is there sufficient numbers of stewards for the size and duration of the event?
120. Is there sufficient parking for vehicles associated with the event itself?
121. What arrangements have been made for people with special needs including access and car parking?
122. What is the maximum occupant capacity of the venue for this event?
123. What is the waste contractor's waste transfer licence number?
124. Has a Major Incident Plan been prepared?
125. Do the people involved in the preparation and implementation of the Event Safety Management Plan have the mixture and balance of knowledge, experience, skills and, if relevant, qualifications to do their work safely and without risks to health?
126. Does the Event Safety Management Plan have a drugs and alcohol policy for the event?
127. Where recorded or live music is featured at the event or any activity that will create potential nuisance noise, has the Event Organiser arrangements in place for the monitoring and control of the noise?
128. Has the Event Organiser carried out a noise risk assessment for those people working at the event and are there clear arrangements in place to protect them from exposure to excessive noise?
129. Has the Event Organiser made clear arrangements for the prevention of pollution, and emergency arrangements to control pollution arising from the event?
130. If there are pressure systems in use at the event, such as steam engines, has the Event Organiser received copies of the certificates of thorough inspection and tests and insurance documents?
131. If there are lifting operations taking place at the event, has the Event Organiser received copies of the lift plans, certificates of thorough examinations of lifting equipment and insurance documents?
132. Have the premises or land been granted planning permission for the proposed event?
133. Has the use of land or premises exceeded the permitted number of events allowable under planning legislation?
134. Is there reason to object to this event on planning grounds?

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 29 JANUARY 2013
title: USE OF THE CLITHEROE AND WHALLEY CCTV SYSTEM
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: JOHN EDWARDS – ENGINEERING SERVICES MANAGER

1 PURPOSE

- 1.1 The purpose of this report is to clarify the Council's position with regard to operational procedures concerning the use of the CCTV system and access to/disclosure of data.
- 1.2 To advise on changes to legislation affecting the regulation of CCTV systems and consequent changes in operational procedures.
- 1.3 Relevance to the Council's ambitions and priorities:
- Council Ambitions – Safety and wellbeing.
 - Community Objectives – To ensure that Ribble Valley remains a safe place to live.
 - Corporate Priorities – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of our area.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 The CCTV system comprises 25 cameras installed at strategic locations within Clitheroe and Whalley. The system was set up in 2003 under the auspices of the Ribble Valley Crime and Disorder Reduction Partnership (now the Ribble Valley Community Safety Partnership).
- 2.2 At the meeting of the Policy and Finance Committee held on 18 November 2003 Members resolved that the CCTV system operated by the Council be registered with the Information Commissioner's Office and that the system be registered for the following purposes:
- To assist in the prevention, investigation and for detection of crime and disorder.
 - To facilitate the apprehension and/or prosecution of offenders in relation to crime and public order by using images being entered as evidence in criminal proceedings.
 - To assist in ensuring public safety and the safety of property.
 - To assist in the detection of notified missing persons.
 - To assist in identifying incidences of anti-social behaviour and trespass.

- To prevent or mitigate interruptions to the flow of traffic on the public highway.
 - To assist Ribble Valley Borough Council and the Police in investigating incidents relating to breaches of the licensing regulations.
 - To assist Ribble Valley Borough Council in monitoring unauthorised depositing of litter or refuse and incidents of graffiti and dog fouling.
 - To assist the Police in the operation of the automatic number plate recognition (ANPR) system.
 - To assist the Education Authority and the Police in identifying instances of truancy from schools and colleges.
- 2.3 The system is monitored from a manned control room and the CCTV images are continuously recorded. The recorded images are kept for a period of 30 days unless the data is required for evidential purposes.
- 2.4 It is recognised that operation of the CCTV system may be considered as an infringement of the privacy of individuals and it is therefore important to ensure that the system is operated responsibly to ensure its legitimacy and legality.
- 2.5 Any CCTV system comprises equipment, personnel and procedures designed to collect and process information, its integrity and effectiveness will depend entirely upon the management of the data gathered.
- 2.6 The introduction of the Data Protection Act 1998 (DPA) provided a statutory basis for systematic legal control of CCTV surveillance over public areas. Under the DPA the Information Commissioner's Officer published a CCTV Code of Practice based on the eight enforceable principles contained in the DPA with regard to the handling of personal data, viz:
- that data must be fairly and lawfully processed;
 - to be processed for limited purposes;
 - to be adequate, relevant and not excessive;
 - to be accurate;
 - not to be kept longer than necessary;
 - to be processed in accordance with the data subject's rights;
 - to be secure;
 - not to be transferred to other countries without adequate protection.
- 2.7 In conjunction with the CCTV Code of Practice, Ribble Valley Borough Council produced a CCTV Operational Procedures Manual as guidance on the operation of the system based upon the principles contained within the Code.

- 2.8 Section 5 of the Procedures Manual covers Access to Security of the Monitoring Office, the Monitoring Office is located within a secure environment, however it must be recognised that the processing of personal data requires a level of protection commensurate with the principles of the DPA. The Procedures Manual contains a list of key personnel who are allowed access into the control room, this list is attached as Appendix A to this report.
- 2.9 The Procedures Manual does make provision for visitors to the control room. Visits will only take place with the approval of the CCTV Manager and with the prior knowledge of the duty monitoring office staff.
- 2.10 Guidance with regard to the release of recorded material is included in the manual however the policy on the release of recorded material to anyone other than the Police was restated in a report made to Community Services Committee on 9 March 2010 and for convenience is included below.

“The issue of the use of recorded data in relation to private matters such as damage to a car on a car park or a vehicle collision is something that has been raised recently. The authorised purposes for which the CCTV system should be used is set out at 2.16 of this report. Whilst reference is made to assisting in ensuring the safety of property, that is in terms of surveillance to assist the Police in the prevention, investigation and detection of crime. The Data Protection Act prevents the Council giving recorded information from the CCTV system to private individuals for any reason. If the incident is reported to the Police as a crime and they decide to investigate the allegation, then they may decide to review any recorded data as part of their investigation process. However, on many occasions in the past to assist an aggrieved individual, we have reviewed any recorded data to then be able to advise the person enquiring if there was value in contacting the Police about the matter they were concerned with. That is as far as we are able to assist, but we are unable to hand recorded data over to any member of the public for the reasons explained”.

3 ISSUES

- 3.1 The Protection of Freedom Act 2012 was introduced by the Government during the latter part of last year and Part 2 of the Act covers the regulation of CCTV and other surveillance camera technology. Under Section 29 of the Act the Secretary of State (Home Office) must prepare a code of practice containing guidance about surveillance camera systems. The code must contain guidance about the following:
- a) the development or use of surveillance camera systems.
 - b) the use or processing of images or other information obtained by virtue of such systems.

The code may also include, inter alia, provision about access to, or disclosure of, information obtained by CCTV systems.

- 3.2 A draft code of practice has been produced for which the consultation period closed on 25 May 2011, an amended draft code is expected to be laid before Parliament for approval in spring 2013.
- 3.3 The new Code of Practice may introduce significant changes to the guidance on how the Council operates its CCTV system. It is recognised that the current CCTV Operational Procedures Manual was introduced in October 2006 and is in need of revision/updating. It is however suggested that the revision is postponed until the

new CCTV Code of Practice is completed in accordance with the provisions of the Protection of Freedoms Act.

4 RISK ASSESSMENT

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

- Resources – There is no direct affect on resources, either financial or staffing, as a result of this report.
- Technical, Environmental and Legal – Any changes to the current operating procedures may be premature if implemented in advance of the Home Office Code of Practice.
- Political – There are no specific political issues arising out of this report.
- Reputation – There are no specific reputation issues arising out of this report.
- Equality & Diversity – There are no equality and diversity issues arising out of this report.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the contents of this report.

5.2 Request that the Director of Community Services provide a further report on this service when the recommendations of the Home Office Code of Practice are known.

JOHN EDWARDS
ENGINEERING SERVICES MANAGER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

None.

For further information please ask for John Edwards extension 4528.

REF: JE/CMS/POLICY & FINANCE/29 JAN 2013

APPENDIX A

The following is a list of personnel who are authorised to gain access to the Monitoring Office:

- Clitheroe Police Inspector – Lancashire Constabulary.
- Chief Executive – RVBC.
- Director of Community Services – RVBC.
- Head of Engineering Services – RVBC.
- Nominated Engineering Assistant – RVBC.

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

Agenda Item No.

meeting date: 29 JANUARY 2013
title: ASSETS OF COMMUNITY VALUE – THE COMMUNITY RIGHT TO BID
submitted by: CHIEF EXECUTIVE
principal author: DIANE RICE

1 PURPOSE

- 1.1 To determine the Council’s procedure for dealing with applications which are received relating to the Community Right to Bid.
- 1.2 Relevance to the Council’s ambitions and priorities:
 - Community Objectives – } The Council aims to be a well managed Council,
 - Corporate Priorities – } clear procedures support this objective.
 - Other Considerations – }

2 BACKGROUND

- 2.1 Part 5, Chapter 3 of The Localism Act 2011, and the Assets of Community Value (England) Regulations 2012 together set out the legislative framework for the Community Right to Bid.
- 2.2 The purpose of the Community Right to Bid is to encourage more community focused locally led action described by government as ‘providing an important tool to help communities looking to take over and run local assets’.
- 2.3 Attached as Appendix 1 is a copy of a guide to understanding the Community Right to Bid produced by mycommunityrights.org.uk, a community support service funded by the Department for Communities and Local Government.
- 2.4 This matter is referred to the Policy and Finance Committee because the inclusion of land on the Council’s list of assets of community value is a local land charge and Policy and Finance Committee is the Committee with responsibilities for the local land charges register. In addition, Committee is responsible for all other Council powers which are not delegated specifically to other Committees.

3 ISSUES

- 3.1 The Council must determine how applications will be dealt with. The Department of Communities and Local Government have issued a non-statutory advice note, which explains the procedure – illustrative diagrams are attached at Appendix 2.
- 3.2 Determining an application involves the assessment of factual information rather than policy considerations. It is therefore an appropriate matter to be delegated to officers.

- 3.3 There are two strands to the process, the first is deciding whether or not an asset should be placed on the list of Assets of Community Value, and is thus subject to the Community Right to Bid, or be placed on a list of applications which have been rejected.
- 3.4 The second process will be determining appropriate compensation where the owner of land affected by the inclusion of the land on the list seeks compensation from the Council for any reduction in value/costs.
- 3.5 In order to comply with the review requirements set out in the regulations both the inclusion or rejection of an application for a listing as an Asset of Community Value and payment of compensation has to be subject to a review mechanism.
- 3.6 The guidance makes clear that an officer of the Council can carry out this role but in the case of either type of review, the officer must be somebody of sufficient seniority and an officer who has not been involved in determining the application for listing or compensation.
- 3.7 The recommendation to Committee is therefore that the following officers be authorised to deal with all aspects of applications including inclusion of land/buildings etc on the list of Assets of Community Value, where the application is accepted, notification of the listing as a local land charge, or where the application is rejected inclusion on the list of unsuccessful nominations but excluding compensation claims:

Corporate Property Officer
Head of Legal and Democratic Services
Council solicitors

- 3.8 The role of reviewing these decisions would then be taken by the Chief Executive.
- 3.9 In relation to compensation claims, applications for compensation would be dealt with by the Head of Financial Services with the review role to be carried out by the Director of Resources.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – The Council has received a small contribution under the new burdens funding namely £4,870 for the financial year 2012/13. This figure will increase to £7,855 for the financial year 2013/14 and is intended to include the cost of compensation claims.
 - Technical, Environmental and Legal – No implications identified.
 - Political – No implications identified.
 - Reputation – No implications identified.
 - Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Agree to the procedure proposed at 3.7 – 3.9 inclusive.

DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: DER/EL/290113/P&F

My Community Rights

Community Right to Bid

Understanding the Community Right to Bid



The Social
Investment
Business



Understanding the Community Right to Bid

The Community Right to Bid (Assets of Community Value in legislation) is one of a raft of new initiatives introduced in the Localism Act 2011, and comes into force when it has completed its final Parliamentary stage in Autumn 2012.

The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value. An asset can be listed if its principal use furthers (or has recently furthered) their community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business and to make a bid to buy the asset on the open market.

Background

The Localism Act

The Localism Act 2011 includes new freedoms and flexibilities for local government. It also introduces new rights and powers for individuals and communities to take over public services, community assets and influence planning and development. This includes the Community Right to Bid. The other main new rights are Community Right to Challenge and Community Right to Build.

The other Community Rights

Community Right to Build

Community Right to Build is a new power that gives local organisations the right to bring forward small-scale community-led

developments. The new right forms part of the Neighbourhood Planning provisions in the Localism Act that give parish councils, or neighbourhood forums the right to develop plans for their area. Development proposals in neighbourhood plans, and Community Right to Build will need to be agreed through an independent examination, and have the agreement of 50% of people who vote through a community referendum. Local Authorities have a duty to assist and advise community organisations, which are also free to involve partners such as developers or housing associations.

Community Right to Challenge

Community Right to Challenge is the right for community organisations to say that they are interested in running a particular public service and potentially get the chance to bid to do this. If a community group, charity, parish council or group of public sector staff identifies a service they would like to run then they can submit an expression of interest to the authority. If accepted this will trigger a procurement exercise. The interested group will then most likely need to compete with others in a competitive tendering process.

Community Asset Transfer

Community Asset Transfer is the transfer of management and/or ownership of land or buildings from a public body to a community-based organisation, at less than market value, in order to promote social, economic or environmental well-being.

The Community Right to Bid is sometimes confused with Community Asset Transfer. Although they share some of the same objectives, these are substantively different

mechanisms that communities can use to acquire land and buildings. The crucial differences are:

- Community Asset Transfer is the transfer of ownership or management of publicly owned assets, whereas the Community Right to Bid applies to some public and some privately owned assets.
- Community Asset Transfer is the transfer of management or ownership at less than market value. Community Right to Bid gives a window of opportunity for a community group to compete to buy an asset on the open market.
- Community Asset Transfer is a voluntary process entered into proactively by public bodies. The Community Right to Bid is a pre-emptive legal right pertaining to communities.

How the Community Right to Bid will work

The Legislation

How the Community Right to Bid works is set out in the Localism Act and Regulations:

With the Community Right to Bid, Local Authorities must keep a 'List of Assets of Community Value'; the legislation sets out in detail the process they must enter into and what information they must include.

The legislation also outlines the definition of an asset of community value, what groups can legitimately nominate, the appeals process for land owners, timescales for groups interested in buying land or property on the list, and compensation available to the owners of land or property on the list.

What is an Asset of Community Value?

A building or other land is an asset of community value if its main use has recently been or is presently used to further

the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that "social interests" include cultural, recreational and sporting interests.

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include homes, hotels, assets being transferred between kindred businesses, and Church of England land holdings.

Who can nominate Assets of Community Value

A number of community organisations can nominate land and buildings for inclusion on the list: parish councils, neighbourhood forums (as defined in Neighbourhood Planning regulations), unconstituted community groups of at least 21 members, not-for-private-profit organisations (e.g. charities).

Community organisations also have to have a local connection, which means their activities are wholly or partly concerned with the area, or with a neighbouring authority's area.

Decisions and appeals

If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the Local Authority must include the asset on its list. Assets will remain on the list for at least 5 years.

If the council decides that the nomination doesn't meet the criteria, then they must write to the group who nominated the asset and provide an explanation. They must also keep a list of unsuccessful nominations for at least 5 years.

Landowners can ask local authorities to review the inclusion of an asset on the list, and this triggers an appeal to an independent body, called a First Tier Tribunal.

Moratorium Periods

The Community Right to Bid does not give the right of first refusal to community organisations to buy an asset that they successfully nominate for inclusion on the local authority's list. What it does do is give time for them to put together the funding necessary to bid to buy the asset on the open market.

If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body is keen to develop a bid, they can then call for the local authority to trigger a moratorium period, during which time the owner cannot proceed to sell the asset.

There are two moratorium periods. Both start from the date the owner of the asset tells the local authority of their intention to sell. The first is the interim moratorium period, which is 6 weeks, during which time a community organisation can decide if they want to be considered as a potential bidder. The other is a full moratorium period, which is six months, during which a community organisation can develop a proposal and raise the money required to bid to buy the asset.

The regulations list some situations where the Moratorium will not be applied, even when it is an Asset of Community Value on the list. These exceptions include the sale of assets from one partner or another (for example in a divorce).

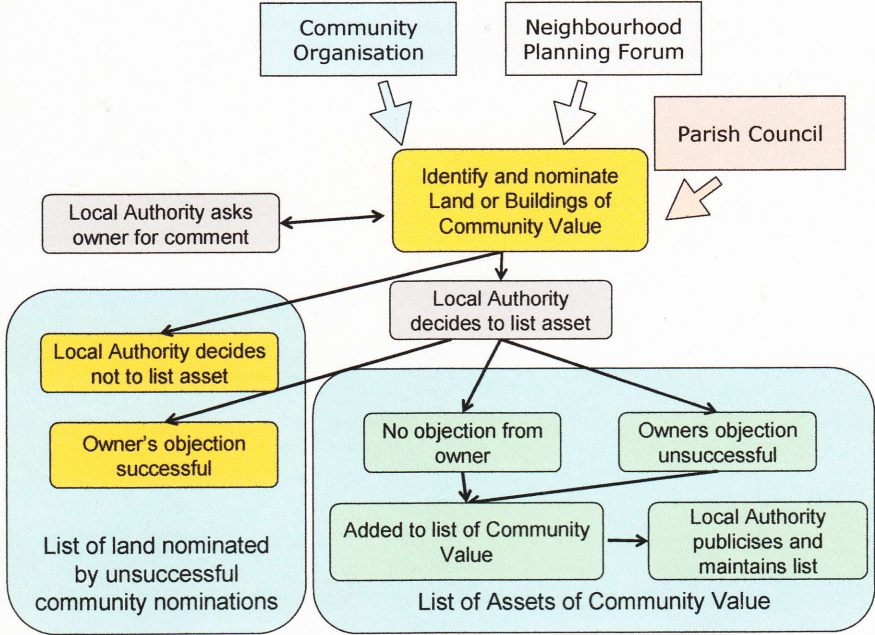
Funding

In August 2012, the government announced grant funding which community organisations can apply for in order to make use of the Community Right to Bid or Community Asset Transfer. The Social Investment Business is managing the £16 million grants programme 'Community Ownership and Management of Assets' on behalf of the Department for Communities and Local Government.

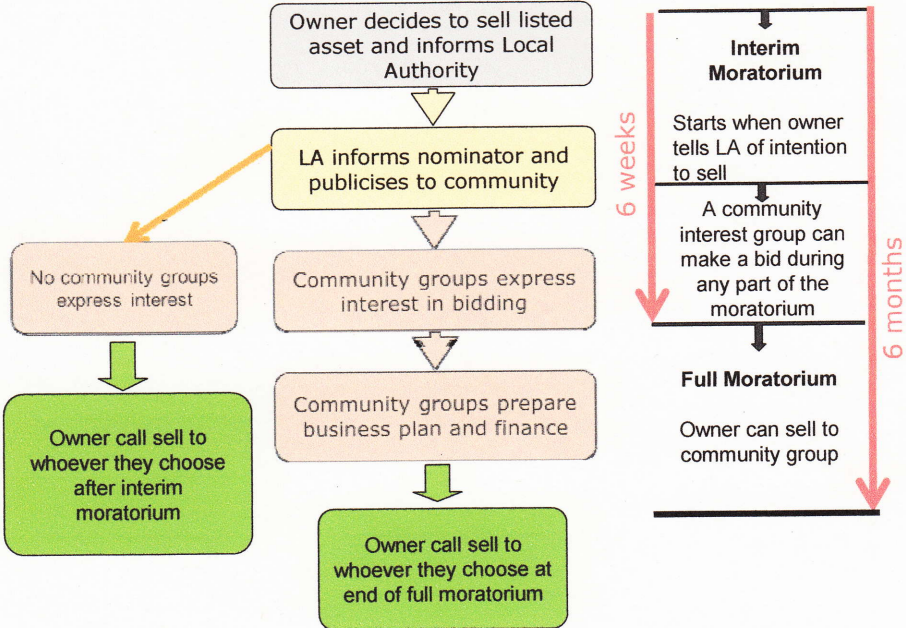
Glossary

- Assets of Community Value – building or land used to further the social wellbeing in particular, though not exclusively, the cultural, recreational or sporting interests of the local community
- Community organisation – parish council, charity, community group, neighbourhood forum, not-for-profit company
- Disposal of land/property – sale
- First Tier Tribunal – independent body to decide on appeals by owners against assets being listed, and against decisions on compensation
- Local connection – the connection that community organisations have with the area that the asset in question is in
- Moratorium period – periods during which a sale cannot go through, which community organisations can consider if they are a potential bidder, and if so, time to raise the money to buy
- Not-for-profit company – companies whose activities benefit the community and who reinvest surplus made from trading back into the community (often called Social Enterprises or Community Interest Companies)

Nomination



Sale



RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 29 JANUARY 2013
title: NATIONAL NON DOMESTIC RATES WRITE OFF
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off a National Non-Domestic Rate debt.

1.2 Relevance to the Council's ambitions and priorities:

❖ ***Council Ambitions/Community Objectives/Corporate Priorities***

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

2 BACKGROUND

NNDR

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

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

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

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

3 CURRENT POSITION

3.1 There are now a number of cases where the company has been dissolved or gone into liquidation or ceased trading and therefore we need to write off some NNDR debts.

4 FINANCIAL IMPLICATIONS

4.1 Until the end of this financial year where NNDR debts are written off these costs are met from the national non domestic rate pool and do not fall directly on local council tax payers.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £26,165.36 of NNDR debts where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF4-13/ME/AC
16 January 2013

Background papers: None

For further information please ask for Mark Edmondson ext 4504

Policy and Finance Committee

Write Offs - NNDR

Year	Name	Property	Amount £
CEASED TRADING			
Bailiffs attended registered office and have been unable to recover any funds so account returned.			
2010/11	White Bull Ltd	White Bull Hotel, Church Street, Ribchester	7,295.39
2011/12			1,772.48
TOTAL NNDR			9,067.87

Year	Name	Property	Amount £
VOLUNTARY LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed. It is unlikely in this case that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2011/12	Pendle Inns Ltd	Buck Inn, Sawley Road, Grindleton, Clitheroe	3,014.44
2012/13			3,095.65
			6,110.09
2012/13	P H Restaurants Longridge Ltd	104 – 106 Higher Road, Longridge	1,125.63
			1,125.63
2011/12	Bayley Arms Ltd	Bayley Arms Hotel, Avenue Road, Hurst Green, Clitheroe	3,211.00
2012/13			5,116.54
			8,327.54
TOTAL			15,563.26

Year	Name	Property	Amount £
DISSOLVED			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2012/13	Shave Perfect Ltd	Unit 22, Time Technology Park, Blackburn Road, Simonstone, Burnley	1,534.23
TOTAL			1,534.23

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 9

meeting date: 29 JANUARY 2013
title: GISBURN FESTIVAL HALL FUNDING REQUEST
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To consider a request for a short term loan from Gisburn Festival Hall for £36,000 pending receipt of a grant from the Rural Development Programme for England (RDPE).

2 BACKGROUND

- 2.1 Gisburn Festival Hall has applied for an RDPE grant towards the cost of improvements to the insulation and heating of the main hall.
- 2.2 The total cost of the work is £48,950. A village amenities grant of £10,000 has been approved from this Council and a £2,950 contribution from the hall has already been raised.
- 2.3 The funding from RDPE is subject to the festival hall being able to cash flow the project before any monies would be paid.
- 2.4 We have in the past received and approved similar requests but funds have been processed via the relevant Parish Council.
- 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 to purchase land for increased car parking for Gisburn Festival Hall. (no interest charged initially, base rate charged for period October 2006 to December 2007)
 - 2009 – Chatburn Parish Council – grant for Chatburn Playing Fields Pavilion for £8,500 (no interest, repaid in annual instalments)
 - 2012 - Most recently at the last meeting of this committee it was agreed to advance to West Bradford Parish Council £55,000 to alleviate cash flow difficulties pending receipt of RDPE grant (interest-free cash advance for a period of no longer than 4 months)
- 2.5 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 encountered.

3 REQUEST FROM GISBURN FESTIVAL HALL

- 3.1 The letter received from the Chairperson of the Gisburn Festival Hall Committee is attached at Annex 1.

- 3.2 The request is for a short term loan of £36,000 split into 2 payments of £14,700 in May and £21,300 in June 2013. To be repaid at the end of June and July once RDPE grant has been received.
- 3.3 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 after the advance.
 - Or a short term loan with interest charged over the period of the term.
- 3.4 As shown above similar requests in the past have been from Parish Councils. This request however, is to the Festival Hall direct.

4 RISK ASSESSMENT

- Financial – As set out in the report. The risk to the borough council is greater as the advance is to be made to the Gisburn Festival Hall rather than to the Parish Council, should there be a default on repayment. If approved the payment of the loan/ advance would be monitored via the Council's financial management system.
- Technical, Legal and Environmental – Dependant 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 account possible security for a loan and the implications of any restrictions, if imposed, on 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 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the request from Gisburn Festival Hall and either;
- a) Agree an interest free cash advance of £36,000 payable to the Gisburn Festival Hall in two instalments for a period of no longer than 4 months after the initial advance.
 - b) Agree a short term loan of £36,000 for a period agreed with the Gisburn Festival Hall and subject to interest at the prevailing rate.
 - c) Decline the request to support the project in this manner

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF3-13/TH/AC
16 January 2013

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

Minute No 449 – Policy and Finance Committee 20/11/12 – Approved interest free cash advance of £55,000 to West Bradford Parish Council for a period of no longer than 4 months.

Giles Bridge
 Gisburn Festival Hall
 C/O Hawthorn Barn
 Skipton Road
 Gisburn
 BB7 4HP

11th December 2012

Jane Pearson
 Director of Resources
 Ribble Valley Borough Council
 Church Walk
 Clitheroe

DX 15157 Clitheroe

DIRECTOR OF
 RESOURCES

14 DEC 2012

FAO

Dear Jane

In response to your email I am writing to ask if the Finance and Policy Committee of Ribble Valley Borough Council would consider providing a short term loan to Gisburn Festival Hall during works to be completed by the hall to improve the insulation and heating of the hall. Gisburn Festival Hall is a registered charity no 1060898, which is made up of representatives of the hall users and the village and has responsibility for the management of the village hall.

The hall is currently applying for funding to dramatically improve the insulation and heating of the main hall. The works to be carried out are the phasing out of inefficient and expensive LPG boilers, which currently heat the hall and the hot water. The first stage of these plans is to improve the insulation of the main hall, install an air source heat pump and underfloor heating in the main hall. The total cost of this project is £48,950. In the medium term we aim to improve the insulation of the whole hall and run all of the central heating and hot water from the air source heat pump, with the majority electricity to power the air source heat pump being generated by PV panels. We are currently preparing funding applications to carry out this 2nd stage of improvements to the hall. When the heating and insulation of the hall have been sorted out we then aim to establish a monthly Farmers' Market from the hall.

The immediate need

The boiler and central heating system in the hall has become increasingly costly and unreliable. Heating costs now account for 40% of total hall expenditure and are expected to be over £3,000 in this financial year. The problems with the reliability of the heating system have caused the hall to lose a number of regular bookings, mainly for fitness related activities. The long term viability of the hall is therefore at risk unless we improve the reliability of the heating system and reduce our heating costs.

The funding application

As stated above the total cost of the project is £48,950. We have received approval from the Village Amenities Grant of Ribble Valley Borough Council for £10,000 to contribute to improving the insulation of the hall. We are currently applying for RDPE funding through Pennine Lancashire for £36,000 to complete the insulation, install the air source heat pump and underfloor heating. That application has gone to appraisal this week. We plan to contribute £2,950 which has been raised over the last year towards the costs of the project.

The funding from ROPE is contingent upon us paying for the works and then recouping the money from ROPE about 6 to 8 weeks later. The hall's reserves are £9,800 and will therefore not be sufficient to pay for the works and then claim the money from ROPE. Those reserves have been earmarked to pay for the works approved in the Village Amenities Grant.

The schedule of works and payments is as follows:

Phase 1	Insulation	
April 2013	Village Amenities Grant works	£10,000
	ROPE Grant works	£14,700
May 2013	Pay contractors	£24,700
	Submit claims	
Phase 2	Instal pump and underfloor heating	
May 2013	RDPE Grantworks	£21,300
	Hall's contribution	£2,950
June 2013	Receive Village Amenities Grant	£10,000
Mid June 2013	Pay contractors	£24,250

Submit claims

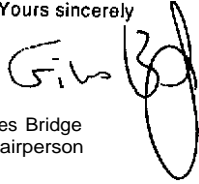
End June 2013	Receive 1st RDPE payment	£14,700
End July 2013	Receive 2nd ROPE payment	£21,300

The short term loan sought therefore amounts to £36,000 to pay the contractors prior to receiving the RDPE funding. The first tranche of money sought would be £14,700 in May 2013. The second tranche of money sought would be in mid June 2013 and would be £21,300. It is hoped that the £14,700 would be paid back by the end of June and the final payment of £21,300 would be paid back by the end of July.

The hall itself is not subject to any charges or mortgage. I enclose a copy of our last year's accounts which sets out the current financial position of the charity and sets out the assets of the charity, which are in excess of the £36,000 sought. If necessary the hall would agree to a charge being placed upon the hall. I also enclose a copy of the trust deed setting up the charity.

Please contact me if you require any further information.

Yours sincerely



Giles Bridge
Chairperson

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 29 JANUARY 2013
 title: REVISED CAPITAL PROGRAMME 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To approve the revised capital programme for the current financial year for 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 needs
- Other Considerations – none identified

2 BACKGROUND

2.1 The original capital programme for 2012/13 was approved by Full Council in March 2012.

2.2 Regular reports have been presented quarterly to this committee on progress with the capital programme.

3 ORIGINAL PROGRAMME 2012/13 – CURRENT FINANCIAL YEAR

3.1 The original capital programme for the current year included schemes at a total estimated cost of £125,000.

3.2 In addition, not all planned expenditure for last year was spent by the end of the financial year and the balance of this, totalling £96,280 (which is known as slippage) has been transferred into this financial year.

3.3 Further approvals to the capital programme have also been made in year of £93,150.

4 REVISING THE CURRENT YEAR'S PROGRAMME

4.1 We have now discussed in some detail each scheme in the programme with budget holders and revised the programme to reflect likely expenditure this year. This is shown in Annex 1, alongside the original estimate.

4.2 Updated capital evaluation forms completed by the responsible officers, for all these schemes were reported to committees in the previous cycle.

4.3 In summary, the revised programme is:

Total Approved Budget £	Revised Estimate for Current Year £	Expenditure to Date £
314,430	314,530	200,442

4.4 There has been a slight increase to the revised budget for this committee.

5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications

- Resources – approval of the revised capital programme would see a very small increase in the level of financing resources needed.
- Technical, Environmental and Legal – None
- Political – None
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the council
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

6.1 There has been a very small increase to the revised estimate from the previously approved capital budget for this committee. It is anticipated at this time that all of the capital schemes will be completed by the end of the financial year.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2012/13 as set out in Annex 1.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF11-13/LO/AC
22 January 2013

POLICY AND FINANCE COMMITTEE – REVISED CAPITAL PROGRAMME 2012-13

Cost Centre	Schemes	Original Estimate 2012/13	Slippage from 2011/12	Additional Approvals	Total Approved Budget	Revised Estimate	Actual Expenditure including commitments
		£	£	£	£	£	£
CCCRM	Contact Centre CRM Replacement		3,900		3,900	4,000	4,000
CSTSR	Customer Services		58,100		58,100	58,100	58,100
CTRMD	Council Tax Reduction Module			62,500	62,500	62,500	62,500
ECDVI	Economic Development Initiatives	100,000			100,000	100,000	0
GALTI	Gallery and Information Centre		24,280		24,280	24,280	24,280
LCREC	Level C Reception Remodelling		10,000		10,000	10,000	10,000
SVNET	Server and Network Infrastructure	25,000			25,000	25,000	10,912
WEBUP	Website Upgrade and Redesign			30,650	30,650	30,650	30,650
	Total Policy and Finance Committee	125,000	96,280	93,150	314,430	314,530	200,442

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 12

meeting date: 29 JANUARY 2013
 title: PROPOSED CAPITAL PROGRAMME 2013/16
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To approve the proposed future three-year capital programme (2013/14-2015/16) for this committee.

2 BACKGROUND

2.1 This report will review the draft programme of schemes to be carried out in the following three years (2013/14 to 2015/16) based on the bids that have been received from Heads of Service.

2.2 Schemes were previously requested at this time last year for the 2013/14 and 2014/15 financial years. However, no bids have previously been requested for the 2015/16 financial year. No schemes have previously been approved for this committee for the 2013/16 period.

2.3 In the same manner as last financial year, all Heads of Service were asked to submit capital bids, bearing in mind the limited financial resources that are available to finance the capital programme. Heads of Service were asked to put forward schemes that were the absolute basic requirement to keep the council's services running.

3 DRAFT PROGRAMME 2013/14 TO 2015/16

3.1 Heads of Service were asked to review the current programme and submit any new scheme bids for consideration. Annex 1 shows in detail the two scheme bids that have been submitted for this Committee, together with how they link to the Council's ambitions.

3.2 It should be noted that at this stage these are only potential bids that will also require further consideration by the Budget Working Group and by the future Special Policy and Finance Committee where they will need to be assured that the capital programme in total is affordable, both in capital and revenue terms.

3.3 Members should therefore consider the forward programme as attached and put forward any amendments you may wish to make at this stage.

3.4 A summary of the proposed three-year programme for Policy and Finance committee, based on the bids that have been received, is shown below:

Schemes	2013/14 £	2014/15 £	2015/16 £	TOTAL £
Storage Area Network		40,000		40,000
Clitheroe Townscape Scheme			115,000	115,000
	0	40,000	115,000	155,000

- 3.5 There is external funding and internal revenue contributions (£67,000) associated with the Clitheroe Townscape bid that has been submitted. The balance of the funding for the schemes at paragraph 3.4 would need to be funded internally, as shown in the table below.

Funding	2013/14 £	2014/15 £	2015/16 £	TOTAL £
Total of all Bids	0	40,000	115,000	155,000
External Funding	0	0	-67,000	-67,000
Balance to be Internally Funded	0	40,000	48,000	88,000

- 3.6 The level of the council's capital resources available to fund those bids that are not supported by external funding is currently low.

- 3.7 It must also be noted that the bids shown here represent only what has been submitted with regard to this committee's services. Other committees have received similar reports, and all bids will finally be considered alongside each other by the Budget Working Group and at the future Special Policy and Finance Committee in relation to the limited internal funding available.

4 RISK ASSESSMENT

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

- Resources – The proposals as submitted in the bid forms would require funding from council resources of £88,000.
- Technical, Environmental and Legal – None
- Political – None
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the council
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

- 5.1 Bids were initially invited for the 2015/16 financial year, however a bid has also been submitted for the 2014/15 financial years for this committee. The Clitheroe Townscape scheme has £67,000 of external funding associated with it. The Council's existing capital resources available for the unfunded balance of the schemes are currently low.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Consider the future three-year programme for 2013/14 to 2015/16 as shown at paragraph 3.4 and agree any amendments you wish to make.
- 6.2 Recommend to the future special Policy and Finance Committee meeting a future three-year capital programme for this committee's services.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF10-13/LO/AC
21 January 2013

**Policy and Finance Committee
New Capital Bid Submissions**

BID 1: Storage Area Network

Service Area: IT Services

Head of Service: Lawson Oddie

Brief Description:

To implement a central storage area network that will allow for the consolidation of data storage, more resilient server infrastructure and move towards high availability of server resources.

Overriding aim/ambition that the scheme meets:

To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

The implementation of a Storage Area Network would carry a number of benefits for the council, these include:

- Better disk utilisation - ability to manage everything as a single entity. It offers a more cost effective method of assigning storage to those servers that need it.
- A good disaster recovery solution in that the risk to the council of extended system downtime is greatly reduced.
- Increased data stability, which avoids systems failing.
- Faster backup process

Improving service performance, efficiency and value for money:

Enable the use of technologies that allow seamless business continuity and high availability of server resources.

Consultation:

None

Start Date, duration and key milestones:

April 2014 – implementation would take 12 months

Financial Implications – CAPITAL:

Breakdown	2013/14 £	2014/15 £	2015/16 £
Equipment/Materials	-	40,000	-

Policy and Finance Committee New Capital Bid Submissions

Financial Implications – ANNUAL REVENUE:

Breakdown		£
Existing Service – no change		-

Useful economic life:

5-7 years

Additional supporting information:

A Storage Area Network (SAN) is a collection of storage devices and computers connected together over a dedicated high-speed optical network to create a centralised storage repository. A Storage Area Network can be used to store anything from documents to virtual machines images.

The following benefits that would be realised by the introduction of a Storage Area Network

- Increased disk utilisation, more than one server can access the same physical disk, which allows better utilisation of free space on the disk.
- Decreased workload, allows easier management as the data is centralised
- Improved Disaster Recovery capabilities, SAN devices have the ability to mirror the data on the disks to another location.
- Improved overall availability, allows for multiple physical connections to disks from a single or multiple servers.
- Enable the move to high availability technology

Impact on the environment:

Would lessen the number of servers required to host the authority's data and facilitate the move a greener IT environment.

Risk:

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

**Policy and Finance Committee
New Capital Bid Submissions**

BID 2: Clitheroe Townscape Scheme

Service Area: Regeneration Services

Head of Service: Colin Hirst & Terry Longden

Brief Description:

The bid is a council contribution to support the uplift of the Clitheroe Townscape, to include elements of the frontage of the buildings, the highway, and features of the public realm. This would be a multi-agency approach involving LCC as Highways Authority and RVBC as a co-ordinating body, with the potential to seek third party funding from the Heritage Lottery Funding and other external partners.

Overriding aim/ambition that the scheme meets:

To protect and enhance the existing environmental quality of our area.

Government or other imperatives to the undertaking of this scheme:

The council has an obligation under its conservation duties to keep under review and prepare schemes to enhance its conservation areas. This project will help deliver that duty. The scheme also serves to deliver key strands of the council's adopted Masterplan for Clitheroe.

Improving service performance, efficiency and value for money:

This scheme will enable the delivery of key outcomes for both service areas. It will act as part of the funding package drawing in targeted support from other agencies and acting as pump priming and potential match for other funding proposals to maximise the benefit of the Council's investment.

Consultation:

The masterplan was developed with widespread public participation. Discussions with the LCC team responsible for Clitheroe have been undertaken. The scheme has been developed across council service areas. There will be on-going opportunities to pursue other external sources of funding to either enhance or reduce the council's capital contribution.

Start Date, duration and key milestones:

Programme defined by October 2014.

Anticipated design work: April 2015.

Anticipated start on site: May 2015

**Policy and Finance Committee
New Capital Bid Submissions**

Financial Implications – CAPITAL:

Breakdown	2013/14 £	2014/15 £	2015/16 £
Contractors	-	-	100,000
Equipment/Materials	-	-	10,000
Internal Staff Salaries	-	-	5,000
Total Capital Costs	0	0	115,000
Sources of Funding			
LCC <i>(subject to confirmation)</i>	-	-	60,000
Regeneration Service <i>(contribution from revenue budget)</i>	-	-	5,000
Engineering Service <i>(contribution from revenue budget)</i>	-	-	1,000
Leisure Service <i>(contribution from revenue budget)</i>	-	-	1,000
Total External Funding	-	-	67,000
NET COST TO THE COUNCIL	-	-	48,000

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Existing Service – no change	-

Useful economic life:

Not applicable

Additional supporting information:

The project is consistent with the LCC environment directorate commissioning plan for Ribble Valley. There will be on-going liaison with LCC over capital investment and amount of LCC funding together with other external sources of funding may change. This will be kept under review.

Impact on the environment:

The scheme is an environmental enhancement scheme. Contractors would be required to ensure sustainable methods of construction and sources of materials.

**Policy and Finance Committee
New Capital Bid Submissions**

Risk:

- **Political:** *The scheme would support the Council's corporate ambitions and priorities.*
- **Economic:** *The scheme would support the attractiveness of Clitheroe as a tourist destination and enhance the commercial attractiveness of the centre providing growth opportunities for local businesses.*
- **Sociological:** *People appreciate nice surroundings.*
- **Technological:** *Opportunities to utilise new technology in delivering the contracts.*
- **Legal:** *The scheme will support the Council's statutory duties.*
- **Environmental:** *The scheme will deliver environmental enhancements.*

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 29 JANUARY 2013
title: REVISED REVENUE BUDGET 2012/13
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2012/13 for consideration at Special Policy and Finance Committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2012. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.
- 2.3 At the time of setting the current year's budget, the Government had announced substantial reductions in the level of funding that it would provide to local authorities from 2011/12 and in to 2012/13, with no indication of what level of funding would be provided in the longer term.
- 2.4 Based on the information known at the time, a full service review was undertaken in 2011 in order to identify areas of potential saving. All of those put forward were considered and approved by Policy and Finance Committee on 22 November 2011.
- 2.5 Following the grant settlement in December 2011, the revised budget forecast estimated the amount of savings needed for 2012/13 as £635,000, which was fully achieved from the service review savings identified.
- 2.6 The budget was prepared for the current financial year after allowing for the service review savings package. The 2012/13 budget included provision for price increases of 2.5%. No allowance was made for pay increases. Where possible budgets were cash limited.

3 RESTATING OF ORIGINAL ESTIMATE

- 3.1 The original estimate that was approved in March 2012, and which is shown in the budget book, does not show some of the movements that were needed in the budget following the service reviews. One of the main areas of impact for this Committee has been the movement of staffing into the Contact Centre service, from other departmental cost centres.
- 3.2 To allow a better comparison of the budget to the revised estimate within this report, the budget that was originally approved in March has been restated, to include the impact of the service review and anticipated income from VAT shelter monies.

3.3 Overall the total net budget for the council has not changed, but at a committee level this has the impact of increasing or decreasing the budget levels on a number of service cost centres, which for this committee results in a net increase in budget.

3.4 The impact of this restatement has been summarised in the table below:

Service Area	Original Estimate £	Restated Original Estimate £
Organisation & Member Development	0	-24,210
Policy & Performance	185,850	185,850
Revenues & Benefits	126,250	162,230
Office & Civic Accommodation	0	3,460
Corporate Management	298,040	298,040
Council Tax & Business Rates	352,460	352,460
Democratic & Civic Expenses	481,580	481,580
Electoral Administration	102,330	102,330
Meals on Wheels / Luncheon Clubs	19,860	19,860
Land Charges	29,510	29,510
Licensing	35,070	35,070
Civil Defence	60,000	59,700
Superannuation, Audit, etc	315,250	-33,110
Estates	7,420	7,420
Grants & Subscriptions	153,950	153,950
Economic Development	77,810	75,810
Net Cost of Services	2,245,380	1,909,950
Earmarked Reserves	-6,360	342,000
Total	2,239,020	2,251,950

4 REVISED REVENUE BUDGET 2012/13

4.1 The revised budget is £151,340 lower than the restated original estimate. This is increased to £166,420 lower than the restated original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Restated Original Estimate 2012/13 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2012/13 £
CEXEC	Chief Executives Department	0	-23,000	-10	23,010	0	0
OMDEV	Organisation & Member Development	-24,210	-5,750	-100	30,060	0	0
CSERV	Corporate Services	185,850	1,720	0	-15,770	0	171,800

Cost Centre	Cost Centre Name	Restated Original Estimate 2012/13 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2012/13 £
CORPM	Corporate Management	298,040	0	0	38,720	0	336,760
CIVST	Civic Suite	0	-550	-740	1,290	0	0
CLOFF	Council Offices	3,460	1,950	0	-5,550	140	0
EMERG	Community Safety	59,700	2,520	0	7,380	0	69,600
CLTAX	Council Tax	321,170	-80	-2,370	6,450	0	325,170
NNDRC	National Non Domestic Rates	31,290	520	-3,650	5,370	0	33,530
ELADM	Election Administration	32,420	0	0	-1,960	0	30,460
DISTC	District Elections	0	-480	0	0	0	- 480
ELECT	Register of Electors	69,910	1,070	0	-3,930	0	67,050
POLIC	Police Elections	0	95,800	-95,800	0	0	0
ATTEN	Mayor's Attendant	0	-940	0	940	0	0
CIVCF	Civic Functions	57,050	270	-130	1,240	0	58,430
COSDM	Cost of Democracy	424,530	-8,220	20	-2,760	0	413,570
MAYCR	Mayoral Transport	0	-630	0	630	0	0
LICSE	Licensing	35,070	-200	-4,230	-6,940	0	23,700
LANDC	Land Charges	29,510	-2,000	8,200	370	-3,560	32,520
FGSUB	Grants and Subscriptions	153,950	-4,360	0	1,520	0	151,110
ESTAT	Estates	7,420	0	-11,200	5,340	0	1,560
VARIOUS	Meals on Wheels & Luncheon Clubs	19,860	-10,490	7,360	120	0	16,850
FMISC	Policy & Finance Miscellaneous	-195,190	-30,490	190	-200	0	-225,690
PERFM	Performance Reward Grants	37,000	24,940	0	0	0	61,940
SUPDF	Superannuation Deficiency Payments	125,080	-1,940	0	-10	0	123,130
COMPR	Computers	0	5,360	-50	-5,310	0	0
FSERV	Financial Services	0	-9,330	150	9,180	0	0
LSERV	Legal Services	0	8,130	-14,590	-6,960	0	-13,420
CONTC	Contact Centre	188,570	-6,930	190	-179,010	-2,820	0
REVUE	Revenues and Benefits	-26,340	9,080	0	17,260	0	0
ALBNM	Albion Mill	-2,770	350	1,830	320	0	- 270
INDDV	Economic Development	78,580	0	0	2,710	0	81,290

Cost Centre	Cost Centre Name	Restated Original Estimate 2012/13 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2012/13 £
NET COST OF SERVICES		<i>1,909,950</i>	<i>46,320</i>	<i>-114,930</i>	<i>-76,490</i>	<i>-6,240</i>	<i>1,758,610</i>
ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
FNBAL H230	Election Fund	20,370	480	0	0	0	20,850
FNBAL H261	Lalpac Reserve	0	0	-450	0	0	- 450
FNBAL H262	Computer Equipment Reserve	0	5,000	-11,500	0	0	-6,500
FNBAL H276	Promotional Activities	0	0	-1,950	0	0	-1,950
FNBAL H279	Community Safety	0	0	-2,520	0	0	-2,520
CPBAL H330	Revenue Contribution to Capital	8,270	69,320	0	0	0	77,590
FNBAL H269	Valuation of Assets Reserve	2,000	0	0	0	0	2,000
FNBAL H325	Value Shelter Reserve	348,360	0	0	0	0	348,360
FNBAL H326	Performance Reward Grants Reserve	-37,000	0	-86,880	0	0	-123,880
FNBAL H354	Community Right to Bid Reserve	0	4,870	0	0	0	4,870
FNBAL H359	Community Right to Challenge	0	8,550	0	0	0	8,550
NET BALANCES AND RESERVES		<i>342,000</i>	<i>88,220</i>	<i>-103,300</i>	<i>0</i>	<i>0</i>	<i>326,920</i>
NET EXPENDITURE		<i>2,251,950</i>	<i>134,540</i>	<i>-218,230</i>	<i>-76,490</i>	<i>-6,240</i>	<i>2,085,530</i>

4.2 The difference between the revised and original estimate is an estimated decrease in net spending of £151,340, or £166,420 after allowing for transfers to and from earmarked reserves. The main reasons for this are shown at Annex 1. However, a summary of the main variances is given below:

- Reduction in employee costs of £8k mainly due to a combination of vacant posts and reduction in hours worked within Chief Executives Department, Financial Services and Contact Centre offset by additional costs in Organisation and Member Development, Computer Services, Legal Services and Revenues due to the provision for staff turnover not being achieved as a result of low staff turnover to date.
- Reduction in Cost of Democracy costs of £8k due to the removal of allowances paid to Overview and Scrutiny members, reduced national insurance costs and other expenses.

- Reduction in external audit fee of £30k following the Department of Communities and Local Government ministerial decision to outsource the work of the Audit Commission to the private sector through a procurement exercise.
- Reduction in meals and wheels and luncheon clubs transport, equipment, materials and purchase of meal costs of £10k due to a reduction in the number of recipients receiving meals.
- Reduced income of £8k from land charges searches as a consequence of the current slow housing market
- A decrease in support services of £76k mainly due to changes in cost allocations within departments and the introduction of the full recharge of contact centre service costs in line with CIPFA guidance.
- Reduced depreciation charges of £6k on the new land charges and CRM systems, following a review of anticipated asset life.

4.3 A further major change at the revised estimate, which has no overall net impact to the council's budgets as a whole, is the distribution of the council's Contact Centre service costs on to all user services. This has been conducted in line with CIPFA guidance. Previously the costs for this service remained on the cost centre CONTC. You will see from Annex 1 that this is a key reason for the movements seen on support services.

5 CONCLUSION

5.1 The difference between the revised and original estimate is an estimated decrease in net spending of £166,420 after allowing for transfers to and from earmarked reserves.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – approval of the revised estimate would see a reduction in net expenditure of £151,340, or £166,420 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the council.
- Equality and Diversity – equality and diversity issues are considered in the provision of all council services.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised budget for 2012/13 and submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF8-13/TH/AC

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

BACKGROUND PAPERS – Budget working papers 2012RE

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Chief Executive					
Reduced employee costs due to vacant posts in Environmental Health and Building Control sections. Reduced hours being worked by Housing Strategy Officer and staff on fixed term contract being redeployed before end of contract.	-17,600				
Reduction in uniform budget as a result of it transferring to the contact centre and reduced postage costs	-3,050				
Reduction in share of insurance costs recharged to the service	-2,230				
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			10,280		
The decrease in net expenditure is reflected in reduced recharges to other services.			12,730		130
Organisation & Member Development					
Increase in employee related expenses as provision for staff turnover has not been achieved due to the low level of staff turnover.	5,750				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduced travel, staff advertising, tuition fees and corporate training due to delay in identifying training needs through appraisals	-6,830				
Reduced equipment and materials, printing and stationery, reference books and postages due to procurement savings and only essential purchases being made.	-3,990				
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			3,560		
The decrease in net expenditure is reflected in reduced recharges to other services			26,500		24,990
<i>Corporate Services</i>					
Increase in promotional activities budget due to slippage of expenditure on information boards which will be funded from monies set aside in an earmarked reserve at the end of 2011/12	1,950				
Reduced support service costs mainly from Organisation and Member Development and Legal Services, due to changes in cost allocations.			-15,770		-13,820

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Corporate Management					
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			38,720		38,720
Civic Suite					
Reduced employee costs due to a reduction in budgets for overtime and temporary cover for town hall keeper.	-480				
Reduced support service costs due to changes in cost allocations to this service.			-1,500		
Increase in function hire income from outside bodies		-740			
The decrease in net expenditure is reflected in reduced recharges to other services			2,790		70
Council Offices					
Increased employee related expenses due to long term sickness cover and superannuation costs for temporary staff	620				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in premises related expenses due to higher electricity usage but decrease in metered water and premise insurance, and repairs & maintenance	500				
Reduced support service costs mainly due to reduced allocations from Community Services Department and Organisation and Member Development to this service.			-4,870		
The decrease in net expenditure is reflected in reduced recharges to other services			-970		-4,780
<i>Community Safety</i>					
Increase in purchase of equipment due to slippage of expenditure on the Business Continuity and District plan which slipped from 2011/12. Expenditure is to be met from an earmarked reserve established at the end of 2011/12	2,520				
Increase in support service costs due to mainly due to increased allocations from the Chief Executive's Department to this service.			7,380		9,900
<i>Council Tax</i>					
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			6,450		

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in income from court costs and summonses		-2,370			4,080
<i>National Non Domestic Rates</i>					
Increase in software maintenance costs as a result of the introduction of a business rates deferral scheme, funded by government grant	680				
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			5,370		
Additional funding from Department for Communities and Local Government to fund the business rates deferral scheme		-2,500			
Increase in income from court costs and summonses		-920			2,630
<i>Election Administration</i>					
Reduction in support service costs allocated from Legal Services and the Chief Executive's Department to this service.			-1,960		-1,960

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>Police Crime Commissioner Elections</i>					
Cost of election held in November 2012, funded from Electoral commission	95,800				
Funding from Electoral Commission for Police Crime Commissioner elections		-95,800			0
<i>Register of Electors</i>					
Increase in cost of register of electors canvassers fees due to increase in visits	1,280				
Reduction in support service costs allocated from Legal Services to this service.			-3,930		-2,650
<i>Cost of Democracy</i>					
Removal of basic allowance and mileage budgets previously paid to Overview and Scrutiny members	-2,000				
Reduction in special responsibility allowance and national insurance mainly due to removal of allowances paid to Overview and Scrutiny members. There has also been a reduction in statutory notice costs and council meeting expenses	-6,220				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in support service costs, mainly from Legal Services and the charge from the Civic Suite. This is partly offset by increased charges from Organisation and Member Development and the main offices charge.			-2,760		-10,980
Licensing					
Reduction in support service costs mainly due to reduced allocations from Community Services Department and Legal Services to this service.			-6,940		
Additional income mainly from premises licences and the sale of taxi plates & brackets		-4,230			-11,170
Land Charges					
Reduction in share of insurance costs charged to this service	-1,780				
Reduction in depreciation charge as depreciation charged on new land charges software now depreciated over 5 years rather than the 3 years originally estimated.				-3,560	
Reduced income from searches		8,200			2,860

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Grants & Subscriptions					
Reduction in supplies and services due to reduced subscriptions	-4,360				
Increase in support service costs due to changes in cost allocations to this service.			1,520		-2,840
Civic Functions					
I Increase in support service costs due to changes in cost allocations to this service.			1,240		1,240
Estates					
Increase in support service costs due to changes in cost allocations from Community Services Department and Legal Services to this service.			5,340		
Increase in rent from Youth and Community Centre at Towneley buildings, Longridge. Also increase in income from the sale of freehold land, which will be set aside in an earmarked reserve.		-11,200			-5,860
Meal on Wheels / Luncheon Clubs					
Reduction in transport, equipment and materials and meal costs due to reduction in number of recipients	-10,340				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in grant from LCC due to reduced cost of service		3,820			
Reduction in income for sale of meals due to reduction in number of recipients		3,510			-3,010
<i>Policy and Finance Miscellaneous expenses</i>					
Reduction in external audit fees following the outsourcing of external audit services to the private sector, from the Audit Commission.	-30,140				
Reduced in support service costs due to changes in cost allocations to this service			-430		-30,570
<i>Performance Reward Grants</i>					
Increase in schemes anticipated to be completed by March 2013. Expenditure to be funded from earmarked reserve.	24,940				24,940
<i>Superannuation Deficiency Payment</i>					
Reduction in beneficiaries	-1,940				-1,940

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>Computer Services</i>					
Increase in employee costs due to staff turnover provision not being achieved	1,960				
Increase in cost of purchase of equipment due to the purchase of additional memory required for the Northgate system. This has been funded from a reserve fund established at the end of 2011/12	8,400				
Decrease in software maintenance costs. This has been set aside in an earmarked reserve to fund future software upgrades	-5,000				
Reduced in support service costs due to changes in cost allocations to this service			810		
The Increase in net expenditure is reflected in an increase in recharges to other services			-6,120		50

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>Financial Services</i>					
Decrease in employee costs due to vacant posts within the audit team and in the accounts team offset by recruitment advertising costs	-7,270				
Further savings achieved on other publication costs due to a review of the subscription levels to CIPFA online technical and statistical information streams and a reduction in CIPFA conference expenses.	-2,700				
Increase in share of insurance costs charged to service	730				
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			8,460		
The decrease in net expenditure is reflected in a decrease in recharges to other services			720		-60
<i>Legal Services</i>					
Increase in employee costs due to provision for staff turnover not being achieved and additional costs due to maternity cover	10,440				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in subscriptions due to DX service being terminated, also reduction in postage costs and statutory notices	-2,050				
Increase in income from legal and administration fees charged on the recovery of outstanding debtors		-1,170			
Increase in income from new burden grants in respect of Community Right to Bid and Community Right to Challenge. These will be added to earmarked reserves		-13,420			
Increase in support costs recharged due to the Contact Centre service costs being fully recharged in line with CIPFA guidance.			6,490		
The Increase in net expenditure is reflected in an increase in recharges to other services			-13,450		-13160
Contact Centre					
Reduced employee expenses due to vacant posts and the removal of temporary cover provision	-11,720				
Increase in purchase of non- recurring equipment which is funded from an earmarked reserve established at the end of 2011/12	2,150				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in equipment and uniform budgets, funded from reductions in the budgets of services that have transferred staff into the Customer Facing Services	2,600				
Increase in support costs mainly from computer services offset by a reduction in support cost from organisation & member development due to changes in cost allocation of this service			3,700		
Reduction in depreciation charge as depreciation charged on new CRM system split between software and equipment. The software element will be depreciated over 5 years rather than the 3 years originally estimated.				-2,820	
The introduction of recharge of net costs to service users in line with CIPFA guidance			-182,710		-188,800
Revenue Services					
Increase in employee related expenses as provision for staff turnover not being realised due to low levels of turnover.	10,180				
Reduced tuition costs, mileage and printing & stationery	-1,070				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in support service costs mainly from the contact centre, offset by a reduction in support service costs from financial services and reduced accommodation charge.			34,500		
The increase in net expenditure is reflected in increased recharges to other services			-17,250		26,360
<i>Albion Mill</i>					
Reduction in customer & client receipts due to vacant units		1,830			1,830
<i>Economic Development</i>					
Increase in support costs mainly from Chief Executive's Department offset by a reduction in support service costs from Community Services Department following changes in allocation of costs from these sections			2,710		2,710
<i>Other</i>	-3,350	60	2,900	140	-250
Sub-Total	46,320	-114,930	-76,490	-6,240	-151,340
MOVEMENT IN BALANCES & RESERVES					
Election reserve - change in ruling on pension contribution on referendum fees being returned. This has been added to reserves.	480				480

POLICY AND FINANCE COMMITTEE
VARIANCES FROM RESTATED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Promotional activities – contribution to fund the purchase information boards		-1,950			-1,950
Emergency plan reserve - contribution to fund the production of district emergency and business continuity plans		-2,520			-2,520
Computer equipment - funds to be set aside to fund future purchase of software licenses	5,000				5,000
Computer equipment – contribution to purchase non-recurring purchase of equipment		-11,500			-11,500
Performance Reward Grants (PRG) – funding of schemes anticipated to be completed by March 2013		-86,880			-86,880
Capital reserve fund – 50% of expenditure on PRG capitalised.	61,940				61,940
Lalpac reserve - funding for the purchase of secure certificate		-450			-450
Capital reserve fund - additional funding set aside from the sale of freeholds	7,380				7,380
Community Right to Bid reserve – additional income from new burden grant added to reserves	4,870				4,870
Community Right to Challenge reserve – additional income from new burden grant added to reserves	8,550				8,550
Total Movement	134,540	-218,230	-76,490	-6,240	-166,420

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 14

meeting date: 29 JANUARY 2013
title: ORIGINAL REVENUE ESTIMATE 2013/14
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2013/14, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

- 2.1 The three year forecast to Policy and Finance Committee in September highlighted the uncertainty surrounding the level of Government funding that will be received by local authorities in 2013/14 and onwards, under the Business Rates Retention Scheme.
- 2.2 In July the Government began consultation on the detail of how the Business Rates Retention Scheme will work, including consultation on the baseline funding for each local authority. This on-going consultation made it extremely difficult to calculate future Government funding with any degree of accuracy.
- 2.3 The Government announced its Provisional Grant Settlement for 2013/14 and 2014/15 on December 19th. This was much later than in previous years and even in early January some details were not available.
- 2.4 The headline changes to our funding shows a reduction in our spending power of 1.3% with a further reduction of 3.2% the year after.
- 2.5 The Government's definition of spending power includes other income in addition to our Formula Grant e.g. New Homes Bonus, Council Tax Freeze Grant and shows the total funding being given to local authorities.
- 2.6 If however, we compare the 2012/13 Grant Settlement with the announcement of 2013/14 and 2014/15 on a like for like basis the cash reduction in our grant is £288,000 and a further £377,000. This is particularly disappointing when it had looked a few months ago as if rural authorities such as ourselves would have been treated more favourably in this settlement.
- 2.7 The Rural Services Network is campaigning vigorously to get the settlement changed. As far as the Council is concerned the position for 2013/14 is more manageable than the one for 2014/15 and whilst it is too early to give Committees any savings targets I would ask you to look closely at your estimates.
- 2.8 The Budget Working Group will be meeting over the coming weeks to examine our overall Budget position and will ultimately make recommendations to Special Policy and Finance on 12 February 2013.

3 RESTATING OF ORIGINAL ESTIMATE

3.1 The original estimate that was approved in March 2012, and which is shown in the budget book, does not show the movements that were needed in the budget following the service reviews. One of the main areas of impact for this has been the movement of staffing into the Contact Centre service, from other departmental cost centres.

3.2 To allow a better comparison of the budget to the original estimate within this report, the budget that was originally approved in March has been restated, to include the impact of the service review and anticipated income from VAT shelter monies.

3.3 Overall the total net budget for the council has not changed, but at a committee level this has the impact of increasing or decreasing the budget levels on a number of service cost centres, which for this committee results in a net increase in budget.

3.4 The impact of this restatement has been summarised in the table below:

Service Area	Original Estimate £	Restated Original Estimate £
Organisation & Member Development	0	-24,210
Policy & Performance	185,850	185,850
Revenues & Benefits	126,250	162,230
Office & Civic Accommodation	0	3,460
Corporate Management	298,040	298,040
Council Tax & Business Rates	352,460	352,460
Democratic & Civic Expenses	481,580	481,580
Electoral Administration	102,330	102,330
Meals on Wheels / Luncheon Clubs	19,860	19,860
Land Charges	29,510	29,510
Licensing	35,070	35,070
Civil Defence	60,000	59,700
Superannuation, Audit, etc.	315,250	-33,110
Estates	7,420	7,420
Grants & Subscriptions	153,950	153,950
Economic Development	77,810	75,810
Net Cost Of Services	2,245,380	1,909,950
Earmarked Reserves	-6,360	342,000
Total	2,239,020	2,251,950

3.5 A further major change at the original estimate, which has no overall net impact to the Council's budgets as a whole, is the distribution of the Council's Contact Centre service costs on to all user services. This has been conducted in line with CIPFA guidance. Previously, the costs for this service remained on the cost centre CONTC. You will see within the report that this is a key reason for the movements seen on support services.

4 2013/14 DRAFT REVENUE BUDGET

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for a pay and prices increase of 2.5%. Any pay award for local government will be agreed nationally, and whilst this is still being negotiated, indications are that any settlement will be nearer 1%.
- 4.2 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2012/13 Restated Original Estimate, to the proposed Original Estimate for 2013/14. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES

5.1 CHIEF EXECUTIVE'S DEPARTMENT

Service Description							CEXEC
<p>The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. The Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety, planning policy and providing the council's mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for this section are shown in a separate paragraph 5.26. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	963,190	24,100	-1,160	-40,990	0	0	945,140
Transport Related	28,740	720	-360	-480	0	0	28,620
Supplies and Services	24,890	620	-20	-2,530	0	0	22,960
Support Services	156,650	0	0	0	21,680	0	178,330
Total Expenditure	1,173,470	25,440	-1,540	-44,000	21,680	0	1,175,050
Customer and Client Receipts	-20	0	0	0	0	0	-20
Departmental Recharges	-1,173,450	0	0	0	-1,580	0	-1,175,030
Total Income	-1,173,470	0	0	0	-1,580	0	-1,175,050
NET	0	25,440	-1,540	-44,000	20,100	0	0
Comments							
<p>The unavoidable decrease in employee related expenses is due to the removal of trainee building surveyor and senior planning officer posts, which were on fixed term contracts, and a reduction in the share of employee related insurance, offset by incremental increases in pay and an increase in the rate of employer's superannuation contributions.</p> <p>The unavoidable decrease in supplies and services is due to the budget provision for uniforms being transferred to the customer services unit and also reduced postage costs.</p> <p>There has been an increase in support costs due to changes in staff time allocated to the service and the full recharge of the contact centre centre costs in line with CIPFA guidance.</p> <p>The net effects of these changes are reflected in an increase in the consequential department recharges.</p>							

5.2 ORGANISATION AND MEMBER DEVELOPMENT

Service Description							OMDEV
<p><i>This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.</i></p>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	312,960	7,820	-230	-7,530	0	0	313,020
Transport Related	5,950	140	-100	30	0	0	6,020
Supplies and Services	42,000	970	-50	-3,700	0	0	39,220
Support Services	76,790	0	0	0	7,600	0	84,390
Depreciation and Impairment	4,630	0	0	0	0	0	4,630
Total Expenditure	442,330	8,930	-380	-11,200	7,600	0	447,280
Other grants & reimbursements	-30	0	0	0	0	0	-30
Customer and Client Receipts	-3,750	-90	0	-100	0	0	-3,940
Departmental Recharges	-462,760	0	0	0	19,450	0	-443,310
Total Income	-466,540	-90	0	-100	19,450	0	-447,280
NET	-24,210	8,840	-380	-11,300	27,050	0	0
Comments							
<p>The decrease in employee expenses is due to the full year effect of the transfer of staff to the contact centre and council offices, offset by pay award provision, incremental increases and the increase in the rate of the employer's superannuation contribution.</p> <p>The decrease in supplies & services is from a reduction in printing and stationery costs due to continuing procurement savings and a reduction in postage costs charged to this service.</p> <p>There has been an increase in support service costs following the full recharge of costs from the contact centre in line with CIPFA guidance. This is partly offset by reductions in other support costs due to changes in cost allocations from these services.</p> <p>Departmental recharges have been reduced due to the reduction in the net expenditure of the service.</p>							

5.3 CORPORATE SERVICES

Service Description							CSERV
<p><i>A small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs.</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2012/13
	£	£	£	£	£	£	£
Supplies and Services	24,430	620	-290	-230	0	0	24,530
Support Services	162,570	0	0	0	-3,560	0	159,010
Total Expenditure	187,000	620	-290	-230	-3,560	0	183,540
Customer and Client Receipts	-1,150	-30	30	0	0	0	-1,150
Total Income	-1,150	-30	30	0	0	0	-1,150
NET	185,850	590	-260	-230	-3,560	0	182,390
Comments							
<p>The changes to supplies and services are due to inflationary increases on subscriptions and promotional activities and the knock on effect of a freeze on pendle collaborative research consultation subscription in 2012/13</p> <p>The changes in support costs have decreased as a result of changes to cost allocations to this service.</p> <p>No inflation increase in advertising income has been included</p>							

5.4 CORPORATE MANAGEMENT

Service Description							CORPM
<p><i>Corporate Management concerns those activities and costs that provide the infrastructure to allow services to be provided and the information that is required for public accountability.</i></p> <p><i>This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making meetings, preparation of published accounts, publicity, estimating and accounting for precepts.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Support Services	298,040	0	0	0	68,320	0	366,360
Total Expenditure	298,040	0	0	0	68,320	0	366,360
NET	298,040	0	0	0	68,320	0	366,360
Comments							
<p>The support service cost has increased due to the full recharge of the customer service unit costs in line with CIPFA guidance. This has been partly offset by decreases in other support service areas following the annual review of time allocations.</p>							

5.5 CIVIC SUITE

Service Description							CIVST
<p>All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs to reflect the level of usage that they have had of the facility during the year.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	10,620	260	10	-50	0	0	10,840
Premises Related	25,640	730	-20	-140	0	0	26,210
Supplies and Services	1,760	50	0	360	0	0	2,170
Support Services	23,260	0	0	0	-860	0	22,400
Depreciation and Impairment	13,630	0	0	0	0	-3,420	10,210
Total Expenditure	74,910	1,040	-10	170	-860	-3,420	71,830
Customer and Client Receipts	-4,810	-120	0	-300	0	0	-5,230
Departmental Recharges	-70,100	0	0	0	3,500	0	-66,600
Total Income	-74,910	-120	0	-300	3,500	0	-71,830
NET	0	920	-10	-130	2,640	-3,420	0
Comments							
<p>There has been a decrease in support services costs following a reassessment of time allocations.</p> <p>Depreciation costs have been reduced as the capital cost for replacing the light fittings in the civic suite has now been fully depreciated.</p> <p>As a result of the overall decrease in net expenditure, the departmental recharge has been reduced.</p>							

5.6 COUNCIL OFFICES

Service Description							CLOFF
<p><i>This budget is for the cost of our Council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building at the end of the financial year.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	42,290	1,090	140	670	0	0	44,190
Premises Related	140,580	3,520	400	380	0	0	144,880
Supplies and Services	8,770	220	-60	-600	0	0	8,330
Third Party Payments	940	20	0	0	0	0	960
Support Services	50,410	0	0	0	-4,170	0	46,240
Depreciation and Impairment	34,180	0	0	0	0	1,800	35,980
Total Expenditure	277,170	4,850	480	450	-4,170	1,800	280,580
Customer and Client Receipts	-9,620	-90	30	1,100	0	0	-8,580
Departmental Recharges	-264,090	0	0	0	-7,910	0	-272,000
Total Income	-273,710	-90	30	1,100	-7,910	0	-280,580
NET	3,460	4,760	510	1,550	-12,080	1,800	0
Comments							
<p>After inflation employee related expenses have been increased to reflect the staff involved in office security.</p> <p>In addition to general inflation, premises expenses have been increase by an above inflationary increase for electricity, based on forecast prices.</p> <p>There is a decrease in support costs to changes in staff time allocated to the service.</p> <p>Depreciation costs have been increased following the capital scheme for the new customer service area on level B and the level C remodelling</p> <p>The decrease in customer and client receipts is due to the vending machines transferring from the Council responsibility to the installation companies responsibility. There is an associated fall in running costs</p> <p>The net effects of these changes are reflected in an increase in the recharges to other departments</p>							

5.7 COMMUNITY SAFETY

Service Description							EMERG
<p><i>The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.</i></p>							
Link to Ambitions							
<p>To help make people's lives safer and healthier</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Supplies and Services	9,270	150	60	300	0	0	9,780
Support Services	50,430	0	0	0	8,930	0	59,360
Total Expenditure	59,700	150	60	300	8,930	0	69,140
NET	59,700	150	60	300	8,930	0	69,140
Comments							
<p>The increase in support costs is due to changes in allocation of costs to this service. This is mainly an increase in recharge from the Chief Executive's Department.</p>							

5.8 COUNCIL TAX

Service Description							CLTAX
<i>The administration and collection of council tax</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Supplies and Services	56,800	1,250	-60	-1,600	500	0	56,890
Support Services	335,900	0	0	0	5,750	0	341,650
Depreciation and Impairment	8,110	0	0	0	0	4,390	12,500
Total Expenditure	400,810	1,250	-60	-1,600	6,250	4,390	411,040
Government Grants	-840	-20	0	0	0	0	-860
Customer and Client Receipts	-78,800	-1,970	1,970	-1,400	0	0	-80,200
Total Income	-79,640	-1,990	1,970	-1,400	0	0	-81,060
NET	321,170	-740	1,910	-3,000	6,250	4,390	329,980
Comments							
<p>The unavoidable changes in supplies and services costs relate to a reduction in legal fees, warrant fees, all pay costs and a transfer of a provision for purchase of equipment to the customer services unit. This reduction is offset by a provision for inflation and an increase in bank charges to the service.</p> <p>The increase in support cost is as a result of changes in cost allocations to this service. This is largely due to the full recharge of the customer services unit in line with CIPFA guidance.</p> <p>Depreciation costs have changed following the capital cost of the card security equipment now being fully depreciated and a new charge for the capital cost on the new council tax reduction software module being introduced.</p> <p>There has been no increase to the summonses charge but more income is anticipated based on a 3 year average.</p>							

5.9 NATIONAL NON DOMESTIC RATES

Service Description							NNDRC
<i>The administration and collection of national non-domestic rates</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Supplies and Services	1,660	30	-10	-20	20	0	1,680
Transfer Payments	23,880	600	0	180	0	0	24,660
Support Services	98,980	0	0	0	5,930	0	104,910
Total Expenditure	124,520	630	-10	160	5,950	0	131,250
Government Grants	-85,060	0	0	-230	0	0	-85,290
Other Grants and Contributions	-50	0	0	0	0	0	-50
Customer and Client Receipts	-8,120	-200	200	-880	0	0	-9,000
Total Income	-93,230	-200	200	-1,110	0	0	-94,340
NET	31,290	430	190	-950	5,950	0	36,910
Comments							
<p>The increase in support costs are due to changes in allocations of costs to this service. This is mainly due to the full recharge of the customer service unit in line with CIPFA guidance.</p> <p>There has been no increase in the charge for summonses, but income is anticipated to be slightly increased, based on a 3 year average</p>							

5.10 ELECTION ADMINISTRATION

Service Description							ELADM
<i>The cost of administering elections to the council.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Support Services	32,420	0	0	0	-550	0	31,870
Total Expenditure	32,420	0	0	0	-550	0	31,870
NET	32,420	0	0	0	-550	0	31,870
Comments							
Reduction in support costs due to changes in allocation of costs to this service.							

5.11 REGISTER OF ELECTORS

Service Description							ELECT
<i>The council has a statutory duty to compile and maintain a register of all those entitled to vote</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	11,570	290	30	1,260			13,150
Supplies and Services	32,180	800	-10	-210			32,760
Support Services	27,350	0	0	0	-2,900		24,450
Total Expenditure	71,100	1,090	20	1,050	-2,900	0	70,360
Customer and Client Receipts	-1,190	-30					-1,220
Total Income	-1,190	-30	0	0	0	0	-1,220
NET	69,910	1,060	20	1,050	-2,900	0	69,140
Comments							
There has been an inflationary increase in canvassers fees plus an additional provision to allow for repeat visits by canvassers							
There has been an inflationary increase in supplies and services costs offset by a reduction in software maintenance being fixed at 2011/12 levels.							
There is a reduction in support service costs due to changes in cost allocation to this service. This is mainly from reduced recharges from legal services and financial services.							

5.12 MAYOR'S ATTENDANT

Service Description							ATTEN
<i>Costs of the mayor's attendant are shown here. These costs are then charged to Civic Functions and the Civic Suite</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	13,760	350	0	60	0	0	14,170
Supplies and Services	360	10	10	0	0	0	380
Support Services	4,720	0	0	0	340	0	5,060
Total Expenditure	18,840	360	10	60	340	0	19,610
Departmental Recharges	-18,840	0	0	0	-770	0	-19,610
Total Income	-18,840	0	0	0	-770	0	-19,610
NET	0	360	10	60	-430	0	0
Comments							
<p>Employee related expenses have been increased by the pay award provision and changes to national insurance bandings.</p> <p>The support service costs have been increased due to changes in cost allocations to this service.</p> <p>The overall increase in net expenditure is reflected in an increase in the departmental recharges.</p>							

5.13 CIVIC FUNCTIONS

Service Description							CIVCF
<i>Costs of all mayoral events and functions are shown here.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Premises Related	330	10	0	140	0	0	480
Transport Related	9,290	0	0	0	340	0	9,630
Supplies and Services	21,930	550	0	0	0	0	22,480
Support Services	25,500	0	0	0	3,770	0	29,270
Total Expenditure	57,050	560	0	140	4,110	0	61,860
NET	57,050	560	0	140	4,110	0	61,860
Comments							
<p>The share of premises insurance cost has been increased, due to current year experience.</p> <p>The increase in transport costs relates to the increase in the recharge of mayoral car costs.</p> <p>The increase in support cost is mainly due to changes in time allocations to this service. This is largely due to increased recharges from legal services.</p>							

5.14 COST OF DEMOCRACY

Service Description							COSDM
<i>This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	7,030	170	-100	-3,200	0	0	3,900
Transport Related	100	0	0	-100	0	0	0
Supplies and Services	217,000	5,420	-1,400	-500	0	0	220,520
Support Services	200,420	0	0	0	2,060	0	202,480
Total Expenditure	424,550	5,590	-1,500	-3,800	2,060	0	426,900
Other Grants and Contributions	-20	0	0	20	0	0	0
Total Income	-20	0	0	20	0	0	0
NET	424,530	5,590	-1,500	-3,780	2,060	0	426,900
Comments							
<p>There has been a reduction in employee costs and transport costs due to the removal of allowances paid to the overview and scrutiny members and also a slight reduction in members' national insurance payments due to changes in NI bandings.</p> <p>Supplies and services costs have been increased by an inflationary increase in members' allowances, but then restricted to the October 2012 minimum wage increase.</p> <p>The increase in support service costs is due to changes in cost allocation to this service.</p>							

5.15 MAYORAL TRANSPORT

Service Description							MAYCR
<p><i>All costs associated with the mayor's car are shown here, including the lease of the vehicle, cleaning, servicing, insurance and fuel. Costs for the driver are shown under the Mayor's Attendant heading. All these costs are charged on to Civic Functions.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Transport Related	8,860	210	10	100			9,180
Support Services	430				20		450
Total Expenditure	9,290	210	10	100	20	0	9,630
Miscellaneous Recharges	-9,290				-340		-9,630
Total Income	-9,290	0	0	0	-340	0	-9,630
NET	0	210	10	100	-320	0	0
Comments							
<p>There has been an inflationary increase in transport costs and a further increase in vehicle insurance. This is offset by the increase in the recharge to civic functions, shown above as miscellaneous recharges.</p>							

5.16 LICENSING

Service Description							LICSE
<p><i>The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.</i></p>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	5,230	130	0	0	0	0	5,360
Supplies and Services	23,000	590	-30	80	0	0	23,640
Support Services	125,930	0	0	0	-4,370	0	121,560
Total Expenditure	154,160	720	-30	80	-4,370	0	150,560
Other Grants and Contributions	-5,230	-130	0	0	0	0	-5,360
Customer and Client Receipts	-113,860	-2,860	1,640	-3,820	0	0	-118,900
Total Income	-119,090	-2,990	1,640	-3,820	0	0	-124,260
NET	35,070	-2,270	1,610	-3,740	-4,370	0	26,300
Comments							
<p>The inflationary increase on both employee related expenses and other grants and contributions, relates to the charge made by Criminal Record Bureau and the onward recharge of these costs made to prospective taxi drivers.</p> <p>Supplies and service costs have been increased by an inflationary increase and a further increase for software maintenance costs.</p> <p>Support service costs have been reduced following the annual review of time allocations. This is due to a fall in the recharge from Community Services and is a consequence of the movement of staff into the contact centre from level c reception.</p> <p>Inflationary increase in income from taxi licences and sale of taxi plates and brackets and also an increase in anticipated income from premises licences and sales of plates.</p>							

5.17 LAND CHARGES

Service Description							LANDC
<i>The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	1,850	50	0	-160	0	0	1,740
Premises Related	1,620	40	-40	-1,620	0	0	0
Supplies and Services	7,100	180	-10	1,100	0	0	8,370
Support Services	81,850	0	0	0	3,850	0	85,700
Depreciation and Impairment	8,890	0	0	0	0	-3,560	5,330
Total Expenditure	101,310	270	-50	-680	3,850	0	101,140
Customer and Client Receipts	-71,800	-1,800	210	8,200	0	0	-65,190
Total Income	-71,800	-1,800	210	8,200	0	0	-65,190
NET	29,510	-1,530	160	7,520	3,850	0	35,950
Comments							
<p>There has been a reduction in the share of employee related insurance and the removal of the provision for premises insurance.</p> <p>The increase in supplies and services mainly related to an increase in software maintenance which is the revenue implication from the purchase of new land charges software, which was previously included as part of the capital programme.</p> <p>The increase in support costs is due to changes in cost allocations to this service. This is largely due to increases from Legal Services, Community Services, Financial Services and the Chief Executive's Department.</p> <p>The decrease in depreciation relates to the change in depreciation calculation for the new land charges system, which is now being depreciated over 5 years rather than 3.</p> <p>Land charges income has also been reduced in line with current trends.</p>							

5.18 GRANTS AND SUBSCRIPTIONS – POLICY AND FINANCE COMMITTEE

Service Description							FGSUB
<p><i>Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads and Local Government Association (subscription). In addition, concurrent function grants are allocated from this budget.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Supplies and Services	28,610	720	-110	-5,190	0	0	24,030
Transfer Payments	124,220	3,110	-690	-100	0	0	126,540
Support Services	1,120	0	0	0	2,060	0	3,180
Total Expenditure	153,950	3,830	-800	-5,290	2,060	0	153,750
NET	153,950	3,830	-800	-5,290	2,060	0	153,750
Comments							
<p>The supplies and service costs include subscription to various bodies such as Community Foundation, North West Regional Assembly, Local Government Association and North-West Employers Organisation. The provision for subscriptions to the Community Foundation and North West Regional Assembly have been removed and we have been informed of a reduction in the Local Government Association subscription. In addition to these subscriptions Ribble Valley previously contributed its Second Homes money to the Ribble Valley Strategic Partnership, this provision will now be used to fund the continued Police Community Safety Officer which was previously funded by the Community Safety Partnership, using RVSP funding.</p>							
<p>The transfer payments include grants to other bodies (over 60's), grants to precepting bodies (concurrent function grants) and grants to voluntary organisation, an inflationary increase has been provided to the grants to voluntary organisations only. The grant to other bodies was awarded for five years reducing by £100 each year.</p>							
<p>The increase in Support Services relates to changes in allocation of costs to this service.</p>							

5.19 ESTATES

Service Description							ESTAT
<p>The council has many assets, which include land and property. Individual Heads of Service manage the properties that support their operations and the legal section support this work.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Premises Related	3,090	80	0	0	0	0	3,170
Supplies and Services	1,280	30	0	0	0	0	1,310
Support Services	25,590	0	0	0	6,650	0	32,240
Total Expenditure	29,960	110	0	0	6,650	0	36,720
Customer and Client Receipts	-22,540	-550	310	570	0	0	-22,210
Total Income	-22,540	-550	310	570	0	0	-22,210
NET	7,420	-440	310	570	6,650	0	14,510
Comments							
<p>Other than inflationary increases, the main change in expenditure is an increase in Support Service costs due to changes in cost allocations to this service. The main increase has been from Community Services and Legal Services.</p> <p>There has been a reduction in income from the rent of Longridge Youth Club, as the lease now incorporates both the rent of a room and the rent of the Youth Club at Townley Buildings, all under one agreement.</p>							

5.20 MEALS ON WHEELS AND LUNCHEON CLUBS

Service Description		VARIOUS CODES					
<p>The provision of Meals on Wheels is based on a referral from Lancashire County Council Social Services. Without this referral, residents must pay for any meal provision themselves. Lancashire County Council's current contractor which delivers the meals across Lancashire is the iCare group.</p> <p>Historically the Meals on Wheels service was delivered within the borough by the WRVS. However, no new referrals are now being made to the WRVS for the provision of meals, which has resulted in a dramatic fall in numbers. The Council provide financial support towards the provision of the Meals on Wheels service where meals are still provided by the WRVS. Meals are produced by external suppliers and then delivered by the WRVS volunteers. No financial support is given by the Council towards iCare.</p> <p>The Council receive a grant from Lancashire County Council based on 50% of our Meals on Wheels and Luncheon Club costs up to a ceiling. In addition, the council receives income from the provision of each meal to eligible residents, based on a charge of £1.50 per meal.</p> <p>There are currently 5 luncheon clubs financially supported by the Council.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Transport Related	3,340	90	-80	-710	0	0	2,640
Supplies and Services	11,860	290	-40	-310	0	0	11,800
Third Party Payments	29,010	720	-210	-7,380	0	0	22,140
Transfer Payments	2,410	60	0	-60	0	0	2,410
Support Services	5,000	0	0	0	200	0	5,200
Total Expenditure	51,620	1,160	-330	-8,460	200	0	44,190
Other Grants and Contributions	-20,710	-520	520	2,790	0	0	-17,920
Customer and Client Receipts	-11,050	-260	260	2,680	0	0	-8,370
Total Income	-31,760	-780	780	5,470	0	0	-26,290
NET	19,860	380	450	-2,990	200	0	17,900
Comments							
<p>Transport related cost have reduced due to a reduction in the level of mileage being claimed for. Third party payments have also been reduced due to a reduction in the number of meals now required. This is due to a fall in the number of eligible service users.</p> <p>The grant from LCC has also reduced due to the reduction in our net expenditure. This reimbursement is based on 50% of net expenditure, upto a ceiling.</p> <p>Customer and client receipts have been reduced, again due to the reduction in the number of meals supplied. An update on the provision of the Meals and Wheels Service and future proposals will be brought to a future meeting of this Committee.</p>							

5.21 POLICY AND FINANCE MISCELLANEOUS

Service Description							FMISC
<p><i>Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	980	20	0	0	0	0	1,000
Premises Related	530	20	-10	0	0	0	540
Supplies and Services	123,440	3,090	10	-350	0	0	126,190
Transfer Payments	250	10	0	0	0	0	260
Support Services	11,190	0	0	0	1,380	0	12,570
Debt Management Expenses	33,310	0	0	0	0	1,990	35,300
Total Expenditure	169,700	3,140	0	-350	1,380	1,990	175,860
Other Grants and Contributions	-348,360	-8710	0	100	0	0	-356,970
Customer and Client Receipts	-1,170	-30	30	630	0	0	-540
Miscellaneous Recharges	-15,360	0	0	0	-170	0	-15,530
Total Income	-364,890	-8,740	30	730	-170	0	-373,040
NET	-195,190	-5,600	30	380	1,210	1,990	-197,180
Comments							
<p>There is an inflationary increases on employee related expenses, premises costs and supplies and service expenses, which include gifts for retiring staff, repair and maintenance of town wells and public clock, audit fees and bank charges offset by a reduction in bank charges from Giro Bank.</p> <p>There is an increase in support service costs due to changes in allocations to this service.</p> <p>Shown under other grants and contributions is the contribution from Symphony Housing for the VAT shelter arrangement. This has been added to the earmarked reserve fund.</p>							

5.22 PERFORMANCE REWARD GRANTS

Service Description							PERFM
<p><i>Under the PRG Protocol approved by the Lancashire Partnership in April 2009 the element of PRG already distributed to districts was to be invested with the overriding aim of 'narrowing the gap' linked to outcomes set out in Ambition Lancashire, the LAA and district level Sustainable Community Strategies. In the light of the current economic climate the criteria for use of this grant have been widened to include enabling Authorities to meet the challenges of delivering the required budget reductions while continuing to deliver outcomes important to the people in their areas.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Transfer Payments	37,000	930	-930	-29,500	0	0	7,500
Total Expenditure	37,000	930	-930	-29,500	0	0	7,500
NET	37,000	930	-930	-29,500	0	0	7,500
Comments							
<p>There is a reduction in the level of schemes anticipated to be completed in 2013/14, based on current commitments. This expenditure is funded from an earmarked reserve.</p>							

5.23 SUPERANNUATION DEFICIENCY PAYMENTS

Service Description							SUPDF
<p><i>Costs here relate to historic liabilities arising from unfunded pension costs.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	5,940	150	-20	0	0	0	6,070
Third Party Payments	118,990	2,970	-390	-1,620	0	0	119,950
Support Services	150	0	0	0	0	0	150
Total Expenditure	125,080	3,120	-410	-1,620	0	0	126,170
NET	125,080	3,120	-410	-1,620	0	0	126,170
Comments							
<p>An inflationary increase has been allowed based on September 2012 consumer price index and forecast reduced beneficiaries.</p>							

5.24 COMPUTER SERVICES

Service Description							COMPR
<p><i>The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation, maintenance and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	147,360	3,680	40	2,400	0	0	153,480
Transport Related	370	10	-10	0	0	0	370
Supplies and Services	152,560	3,810	0	0	0	0	156,370
Support Services	31,440	0	0	0	1,970		33,410
Depreciation and Impairment	16,850	0	0	0	0	2,530	19,380
Total Expenditure	348,580	7,500	30	2,400	1,970	2,530	363,010
Customer and Client Receipts	-20	0	0	0	0	0	-20
Departmental Recharges	-348,560	0	0	0	-14,430	0	-362,990
Total Income	-348,580	0	0	0	-14,430	0	-363,010
NET	0	7,500	30	2,400	-12,460	2,530	0
Comments							
<p>Employee related expenses have been increased by a provision for a pay award, incremental increases and an increase in the employers superannuation rate.</p> <p>The increase in supplies and service costs relate to an inflationary increase on communication equipment, hardware and software maintenance.</p> <p>The increase in support service cost is mainly due to the full recharge of costs from the contact centre, in line with CIPFA guidance.</p> <p>The increase in depreciation is a combination of depreciation of current capital schemes such as improvements to server, network and website upgrade offset by previous capital purchases such as replacement revenue server and bulk printer replacement now been fully depreciated.</p> <p>The net increases in expenditure is offset by an increase in recharges to other services, under Departmental Recharges.</p>							

5.25 FINANCIAL SERVICES

Service Description							FSERV
<p><i>The Financial Services Section provides the Accountancy and Internal Audit services of the Council. The section is responsible for all matters of financial administration. The section's main tasks are the preparation of budgets, closure of the Council's accounts, payment of invoices, the collection of debt, the treasury management function, and also the achievement of the annual internal audit plan.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	553,780	13,850	-90	1,000	0	0	568,540
Premises Related	300	10	20	1,070	0	0	1,400
Transport Related	11,420	280	-240	-420	0	0	11,040
Supplies and Services	26,650	640	-90	-1,630	640	0	26,210
Support Services	45,990				12,790	0	58,780
Total Expenditure	638,140	14,780	-400	20	13,430	0	665,970
Customer and Client Receipts	-1,170	-30	0	150	0	0	-1,050
Departmental Recharges	-636,970	0	0	0	-27,950	0	-664,920
Total Income	-638,140	-30	0	150	-27,950	0	-665,970
NET	0	14,750	-400	170	-14,520	0	0
Comments							
<p>Employee related expenses have been increased by pay award provision, incremental increases and increase in the employer's superannuation rate.</p> <p>The share of premises insurance has been increased and vehicle insurance reduced. This is based on current year charges.</p> <p>In supplies and services there has been further savings introduced through a reduction in the subscription level to CIPFA TIS online and statistical information streams.</p> <p>Support service costs have increased mainly due to the full recharge of the contact centre service cost in line with CIPFA guidance.</p> <p>The net increase in expenditure is offset by an increase in recharges to other services, shown under Departmental Recharges.</p>							

5.26 LEGAL SERVICES

Service Description							LSERV
<p><i>The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.</i></p> <p><i>The section also includes land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	285,280	7,120	10	1,440	0	0	293,850
Premises Related	660	20	0	90	0	0	770
Transport Related	6,890	160	-150	-110	0	0	6,790
Supplies and Services	39,550	1,100	-60	3,890	50	0	44,530
Support Services	89,520	0	0	0	12,590	0	102,110
Total Expenditure	421,900	8,400	-200	5,310	12,640	0	448,050
Other Grants and Contributions	-5,260	-130	0	-16,410	0	0	-21,800
Customer and Client Receipts	-20	0	0	-540	0	0	-560
Departmental Recharges	-416,620	0	0	0	-25,480	0	-442,100
Total Income	-421,900	-130	0	-16,950	-25,480	0	-464,460
NET	0	8,270	-200	-11,640	-12,840	0	-16,410
Comments							
<p>Employee related expenses have increase by pay award provision, incremental increases and increases to the employer's superannuation rate.</p> <p>The share of premises related insurance has increased and vehicle insurance reduced. This is based on current year charges. The provision for legal books under supplies and services has been increased as the past revenue contribution towards the capital cost of purchasing a new land charges system will no longer be required from 2013/14. This increase in net expenditure has been offset by the termination of the DX service subscription.</p> <p>A provision has been introduced in respect of anticipated New Burden grants for Community Right to Bid and Right to Challenge, this income is to be added to earmarked reserves, in order to be used to offset any future service cost in respect of these items.</p> <p>There is an increase in support service costs mainly due to the full recharge of the contact centre costs in line with CIPFA guidance.</p> <p>The net increase in expenditure is reflected in increased recharges to other services, shown under Departmental Recharges.</p>							

5.27 CONTACT CENTRE

Service Description							CONTC
<i>The contact centre provides the council's switchboard function and acts as first point of contact for a range of front line services.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	133,320	3,330	550	22,830	0	0	160,030
Transport Related	240	10	0	-100	0	0	150
Supplies and Services	15,320	380	-10	3,010	370	0	19,070
Support Services	30,640	0	0	0	7,210	0	37,850
Depreciation and Impairment	9,050	0	0	0	0	-820	8,230
Total Expenditure	188,570	3,720	540	25,740	7,580	-820	225,330
Departmental Recharges	0	0	0	0	-225,330	0	-225,330
Total Income	0	0	0	0	-225,330	0	-225,330
NET	188,570	3,720	540	25,740	-217,750	-820	0
Comments							
<p>Following the service review carried out in 2011/12, customer focused staff from Community Services, Organisation & Member Development and Revenues Section have been transferred into the contact centre. The full year effect of this transfer is reflected in the unavoidable changes to employee related expenses. Also included are any incremental changes and an increase in the employer's superannuation rate.</p> <p>Within supplies and services there has been a reallocation in the provisions for purchase of equipment, uniforms and photocopying from the sections which have transferred staff into the service.</p> <p>The increase in Support service costs is due to changes in cost allocations to this service. This mainly relates to an increase in ICT support costs.</p> <p>The decrease in depreciation is the revenue impact of the slippage in capital expenditure on the new CRM system from 2011/12 to 2012/13.</p> <p>A new recharge has been introduced to fully recharge the net expenditure of the service to users, in line with CIPFA guidance.</p>							

5.28 REVENUES AND BENEFITS

Service Description							REVUE
<i>Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual cost centres</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Employee Related	449,300	11,230	-160	-3,460	0	0	456,910
Transport Related	9,750	240	-100	-290	0	0	9,600
Supplies and Services	11,420	130	0	-170	-190	0	11,190
Support Services	86,380	0	0	0	45,470	0	131,850
Total Expenditure	556,850	11,600	-260	-3,920	45,280	0	609,550
Customer and Client Receipts	-10	0	0	0	0	0	-10
Departmental Recharges	-583,180	0	0	0	-26,360	0	-609,540
Total Income	-583,190	0	0	0	-26,360	0	-609,550
NET	-26,340	11,600	-260	-3,920	18,920	0	0
Comments							
<p>The decrease in employee related expenses relates to staff transferring to the contact centre. This is partly offset by incremental changes, increase in employer's superannuation rate and pay award provision.</p> <p>There has been a slight reduction in the provision for mileage allowances reflecting the current trend of claims.</p> <p>Supplies and services have been decreased mainly due to a reduction in the recharge of bank charges and Internet / email costs.</p> <p>Significant increase in support service costs largely due to the full recharge of the contact centre service in line with CIPFA guidance. The net increase in expenditure is reflected in increased recharges to other services, shown under Departmental Recharges.</p>							

5.29 ALBION MILL

Service Description							ALBNM
<i>The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Premises Related	30,000	750	-750	0	0	0	30,000
Supplies and Services	1,580	40	0	0	0	0	1,620
Support Services	2,080	0	0	0	410	0	2,490
Total Expenditure	33,660	790	-750	0	410	0	34,110
Customer and Client Receipts	-36,430	-910	910	-1,550	0	0	-37,980
Total Income	-36,430	-910	910	-1,550	0	0	-37,980
NET	-2,770	-120	160	-1,550	410	0	-3,870
Comments							
<p>There has been no increase in premises costs as this is fixed under the head lease.</p> <p>There has been an inflationary increase in the legal fees within supplies and services.</p> <p>The increase in income reflects the new lease agreements of units 2 and 3.</p>							

5.30 ECONOMIC DEVELOPMENT

Service Description							INDDV
<p><i>This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local economy.</i></p>							
Link to Ambitions							
<p>To sustain a strong and prosperous Ribble Valley</p>							
Budget Analysis	Original Estimate 2012/13	Inflation at 2.5%	Inflation above or below 2.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2013/14
	£	£	£	£	£	£	£
Premises Related	670	0	0	0	1,500	0	2,170
Supplies and Services	16,150	410	50	2,000	0	0	18,610
Support Services	61,760	0	0	0	4,720	0	66,480
Total Expenditure	78,580	410	50	2,000	6,220	0	87,260
NET	78,580	410	50	2,000	6,220	0	87,260
Comments							
<p>The increase in premises related expenses relate to an increase in ground maintenance work carried out on the surrounding areas of the industrial units.</p> <p>The provision for subscriptions and promotional activities included in supplies and services have had an inflationary increase. They have also been adjusted for a virement included in the restated original estimate.</p> <p>There has been an increase in support service costs due to changes in cost allocations to this service.</p>							

6 SUMMARIES

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

a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2012/13 £	Inflation at 2.5% £	Inflation above or below 2.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2013/14 £
CEXEC	Chief Executives Department	0	25,440	-1,540	-44,000	20,100	0	0
OMDEV	Organisation & Member Development	-24,210	8,840	-380	-11,300	27,050	0	0
CSERV	Corporate Services	185,850	590	-260	-230	-3,560	0	182,390
CORPM	Corporate Management	298,040	0	0	0	68,320	0	366,360
CIVST	Civic Suite	0	920	-10	-130	2,640	-3,420	0
CLOFF	Council Offices	3,460	4,760	510	1,550	-12,080	1,800	0
EMERG	Community Safety	59,700	150	60	300	8,930	0	69,140
CLTAX	Council Tax	321,170	-740	1,910	-3000	6,250	4,390	329,980
NNDRC	National Non Domestic Rates	31,290	430	190	-950	5,950	0	36,910
ELADM	Election Administration	32,420	0	0	0	-550	0	31,870
ELECT	Register of Electors	69,910	1,060	20	1,050	-2,900	0	69,140
ATTEN	Mayor's Attendant	0	360	10	60	-430	0	0
CIVCF	Civic Functions	57,050	560	0	140	4,110	0	61,860
COSDM	Cost of Democracy	424,530	5,590	-1,500	-3,780	2,060	0	426,900
MAYCR	Mayoral Transport	0	210	10	100	-320	0	0
LICSE	Licensing	35,070	-2270	1610	-3,740	-4370	0	26,300
LANDC	Land Charges	29,510	-1,530	160	7,520	3,850	-3,560	35,950
FGSUB	Grants and Subscriptions	153,950	3,830	-800	-5,290	2,060	0	153,750

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2012/13 £	Inflation at 2.5% £	Inflation above or below 2.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2013/14 £
ESTAT	Estates	7,420	-440	310	570	6,650	0	14,510
VARIOUS	Meals on Wheels & Luncheon Clubs	19,860	380	450	-2,990	200	0	17,900
FMISC	Policy & Finance Miscellaneous	-195,190	-5,600	30	380	1,210	1,990	-197,180
PERFM	Performance Reward Grants	37,000	930	-930	-29,500	0	0	7,500
SUPDF	Superannuation Deficiency Payments	125,080	3,120	-410	-1,620	0	0	126,170
COMPR	Computers	0	7,500	30	2,400	-12,460	2,530	0
FSERV	Financial Services	0	14,750	-400	170	-14,520	0	0
LSERV	Legal Services	0	8,270	-200	-11,640	-12,840	0	-16,410
CONTC	Contact Centre	188,570	3,720	540	25,740	-217,750	-820	0
REVUE	Revenues and Benefits	-26,340	11,600	-260	-3920	18,920	0	0
ALBNM	Albion Mill	-2,770	-120	160	-1,550	410	0	-3,870
INDDV	Economic Development	78,580	410	50	2,000	6,220	0	87,260
NET COST OF SERVICES		1,909,950	92,720	-640	-81,660	-96,850	2,910	1,826,430

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2012/13 £	Inflation at 2.5% £	Inflation above or below 2.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2013/14 £
ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES								
FNBAL H230	Election Fund	20,370	510	0	0	0	0	20,880
CPBAL H330	Revenue Contribution to Capital	8,270	0	0	-770	0	0	7,500
FNBAL H261	Lalpac Reserve	0	0	0	-460	0	0	-460
FNBAL H269	Valuation of Assets Reserve	2,000	0	0	0	0	0	2,000
FNBAL H325	VAT Shelter Reserve	348,360	0	0	8,610	0	0	356,970
FNBAL H326	Performance Reward Grants Reserve	-37,000	0	0	22,000	0	0	-15,000
FNBAL H354	Community Right to Bid Reserve	0	0	0	7,860	0	0	7,860
FNBAL H359	Community Right to Challenge	0	0	0	8,550	0	0	8,550
NET BALANCES & RESERVES		342,000	510	0	45,790	0	0	388,300
NET EXPENDITURE		2,512,950	93,230	-640	-35,870	-96,850	2,910	2,214,730

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

	Original Estimate 2012/13 £	Inflation at 2.5% £	Inflation above or below 2.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2013/14 £
Employee Costs	2,944,460	73,640	-980	-25,730	0	0	2,991,390
Premises Costs	203,420	5,180	-400	-80	1,500	0	209,620
Transport Costs	84,950	1,860	-1,030	-2,080	340	0	84,040
Supplies and Services	899,570	22,100	-2,120	-6,300	1,390	0	914,640
Third Party	148,940	3,710	-600	-9,000	0	0	143,050
Transfer Payments	187,760	4,710	-1,620	-29,480	0	0	161,370
Support Services	2,142,510	0	0	0	207,290	0	2,349,800
Depreciation & Impairment	95,340	0	0	0	0	920	96,260
Debt Management Expenses	33,310	0	0	0	0	1,990	35,300
TOTAL EXPENDITURE	6,740,260	111,200	-6,750	-72,670	210,520	2,910	6,985,470
Government Grants	-85,060	0	0	-230	0	0	-85,290
Other Grants and Reimbursements	-380,580	-9,510	520	-13,500	0	0	-403,070
Customer & Client Receipts	-365,450	-8,970	5,590	4,740	0	0	-364,090
Departmental Recharges	-3,974,570	0	0	0	-306,860	0	-4,281,430
Miscellaneous Recharges	-24,650	0	0	0	-510	0	-25,160
TOTAL INCOME	-4,830,310	-18,480	6,110	-8,990	-307,370	0	-5,159,040
NET COST OF SERVICES	1,909,950	92,720	-640	-81,660	-96,850	2,910	1,826,430
ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES							
FNBAL/H230: Election Fund	20,370	510	0	0	0	0	20,880
CPBAL/H330: Revenue Contribution to Capital	8,270	0	0	-770	0	0	7,500
FNBAL/H261: Lalpac Reserve	0	0	0	-460	0	0	-460

	Original Estimate 2012/13 £	Inflation at 2.5% £	Inflation above or below 2.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2013/14 £
FNBAL/H269: Valuation of assets Reserve	2,000	0	0	0	0	0	2,000
FNBAL/H325: VAT Shelter Reserve	348,360	0	0	8,610	0	0	356,970
FNBAL/H326: Performance Reward Grants Reserve	-37,000	0	0	22,000	0	0	-15,000
FNBAL/H354: Community Right to Bid Reserve	0	0	0	7,860	0	0	7,860
FNBAL/H359: Community Right to Challenge Reserve	0	0	0	8,550	0	0	8,550
NET BALANCES & RESERVES	342,000	510	0	45,790	0	0	388,300
NET EXPENDITURE	2,251,950	93,230	-640	-35,870	-96,850	2,910	2,214,730

6.2. Net costs for this committee have decreased by £83,520. The main reasons for this are summarised below:

- Net Inflationary increases of £93k
- Reduction in employee expenses of £26k mainly from fixed term contracts coming to an end. This is more than offset by incremental changes and increase in employers superannuation rates
- Decrease in support service costs of £97k mainly from the full recharge of the net cost of the contact centre to service users, in line with CIPFA guidance.
- Reduction in subscriptions of £5k payable to North West Regional Assembly and Community Foundation.
- New burdens grants for Community Right to Bid £8K and Community Right to Challenge £8K

6.3 After allowing for the following transfers to and from earmarked reserves the decrease is reduced to £37,220

- Establish a contribution of £16k to Community Right to Bid and Community Right to Challenge earmarked reserves
- Increase in contribution of £9k to the VAT reserve
- Reduction in contribution required from Performance Reward Grant reserve of £22k

7 FEES AND CHARGES

7.1 Fees and charges for this Committee were agreed in November 2012, and have been increased by 2½% or more if the increase could be sustained. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2013.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue budget for 2013/14 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF6-13/TH/AC
17 January 2013

For further background information please ask for Trudy Holderness extension 4436

BACKGROUND WORKING PAPERS – Budget working papers 2012/13 RE + 2013/14 OE

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 15

meeting date: 29 JANUARY 213
title: REFERENCES FROM COMMITTEES - HEALTH AND HOUSING
COMMITTEE - FLAT OVER LONGRIDGE OVER 60'S CLUB
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Health and Housing Committee to agree to the addition of a new capital scheme 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 HEALTH AND HOUSING COMMITTEE 29 NOVEMBER 2012

- 3.1 Health and Housing Committee considered a report submitted by the Director of Community Services (attached at Annex 1) which gave details of a request for an addition to the capital programme in 2012/13.
- 3.2 The scheme was for the improvement of the condition of the flat above the Over 60's Club on Towneley Road, Longridge. This improvement would be carried out in line with the decent homes standards and would be particularly for work on the kitchen and bathroom, together with other work on the front door and the widening of a window.
- 3.3 Quotes for the necessary works have now been received, and from this it has been identified that a budget provision of £12,900 would be needed. There is an amendment needed to the information provided in the Health and Housing report at paragraph 2.3. The council do not receive any income from the rent at the property.

4. RECOMMENDED THAT COMMITTEE

- 4.1 Agree to the request for the addition of the scheme for work to the flat above the Over 60's club at a value of £12,900 to the current 2012/13 capital programme.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF9-13/LO/AC
18 January 2013

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: 29th November 2012
title: Report On The Flat Above The Over 60's Club, Towneley Road,
Longridge.
submitted by: John Heap, Director of Community Services
principal author: Tim Lynas, Principal Surveyor

1 PURPOSE

- 1.1 To outline the condition of the flat above the Over 60's Club, Towneley Road, Longridge.
- 1.2 To seek approval from the Committee to improve the property and to bring it up to the decent homes standard.
- 1.3 Relevance to the Council's ambitions and priorities:
 - **Council Ambitions** - To provide good quality housing.
 - **Community Objectives** - To maintain and enhance the historic environment in and around the Longridge conservation area. To meet the needs of residents and improve the quality of life for all.
 - **Corporate Priorities** - To promote affordable and decent housing.
To help make peoples lives safer and healthier.
 - **Other Considerations** - None.

2 BACKGROUND

- 2.1 The property is a first floor flat, comprising of a kitchen, bathroom, hallway and two bedrooms, located in the centre of Longridge.
- 2.2 The property forms part of the wider Towneley Buildings, which includes the Youth club and the Over 60's club.
- 2.3 While the freehold title is owned by Ribble Valley Borough Council, Ribble Valley Homes manage the day to day running of the property, and collect the rent which is divided between the two parties.
- 2.4 It is noted that the flat was not transferred to Ribble Valley Homes as part of the housing stock transfer in 2007.
- 2.5 Under the housing act 2004, the decent homes standard was introduced to promote measureable improvements to housing as well as a health and safety system. This was developed from the UK's housing green paper 'quality and choice, a decent home for all'.
- 2.6 Although there was some discussion about the potential re-development of the wider site in 2009, the renewal of the Youth Club lease in 2010 has restricted the flexibility of the Council in relation to a potential change of use.

3 ISSUES

- 3.1 The condition of the property was assessed in September 2012, and the findings were reported to the Asset Management Group.
- 3.2 Overall the accommodation is in need of improvement, particularly the kitchen and the bathroom. In both cases it was noted that the fixtures and fittings in both are over 20 years old and therefore are understood not to meet the decent homes standard. It was therefore recommended that these are replaced.
- 3.3 In addition it is proposed that the front door is replaced to increase security, and that a window is widened in order to increase the amount of natural light that can enter the kitchen. Due to the location of the property within a conservation area, it is likely that approval for these will be required.
- 3.4 In terms of fire precautions, it is advised the smoke detection and alarm systems are improved along with a secondary means of escape from the first floor level.
- 3.5 The estimated cost of the renewal of the kitchen, bathroom and associated improvements are between £12,000 and £14,500.

4 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources** – There is currently no budget provision for the renewal of kitchens, bathrooms etc. in the Council's remaining residential properties. This could be resourced from either the Emergency Repairs and Maintenance earmarked reserve or the VAT shelter earmarked reserve.
- **Technical, Environmental and Legal** – The council have a legal duty to manage their properties, and in particular to meet the decent homes standard.
- **Political** – None.
- **Reputation** – Local authorities have a statutory duty to implement the decent homes standard. In the event that this minimum standard is not met in its own properties, the Council may leave it self open to criticism, particularly if in parallel it is using its enforcement powers on landlords.
- **Equality and Diversity** – None.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Support the decision of the Asset Management Group by recommending to Policy and Finance Committee the approval of the replacement of the kitchen, bathroom, and to the associated improvement works.

JOHN C HEAP
DIRECTOR OF COMMUNITY SERVICES

TIM LYNAS
PRINCIPAL SURVEYOR

For further information, please ask for Tim Lynas tel. 01200 413212

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 29 JANUARY 2013
title: COMPLAINTS PROCEDURE REVIEW WORKING GROUP
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: BILL ALKER – COMMUNITY DEVELOPMENT OFFICER

1 PURPOSE

1.1 To report on the first meeting of the Complaints Procedure Review Working Group which was formed in September 2012.

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 including our most vulnerable citizens. To engage with all our communities to ensure we deliver services to meet customer needs and expectations.
- Corporate Priorities – To be a well-managed Council providing efficient services based on identified customer needs.
- Other Considerations – None.

2 BACKGROUND

2.1 I took a report to Policy and Finance Committee on the 25 September 2012 asking Members to review how the Council's Complaints Procedure was operating.

2.2 Members and Officers had separately expressed some misgivings about certain aspects of the procedure and it was felt that a review was appropriate.

2.3 Previously Overview and Scrutiny Committee had been responsible for monitoring complaints on an annual basis but with the demise of that Committee the responsibility now rests with Policy and Finance Committee.

2.4 A Working Group consisting of Councillors Hirst, Hore and Knox was set up to investigate how to improve the Council's procedure.

2.5 The Working Group's remit covered the following areas:

- Review of the procedure – reporting back to Policy and Finance Committee.
- Look at how a complaint should be lodged.
- Who should vet and reject complaints if required.
- How investigations were carried out.
- Whether the complaints panel should continue in its present form.
- When and how notification should be carried out.

2.6 The Working Group had held its first meeting on 6 November 2012 and discussed all the above issues.

3 ISSUES

- 3.1 The notes of the first meeting of the Working Group are enclosed at Appendix A to this report.
- 3.2 The Working Group looked at 7 specific questions and gave their views on each one.
- 3.3 Probably the main question for the Working Group was whether they wished to continue Councillor involvement at stage 2 of the process.
- 3.4 As a result of their decision to continue with Councillor involvement, all Councillors have now been written to asking whether they wished to be part of the pool of Councillors which can be called on for complaint panels. To date we have had a number of positive responses, although feedback has been relatively light.
- 3.5 The other area which the Working Group were keen to implement was that relating to whether to inform complainants about who was on the panel.
- 3.6 This was in the light of recent experience in relation to panel members being lobbied by a particular complainant.

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 – By reviewing and revising the Complaints Procedure this will enhance the reputation of the Council as well run authority.
 - Equality and Diversity – It is important we have a complaints policy that is accessible to all customers.

5 CONCLUSION

- 5.1 The Complaints Procedure Review Working Group has had a useful first meeting and has laid out a number of areas which it will continue to investigate.
- 5.2 The Working Group will meet again next month and will finalise their recommendation with a view to a final report being submitted to Committee in March 2013.

6. **RECOMMENDED THAT COMMITTEE**

- 6.1 Note the report.

BILL ALKER
COMMUNITY DEVELOPMENT OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 29 JANUARY 2013
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MARK EDMONDSON

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 10 January 2013:

	£000	£000	2012/13 % to 10 Jan	2011/12 % to 10 Jan
Balance Outstanding 1 April 2012		475		
NNDR amounts due	16,604			
Plus costs	7			
Transitional surcharge	55			
Write ons	12			
	16,678			
Less				
- Transitional relief	-279			
- Exemptions	-468			
- Charity, Rural, Former Agricultural Discretionary Relief	-944			
- Small Business Rate Relief	-1,623			
- Write offs	-82			
- Interest Due	-2			
	-3,398	13,280		
Total amount to recover		13,755		
Less cash received to 10 January		-11,889	86.4	85.5
Amount Outstanding		1,866	13.6	14.5

NB The figures included in the table include not only those charges for 2012/13 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 December 2012 is 86.9% compared with 85.0% at 31 December 2011.

3 COUNCIL TAX

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

	£000	£000	2012/13 % to 10 Jan	2011/12 % to 10 Jan
Balance Outstanding 1 April 2012		420		
Council Tax amounts due	37,141			
Plus costs	67			
Transitional relief	3			
Write ons	6			
	37,217			
Less - Exemptions	-1,037			
- Discounts	-2,885			
- Disabled banding reduction	-42			
- Council Tax Benefit	-2,239			
- Write offs	-18			
	-6,221	30,996		
Total amount to recover		31,416		
Less cash received to 10 January		-27,621	87.9	87.8
Amount Outstanding		3,795	12.1	12.2

NB The figures included in the table include not only those charges for 2012/13 but also those relating to previous years, but we are required to report our in year collection rate to the DCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate for 2012/13 at 31 December 2012 is 87.7% compared to 88.0% at 31 December 2011.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 18 January 2013 is:

	£000	£000
Amount Outstanding 1 April 2012		308
Invoices Raised	1,178	
Plus costs	1	
	1,179	
Less write offs	1	1,178
Total amount to recover		1,486
Less cash received to 18 January 2013		1,165
Amount outstanding		321

Aged Debtors	000s	%
< 30 days	45	14.02
30 - 59 days	24	7.48
60 - 89 days	20	6.23
90 - 119 days	3	0.93
120 – 149 days	10	3.12
150+ days	219	68.22
	321	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 October 2012 to 31 December 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	11.27 days	20 days per IRRV

New claims performance

1 October 2012 to 31 December 2012

Target for year	Actual Performance	Top grade 4 for all LA's 2007/08
20 days	23.58days	Under 30 days

6 HOUSING BENEFIT FRAUD

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

Completed fraud investigations	
1 October 2012 to 31 December 2012	58

Average caseload (YTD)	
2012/2013	2,844

Number of investigations per 1,000 caseload		
2012/2013	588/2,844	20.39

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

2012/2013	
Cautions	1
Administrative penalties	0
Successful prosecutions	0
Total	1

Average caseload (YTD)	
2012/2013	2,844

Number of prosecutions/sanctions per 1,000 caseload		
2012/2013	1/2,844	0.35

7 HOUSING BENEFIT OVERPAYMENTS

7.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. The performance for the period 1 October 2012 to 31 December 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.	85.71
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	21.83
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.26

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 18

meeting date: 29 JANUARY 2013
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 December 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 is paramount and not the requirement to maximise returns.
- (iv) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail.

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. A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council on the PWLB website. This eligibility will remain 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.

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 December 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 December 2012 was 0.37%, which was above the average local authority seven-day notice deposit rate of 0.27%.
- 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	60,430	0	60,430
- Repayment of Investments	-54,130	-0	-54,130
Monies Invested as at 31 December 2012	8,200	0	8,200

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

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
18 Dec'12	155	Barclays Bank Plc.	Fixed 6 Feb'13	0.382	250	
18 Dec'12	156	Barclays Bank Plc.	Fixed 6 Feb'13	0.382	220	
24 Dec'12	194	Barclays Bank Plc.	Fixed 6 Feb'13	0.320	250	
10 Dec'12	201	Barclays Bank Plc.	Fixed 2 Jan'13	0.288	450	
31 Dec'12	213	Barclays Bank Plc.	Fixed 7 Jan'13	0.230	330	
						1,500
31 Oct'12	170	Bank of Scotland Plc.	Fixed 2 Jan'13	0.410	1,000	
12 Nov'12	179	Bank of Scotland Plc.	Fixed 2 Jan'13	0.400	500	
						1,500
23 Nov'12	167	Coventry Building Society	Fixed 3 Jan'13	0.410	600	
28 Nov'12	191	Coventry Building Society	Fixed 2 Jan'13	0.410	900	
						1,500
28 Dec'12	212	HSBC Bank Plc.	Fixed 2 Jan'13	0.260	700	
						700
30 Nov'12	193	Nationwide Building Society	Fixed 6 Feb'13	0.420	1,000	
17 Dec'12	207	Nationwide Building Society	Fixed 6 Feb'13	0.360	500	
						1,500
31 Dec'12	214	Santander UK Plc.	Fixed 2 Jan'13	0.300	1,500	
						1,500
Total Investments as at 31 December 2012						8,200

5.5 The total interest received on the Council's external investments during the period was £12,307 compared with £6,966 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
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 Moody's 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 is shown at Annex 3, and is a snapshot as at 11 January 2013.

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 Nov '12	Full Transaction Review Date	Fitch Rating Long Term	Short Term
Nationwide	1	19.10.12	A+	F1
Yorkshire	2	24.10.12	BBB+	F2
Coventry	3	24.10.12	A	F1
Skipton	4	24.10.12	BBB-	F3
Leeds	5	24.10.12	A-	F2
West Bromwich	6	Withdrawn from rating process		
Principality	7	24.10.12	BBB+	F2
Newcastle	8	24.10.12	BB+	B

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.	11.12.12	A	F1
Bradford & Bingley Bank Plc.	Rating Withdrawn		
Co-operative Bank (The)	19.07.12	BBB+	F2
HSBC Bank Plc. *	07.12.12	AA-	F1+
Lloyds TSB Bank Plc.	11.12.12	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). More recently, The Royal Bank of Scotland is soon to receive substantial fines for its alleged manipulation of Libor. 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, but 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

PF2-13/TH/AC
15 January 2013

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

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			1,900,000			-1,900,000	-150.81		

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 MADE APRIL TO DECEMBER 2012									
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
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		

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
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+
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		

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
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+
11-Jun-12	60	Barclays Bank Plc	Rolled Over	0.4400	25-Jun-12	0	-42.94	A	F1
25-Jun-12	60	Barclays Bank Plc	250,000	0.4180	04-Jul-12	-250,000	-25.77	A	F1
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	-674.63	A	F1
02-Jul-12	75	Coventry BS	300,000	0.4000	13-Jul-12	-300,000	-36.16	A	F1
02-Jul-12	76	DMO	550,000	0.2500	09-Jul-12	-550,000	-26.37	AAA	-
02-Jul-12	77	HSBC	400,000	0.3100	09-Jul-12	-400,000	-23.78	AA	F1+
02-Jul-12	78	HSBC	110,000	0.3100	04-Jul-12	-110,000	-1.87	AA	F1+
03-Jul-12	79	HSBC	50,000	0.3100	05-Jul-12	-50,000	-0.85	AA	F1+
04-Jul-12	80	HSBC	80,000	0.3100	05-Jul-12	-80,000	-0.68	AA	F1+
05-Jul-12	81	Bank Of Scotland	300,000	0.5100	09-Aug-12	-300,000	-146.71	A	F1
06-Jul-12	82	HSBC	60,000	0.3100	09-Jul-12	-60,000	-1.53	AA	F1+

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								LONG-TERM	SHORT-TERM
09-Jul-12	83	HSBC	100,000	0.3100	10-Jul-12	-100,000	-0.85	AA	F1+
09-Jul-12	84	Barclays Bank Plc	550,000	0.4220	19-Jul-12	-550,000	-63.59	A	F1
09-Jul-12	85	HSBC	150,000	0.3100	20-Jul-12	-150,000	-14.01	AA	F1+
10-Jul-12	86	HSBC	130,000	0.3100	11-Jul-12	-130,000	-1.10	AA	F1+
11-Jul-12	87	HSBC	190,000	0.3100	12-Jul-12	-190,000	-1.61	AA	F1+
12-Jul-12	88	HSBC	180,000	0.3100	16-Jul-12	-180,000	-6.12	AA	F1+
13-Jul-12	89	HSBC	180,000	0.3100	16-Jul-12	-180,000	-4.59	AA	F1+
16-Jul-12	90	HSBC	150,000	0.3100	23-Jul-12	-150,000	-8.92	AA	F1+
16-Jul-12	91	Bank Of Scotland	Rolled Over	0.3900	09-Aug-12	0	-128.22	A	F1
09-Aug-12	91	Bank Of Scotland	500,000	0.4500	14-Sep-12	-500,000	-221.92	A	F1
17-Jul-12	92	HSBC	85,000	0.3100	18-Jul-12	-85,000	-0.72	AA	F1+
18-Jul-12	93	HSBC	150,000	0.3100	02-Aug-12	-150,000	-19.11	AA	F1+
19-Jul-12	94	HSBC	130,000	0.3100	20-Jul-12	-130,000	-1.10	AA	F1+
20-Jul-12	95	HSBC	180,000	0.3100	23-Jul-12	-180,000	-4.59	AA	F1+
23-Jul-12	96	HSBC	120,000	0.3100	24-Jul-12	-120,000	-1.02	AA	F1+
23-Jul-12	97	HSBC	170,000	0.3100	02-Aug-12	-170,000	-14.44	AA	F1+
24-Jul-12	98	HSBC	130,000	0.3100	25-Jul-12	-130,000	-1.10	AA	F1+
25-Jul-12	99	HSBC	120,000	0.3100	26-Jul-12	-120,000	-1.02	AA	F1+
25-Jul-12	100	HSBC	150,000	0.3100	02-Aug-12	-150,000	-10.19	AA	F1+
26-Jul-12	101	HSBC	130,000	0.3100	27-Jul-12	-130,000	-1.10	AA	F1+
27-Jul-12	102	HSBC	200,000	0.3100	30-Jul-12	-200,000	-5.10	AA	F1+
30-Jul-12	103	DMO	850,000	0.2500	09-Aug-12	-850,000	-58.22	AAA	-
31-Jul-12	104	HSBC	150,000	0.2600	06-Aug-12	-150,000	-6.45	AA	F1+
31-Jul-12	105	HSBC	100,000	0.2614	09-Aug-12	-100,000	-6.41	AA	F1+
31-Jul-12	106	DMO	750,000	0.2500	13-Aug-12	-750,000	-66.78	AAA	-
31-Jul-12	107	DMO	750,000	0.2500	22-Aug-12	-750,000	-113.01	AAA	-
31-Jul-12	108	Bank Of Scotland	700,000	0.4600	14-Sep-12	-700,000	-396.99	A	F1
			10,045,000			-10,045,000	-2,070.86		

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
Aug									
01-Aug-12	109	HSBC	350,000	0.3100	02-Aug-12	-350,000	-2.97	AA	F1+
02-Aug-12	110	HSBC	400,000	0.2600	09-Aug-12	-400,000	-19.95	AA	F1+
03-Aug-12	111	HSBC	50,000	0.2600	06-Aug-12	-50,000	-1.07	AA	F1+
06-Aug-12	112	HSBC	180,000	0.2600	09-Aug-12	-180,000	-3.85	AA	F1+
07-Aug-12	113	HSBC	70,000	0.2600	09-Aug-12	-70,000	-1.00	AA	F1+
09-Aug-12	114	HSBC	220,000	0.2600	13-Aug-12	-220,000	-6.27	AA	F1+
10-Aug-12	115	HSBC	200,000	0.2600	13-Aug-12	-200,000	-4.27	AA	F1+
13-Aug-12	116	Coventry BS	Rolled Over	0.4000	10-Sep-12	0	-184.11	A	F1
10-Sep-12	116	Coventry BS	600,000	0.4200	19-Oct-12	-600,000	-269.26	A	F1
14-Aug-12	117	HSBC	55,000	0.2600	15-Aug-12	-55,000	-0.39	AA	F1+
15-Aug-12	118	Barclays Bank Plc	Rolled Over	0.3850	14-Sep-12	0	-126.58	A	F1
14-Sep-12	118	Barclays Bank Plc	400,000	0.3800	02-Oct-12	-400,000	-74.96	A	F1
15-Aug-12	119	HSBC	50,000	0.2600	17-Aug-12	-50,000	-0.71	AA	F1+
15-Aug-12	120	HSBC	150,000	0.2600	20-Aug-12	-150,000	-5.34	AA	F1+
16-Aug-12	121	HSBC	100,000	0.2600	17-Aug-12	-100,000	-0.71	AA	F1+
17-Aug-12	122	HSBC	100,000	0.2600	22-Aug-12	-100,000	-3.56	AA	F1+
20-Aug-12	123	HSBC	150,000	0.2600	22-Aug-12	-150,000	-2.14	AA	F1+
22-Aug-12	124	Coventry BS	500,000	0.4000	14-Sep-12	-500,000	-126.03	A	F1
23-Aug-12	125	HSBC	50,000	0.2600	28-Aug-12	-50,000	-1.78	AA	F1+
28-Aug-12	126	Barclays Bank Plc	800,000	0.3770	14-Sep-12	-800,000	-140.47	A	F1
29-Aug-12	127	HSBC	60,000	0.2600	31-Aug-12	-60,000	-0.85	AA	F1+
30-Aug-12	128	HSBC	70,000	0.2600	31-Aug-12	-70,000	-0.50	AA	F1+
31-Aug-12	129	HSBC	80,000	0.2600	03-Sep-12	-80,000	-1.71	AA	F1+
31-Aug-12	130	HSBC	470,000	0.2600	04-Sep-12	-470,000	-13.39	AA	F1+
31-Aug-12	131	HSBC	550,000	0.2600	10-Sep-12	-550,000	-39.18	AA	F1+
31-Aug-12	132	Lloyds tsb	1,500,000	0.6500	19-Oct-12	-1,500,000	-1,308.90	A	F1
			7,155,000			-7,155,000	-2,339.95		

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYD	PRINCIPAL REPAYD £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
Sept									
03-Sep-12	133	HSBC	80,000	0.2600	10-Sep-12	-80,000	-3.99	AA	F1+
04-Sep-12	134	HSBC	80,000	0.2600	10-Sep-12	-80,000	-3.42	AA	F1+
06-Sep-12	135	HSBC	100,000	0.2600	10-Sep-12	-100,000	-2.85	AA	F1+
07-Sep-12	136	HSBC	60,000	0.2600	10-Sep-12	-60,000	-1.28	AA	F1+
10-Sep-12	137	HSBC	340,000	0.2600	14-Sep-12	-340,000	-9.69	AA	F1+
12-Sep-12	138	HSBC	70,000	0.2600	14-Sep-12	-70,000	-1.00	AA	F1+
13-Sep-12	139	HSBC	100,000	0.2600	14-Sep-12	-100,000	-0.71	AA	F1+
17-Sep-12	140	HSBC	560,000	0.2600	19-Sep-12	-560,000	-7.98	AA	F1+
17-Sep-12	141	HSBC	110,000	0.2600	21-Sep-12	-110,000	-3.13	AA	F1+
17-Sep-12	142	HSBC	100,000	0.2600	24-Sep-12	-100,000	-4.99	AA	F1+
19-Sep-12	143	HSBC	150,000	0.2600	20-Sep-12	-150,000	-1.07	AA	F1+
20-Sep-12	144	HSBC	120,000	0.2600	24-Sep-12	-120,000	-3.42	AA	F1+
21-Sep-12	145	HSBC	60,000	0.2600	24-Sep-12	-60,000	-1.28	AA	F1+
24-Sep-12	146	Barclays Bank Plc	300,000	0.3700	08-Oct-12	-300,000	-42.58	A	F1
26-Sep-12	147	HSBC	80,000	0.2600	28-Sep-12	-80,000	-1.14	AA	F1+
28-Sep-12	148	Coventry BS	Rolled Over	0.4000	19-Oct-12	0	-207.12	A	F1
19-Oct-12	148	Coventry BS	900,000	0.4100	23-Nov-12	-900,000	-353.84	A	F1
			3,210,000			-3,210,000	-649.49		
Oct									
01-Oct-12	149	HSBC	70,000	0.2100	02-Oct-12	-70,000	-0.40	AA	F1+
01-Oct-12	150	HSBC	380,000	0.2100	08-Oct-12	-380,000	-15.30	AA	F1+
01-Oct-12	151	Barclays Bank Plc	700,000	0.3600	22-Oct-12	-700,000	-144.99	A	F1
01-Oct-12	152	Nationwide	1,300,000	0.4300	23-Nov-12	-1,300,000	-811.70	A+	F1
03-Oct-12	153	HSBC	65,000	0.2100	08-Oct-12	-65,000	-1.87	AA	F1+
05-Oct-12	154	HSBC	100,000	0.2600	08-Oct-12	-100,000	-2.14	AA	F1+
08-Oct-12	155	Barclays Bank Plc	250,000	0.3000	01-Nov-12	0	-49.32	A	F1
01-Nov-12	155	Barclays Bank Plc	Rolled Over	0.3600	22-Nov-12	0	-51.78	A	F1
22-Nov-12	155	Barclays Bank Plc	Rolled Over	0.3100	18-Dec-12	0	-55.21	A	F1
18-Dec-12	155	Barclays Bank Plc	Rolled Over	0.3820	Still Outstanding	0	-36.63	A	F1
11-Oct-12	156	Barclays Bank Plc	220,000	0.3600	01-Nov-12	0	-45.57	A	F1

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								LONG-TERM	SHORT-TERM
01-Nov-12	156	Barclays Bank Plc	Rolled Over	0.3600	22-Nov-12	0	-45.57	A	F1
22-Nov-12	156	Barclays Bank Plc	Rolled Over	0.3100	18-Dec-12	0	-48.58	A	F1
18-Dec-12	156	Barclays Bank Plc	Rolled Over	0.3820	Still Outstanding	0	-32.23	A	F1
12-Oct-12	157	HSBC	275,000	0.2600	15-Oct-12	-275,000	-5.88	AA	F1+
15-Oct-12	158	HSBC	900,000	0.2600	19-Oct-12	-900,000	-25.64	AA	F1+
16-Oct-12	159	HSBC	150,000	0.2600	17-Oct-12	-150,000	-1.07	AA	F1+
17-Oct-12	160	Barclays Bank Plc	200,000	0.3600	05-Nov-12	0	-37.48	A	F1
05-Nov-12	160	Barclays Bank Plc	Rolled Over	0.3600	26-Nov-12	-200,000	-41.42	A	F1
18-Oct-12	161	HSBC	100,000	0.2600	19-Oct-12	-100,000	-0.71	AA	F1+
19-Oct-12	162	HSBC	220,000	0.2600	29-Oct-12	-220,000	-15.67	AA	F1+
22-Oct-12	163	HSBC	130,000	0.2600	29-Oct-12	-130,000	-6.48	AA	F1+
23-Oct-12	164	HSBC	60,000	0.2600	24-Oct-12	-60,000	-0.43	AA	F1+
24-Oct-12	165	HSBC	65,000	0.2600	29-Oct-12	-65,000	-2.32	AA	F1+
26-Oct-12	166	HSBC	70,000	0.2600	29-Oct-12	-70,000	-1.50	AA	F1+
29-Oct-12	167	Coventry BS	600,000	0.3500	23-Nov-12	0	-143.84	A	F1
23-Nov-12	167	Coventry BS	Rolled Over	0.4100	Still Outstanding	0	-262.85	A	F1
29-Oct-12	168	Barclays Bank Plc	550,000	0.3300	05-Nov-12	0	-34.81	A	F1
05-Nov-12	168	Barclays Bank Plc	Rolled Over	0.3400	03-Dec-12	0	-143.45	A	F1
03-Dec-12	168	Barclays Bank Plc	Rolled Over	0.2500	10-Dec-12	-550,000	-26.37	A	F1
30-Oct-12	169	HSBC	110,000	0.2600	30-Oct-12	-110,000	-0.78	AA	F1+
31-Oct-12	170	Bank Of Scotland	1,000,000	0.4100	Still Outstanding	0	-696.44	A	F1
31-Oct-12	171	Barclays Bank PLc	250,000	0.2900	23-Nov-12	-250,000	-45.68	A	F1
31-Oct-12	172	HSBC	500,000	0.2600	01-Nov-12	-500,000	-3.56	AA	F1+
31-Oct-11	173	HSBC	800,000	0.2600	05-Nov-12	-800,000	-28.49	AA	F1+
			9,065,000			-6,995,000	-2,866.16		

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
Nov									
01-Nov-12	174	HSBC	150,000	0.2600	05-Nov-12	-150,000	-4.27	AA	F1+
05-Nov-12	175	HSBC	450,000	0.2600	12-Nov-12	-450,000	-22.44	AA	F1+
06-Nov-12	176	HSBC	80,000	0.2600	07-Nov-12	-80,000	-0.57	AA	F1+
07-Nov-12	177	HSBC	100,000	0.2600	22-Nov-12	-100,000	-10.68	AA	F1+
09-Nov-12	178	HSBC	200,000	0.2600	12-Nov-12	-200,000	-4.27	AA	F1+
12-Nov-12	179	Bank Of Scotland	500,000	0.4000	Still Outstanding	0	-273.97	A	F1
12-Nov-12	180	HSBC	70,000	0.2600	15-Nov-12	-70,000	-1.50	AA	F1+
13-Nov-12	181	HSBC	140,000	0.2600	15-Jan-12	-140,000	-1.99	AA	F1+
15-Nov-12	182	HSBC	250,000	0.2600	19-Nov-12	-250,000	-7.12	AA	F1+
15-Nov-12	183	HSBC	600,000	0.2600	02-Nov-12	-600,000	-29.92	AA	F1+
16-Nov-12	184	HSBC	90,000	0.2600	22-Nov-12	-90,000	-3.85	AA	F1+
19-Nov-12	185	HSBC	200,000	0.2600	22-Nov-12	-200,000	-4.27	AA	F1+
21-Nov-12	186	HSBC	100,000	0.2600	22-Nov-12	-100,000	-0.71	AA	F1+
22-Nov-12	187	HSBC	530,000	0.2600	23-Nov-12	-530,000	-3.78	AA	F1+
23-Nov-12	188	HSBC	100,000	0.2600	26-Nov-12	-100,000	-2.14	AA	F1+
27-Nov-12	189	HSBC	100,000	0.2600	28-Nov-12	-100,000	-0.71	AA	F1+
27-Nov-12	190	HSBC	80,000	0.2600	28-Nov-12	-80,000	-0.57	AA	F1+
28-Nov-12	191	Coventry BS	900,000	0.4100	Still Outstanding	0	-343.73	A	F1
29-Nov-12	192	HSBC	80,000	0.2600	30-Nov-12	-80,000	-0.57	AA	F1+
30-Nov-12	193	Nationwide BS	1,000,000	0.4200	Still Outstanding	0	-368.22	A+	F1
30-Nov-12	194	Barclays Bank Plc	250,000	0.3000	24-Dec-12	0	-49.32	A	F1
24-Dec-12	194	Barclays Bank Plc	Rolled Over	0.3200	Still Outstanding	0	-17.53	A	F1
30-Nov-12	195	HSBC	850,000	0.2600	03-Dec-12	-850,000	-18.16	AA	F1+
30-Nov-12	196	HSBC	500,000	0.2600	04-Dec-12	-500,000	-14.25	AA	F1+
			7,320,000			-4,670,000	-1,184.54		

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYD	PRINCIPAL REPAYD £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
Dec									
03-Dec-12	197	HSBC	100,000	0.2600	04-Dec-12	-100,000	-0.71	AA	F1+
04-Dec-12	198	HSBC	150,000	0.2600	10-Dec-12	-150,000	-6.41	AA	F1+
06-Dec-12	199	HSBC	85,000	0.2600	07-Dec-12	-85,000	-0.61	AA	F1+
07-Dec-12	200	HSBC	135,000	0.2600	14-Dec-12	-135,000	-6.73	AA-	F1+
10-Dec-12	201	Barclays Bank Plc	450,000	0.2880	Still Outstanding	0	-78.12	A	F1
10-Dec-12	202	HSBC	185,000	0.2600	14-Dec-12	-185,000	-5.27	AA-	F1+
12-Dec-12	203	HSBC	100,000	0.2600	17-Dec-12	-100,000	-3.56	AA-	F1+
13-Dec-12	204	HSBC	80,000	0.2600	17-Dec-12	-80,000	-2.28	AA-	F1+
14-Dec-12	205	HSBC	90,000	0.2600	19-Dec-12	-90,000	-3.21	AA-	F1+
14-Dec-12	206	HSBC	230,000	0.2600	21-Dec-12	-230,000	-11.47	AA-	F1+
17-Dec-12	207	Nationwide BS	500,000	0.3600	Still Outstanding	0	-73.97	A+	F1
17-Dec-12	208	HSBC	450,000	0.2600	18-Dec-12	-450,000	-3.21	AA-	F1+
19-Dec-12	209	HSBC	130,000	0.2600	20-Dec-12	-130,000	-0.93	AA-	F1+
20-Dec-12	210	HSBC	180,000	0.2600	21-Dec-12	-180,000	-1.28	AA-	F1+
21-Dec-12	211	HSBC	440,000	0.2600	24-Dec-12	-440,000	-9.40	AA-	F1+
28-Dec-12	212	HSBC	700,000	0.2600	Still Outstanding	0	-19.95	AA-	F1+
31-Dec-12	213	Barclays Bank Plc	330,000	0.2300	Still Outstanding	0	-2.08	A	F1
31-Dec-12	214	Santander UK Plc	1,500,000	0.3000	Still Outstanding	0	-12.33	A	F1
			5,835,000			-2,355,000	-241.52		
TOTAL INVESTMENTS MADE APRIL TO DECEMBER			60,430,000			-52,230,000	-12,155.69		
TOTAL INVESTMENTS 2012/13 (Including brought forward @ 1 April 2012)			62,330,000			-54,130,000	-12,306.50		

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 @ 11 JANUARY 2013

Institution	Standard & Poor			Moody's			Fitch				Note
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term	Outlook	
BUILDING SOCIETIES											
Nationwide	A+	A-1	Negative	A2	P-1	Stable	19/10	A+	F1	Negative	£1m Min
Yorkshire	A-	A-2	Stable	Baa2	P-2	Stable	24/10	BBB+	F2	Stable	
Coventry	-	-	-	A3	P-2	Stable	24/10	A	F1	Stable	No direct dealing
Skipton	-	-	-	Ba1	NP	Negative	24/10	BBB-	F3	Stable	
Leeds	-	-	-	A3	P-2	Stable	24/10	A-	F2	Stable	3Mth
Principality	-	-	-	Ba1	NP	Stable	24/10	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn			24/10	BB+	B	Stable	No Contact
BANKS											
Santander Uk Plc.	A	A-1	Negative	A2	P-1	Negative	19//10	A	F1	Stable	
Barclays Bank Plc.	A+	A-1	Negative	A2	P-1	Negative	10/10	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Negative	A2	P-1	Negative	11/12	A	F1	Stable	
Bradford & Bingley Bank Plc.	-	A-1	-	Aa3	P-1	Negative	Rating Withdrawn				Not taking funds
Co-operative Bank (The)	BBB-	A-3	Stable	A3	P-2	Under Review	19/07	BBB+	F2	On Watch	£1m Min
HSBC Bank Plc.	AA-	A-1+	Negative	Aa3	P-1	Negative	07/12	AA-	F1+	Stable	
Lloyds TSB Bank Plc.	A	A-1	Negative	A2	P-1	Negative	11/12	A	F1	Stable	£250k Min
National Westminster Bank Plc.	A	A-1	Stable	A3	P-2	Negative	10/10	A	F1	Stable	Current a/c req'd
Northern Rock (Asset Management) Plc.	A	A-1	Stable	Aa3	P-1	Negative	Rating Withdrawn				No Contact
Royal Bank of Scotland Plc.	A	A-1	Stable	A3	P-2	Negative	10/10	A	F1	Stable	Current a/c req'd

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 24 SEPTEMBER 2012

Present: Cllrs: Ranson, T Hill, Hirst, Rogerson, Sherras, Chief Executive, Director of Resources and Director of Community Services.

1 Apologies

Cllrs: Thompson, Knox and Lawson Oddie

2 Minutes of Budget Working Group 16 July and 9 August 2012

The minutes of the previous meetings were agreed as a correct record.

3 Land for Industrial Development

CEO introduced his report on the possibility of acquiring land for industrial development. He went on to mention three sites that were on the market for sale and explained two approaches that could be followed.

Members discussed the issue and were very supportive in pursuing an option to acquire land for industrial development subject to agreement at Policy and Finance Committee.

4 Fees and Charges

Members considered the report on Fees and Charges which recommended a minimum increase of 2.5% in fees and charges but asked the BWG if there were any areas where charges shouldn't be recommended for increase.

Members recommended an across the board increase of 2.5% with the exception of car park charges which they felt should be frozen in the current economic climate. This advice would be included in Service Committee Fees and Charges reports in November.

5 PWLB

The DoR introduced this item and explained the background to the PWLB certainty rate which was set at 0.2% below normal PWLB rates. BWG agreed to apply for the discounted rate.

6 Localisation of Council Tax Support

The DoR updated the group with the latest position with our consultation on localisation of council tax benefit. Questionnaires have now been sent out to working age claimants and a sample of residents.

The DoR asked if any members of the Budget Working Group would be on hand to attend the drop in session on Wednesday 3 October, at which residents and groups could come along and ask questions about council tax support.

7 Response to Technical Consultation

The DoR took Members through the report on Business Rate Retention and explained briefly how it was proposed the scheme would operate. The DoR stressed that changes to Rural Services indicators which would help the Council to the tune of £470,000+ however, after damping would only receive 30% of this.

8 Update on the release of Census 2011 data

The CE took members through a brief analysis of census 2011 data; a number of comments were made.

9 AOB

None

10 Date and time of next meeting

Tuesday 20 November 2012 at 4pm in Committee Room 1.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 20 NOVEMBER 2012

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

1 Apologies

1 None

2 Minutes of Budget Working Group 24 September 2012

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

3 Council Tax Support

3a *Presentation of outcome of Consultation*

3.1 The Director of Resources presented details of the outcome of the consultation process that had been undertaken on the council's proposed scheme. Members were taken through a pack of slides that had been prepared by Kris Barker from CRACS, and which was to be presented to members at Policy and Finance Committee.

3.2 Members discussed the outcomes of the consultation and commented about the representation of all parish areas. The various groups that had been consulted were also discussed.

3.3 Members were supportive of the outcome of the consultation and were pleased with the support that had been shown for the proposed scheme.

3.4 The announcement of the governments offer of transitional grant was also discussed, as was the impact on for this council. The proposed scheme that had been consulted upon would see working age claimants charged 12% council tax, however the government had offered grant to those council's capping such a charge to 8.5%.

3.5 Support was given by members at the meeting towards the 8.5% scheme, with a decision to be reached at Policy and Finance Committee

3.6 Members stated that a presentation on the mechanics of the Collection Fund and the calculation of the taxbase would be welcomed for a future meeting.

3b *Responses from major precepting authorities*

3.7 The letters that had been received from the major precepting bodies with regard to the proposed Council Tax Support scheme were discussed by members.

4 Revenue Budget - discussion

- 4.1 The Director of Resources took members through the latest position on the work that was underway on the budget. The high level of uncertainty due to the unknown level of government funding that the Council was to receive for 2013/14 was commented upon. It was mentioned that the latest anticipated date for the announcement of this funding was 20 December 2012.

5 Any Other Business

- 5.1 The Chief Executive updated members on a recent communication that had been received with regard to Municipal Mutual. He highlighted that a solvent run-off could no longer be achieved for the company and that there was potential for some local authorities to incur a charge as a result, dependant on any large scale claims that had been settled in the past.
- 5.2 A proposal for free parking in Clitheroe and Longridge town centres in December was discussed. It was agreed that free parking be offered for the three Saturdays before Christmas (the proposal was originally for the four Saturdays before Christmas).

6 Date and Time of Next Meeting

- 6.1 The next meeting was agreed as Wednesday 16 January 2012 at 4pm. Cllr J Rogerson gave his apologies in advance.