

# RIBBLE VALLEY BOROUGH COUNCIL

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please ask for: BILL ALKER  
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e-mail: bill.alker@ribblevalley.gov.uk  
my ref: WA/CMS  
your ref:  
date: 2 September 2013

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 10 SEPTEMBER 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 meetings held on 11 June 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### DECISION ITEMS

- ✓ 5. Political Balance Arrangements for Committees – The By-Election 1 August 2013 – report of Chief Executive – copy enclosed.
- ✓ 6. Budget Forecast 2013/14 – 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 7. Lancashire Fire and Rescue Service – Emergency Cover – report of Chief Executive – copy enclosed.
- ✓ 8. Concurrent Function Grants – report of Director of Resources – copy enclosed.
- ✓ 9. Public Services Network Compliance – report of Director of Resources – copy enclosed.

- ✓ 10. References from Committee (if any).

#### INFORMATION ITEMS

- ✓ 11. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 12(a) Capital Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 12(b) Overall Capital Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 13(a) Revenue Outturn Report 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 13(b) Overall Revenue Outturn Report 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 14(a) Revenue Monitoring Report 2013/14 – report of Director of Resources copy enclosed.
- ✓ 14(b) Overall Revenue Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 15. Economic Development Working Group Update – report of Chief Executive – copy enclosed.
- ✓ 16. 2012/2013 Year End Performance Information – report of Director of Resources – copy enclosed.
- ✓ 17. Perception Survey 2013 – report of Director of Resources – copy enclosed.
- ✓ 18(a) Treasury Management Activities 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 18(b) Treasury Management Monitoring 2013/14 – reports of Director of Resources – copy enclosed.
- ✓ 19. Timetable for Budget Setting – report of Director of Resources – copy enclosed.
- ✓ 20. Contract for Insurance Services 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 21. Annual Review Report by Ombudsman – report of Chief Executive – copy enclosed.
- ✓ 22. Budget Working Group Minutes – 9 July 2013 – copy enclosed.
- 23. Reports from Representatives on Outside Bodies (if any).

#### Part II - items of business **not** to be discussed in public<sup>0</sup>

- ✓ 24. Review of Complaints 2012/13 – report of Chief Executive – copy enclosed.
- ✓ 25. Development Initiatives – report of Chief Executive – copy enclosed.
- ✓ 26. Reference from Health and Housing Committee – Riddings Lane, Whalley – report of Director of Resources – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

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Agenda Item No.

meeting date: TUESDAY 10 SEPTEMBER 2013  
title: POLITICAL BALANCE ARRANGEMENTS FOR COMMITTEES FOLLOWING  
THE BY-ELECTIONS ON 1 AUGUST 2013  
submitted by: CHIEF EXECUTIVE  
principal author: OLWEN HEAP

### 1 PURPOSE

1.1 To determine the Council's committee arrangements for the Municipal Year 2013/2014 following the by-election in Littlemoor Ward, Clitheroe.

1.2 Relevance to the Council's ambitions and priorities –

Council's Ambitions – whilst the Council's committee arrangements do not contribute directly to the achievement of the Council's ambitions, they set the framework for the Council's decision making processes.

Other considerations – the Council decided under the provisions of the Local Government Act 2000, after consultation with the electorate, to retain its committee arrangements rather than opt for an executive form of governance.

### 2 BACKGROUND/ISSUES

2.1 The Council must determine the number of seats on each committee. The allocation of these seats will then be in accordance with the political balance provisions of the Local Government and Housing Act 1989. Appendix 'A' shows the Allocation of Committee Seats that apply under the present committee structure. The calculations have been carried out following the results of the by-election held on 1 August 2013. (Previous calculation in brackets)

2.2 The Liberal Democrat Party won the seat in the Littlemoor ward of the Borough Council.

2.3 The Council must also determine the allocation of committee seats to Councillor Rogerson who does not belong to a political group. Appendix 'B' recommends the allocation of seats to Councillor Jim Rogerson.

### 3 RISK ASSESSMENT

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

Resources – the estimated costs of administering the committee arrangements in 2013/2014 are included in the approved budget for 2013/2014.

Technical, Environment and Legal – none.

Political – none.

Reputation – none.

### 4 RECOMMENDED THAT COMMITTEE RECOMMEND TO COUNCIL THAT

4.1 the number of seats on each committee and the allocation of those seats as set out in Appendix 'A' be approved and,

4.2 the allocation of committee seats to Councillor Jim Rogerson as set out in Appendix 'B' be approved.

OLWEN HEAP  
ADMINISTRATION OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

Agenda for Annual Meeting of Council 13 May 2013

For further information please ask for Olwen Heap on extension 4408.



<b><u>Health &amp; Housing</u></b>	$(15 \div 40 = 0.38)$	
Conservatives	$33 \times 0.38 = 12.54$	= 13
Liberal Democrats	$6 \times 0.38 = 2.28$	= 2
Others	$15 - (13+2)$	= 0

<b><u>Personnel</u></b>	$(9 \div 40 = 0.23)$	
Conservatives	$33 \times 0.23 = 7.59$	= 8
Liberal Democrats	$6 \times 0.23 = 1.38$	= 1
Others	$9 - (8+1)$	= 0

<b><u>Policy &amp; Finance</u></b>	$(15 \div 40 = 0.38)$	
Conservatives	$33 \times 0.38 = 12.54$	= 13 (12)
Liberal Democrats	$6 \times 0.38 = 2.28$	= 2
Others	$15 - (13+2)$	= 0 (1)

<b><u>Accounts &amp; Audit Committee</u></b>	$(11 \div 40 = 0.28)$	
Conservatives	$33 \times 0.28 = 9.24$	= 9 (10)
Liberal Democrats	$6 \times 0.28 = 1.68$	= 2 (1)
Others	$11 - (9+2)$	= 0

## **6. Summary**

	<u>Cons</u>	<u>L. Dems</u>	<u>Others</u>	
Community Services	<b>13</b>	<b>2</b>	<b>0</b>	
Planning & Development	<b>13</b>	<b>2</b>	<b>0</b>	
Licensing	<b>13</b>	<b>2</b>	<b>0</b>	
Health & Housing	<b>13</b>	<b>2</b>	<b>0</b>	
Personnel	<b>8</b>	<b>1</b>	<b>0</b>	
Policy & Finance	<b>13</b>	<b>2</b>	<b>0</b>	
Accounts & Audit	<b>9</b>	<b>2</b>	<b>0</b>	
<b>TOTAL</b>	<b>82</b>	<b>13</b>	<b>0</b>	<b>= 95</b>

7. The totals of committee seats need to be adjusted to bring the totals in line with the overall allocation of seats ie. Conservatives **79**, Liberal Democrats **14** and Others **2 = 95**.

8. Therefore the adjustments to the overall allocation of seats are as follows :-

<b>COMMITTEE</b>	<b>CONSERVATIVES</b>	<b>LIB DEMS</b>	<b>OTHER</b>
Community Services	<b>13</b>	<b>2</b>	<b>0</b>
Planning & Dev	<b>12 (-1)</b>	<b>2</b>	<b>1 (+1)</b>
Licensing	<b>13</b>	<b>2</b>	<b>0</b>
Health & Housing	<b>12 (-1)</b>	<b>3 (+1)</b>	<b>0</b>

Personnel	8	1	0
Policy & Finance	12 (-1)	2	1 (+1)
Accounts & Audit	9	2	0
<b>TOTALS</b>	<b>79 (-3)</b>	<b>14 (+1)</b>	<b>2(+2) = 95</b>

August 2013

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 10 SEPTEMBER 2013  
title: BUDGET FORECAST 2013/14 TO 2016/17  
submitted by: DIRECTOR OF RESOURCES  
principal author: JANE PEARSON

## 1 PURPOSE

- 1.1 To consider the Council's latest budget forecast and decide what action needs to be considered to meet the financial challenges that lie ahead.

## 2 BACKGROUND

- 2.1 The budget forecast is an important tool which gives an early indication of any potential budgetary problems and also informs our Medium Term Financial Strategy accordingly.
- 2.2 It is inevitable that we need to continue to scrutinise closely our financial position in the coming months in order to best place us to face the continuing challenges that lie ahead. Therefore we will continue holding frequent Budget Working Group meetings and also produce overall budget monitoring reports for members on a regular basis.
- 2.3 Significant changes were made to how local authorities were funded from 1 April 2013 with the introduction of Business Rate Retention. We were informed of our business rates baseline, safety net and tariff payable. From 2012/13 we will now be able to retain an element of Business Rate Growth generated in our area.
- 2.4 In July the Government launched a consultation paper on a range of detailed and technical issues concerning the 2014-15 and 2015-16 Local Government Finance Settlements.
- 2.5 The latest budget forecast (as is usually the case) is based on many assumptions. Many of these are very difficult to predict going forward, especially how much we will retain from the Business Rates we will collect in the year.
- 2.6 We have made several changes since the previous budget forecast was prepared. These are set out in the following sections in detail below. The forecast summary is shown at Annex 1.

## 3 PUBLIC SECTOR PAY AND PRICE INFLATION.

- 3.1 The pay award for staff this year was agreed at 1%. Whilst Government seem to be continuing to limit public sector pay rises to 1% for the foreseeable future local government pay as you are aware is agreed by the Local Government Employers Association. I have included a pay award of 1% for both of the years 2014/15, 2015/16 and 2% for 2016/17.
- 3.2 The rate of consumer prices index (CPI) inflation fell to 2.8% in July, down from 2.9% in June, according to the Office for National Statistics (ONS). The fall arose as the cost of clothing and leisure and cultural activities decreased. The rate of retail prices index (RPI) inflation fell as well, to 3.1%, from 3.3% in June.



- 3.3 In its August quarterly inflation report, the Bank of England predicted inflation would average 2.82 per cent in the third quarter. The Bank of England has promised to keep interest rates low until unemployment falls below seven per cent
- 3.4 The Bank of England's target rate for CPI is 2%, and it expects inflation to return to target in the medium term. However at 2.8% the rise in the Consumer Price Index is still well above the Bank of England's target.
- 3.5 The Bank of England's view is that a sustained recovery in both demand and supply appears likely. They state that the outlook for growth is stronger than in May, mainly reflecting a marked improvement in business and consumer sentiment and go on to state that inflation is expected to fall back to around the 2% target over the forecast period. I would estimate however this may take some time and have therefore included 2.75% for price inflation for 2014/15, 2.5% for 2015/16 and 2.0% for 2016/17 within our budget forecast.

#### 4 LOCAL GOVERNMENT GRANT FUNDING

- 4.1 On 25 July 2013 DCLG published a consultation paper on the local government finance settlement for 2014/15 and 2015/16.
- 4.2 In 2014/15 the Government proposes to take a further 1% off all local authorities funding and also increase the amount held back to pay for the business rates retention safety net
- 4.3 Exemplifications show that for Ribble Valley this further reduces our forecast government funding from £2.585m to £2.558m. i.e. a reduction of £27,000.
- 4.4 The 2013 Spending Round announced reductions in overall funding of 10%. The consultation paper sets out exemplifications showing for 2015/16 how the reduction will be borne by different types of authority.
- 4.5 For Ribble Valley, the indication is that shire districts such as ourselves will see the biggest reduction in real terms of over 15%. This would reduce our forecast government funding further from £2.558m to £2.163m.
- 4.6 Whilst normally announcements on local government funding would be made in December I would anticipate that the figures quoted above are unlikely to change significantly and hence we should include them in our budget forecast. No indication has been given for the level of grant funding for 2016/17 onwards. At the moment we have assumed we will receive the same amount in 2016/17 as for 2015/16 ie a cash freeze.
- 4.7 The consultation runs for 10 weeks until 2 October 2013 and I will be preparing a draft response for consideration by the Budget Working Group at its next meeting on 24 September 2013.

#### 5 NEW HOMES BONUS (NHB)

- 5.1 The New Homes Bonus Scheme commenced in April 2011, and will match fund the additional council tax raised for new homes and properties brought back into use, with an additional amount for affordable homes, for a six year period.
- 5.2 We expect to be notified of our allocation for New Homes Bonus grant at the time of the confirmation of the Local Government Finance Settlement (probably December).

This will be based on the annual movement in our taxbase up to October 2013. Based on the movement in our council tax base up to the end of July we **could** expect to receive in 2014/15 £481,816. Assuming even a small number of extra properties are completed from now until the beginning of October we could expect to receive in excess of £500,000 for the next six years. Members will be aware that to date we have only committed £60,000 of our New Homes Bonus each year to support our revenue budget.

- 5.3 However members need to be aware that at the same time the Government announced further cuts to our grant funding they also gave notice that they intend to top slice £400m nationally (around 35%) from the New Homes Bonus from 2015/16 onwards and pass this funding to Local Enterprise Partnerships to spend on promoting growth in their area. The consultation paper sets out two options of how the top slice will work at individual local authority level. In two tier areas you will recall the county council receives 20% of the NHB and districts 80%. The eight week consultation period closes on 19 September and I will circulate a draft response at your meeting for your approval.

## 6 COUNCIL TAX

- 6.1 The Spending Round announced a continuation of the freeze in council tax levels and also the 2% referendum limits for the next two years.
- 6.2 The support to be paid for the freeze in council tax will be equivalent to a 1% increase. Thus if we were to accept the Government's offer we would be facing a real terms cut assuming inflation continues at the current rate.
- 6.3 Our council tax at £140.69 has been frozen since 2010/11. If we were to extend ours for another 2 years this would mean our council tax will have been frozen for a period of 6 years.
- 6.4 The Institute of Fiscal Studies suggest overall council tax rates in England are 9% lower than they would have been had they increased in line with the CPI inflation measure since 2010. Interestingly the number of authorities which agreed to accept the support and freeze council tax decreased by around a quarter in 2013/14 compared with the previous year. From 85% to 61%.
- 6.5 The Secretary of State has made it clear that authorities are free to increase their council tax beyond 2% providing they have a mandate from their electorate. (via a referendum). We estimate the cost of holding a referendum would be around £60,000.
- 6.6 To show you how complicated the council tax freeze grant is:
- In 2011/12 the Council Tax Freeze Grant was promised for a four year period. However we were told that from 2013/14 this has been 'rolled up' into our baseline funding together with Homelessness Grant and Council Tax Support Grant.
  - The Council Tax Freeze Grant in 2012/13 was paid for one year only.
  - For freezing our council tax in 2013/14 the grant funding offered equated to a 1.0% increase in council tax foregone and will be paid for a two year period i.e. in 13/14 and 14/15.

- 6.7 **For estimate purposes we are unsure as to members views regarding a council tax increase or freeze so therefore have shown no extra income from council tax in our forecast going forward.** Based on our current tax base a 1% increase in our council tax raises approximately £30,000 each year.

## 7 INTEREST RATES

- 7.1 The continuing weak economic growth in the UK and concerns about the strength of the global economic recovery and the problems with the Euro means that the base rate remains at a record low of 0.5%. Any increase in rates is still seen by many as too risky given the fragile state of the economy and the Governor of the Bank of England has recently told the financial markets that interest rates will remain at these low levels until unemployment falls to 7%.

- 7.2 We have currently allowed £30,000 interest receipts per annum for the three year forecast.

## 8 BUSINESS RATES GROWTH

- 8.1 We will retain our share of any growth in our business rates baseline. However at this early stage it is difficult to estimate our outturn position for the first year of the new scheme with any certainty. We will however continue to monitor our business rates income closely and report this information to the Budget Working Group. For 2013/14 we assumed a small amount of growth would be retained of £47,165. This is shown separately in our budget forecast. We are still optimistic that a section 31 grant will be paid by the Government in respect of the extension to the Small Business Rate Relief scheme.

## 9 COMMENTS ON THE LATEST FORECAST

- 9.1 It is important that members are aware of the assumptions made in the new updated forecast as used as a basis for the above scenarios.

- 9.2 The latest forecast assumes the following:

- i) Two important consultation papers have been issued recently which will impact on our finances. One is the finance settlement for 2014/15 and 2015/16 and the other relates to technical changes to the New Homes Bonus scheme. Both could impact significantly on our future budgets.
- ii) The significant savings brought in to the 2012/13 budget continue
- iii) Use of balances of £150,000 over the next three years taking us to just over £1.1m General Fund Balances by 31 March 2017.
- iv) Interest Receipts continue to run at very low levels. The forecast shows an amount of £30k for each of the next 3 years.
- v) A 1% increase in the council taxbase per annum has been assumed over the forecast period. This reflects the increase in properties in our area. However this is still below the housing requirement identified in our draft core strategy. Members will recall the taxbase has now been adjusted to reflect the impact of council tax support.
- vi) Council Tax Deficit – I have allowed for a council tax deficit over the next four years based on current deficits experienced by districts.

- vii) Business Rate Collection – We have assumed minimal additional business rate income at £50,000 per annum.

## 10 BUDGET WORKING GROUP

10.1 The Budget Working Group at its recent meeting considered the budget forecast and suggested that we examine the following four areas to address the budget shortfall:

- Increase in our council tax for 2014/15
- Examine in detail our underspends/savings in 2012/13 to ensure our base budget is accurate
- Increase the amount of New Homes Bonus we use to finance our revenue budget
- How much business rate growth we can realistically expect to rely on

## 11 CONCLUSION

11.1 The savings required as shown in the Forecast if correct are significant and will require much effort by the Budget Working Group if we are to produce a balanced budget by the time the 2014/15 budget is agreed next March.

11.2 However as reported by our external auditors following a recent audit, we meet or exceed the recommended standards across all areas in measuring financial resilience.

11.3 The Budget Working Group will be considering the Budget Forecast at their meeting on 24 September 2013.

## 12 RECOMMENDATION

12.1 Consider the Budget Forecast.

12.2 Agree the Council's response to the consultation paper on the technical changes to the New Homes Bonus scheme.

DIRECTOR OF RESOURCES

PF51-13JP/AC  
2 September 2013

Latest Budget Forecast - 10 Sept 2013								
	2013/14 OE		2014/15		2015/16		2016/17	
	£		£		£		£	
Net Expenditure	6,249,140		6,455,000		6,658,000		6,911,000	
Interest Receipts	-29,140		-30,000		-30,000		-30,000	
Superannuation reserve	-36,175		-36,175		-36,175		-36,175	
C Tax Freeze grant for freezing ctax in <u>2013/14</u>	-31,610		-31,610					
C Tax Freeze grant for freezing ctax in <u>2014/15</u>			-31,500					
Use of New Homes Bonus	-60,000		-60,000	?	-60,000	?	-60,000	?
Use of Balances	-146,023		-150,000		-150,000		-150,000	
<b>Reductions in Expenditure Required</b>	<b>0</b>		<b>-526,104</b>		<b>-1,126,152</b>		<b>-1,348,937</b>	
<b>Budget Requirement</b>	<b>5,946,192</b>		<b>5,589,611</b>		<b>5,255,673</b>		<b>5,285,888</b>	
Govt Funding	2,961,659		2,558,045	as per July 13 consultation exemp 2	2,194,191	as per July consultation exemp 4	2,194,191	assume freeze on 15/16
business Rate Growth	47,165		50,000	?	50,000	?	50,000	?
Coll Fund Deficit	-24,579		-10,000		-10,000		-10,000	
<b>Precept</b>	<b>2,961,947</b>		<b>2,991,566</b>		<b>3,021,482</b>		<b>3,051,697</b>	
Tax Base	21,053		21,264	1%	21,476	1%	21,691	1%
Band D Ctax	140.69	0%	140.69	0%	140.69	0%	140.69	0%
<b>Effect of above on General Fund Balances</b>								
<b>General Fund Balances</b>	<b>2013/14</b>		<b>2014/15</b>		<b>2015/16</b>		<b>2016/17</b>	
	£		£		£		£	
Brought Forward	1,699,748		1,553,725		1,403,725		1,253,725	
Used	-146,023		-150,000		-150,000		-150,000	
Carried Forward	1,553,725		1,403,725		1,253,725		1,103,725	

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

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Agenda Item No.

meeting date: 10 SEPTEMBER 2013  
title: LANCASHIRE FIRE AND RESCUE SERVICE – EMERGENCY COVER REVIEW  
submitted by: CHIEF EXECUTIVE  
principal author: BILL ALKER

### 1 PURPOSE

- 1.1 To inform Members of the content of the Lancashire Fire and Rescue Service (LFRS) Emergency Cover Review and its possible impact on the residents of Ribble Valley.
- 1.2 To formulate a response to these proposals as part of the consultation process.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives – } Close partnership working with relevant agencies has
  - Corporate Priorities – } always helped to make Ribble Valley's residents lives
  - Other Considerations – } safer and healthier and this consultation process is yetanother part of that process.

### 2 BACKGROUND

- 2.1 Lancashire Fire and Rescue Service have issued a consultation document entitled 'Performance Report and Action Plan 2013 – Incorporating Emergency Cover Review'.
- 2.2 The document does the following:
  - Outline LFRS performance over the past year
  - Provides an updated risk profile for Lancashire
  - Details progress in respect of key projects
  - Reports the outcome of the LFRS emergency cover 2013 outlining proposed changes to the way they deliver some frontline services.
- 2.3 LFRS, like a number of other public sector organisations, is under considerable financial pressure to reduce its budgets over the next four years by £10 million pounds.
- 2.4 In an attempt to reduce its expenditure, LFRS is proposing a four year emergency cover review covering the years 2014/2015 to 2017/2018.
- 2.5 Our views are being sought. The deadline for responses is 20 September 2013.

### 3 ISSUES

- 3.1 The proposals being consulted upon do not immediately affect our area. As you will see from the attached Appendix A, the proposals are for larger urban areas which have full time fire crews.
- 3.2 These areas are neighbouring authorities covering Hyndburn, Padiham, Bamber Bridge and Chorley amongst others.
- 3.3 The planned reductions are phased over four years starting from 2014/2015 in Hyndburn and Padiham; Bamber Bridge and Chorley in 2015/2016; Skelmersdale in 2016/2017; and finally Blackpool and Lancaster in 2017/2018.
- 3.4 The savings made over that four year period amount to £5.4 million pounds.
- 3.5 LFRS also point out that the emergency cover review is not just a finance driven initiative. The service has seen a massive reduction of 60% in the number of emergency incidents over the past 10 years.
- 3.6 Whilst there are no proposals to reduce the service in Ribble Valley with its two retained fire services in Clitheroe and Longridge, clarification has been sought on the likely impact of changes with Lancaster, Padiham and Hyndburn.
- 3.7 I attach below the comments from Station Manager Phil Jones, who is in charge of Clitheroe and Longridge.

District	Headline Performance Impact			
	In Target	% Change	Response Time (mm:ss)	
			Average	Change
Ribble Valley	-2	-0.5%	10:28	00:04

Appliance 1 Performance Impact			
In Target	% Change	Response Time (mm:ss)	
		Average	Change
-1	-0.2%	09:50	00:01

Appliance 2 Performance Impact			
In Target	% Change	Response Time (mm:ss)	
		Average	Change
-1	-2.5%	12:17	00:14

The main impact on the Ribble Valley in relation to the proposed cuts is the removal of 1 fire appliance from Padiham and one from Lancaster. As you know Padiham cover some wards in the Ribble Valley around the Sabden and Read area, and Lancaster will cover the area at the north side of the trough of Bowland.

As Padiham still have a fire appliance to respond from their base there is very little impact on appliance 1 performance. There is a slight delay on the second appliance performance but this is negligible.

As we have very few incidents to the north of the Trough of Bowland, the reduction in appliances in Lancaster will have little or no effect on the Ribble Valley.

The table above shows the headline performance once all of the proposed changes have been inputted into the modelling software.

As you can see there will be an average change overall of 4 seconds to attendance times across the Ribble Valley

The first appliance attendance will have negligible impact with an increase in attendance times of 1 second. The second appliance attendance times will have a greater increase, but this is only an average of 14 seconds.

The reason for these minimal effects on attendance times is due to there being no reductions in the appliances or stations in the Ribble Valley, coupled with no station closures in neighbouring areas (only appliance reductions).

#### 4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – The reputation that Ribble Valley Borough Council has as one of the safest places to live in the country will not be greatly impacted by these proposals.
- Equality & Diversity – No implications identified.

#### 5 RECOMMENDED THAT COMMITTEE

5.1 Note the contents of this report.

5.2 Ask the Chief Executive to write to the Head of Lancashire Fire and Rescue Service offering no objections to these proposals.

BILL ALKER  
COMMUNITY DEVELOPMENT OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

The Lancashire Fire and Rescue Service Emergency Cover Review.

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

REF: BA/EL/100913/POLICY&FINANCE



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[Home Page](#) > [Emergency Cover Review 2013](#) > [The Proposals](#)

- [Consultation and Decision Making on the Proposals](#)
- [The Proposals](#)

## The Proposals

The final package of changes approved by the Lancashire Combined Fire Authority following public consultation will be implemented over four years from 2014 – 2017 and the proposals outlined below relate to Years 1 – 4 over that timescale.

### Year 1 proposals – 2014/15

In the first year of the Emergency Cover Review, we are proposing to remove one of Hyndburn's Wholetime fire engines. Currently the station has two Wholetime fire engines and one Retained fire engine making it the only fire station in the North West of England with three fire engines. The second Wholetime fire engine is now among the least busy in Lancashire and its current activity can be met by the Retained fire engine. Research indicates that we will continue to meet our response standard of eight minutes.

We are also proposing to remove one of the two Retained fire engines at Padiham fire station in line with reducing activity and risk levels. The readiness of the first fire engine to incidents has been good but there have been long term difficulties recruiting enough Retained firefighters to crew the second fire engine, particularly during the day when availability of a crew has been as low as 25% for a number of years. The risk in the station area is categorised as 'low' and last year there were only 20 property fires in Padiham.

Year 1 changes will save the Service just over £1 million and the County will only lose two fire engines.

### Year 2 – 2015/16

In the second year we are proposing to move Bamber Bridge's Wholetime fire engine to Chorley leaving the station with a Retained duty system fire engine. Over the last three years, activity levels in Bamber Bridge have dropped significantly and last year there was less than one property fire a week in the station area. The Retained fire engine at Bamber Bridge will continue to serve the area and our research has indicated that we would still be able to meet our current response standard of eight minutes. Prior to 1995 Bamber Bridge was serviced by one Retained Duty System fire engine with higher activity levels than now.

Chorley Community Fire Station, which has recently moved to our Training Centre in Euxton, currently houses one Wholetime fire engine and one Retained fire engine. Our proposal is to change the crewing system at the station from the traditional crewing arrangements to Day Crewing Plus, with no change in attendance times. We will also remove the Retained fire engine but the fire engine moving across from Bamber Bridge will ensure that the station continues to accommodate two fire engines.

Finally in the same year, we propose to create a specialist rescue hub at the new fire station in Chorley. This hub will house the Urban Search and Rescue vehicles which are currently based in costly rented accommodation in Leyland and will be operated by the firefighters based at Chorley Fire Station 24 hours a day. This will improve the search and rescue service as vehicles are only immediately available during the day and in the evenings there can be a delay of up to 45 minutes. This change will make them immediately available at all times.

Year 2 changes will save the Service nearly £1.7 million but will only reduce the number of fire engines by one.

### Year 3 – 2016/17

A proposal in our 2012 Performance Report and Action Plan to extend the Day Crewing Plus duty system of working to additional fire stations was subsequently agreed by the Fire Authority, with Skelmersdale and South Shore stations identified as suitable for its introduction there.

At Skelmersdale the station currently accommodates one wholetime and one retained fire engine. During Year 3 we propose to move the wholetime fire engine to the Day Crewing Plus duty system and the retained fire engine will remain.

At South Shore there is currently a wholetime fire engine and in Year 3 we propose to move over to the Day Crewing Plus System there instead.

The Day Crewing Plus shift system enables great flexibility in working as well as offering salary benefits. It offers considerable savings and helps us tailor our services better to cover local risk. Because it works best in locations where there is a pattern of reduced activity overnight compared with elsewhere in Lancashire it is not possible to make even more savings by implementing it at all Lancashire fire stations.

Year 3 changes will save the Service nearly £800,000 and it will not result in the loss of any fire engines but will maintain the same response times.

### Year 4 – 2017/18

The current provision for emergency cover at Blackpool fire station is two Wholetime fire engines and crews. We propose to reduce this to one fire engine. The Fylde coast, from Bispham to Lytham, has the biggest concentration of fire engines in the county. This reduction offers us an opportunity to save £1 million by withdrawing a fire engine whilst being confident that response times can be maintained and risk levels protected.

Lancaster fire station currently accommodates two Wholetime fire engines and we propose to remove the second fire engine. We intend to explore the option of replacing it with a fire engine crewed by Retained Duty System firefighters but this will be dependent on recruiting sufficient staff. As the second fire engine at Lancaster is one of the least active Wholetime fire engines in the county and with incident numbers decreasing each year in the area, this proposal will save us £1 million pound whilst maintaining the risk levels.

Year 4 changes will save the Service nearly £1.9 million and result in the loss of just two fire engines.

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

DECISION

Agenda Item No 8

meeting date: 10 SEPTEMBER 2013  
title: CONCURRENT FUNCTION GRANTS  
submitted by: DIRECTOR OF RESOURCES  
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To approve the allocation of concurrent function sector grants for 2013/14.

1.2 Relevance to the Council's ambitions and Priorities:

- In accordance with the corporate strategy objective "to protect and enhance the existing environmental quality of our area". This report will provide a means for providing a high quality environment, including safe, clean parks and open spaces.
- In accordance with the sustainable community strategy a key priority is "to maintain, protect and enhance all natural and built features that contribute to the quality of the environment", this report will provide the means for supporting Parish/Town Councils with maintaining and protecting the quality of the environment.

2 BACKGROUND

2.1 The Concurrent Grant Scheme, which was approved a number of years ago by this committee, gives grant assistance for those Parishes/Town Councils who provide services in their areas, which elsewhere are provided by the Borough Council. An annual revenue budget allocation has been approved of £20,000.

2.2 The Council agreed to support Parish and Town Council net revenue expenditure on the following concurrent functions.

- Burial Grounds
- Bus Shelters
- Footpaths
- Footway Lighting
- Litter Collection
- Dog waste bins
- Parks and play areas

2.3 Support was set at a rate of 25% of eligible net revenue expenditure in the previous year subject to the overall cost to the Borough Council not exceeding £20,000 p.a.

### 3 ISSUES

- 3.1 On 17 May 2013 all Parish Councils were sent a concurrent function grant application form for 2013/14 and an invitation to apply for a grant, with applications to be returned by 31 May 2013.
- 3.2 18 applications were received, details of which are shown in Annex 1. Revenue expenditure to be supported totalled £64,419, which based on a grant rate of 25% equated to £16,105, which is within the £20,000 budget provided.
- 3.3 In accordance with the scheme the grant would normally be paid in 2 equal instalments on the 30 September and 31 March. However, due to the level of each individual grant, members may choose to recommend payment of this grant in a single instalment in order to reduce the level of administration.
- 3.4 Any grants sought over £1,000 are requested to supply supporting documentation such as copy invoices. Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council requested that their grant be a limited to a maximum of £1,000.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – a total budget of £20,000 is available to fund the grants requested and the proposed expenditure is within this balance.
  - Technical, environmental and legal – no implications identified
  - Political – no implications identified
  - Reputation - the matter covered links to the Council's ambitions and priorities to protect and enhance the existing environmental quality of our area.
  - Equality and Diversity – the scheme is open to all parish and town councils.

### 5 RECOMMENDATION

- 5.1 Approve the allocation of grants as proposed in Annex 1 totalling £16,104.81 for 18 Parish/Town Councils.
- 5.2 Agree to the payment of the approved grants in a single instalment, rather than two instalments as outlined in the grant scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF42-13/TH/AC  
30 August 2013

Background papers:  
Concurrent function grant application papers 2013/14

For further information please ask for Trudy Holderness, extension 4436

## ANNEX 1

## CONCURRENT FUNCTION GRANT APPLICATIONS – 2013/14

Nos	Parish / Town Council	Burial Grounds £	Bus Shelters £	Footpaths £	Footway Lighting £	Litter Collection £	Dog Waste Bins £	Parks and Play Areas £	Sub-Total £	Reduced Claim £	Total £	2013/14 Proposed Grant (25%) £	2012/13 Grant Paid £
-	Aighton Bailey / Chaigley								0.00		0.00	0.00	205.60
1	Billington & Langho	1,183.40				3,425.71		14,523.91	19,133.02	-13,573.00	5,560.02	1,390.00	2,053.04
2	Bolton By Bowland			432.00		1,189.00		2,682.00	4,303.00	-303.00	4,000.00	1,000.00	900.00
3	Bowland Forest (Higher)							1,854.10	1,854.10		1,854.10	463.53	448.25
4	Chatburn					674.00		1,682.42	2,356.42		2,356.42	589.11	582.07
-	Chipping								0.00		0.00	0.00	0.00
5	Clitheroe							1,818.36	1,818.36		1,818.36	454.59	482.30
6	Gisburn					156.00		750.00	906.00		906.00	226.50	308.75
7	Grindleton			2,767.21					2,767.21		2,767.21	691.80	694.69
8	Longridge					6,000.00		3,000.00	9,000.00		9,000.00	2,250.00	1,650.00
9	Mellor					2,093.43		2,439.18	4,532.61		4,532.61	1,133.15	806.96
10	Newton in Bowland						111.69	319.87	431.56		431.56	107.89	105.26
11	Pendleton							300.00	300.00		300.00	75.00	75.00
12	Read						701.34	4,827.82	5,529.16		5,529.16	1,382.29	457.41
13	Ribchester					1,741.00		573.00	2,314.00		2,314.00	578.50	561.25
14	Sabden	350.00	36.00	810.80		1,677.00	962.00	1,418.82	5,254.62		5,254.62	1,313.65	1,081.50
-	Salesbury								0.00		0.00	0.00	0.00
15	Waddington	850.00		196.00		121.74		2,069.87	3,237.61		3,237.61	809.40	833.75
16	Whalley	3,510.58				4,164.00		4,401.00	12,075.58		12,075.58	3,018.90	2,625.49
17	Wilpshire							1,245.00	1,245.00		1,245.00	311.25	95.00
18	Wiswell	204.00						1,033.00	1,237.00		1,237.00	309.25	312.00
<b>Total Expenditure</b>		<b>6,097.98</b>	<b>36.00</b>	<b>4,206.01</b>	<b>0.00</b>	<b>21,241.88</b>	<b>1,775.03</b>	<b>44,938.35</b>	<b>78,295.25</b>	<b>-13,876.00</b>	<b>64,419.25</b>	<b>16,104.81</b>	<b>14,278.32</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 9

meeting date: 10 SEPTEMBER 2013  
title: PUBLIC SERVICES NETWORK COMPLIANCE  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

## 1 PURPOSE

1.1 To update members on the council's compliance with the Public Services Network and to seek committee's approval on the implementation of the recommendations from the inspection.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified
- Corporate Priorities – The report helps the council satisfy its overarching corporate priority of being a well-managed council providing efficient services; particularly through managing change and organisational development and ensuring we are prepared and fit for purpose.
- Other considerations – none identified

## 2 BACKGROUND

2.1 As a Council we communicate electronically with the Government and other bodies through a secure network. We have recently had an onsite inspection to ensure we meet certain compliance requirements to be able to continue our connection to this network.

2.2 Six areas were highlighted during the inspection as needing further attention and we were told that our application to remain connected to the network **had been declined**. We were informed that we must gain compliance through the resubmission of evidence by the beginning of August.

2.3 Most of the concerns raised by the inspector were of a minor nature which we have since resolved relatively easily. One concern however relates to how councillors currently access their emails which as members will be aware is via the Councillor Portal.

2.4 We therefore have no option but to change the way in which members access their emails in the near future. Corporate Management Team (CMT) and our ICT section have considered the various options that are available to the council.

2.5 Given the need for an urgent response to the Cabinet Office, by the beginning of August, we reported the matter to the Budget Working Group on the 10 July and also wrote to each councillor to consult them on the proposal. In outline, it was proposed that the council supply each member with an encrypted and secured tablet device, which would be controlled by, and remain in the ownership of, the council.

2.6 The result of the consultation with members was that the majority of those who submitted a response agreed with the proposal.

2.7 Other advantages of this approach would be the ability to gradually move away from paper-based systems, such as committee reports and also allow councillors to have portable access to information.

### 3 REQUEST FOR ADDITIONAL CAPITAL SCHEME

- 3.1 Due to the nature of the scheme and level of expenditure that would be incurred, the scheme would need to be added to the capital programme.
- 3.2 The cost of this solution would be approximately £16,340 one off cost for the tablet device making use of Wi-Fi access, with case, including encryption and use of a device management solution by the ICT team. Members would be able to access their emails in Wi-Fi areas including the council chamber and council offices and obviously at home if they have Wi-Fi.
- 3.3 These costs have been appraised based on the procurement of Apple iPad2 devices and through the use of a Government Framework agreement which is open to all government bodies and through such economies of scale allows us to buy at an extremely competitive rate for such devices.
- 3.4 There are forecast savings of £3,000 on the budget for member allowances and expenses and it is planned to use this to part fund the capital scheme, if approved.
- 3.5 The change-over to using such tablet devices will be a scheme which will take a great deal of implementation and use of resources for the ICT team. Moreover, there will be the need for substantial training for members on the use of the devices and to demonstrate the flexibilities of their use.
- 3.6 Building on the use of the devices for emails, it is envisaged that this will be expanded to gradually encompass other council communications with members, including paper-based systems such as committee reports. This would present some savings in the longer term around the purchase of paper and ink.
- 3.7 It is recognised that the expansion of the use of the devices from the initial use for accessing email will be a gradual and evolving process as working practices in the preparation of councillor information such as agendas will need to change as well as the continual development of member training on the use of the devices.
- 3.8 It is envisaged that member training can be undertaken within existing budgets that are in place for this purpose.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Approval of the report would require the addition of the scheme to the capital programme. The capital scheme would be for £16,340. Member training can be provided from within existing resources. The capital scheme can also be part funded (£3,000) from existing revenue budgets relating to member allowances and expenses. Future savings on paper and ink may also be achieved as more council communications migrate.
  - Technical, Environmental and Legal – Contract Procedure Rules will be followed for the procurement, through the use of the Government Framework agreement. Full support will be provided for the devices and training will be provided on their use.
  - Political – none identified
  - Reputation – Non-compliance with the Public Services Network would mean the disconnection of the council from valuable services, including impacts on benefit payments through the loss of vital links to the DWP. Such disconnection would harm the reputation of the council.

- Equality and Diversity – none identified

## 5 CONCLUSION

- 5.1 The cost of the scheme would be £16,430. However this can be part funded (£3,000) from existing revenue budgets relating to member allowances and expenses. There may also be future savings on paper and ink.
- 5.2 Full training will be given to members using existing budgets and it will be ensured that this training is gradually built on as more council communications migrate.
- 5.3 Full support will be given to members, as well as ICT support for the equipment.

## 6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the request to add the scheme to the council's capital programme for 2013/14 at a cost of £16,430, part funded (£3,000) from existing revenue budgets relating to member allowances and expenses.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF49-13/LO/AC  
2 September 2013

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 11

meeting date: 10 SEPTEMBER 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 28 August 2013:

	£000	£000	2013/14 %	2012/13 %
Balance Outstanding 1 April 2013		357		
NNDR amounts due	17,334			
Plus costs	4			
Transitional surcharge	15			
Write ons	16			
	<b>17,369</b>			
Less				
- Transitional relief	-118			
- Exemptions	-452			
- Charity, Rural, Former Agricultural Discretionary Relief	-955			
- Small Business Rate Relief	-1,721			
- Write offs	-28			
- Interest Due	0			
	<b>-3,274</b>	14,095		
<b>Total amount to recover</b>		<b>14,452</b>		
Less cash received to 31 July		-7,114	49.2	48.6
<b>Amount Outstanding</b>		<b>7,338</b>	<b>50.8</b>	<b>51.4</b>



NB The figures included in the table include not only those charges for 2013/14 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 July 2013 is 39.7% compared with 39.8% at 31 July 2012.

### 3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 28 August 2013:

	£000	£000	2013/14 %	2012/13 %
Balance Outstanding 1 April 2013		486		
Council Tax amounts due	36,978			
Plus costs	53			
Transitional relief	1			
Write ons	2			
	<b>37,034</b>			
Less - Exemptions	-471			
- Discounts	-3,364			
- Disabled banding reduction	-45			
- Council Tax Benefit	50			
- Local Council Tax Support	-2,075			
- Write offs	-4			
	<b>-5,909</b>	31,125		
Total amount to recover		<b>31,611</b>		
Less cash received to 31 July		-12,914	40.9	41.0
<b>Amount Outstanding</b>		<b>18,697</b>	<b>59.1</b>	<b>59.0</b>

NB The figures included in the table include not only those charges for 2013/14 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 2013/14 at 31 July 2013 is 40.2% compared to 40.1% at 31 July 2012.

#### 4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 30 August 2013 is:

	£000	£000
Amount Outstanding 1 April 2013		330
Invoices Raised	889	
Plus costs	1	
	<b>890</b>	
Less write offs	0	890
<b>Total amount to recover</b>		<b>1,220</b>
Less cash received to 30 August 2013		726
<b>Amount outstanding</b>		<b>494</b>

Aged Debtors	000s	%
< 30 days	124	25.10
30 - 59 days	28	5.67
60 - 89 days	5	1.01
90 - 119 days	15	3.04
120 - 149 days	26	5.26
150+ days	296	59.92
	<b>494</b>	<b>100</b>

#### 5 HOUSING BENEFIT PERFORMANCE

- 5.1 The main indicator for Housing Benefit and Council Tax Support performance is known as 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 2013/2014*

1 April 2013 – 30 June 2013

The right time indicator measures the time taken to process HB/CTS 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 1 April 2013 – 30 June 2013	Average Performance
10 days	10.67 days	20 days per IRRV

##### *New claims performance*

Target for year	Actual Performance 1 April 2013 – 30 June 2013	Top grade 4 for all LA's 2007/08
20 days	23.78 days	Under 30 days

## 6 HOUSING BENEFIT AND COUNCIL TAX SUPPORT FRAUD

6.1 The following is a summary of fraud investigations for the period 1 April 2013 – 30 June 2013.

Completed fraud investigations		Average caseload	Number of investigations per 1,000 caseload
Housing Benefit	27	1,935	13.95
Council Tax Support	27	2,642	10.22

Summary of prosecutions/sanctions	
Cautions	0
Administrative penalties	0
Successful prosecutions	1
<b>Total</b>	<b>1</b>

Number of prosecutions/sanctions per 1,000 caseload		
Housing Benefit	1/1,935	0.38
Council Tax Support	1/2,642	0.52

## 7 HOUSING BENEFIT OVERPAYMENTS

7.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. Performance for the period 1 April 2013 – 30 June 2013:

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.	45.06
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.	3.88
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.	0.38

## 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

PF145-13/ME/AC  
30 August 2013

BACKGROUND PAPERS – None

For further information please ask for Mark Edmondson.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 12(a)

meeting date: 10 SEPTEMBER 2013  
 title: CAPITAL MONITORING 2013/14  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To provide members with information relating to the progress of the approved capital programme for the period April to July 2013 with regards schemes which fall under the responsibility of this committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified
- Corporate Priorities – to continue to be a well managed Council, providing efficient services based on identified customer need.
- Other considerations – none identified

## 2 BACKGROUND

2.1 There are two schemes in place for this committee, both of which were approved as part of the 2012/13 capital programme and have slipped into the current financial year. This has resulted in a total planned capital spend for this committee for the current year of £105,570, which is shown below.

## 3 SCHEMES

3.1 The table below summarises the total approved programme together with actual expenditure to date. Annex 1 shows the full programme by scheme along with the budget and expenditure to date.

BUDGET			EXPENDITURE	
Original Estimate 2013/14 £	Slippage from 2012/13 £	Total Approved Budget £	Actual Expenditure as at end July 2013 (including commitments) £	Variance as at end July 2013 £
0	105,570	<b>105,570</b>	10	-105,560

3.2 As can be seen, there has been minimal spend on the capital schemes to date.

3.3 The main variations to date are shown below. However, full monitoring details for each scheme are shown at Annex 2:

- **SVNET – Server and Network infrastructure:** the majority of work required to upgrade the servers has been completed. Work is now to be undertaken on the replacement of switches, for which preparatory work has been undertaken over recent months. Further spend on the project will therefore soon follow.
- **ECDVI – Economic Development Initiatives:** an area of land has been identified and measures are being taken to secure the land for industrial development.

4. CONCLUSION

- 4.1 There has been minimal spend on the projects to date, however there has been much work undertaken on the schemes which has not necessarily incurred costs.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF39-13/AJ/AC  
29 August 2013

For further background information please ask for Amy Johnson extension 4498.

BACKGROUND PAPERS – None

## Policy and Finance Committee – Capital Programme 2013/14

Cost Centre	Schemes	Original Estimate 2013/14 £	Slippage from 2012/13 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure (including commitments) £	Variation to Date £
ECDVI	Economic Development Initiatives	0	100,000	0	100,000	0	-100,000
SVNET	Server and Network Infrastructure	0	5,570	0	5,570	10	-5,560
	<b>Total Policy and Finance Committee</b>	<b>0</b>	<b>105,570</b>	<b>0</b>	<b>105,570</b>	<b>10</b>	<b>-105,560</b>

## Policy and Finance Committee Individual Scheme Details

### ECDVI Economic Development Initiatives

Service Area: Regeneration  
Head of Service: Colin Hirst

#### Brief Description:

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

#### Start Date, duration and key milestones:

The project will be implemented from April 2012. Key milestones will depend upon the individual projects developed.

#### Financial Implications – CAPITAL

	£	Actual Expenditure as at end July 2013 (including commitments) £	Variance as at end July 2013 £
Total Approved Budget 2013/14	100,000	0	-100,000
Actual Expenditure 2012/13	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>100,000</b>		

#### Financial Implications – REVENUE

Unspecified – general revenue costs would be anticipated to be contained within existing budgets.

#### Useful Economic Life

Dependent upon the nature of the project

#### Progress - Budget Holder Comments

*July 2013: An area of land has been identified and measures are being taken to secure the land for industrial development.*

*March 2013: The Council is continuing pursuing the acquisition of land for employment purposes.*

*September 2012: No further progress since June 2012.*

*June 2012: Initial discussions have been held with relevant landowners. The District Valuer has been instructed to prepare valuation advice on potential sites. This advice has been received and is being given further consideration. The Asset Management Group has considered site options. An options report will be prepared once options are determined. Expenditure will be required on feasibility reports once an option is agreed and on pre –acquisition and due diligence processes.*



## Policy and Finance Committee Individual Scheme Details

### SVNET Server and Network Infrastructure

Service Area: Financial Services (ICT)  
Head of Service: Lawson Oddie

**Brief Description:**

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

**Start Date, duration and key milestones:**

Start Date: April 2012  
Original Anticipated Completion Date: December 2012  
Latest Anticipated completion Date: December 2013

**Financial Implications – CAPITAL**

	£	Actual Expenditure as at end July 2013 (including commitments) £	Variance as at end July 2013 £
Total Approved Budget 2013/14	5,570	10	-5,560
Actual Expenditure 2012/13	19,430		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>25,000</b>		

**Financial Implications – REVENUE**

There will be some energy savings, however it is difficult to quantify with any accuracy.

**Useful Economic Life**

5 to 7 years.

**Progress - Budget Holder Comments**

*July 2013: The majority of work required to upgrade the servers has been completed. Work is now to be undertaken on the replacement of switches, for which preparatory work has been undertaken over recent months. Further spend on the project will therefore soon follow.*

*March 2013: Project part implemented. Committed to expenditure of remaining budget to complete project.*

*September 2012: It is anticipated that the scheme will be complete by December 2012.*

*June 2012: The specification has been sent out for the Host Server and we are currently awaiting return of supplier quotes. The VM Ware quotes have now been received and are currently being reviewed prior to ordering.*

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 12(b)

meeting date: 10 SEPTEMBER 2013  
title: OVERALL CAPITAL MONITORING 2013/14  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

### 1 PURPOSE

1.1 To provide members with information relating to the progress of the approved capital programme for the period April to July 2013.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - none identified
- Corporate Priorities - to continue to be a well-managed Council, providing efficient services based on identified customer need.
- Other considerations - none identified

### 2 BACKGROUND

2.1 All committees considered proposals for the new capital programme at their meetings in January. The programme was set against a background of limited capital resources and contracting revenue budgets.

2.2 In total 7 new schemes were approved for the 2013/14 financial year, along with budgets for 3 schemes that were moved from 2012/13 at the revised estimate time. This made a total planned capital spend for the current year of £1,034,620, which is shown at Annex 1.

2.3 In addition, not all planned expenditure for last year was spent. The balance of this (which is known as slippage) has been transferred into this financial year. The schemes affected are also shown at Annex 1 and total £216,590. Furthermore, there have been additional approvals made during the year to date on 4 schemes totalling £272,257, which are also shown at Annex 1.

2.4 The total of all these elements makes a current approved capital programme for the 2013/14 financial year of £1,523,467.

### 3 SCHEMES

3.1 The table overleaf summarises the total approved programme by Committee, together with actual expenditure to date. Annex 1 shows the full programme by scheme along with the budget and expenditure to date.

BUDGET						EXPENDITURE	
Committee	Original Estimate 2013/14 £	Budget moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals 2013/14 £	Total Approved Budget £	Actual Expenditure as at end July 2013 (including commitments) £	Variance as at end July 2013 £
Community Services	593,000	0	56,390	234,000	<b>883,390</b>	445,871	-437,519
Planning and Development	0	0	16,000	0	<b>16,000</b>	11,975	-4,025
Policy and Finance	0	0	105,570	0	<b>105,570</b>	10	-105,560
Health and Housing	240,000	201,620	38,630	38,257	<b>518,507</b>	223,638	-294,869
<b>Total</b>	<b>833,000</b>	<b>201,620</b>	<b>216,590</b>	<b>272,257</b>	<b>1,523,467</b>	<b>681,494</b>	<b>-841,973</b>

3.2 As at the end of July, 45% of the annual capital programme has been spent.

3.3 The main variations to date are:

- **CALVG – Calderstones Village Green:** work on the scheme has started. A programme for the completion of work has been developed and agreed – anticipated to be completed by the end of October 2013.
- **PLAYN – Play Area Improvements:** a condition survey has been completed to identify required improvements.
- **RETWK – Retention of Weekly Collection of Residual Waste:** vehicles (2 of) and bins have been procured through the Yorkshire Purchasing Order (YPO). It is anticipated that the scheme will be complete by the end of the current financial year.
- **ECDVI: Economic Development Initiatives:** an area of land has been identified and measures are being taken to secure land for industrial development.
- **DISCP – Disabled Facilities Grants:** in total £105,000 has been committed from the budget in approved adaptations. Further recommendations for two large paediatric adaptations have been received and therefore it is anticipated that the majority of the budget will be committed at the end of the financial year.
- **LANGR – Landlord/Tenant Grants:** the budget is fully committed and it is anticipated that all but one renovation will be complete by the end of the financial year.
- **REPPF – Repossession Prevention Fund:** there are a number of repossession cases that we are currently assisting with which are likely to result in payments made from the fund.

4 CONCLUSION

- 4.1 Expenditure to date equals 45% of the overall capital programme for the current financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF40-13/AJ/AC  
29 August 2013

For further background information please ask for Amy Johnson extension 4498.

BACKGROUND PAPERS - None

## Overall Capital Programme 2013/14

Cost Centre	Schemes	Original Estimate 2013/14 £	Budget Moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals 2013/14 £	Total Approved Budget £	Actual Expenditure and Commitments £	Variation to Date £
<b>Community Committee</b>								
CALVG	Calderstones Village Green			38,460		<b>38,460</b>	643	-37,817
CARPK	Car Parks Rolling Programme			390		<b>390</b>	0	-390
CPLAY	Castle Grounds Play area			10,440		<b>10,440</b>	9,774	-666
GVWYV	Replacement Vehicle PK06 VWY – Vauxhall Vivaro 2900 DTI LWB Panel Van	13,000				<b>13,000</b>	12,883	-117
PLAYN	Play Area Improvements	40,000				<b>40,000</b>	994	-39,006
PVEHS	Paper and Cardboard Collection Vehicles (2 of)				24,000	<b>24,000</b>	23,226	-774
RETWK	Retention of Weekly Collection of Residual Waste	540,000			210,000	<b>750,000</b>	393,467	-356,533
WMOOR	Whalley Moor Woodland Paths & Nature Reserve			7,100		<b>7,100</b>	4,884	-2,216
	<b>Total Community Committee</b>	<b>593,000</b>	<b>0</b>	<b>56,390</b>	<b>234,000</b>	<b>883,390</b>	<b>445,871</b>	<b>-437,519</b>
<b>Planning Committee</b>								
MVMSF	MVM Software			16,000		<b>16,000</b>	11,975	-4,025
	<b>Total Planning Committee</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>11,975</b>	<b>-4,025</b>
<b>Policy and Finance Committee</b>								
ECDVI	Economic Development Initiatives			100,000		<b>100,000</b>	0	-100,000

## Overall Capital Programme 2013/14

<b>Cost Centre</b>	<b>Schemes</b>	<b>Original Estimate 2013/14 £</b>	<b>Budget Moved from 2012/13 £</b>	<b>Slippage from 2012/13 £</b>	<b>Additional Approvals 2013/14 £</b>	<b>Total Approved Budget £</b>	<b>Actual Expenditure and Commitments £</b>	<b>Variation to Date £</b>
SVNET	Server and Network Infrastructure			5,570		<b>5,570</b>	10	-5,560
	<b>Total Policy and Finance Committee</b>	<b>0</b>	<b>0</b>	<b>105,570</b>	<b>0</b>	<b>105,570</b>	<b>10</b>	<b>-105,560</b>
<b><i>Health &amp; Housing Committee</i></b>								
CMEXT	Installation of Infrastructure		84,000	1,470	33,540	<b>119,010</b>	121,358	2,348
DISCP	Disabled Facilities Grants	109,000	84,330	-6,400	4,717	<b>191,647</b>	22,871	-168,776
LANGR	Landlord/Tenant Grants	75,000		40,690		<b>115,690</b>	18,710	-96,980
LPREP	Longridge Purchase & Repair Scheme	45,000				<b>45,000</b>	45,000	0
PEFBC	Replacement of Pest Control Vehicle PE56 EFB	11,000				<b>11,000</b>	11,436	436
REPPF	Repossession Prevention fund		33,290	2,870		<b>36,160</b>	4,263	-31,897
	<b>Total Health &amp; Housing Committee</b>	<b>240,000</b>	<b>201,620</b>	<b>38,630</b>	<b>38,257</b>	<b>518,507</b>	<b>223,638</b>	<b>-294,869</b>
	<b>TOTAL</b>	<b>833,000</b>	<b>201,620</b>	<b>216,590</b>	<b>272,257</b>	<b>1,523,467</b>	<b>681,494</b>	<b>-841,973</b>

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

Agenda Item No 13(a)

meeting date: 10 SEPTEMBER 2013  
 title: REVENUE OUTTURN 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: TRUDY HOLDERNESS

### 1 PURPOSE

1.1 To let you know the actual position for the revenue budget year ended 31 March 2013 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'* and within this priority meets the objective *'to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money'*.
- Other Considerations – none identified.

### 2 BACKGROUND

2.1 The Council's Statement of Accounts have now been audited and approved by Accounts and Audit Committee on 28 August 2013.

2.2 The information contained within the Statements is in a prescriptive format. However the service cost information is being reported to Committees for their own relevant services in our usual reporting format in the current cycle of meetings.

### 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall under-spend of £154,695. After allowing for transfers to and from earmarked reserves this is reduced to an £98,385 underspend. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Revised Estimate £	Actual £	Difference £
<b>OMDEV</b>	Organisation & Member Development	-4,000	0	4,000
<b>COMPR</b>	Computers	-2,000	0	2,000
<b>FSERV</b>	Financial Services	0	0	0
<b>LSERV</b>	Legal Services	-13,420	0	13,420
<b>REVUE</b>	Revenues and Benefits	-1,600	0	1,600
<b>CONTC</b>	Contact Centre	0	0	0
<b>CIVST</b>	Civic Suite	0	0	0

Cost Centre	Cost Centre Name	Revised	Actual	Difference
		Estimate		
		£	£	£
<b>CLOFF</b>	Council Offices	32,340	0	-32,340
<b>CORPM</b>	Corporate Management	336,760	332,095	-4,665
<b>CEXEC</b>	Chief Executives Department	-8,420	0	8,420
<b>CSERV</b>	Corporate Services	171,600	165,375	-6,225
<b>CLTAX</b>	Council Tax	324,370	308,677	-15,693
<b>NNDRC</b>	National Non Domestic Rates	33,530	32,272	-1,258
<b>ATTEN</b>	Mayor's Attendant	0	0	0
<b>CIVCF</b>	Civic Functions	58,430	53,903	-4,527
<b>COSDM</b>	Cost of Democracy	413,570	401,161	-12,409
<b>MAYCR</b>	Mayoral Transport	0	0	0
<b>ELADM</b>	Election Administration	30,460	29,200	-1,260
<b>DISTC</b>	District Elections	-480	-137	343
<b>POLIC</b>	Police Elections	0	0	0
<b>ELECT</b>	Register of Electors	67,050	61,927	-5,123
<b>VARIOUS</b>	Meals on Wheels & Luncheon Clubs	16,850	15,707	-1,143
<b>LANDC</b>	Land Charges	32,520	26,579	-5,941
<b>LICSE</b>	Licensing	23,700	10,093	-13,607
<b>EMERG</b>	Community Safety	69,600	67,241	-2,359
<b>FMISC</b>	Policy & Finance Miscellaneous	-225,690	-268,846	-43,156
<b>PERFM</b>	Performance Reward Grant	61,940	54,216	-7,724
<b>SUPDF</b>	Superannuation Deficiency Payment	123,130	122,306	-824
<b>ESTAT</b>	Estates	1,560	-12,185	-13,745
<b>FGSUB</b>	Grants and Subscriptions	151,110	140,752	-10,358
<b>ALBNM</b>	Albion Mill	-270	224	494
<b>INDDV</b>	Economic Development	81,290	78,675	-2,615
<b>NET COST OF SERVICES</b>		<b>1,773,930</b>	<b>1,619,235</b>	<b>-154,695</b>

#### ITEMS ADDED TO / (TAKEN FROM) BALANCES AND RESERVES

<b>FNBAL H230</b>	Election Fund	20,850	20,507	-343
<b>FNBAL H261</b>	LALPAC Reserve Fund	-450	0	450
<b>FNBAL H262</b>	IT Equipment Reserve	-6,500	-11497	-4,997
<b>FNBAL H269</b>	Asset Valuation Reserve	2,000	2,000	0
<b>FNBAL H276</b>	Promotional Activities Reserve	-1,950	-1,950	0
<b>FNBAL</b>	Emergency Plan Reserve	-2,520	-1,250	1,270



<b>ITEMS ADDED TO / (TAKEN FROM) BALANCES AND RESERVES</b>				
<b>H279</b>				
<b>FNBAL H323</b>	Voluntary Sector Reserve	0	3,720	3,720
<b>FNBAL H325</b>	Vat Shelter Reserve Fund	348,360	385,503	37,143
<b>FNBAL H326</b>	Performance Reward Grant	-61,940	-54,216	7,724
<b>FNBAL H337</b>	Equipment Reserve	0	1,900	1,900
<b>FNBAL H340</b>	Insurance Reserve	0	-3,252	-3,252
<b>FNBAL H354</b>	Right to Bid / Challenge Reserve	13,420	13,420	0
<b>CPBAL H330</b>	Capital reserve	15,650	28,345	12,695
<b>NET BALANCES AND RESERVES</b>		<b>326,920</b>	<b>383,230</b>	<b>56,310</b>
<b>NET EXPENDITURE</b>		<b>2,100,850</b>	<b>2,002,465</b>	<b>-98,385</b>

3.2 We have extracted the main variations and shown them, with the budget holder's comments at Annex 1. However a summary of the main variations is given in the table below.

<b>SERVICE AREA</b>	<b>DESCRIPTION OF VARIANCE</b>	<b>AMOUNT £</b>
<b>LSERV</b> Legal services	Reduced employee related costs due to temporary maternity cover post becoming vacant, reduced training expenses and professional subscriptions and reduced expenditure on reference books due to a new contract for online service resulting in savings	-14,107
<b>CLOFF</b> Council Offices	Increase in the recharge to other services due to increased repair and maintenance cost caused by improvements to reception areas being covered by virements from other services but no change made being made to the recharge budget	-29,826
<b>CLTAX</b> Council Tax	Reduced expenditure on purchase of equipment of equipment, photocopying, reference books, subscriptions, bailiff costs, bank charges and increased income from summonses	-12,960
<b>COSDM</b> Cost of Democracy	Reduced expenditure on purchase of equipment, car allowances, travel expenses, national insurance contributions, special responsibility allowances and other council meeting expenses due to careful management of expenditure, members delaying claiming mileage and changes to chair and vice chair of committees. Also reduced support costs mainly from financial and legal services due to reduced costs in these sections	-12,409

SERVICE AREA	DESCRIPTION OF VARIANCE	AMOUNT £
<b>LICSE</b> Licensing	Increase in premises licence income mainly from the fee on the Beat Herder event due to number of visitors and reduced support costs mainly from legal services due to reduced costs in the section	-10,393
<b>FMISC</b> Policy & Finance Miscellaneous	Reduced fee charged by Audit Commission for auditing of 2011/12 grant claims and rebate received for general audit	-7,694
<b>FMISC</b> Policy & Finance Miscellaneous	Additional income received from Symphony homes in respect of the VAT shelter arrangement All of these monies have been set aside in an earmarked reserve.	-37,143
<b>ESTAT</b> Estates	Additional income from sale of freehold land and rent for storage compound. To be added to capital reserve to fund future capital expenditure.	-12,713
<b>FGSUB</b> Grants & Subscriptions	A balance was left to fund a contribution towards the cost of a newer mini bus for the Little Green Bus, which has been set aside in a earmarked reserve and a balance left uncommitted from the concurrent function grant to fund any ad-hoc request	-9,442

3.3 As can be seen above, the key variances have been met from, or have been set aside in, the council's earmarked reserves. There is a large number of smaller variances as can be seen at Annex 1.

#### 4 CONCLUSION

4.1 The comparison between actual and budgeted expenditure shows an underspend for the financial year 2012/13 of £154,695. After transfer to / from earmarked reserves this is reduced to £98,385.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF50-13/TH/AC  
24 June 2013

BACKGROUND PAPERS;  
Policy & Finance closedown working papers

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

## POLICY &amp; FINANCE COMMITTEE – VARIANCES 2012/13

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<b>Organisation &amp; Member Development</b>					
Reduced expenditure on departmental and corporate training mainly due to delays in identified training needs coming through from performance appraisals to allow for a corporate assessment of training needs	-3,005				
Reduction in expenditure on purchase of equipment & materials, maintenance of equipment, printing & stationery and photocopying mainly from continued procurement savings and increased income from external sources from printing and photocopying.	-3,610	-439			
Below average telephone call charges on main telephone system	-1,906				
Increase in support service costs mainly from an increase in recharge of accommodation costs, off-set by a reduction in support costs from computer services due to reduced costs in the section.			1,487		
The decrease in net expenditure is reflected in reduced recharges to other services			12,513		<b>5,040</b>

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
<b>Computer Services</b>					
Reduced tuition costs as no staff currently undertaking professional training	-1,638				
Reduction on software, hardware maintenance costs and secure Government Connect costs due to change in suppliers.	-12,314				
Increase in support service costs mainly from an increase in recharge of accommodation costs off-set by a reduction in support costs mainly from financial services due to reduced costs in the section.			399		
The decrease in net expenditure is reflected in reduced recharges to other services			16,021		<b>2,468</b>
<b>Financial Services</b>					
Reduced employee related expenditure due to vacant posts within the accountancy and audit sections, also reduced training expenses, transport costs and professional subscription costs offset by staff advertising costs.	-12,896				
Reduced expenditure on maintenance of equipment, refreshments, reference books and subscriptions etc. due to the careful management of expenditure on essential items only.	-1,312				

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in support service costs mainly from an increase in recharge of accommodation costs off-set by a reduction in support costs mainly from organisation and member development services.			2,967		
The decrease in net expenditure is reflected in reduced recharges to other services			11,447		<b>206</b>
<b>Legal Services</b>					
Reduced employee related costs due to the temporary post covering maternity leave becoming vacant, reduced training expenses and professional subscription.	-6,756				
Reduced expenditure on reference books due to new contract.	-7,351				
Expenditure on statutory notices slipped into 2013/14	-1,440				
Increase in support service costs mainly from an increase in recharge of accommodation costs off-set by a reduction in support costs mainly from computer services due to reduced costs in the section.			-348		
Lower recharge out to the services due to decrease in net expenditure together with grant income for community right to bid/challenge not included in the estimated recharges to other services is reflected in reduced recharges to other services			31,097		<b>15,202</b>

	<b>MOVEMENT IN EXPENDITURE</b> £	<b>MOVEMENT IN INCOME</b> £	<b>MOVEMENT IN SUPPORT SERVICES</b> £	<b>MOVEMENT IN CAPITAL COSTS</b> £	<b>TOTAL MOVEMENT</b> £
<b>Revenue Services</b>					
Reduction in tuition costs, staff medicals, professional fees, mileage costs, rail fares, Securicor and printing & stationery due to careful management of expenditure	-1,931				
Increase in support service costs mainly from an increase in recharge of accommodation costs off-set by a reduction in support costs mainly from organisation and member services.			2,340		
The decrease in net expenditure is reflected in reduced recharges to other services			1,420		<b>1,829</b>
<b>Contact Centre</b>					
Reduced employee costs due to vacant part time customer services advisor post and no training and medical expenses	-1,452				
The decrease in net expenditure is reflected in reduced recharges to other services			1,840		<b>388</b>
<b>Civic Suite</b>					
Reduced expenditure on employee expenses mainly due to less temporary cover being required to cover civic suite attendant and training not being required	-991				

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduced expenditure on repair and maintenance due to the scheme for replacing / repairing the chairs being deferred	-2,270				
Reduced expenditure on the purchase of equipment, refreshments, protective clothing and incidental expenses.	-1,061				
Less income from hiring out the civic suite, mainly due to a reduction in election use.		1,002			
The decrease in net expenditure is reflected in reduced recharges to other services			3,409		<b>89</b>
<b>Council Offices</b>					
Reduction in gas usage.	-1,751				
Increase in the recharge to other services is due to non- recurring cost relating to the improvement works to the reception areas outside the main capital scheme.			-29,826		<b>-31,577</b>
<b>Corporate Management</b>					
Reduced support costs mainly from financial and legal services due to reduced costs in those sections			-4,665		<b>-4,665</b>

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
<b>Chief Executive</b>					
Reduced employee costs, training and medical expenses and lower professional fees mainly due to vacant posts within environmental health section (Pollution & Pest Control Officers).	-4,464				
Reduction in mileage claims due to vacant posts and delay in staff claiming mileage	-1,747				
Reduced expenditure on purchase of equipment, protective clothing, printing & stationery, reference books, postages, subscriptions, food and security phones due to careful management of non-essential expenditure	-4,283				
Reduction in the support costs from financial, legal and computer services due to reduction in the net expenditure within these sections offset by an increase in accommodation charge.			-214		
The decrease in net expenditure is reflected in reduced recharges to other services			18,766		<b>8,058</b>
<b>Corporate Services</b>					
Reduced costs in producing the Ribble Valley news offset by no advertisement income	-2,487	1,150			



	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
Reduced expenditure on subscriptions due to esdtoolkit subscription no longer required and the expenditure on promotional activities not used.	-2,548				
Reduced support costs mainly from organisation and member development and computer services due to reduced costs within those sections			-2,420		<b>-6,305</b>
<b>Council Tax</b>					
Reduced expenditure on purchase of equipment, photocopying, reference books, subscriptions, bailiff costs and bank charges due to careful management of expenditure	-5,060				
Increase in summonses income		-7,900			
Reduction in support costs mainly from revenues service and computer services due to reduced costs within those sections			-1,980		<b>-14,940</b>
<b>National Non Domestic Rates</b>					
Increase in summonses income		-500			<b>-500</b>
<b>Civic Functions</b>					
Reduced expenditure on Mayoress at home, refreshments and other civic function expenditure due to careful management of non-essential expenditure.	-3,587				
Reduction in support costs mainly from Mayors attendant and legal services due to reduced costs within the services			-939		<b>-4,526</b>

	<b>MOVEMENT IN EXPENDITURE</b> £	<b>MOVEMENT IN INCOME</b> £	<b>MOVEMENT IN SUPPORT SERVICES</b> £	<b>MOVEMENT IN CAPITAL COSTS</b> £	<b>TOTAL MOVEMENT</b> £
<b>Cost of Democracy</b>					
Reduced expenditure on purchase of equipment, car allowances, travel expenses, national insurance contributions , special responsibility allowances and other council meeting expenses due to careful management of expenditure, members not claiming mileage expenses and changes to chair and vice chair of committees.	-8,203				
Reduction in support costs mainly from financial and legal services due to reduced costs in those services			-4,206		<b>-12,409</b>
<b>Election Administration</b>					
Reduced support costs mainly from legal services due to reduced costs in the section			-1,260		<b>-1,260</b>
<b>Register of Electors</b>					
Reduced expenditure on software maintenance as part of the cost charged to police and crime commissioner election	-4,131				
Reduction in support costs mainly from legal services due to reduction in costs in this section.			-1,370		<b>-5,501</b>
<b>Meal on wheels / Luncheon clubs</b>					
Reduction in cost of meals supplied and transport and equipment costs due to reduced number of recipients offset by reduced income from sales and contribution from LCC	-2,762	1,669			<b>-1,093</b>

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
<b>Land Charges</b>					
The increased income is mainly due to the above 2 year average number of Part I enquiries received in the year		-3,142			
Reduced support costs mainly from legal services due to reduced costs in the section			-2,800		<b>-5,942</b>
<b>Licensing</b>					
Reduced expenditure on criminal record checks and purchase of taxi plaques offset by a reduction in the associated income.	-3,504	2,185			
Reduced expenditure on software maintenance costs mainly from the comprehensive licence package due to change in supplier		-854			
Increase in premises licence income mainly from additional licence fee on the Beat Herder event due to number of visitors		-2,423			
Reduced support costs mainly from legal services due to reduced costs in the section			-7,970		<b>-12,566</b>
<b>Community Safety</b>					
Reduced expenditure on purchase of equipment and materials is due to a delay in producing business continuity plan. The expenditure was met from an earmarked reserves established at the end of 2011/12 financial year , the slippage in expenditure has therefore resulted in less being taken from the reserve.	-1,265				<b>-1,265</b>

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<b>Policy and Finance Miscellaneous Expenses</b>					
Provision made for payment of 15% levy on the Insurance liability from Municipal Mutual Insurance Ltd outstanding for Ribble Valley Borough Council as at 31 March 2013, to be funded from the earmarked reserve established for this liability.	3,252				
The fee charged by the Audit Commission for auditing grants was less than planned and we also received a rebate from them in respect of the 2011/12 audit	-2,994	-4,700			
Additional income received from Symphony Homes in respect of VAT shelter monies ( set aside in an earmarked reserve fund)		-37,143			
Reduced support costs mainly from Debt Management				-746	<b>-42,331</b>
<b>Performance reward grants</b>					
The reduction in expenditure is mainly due to schemes that were anticipated to be completed by March 2013 slipping into 2013/14 and schemes being funded from other budget heads. This reduction is offset by a reduction in the contribution from earmarked reserves.	-7,724				<b>-7,724</b>
<b>Superannuation Deficiency Payment</b>					
Reduction in number of beneficiaries has resulted in lower deficiency payments	-827				<b>-827</b>

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
<b>Estates</b>					
Additional expenditure on repair and maintenance mainly due to the replacement of the boiler in the over 60's club	1,178				
Reduced support costs mainly from legal services due to reduced costs in the section			-1,290		
Additional income from sales of freehold land and income for rent of storage compound. To be added to capital earmarked reserve		-12,713			<b>-12,825</b>
<b>Policy and finance grants and subscriptions</b>					
No subscription paid to the Fourth option special interest group or contribution to young achiever awards offset by new subscription paid to age consulting.	-926				
A balance was left in the budget to fund a contribution towards the cost of a newer minibus for the Little Green Bus. This did not take place during the financial year hence the under spending which has been set aside in an earmarked reserve.	-3,720				
A balance was left uncommitted on the budget for concurrent function grants to allow funding of any ad-hoc grant requests received during the year, none were funded from this budget provision resulting in an under spend	-5,722				<b>-10,368</b>
<b>Economic Development</b>					
Less hours spent on ground maintenance work than estimated resulting in an underspend	-1,145				

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
Reduced support costs from Community services and chief executive department due to reduced costs within the sections			-980		<b>-2,125</b>
<b>Other</b>	-8,797	-1,125	693	3	<b>-9,226</b>
<b>Sub-Total</b>	<b>-133,150</b>	<b>-64,933</b>	<b>44,131</b>	<b>-743</b>	<b>-154,695</b>
<b>RESERVES</b>					
Computer equipment reserve - reduction in contribution to reserve not required	-4,997				<b>-4,997</b>
Emergency plan reserve - reduction in contribution from reserve due to slippage of expenditure on district continuity plan		1,270			<b>1,270</b>
Voluntary sector reserve - Contribution to reserve to establish a reserve to fund a possible contribution towards the purchase of a minibus for the Little Green Bus Organisation	3,720				<b>3,720</b>
Vat shelter reserve - Increase in contribution to reserve due to additional income received from Symphony Homes in respect of VAT shelter monies.	37,143				<b>37,143</b>
Performance reward grants reserve - reduction in contribution from reserve due to slippage on completion of schemes		7,724			<b>7,724</b>
Equipment reserve - Contribution to fund plinth for the Queens bust and photocopier for civic suite	1,900				<b>1,900</b>
Insurance reserve - Contribution from reserve to fund 15% insurance levy.		-3,252			<b>-3,252</b>

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL COSTS £</b>	<b>TOTAL MOVEMENT £</b>
Revenue contribution towards capital expenditure - additional contribution to reserve from sale of freehold land and income from storage compound	12,695				<b>12,695</b>
Other contribution to / from reserves	-343	450			<b>107</b>
<b>Total</b>	<b>-83,032</b>	<b>-58,741</b>	<b>44,131</b>	<b>-743</b>	<b>-98,385</b>

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

Agenda Item No 13(b)

meeting date: 10 SEPTEMBER 2013  
 title: OVERALL REVENUE OUTTURN 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To report the revenue outturn for the year ending 31 March 2013

### 2 BACKGROUND

2.1 Our full Statement of Accounts were approved by Accounts and Audit Committee on 26 June 2013. They have also been published on our website.

2.2 The Council's external auditors, Grant Thornton UK LLP, have now completed their audit of the accounts and approval of the final audited Statement of Accounts took place at Accounts and Audit Committee on 28 August 2013. We are required to publish our audited accounts by the end of September 2013 at the latest.

2.3 Our Statement of Accounts shows our outturn in a prescribed format which is not particularly helpful to the reader, as they are not in our committee structure format. We are however reporting outturn to individual committees in the current cycle.

### 3 STATEMENT OF ACCOUNTS FOR 2012/13

3.1 Shown below is the final position for the 2012/13 financial year.

Committee	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Community Services	3,309	3,256	3,112	-197	-144
Policy & Finance	1,910	1,774	1,619	-291	-155
Planning & Development	600	630	421	-179	-209
Health & Housing	672	718	650	-22	-68
<b>Committee Expenditure</b>	<b>6,491</b>	<b>6,378</b>	<b>5,802</b>	<b>-689</b>	<b>-576</b>
Interest Payable	20	20	20	0	0
Parish Precepts	372	372	372	0	0
Interest Received	-30	-30	-27	3	3
<b>Net Operating Expenditure</b>	<b>6,853</b>	<b>6,740</b>	<b>6,167</b>	<b>-686</b>	<b>-573</b>
Precept from Collection Fund (including parish precepts)	-3,528	-3,528	-3,528	0	0
Deficit on Collection Fund	10	10	10	0	0
New Homes Bonus	-167	-180	-180	-13	0
Council Tax Freeze Concession	-79	-79	-79	0	0
Revenue Support Grant	-55	-55	-55	0	0



Committee	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Business Rates Redistribution	-2,847	-2,847	-2,847	0	0
Contingency	75	0	0	-75	0
<b>Deficit/(Surplus) for year</b>	<b>262</b>	<b>61</b>	<b>-512</b>	<b>-774</b>	<b>-573</b>
Depreciation	-688	-656	-656	32	0
Minimum Revenue Provision	148	140	140	-8	0
Net Transfer to/from earmarked reserves	299	525	945	646	420
<b>Deficit/(Surplus) for year</b>	<b>21</b>	<b>70</b>	<b>-83</b>	<b>-104</b>	<b>-153</b>

- 3.2 You will see we have made a surplus of £83,000 during the year compared with the Revised Estimate which showed a deficit of £70,000, and the Original Estimate which showed a deficit of £21,000.
- 3.3 When the Revised Estimates were considered in January we explained the main differences between the Original and Revised Estimates. During the preparation of the revised estimate a number of changes were made to the budget:

Item	£'000
Increase in New Homes Bonus	-13
Removal of Contingency ( <i>For potential pay award in 2012/13 which didn't take place</i> )	-75
Decrease in Depreciation	32
Decrease in Minimum Revenue Provision	-8
Increase in amount set aside in Earmarked Reserves	226
Net decrease in Service Committee costs	-113
<b>Net increase in amount to take from balances for the year</b>	<b>49</b>

### **Final Position Compared to the Revised Estimate**

- 3.4 During the 2012/13 financial year there are many variances that occur when we carry out our budget monitoring. The main variations affecting our final position compared with the **revised estimate** can be summarised as:

<b>Variation</b>	<b>£'000</b>
Direct Employee Costs	-38
Staff Training Costs	-19
Public Conveniences	-35
Building Repairs and Maintenance	-5
Vehicle Running Costs	-21
Staff Vehicle Mileage	-7
Equipment, Materials and Admin	-23
Books and Publications	-10
Forest of Bowland Bridleway Scheme ( <i>Scheme now to take place in 2013/14</i> )	-35
Computer Equipment	-20
Postages	-9
Printing and Stationery	-10
Planning Consultants	35
Core Strategy Consultants ( <i>Costs of further consultancy work will fall in 2013/14</i> )	-38
Council Meetings and Members' Allowances	-10
Protective Clothing and Uniforms	-4
Bank and Audit Fees	-4
Advertising	-12
Management of Homelessness Unit	-5
Management of Museum	-7
Ordnance Survey Fees	-6
Warm Homes Scheme	-30
Payment of Grants	-22
Payment of Benefits	143
Government Subsidy towards Benefits	-140
Children's Trust Grant	-10
Planning Fee Income	-131
Building Control Income	18
Recycling Credits	-15
Release of Section 106 Monies ( <i>To fund two capital schemes</i> )	-19
Increased income from other services	-28
VAT Shelter Income	-37
Other Variations	-22
	<b>-576</b>
Decreased Interest Received	3
Extra Transfers to Earmarked Reserves	420
<b>Increase in amount to add to balances</b>	<b>-153</b>

3.5 The reasons for the larger variations have been detailed below:

Variation	Reason	Amount £
<b>Direct Employee Costs</b>	There have been a number of post vacancies through the latter half of the year, which have resulted in the savings experienced. Variances were notably in Financial Services, Pest Control, Legal Services and Planning.	-38,000
<b>Public Conveniences</b>	Savings on Public Conveniences have mainly been due to reductions in staffing and overtime working on cleaning and security work over and above the savings already removed from the budget as part of the initial service reviews.  There have also been savings on the budget set aside to pay toilet providers under the Community Toilet Scheme as there have been no requests for use of this resource.	-35,000
<b>Forest of Bowland Bridleway Scheme</b>	The Forest of Bowland Bridleway Scheme is fully funded from an Earmarked Reserve set aside for this purpose. Planned expenditure within the 2012/13 financial year on Whitendale Bridleway and Hodder Bridge roadside path did not take place as agreement has still to be reached with the landowner.  As a result the scheme is now planned to take place in 2013/14. The funds remain in the Forest of Bowland Earmarked Reserve for this purpose.	-35,000
<b>Planning Consultants</b>	There was an increase in consultancy costs within the year, over and above those already included in the increased revised estimate (from £7,890 to £45,390). The overspend above the increased revised estimate is largely due to: <u>Whalley New Rd, Billington appeal</u> - Costs awarded <u>Chatburn Old Road, Chatburn appeal</u> - Geological, mining and environmental impact evidence.  This expenditure is fully funded from the Planning Earmarked Reserve.	35,000
<b>Core Strategy Consultants</b>	Planned expenditure on consultants and legal fees relating to the core strategy did not take place due to suspension of the examination of the strategy to allow an update of the evidence base. Such expenditure should now take place in the 2013/14 financial year.  This has resulted in less being taken from the Core Strategy Earmarked Reserve which was established to fund this expenditure.	-38,000

Variation		Amount £
<b>Warm Homes Scheme</b>	Grant received in previous years has been set aside to pay for the Warm Homes Scheme. The scheme funds the costs of installation, replacement or repair of boilers. Take-up of the scheme has been lower than anticipated. The grant funding remains in the Warm Homes Scheme Earmarked Reserve.	-30,000
<b>Planning Fee Income</b>	There has been a sizeable increase in planning fee income due to an influx of applications. There have been six large applications which were received after the preparation of revised estimates: Pendle Garage, Clitheroe; Petre Wood Close, Langho; Two applications at Henthorn Rd, Clitheroe; Clitheroe Road, Whalley; Preston Road, Longridge.	-131,000
<b>VAT Shelter Income</b>	The revised estimate was prepared on a prudent basis having reviewed the the amounts that had been received in previous years, which fell short of the forecasts within the VAT Shelter agreement. However, whilst actual income of £385,500 was above the revised estimate of £348,360, this was considerably below the forecast for 2012/13 of £463,820, which was made at the time of the housing transfer when the VAT Shelter agreement was signed.	-37,000

- 3.6 There has been an increase in the transfers to Earmarked Reserves of £413,000. This is largely due to the variances described above, which have resulted in a £250,000 variance to the amount set aside or taken from Earmarked Reserves. Further variances relate to the topping up of the Invest to Save Earmarked Reserve (£78,080), adding further resources to the Capital Fund Reserve (£50,000).

### **General Fund Balances**

- 3.7 It is obviously very important to maintain a healthy level of general fund balances to cover for unforeseen events and also provide a stable level of resources for future planning. However, this has to be balanced against meeting the council's spending priorities and also very importantly setting a low council tax.

	£'000
General Fund Balances: Brought forward at 1 April 2012	1,616
Surplus in 2012/13 added to General Fund Balances	83
General Fund Balances: Carried forward at 31 March 2013	1,699

### **Earmarked Reserves**

- 3.8 Whilst there has been an addition to general fund balances in the year, there has also been a net increase in the level of earmarked reserves.
- 3.9 Unlike the general fund balance, the council's Earmarked Reserves have been set aside for a specific purpose. The council has a variety of earmarked reserves and the specific details of each one can be seen at Annex 1.
- 3.10 The table below provides a high level summary of the movement in the council's Earmarked Reserves.

	<b>£'000</b>
Earmarked Reserves: Brought forward at 1 April 2012	<b>4,173</b>
Amounts added to Earmarked Reserves in year	<b>1,207</b>
Amounts take from Earmarked Reserves in year	<b>-734</b>
Earmarked Reserves : Carried forward at 31 March 2013	<b>4,646</b>

### **Collection Fund**

- 3.11 The original estimate for the Collection Fund is prepared on the basis that there will be no surplus or deficit, calculated on an estimate of the previous year's surplus or deficit. At the time of preparing the revised estimate we will be in a position of knowing the **actual** surplus or deficit from the preceding financial year, which in the case of this council was a deficit of £165,000 compared to the originally forecast £90,000 deficit.
- 3.12 At the time of setting the Revised Estimate for the Collection Fund we are in a position to forecast the likely surplus or deficit for the following financial year. It is this forecast surplus or deficit that we inform our major precepting bodies of, for recovery (deficit) or distribution (surplus) in the following financial year.
- 3.13 On this basis our original estimate was that there would be no residual surplus or deficit on the collection fund for 2012/13. The revised position showed a deficit of £231,000. The final outturn proved slightly more favourable with a deficit of £216,000.
- 3.14 Full details of the Collection Fund position can be seen at Annex 2

## **4 CONCLUSION**

- 4.1 The final outturn of a surplus of £83,000 means that we have **added £83,000** to general fund balances **instead of taking £70,000** which was estimated when we prepared the Revised Estimates.
- 4.2 Whilst the level of general balances and earmarked reserves may appear high there is a great level of uncertainty around the level of future local government funding which looks set to continue for a number of years to come.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF37-13/LO/AC  
28 August 2013

## Earmarked Reserves – 2012/13

General Fund	Balance at 31 March 2011 £	Transfers In 2011/12 £	Transfers Out 2011/12 £	Balance at 31 March 2012 £	Transfers In 2012/13 £	Transfers Out 2012/13 £	Balance at 31 March 2013 £
<b>Local Recreation Grants Fund</b> <i>Used to fund recreation grants</i>	16,831	6,820		23,651	3,010		26,661
<b>Elections Fund</b> <i>Used to fund borough elections held once every four years</i>	63,551	19,870	-63,869	19,552	20,507		40,059
<b>Audit Reserve Fund</b> <i>Used for computer audit</i>	12,335			12,335			12,335
<b>Building Control Fund</b> <i>Available to equalise net expenditure over a three year period</i>	-53,274		-33,036	-86,310		-33,111	-119,421
<b>Rural Development Reserve</b> <i>Used to fund consultation work on rural housing</i>	1,631			1,631			1,631
<b>Capital</b> <i>Used to fund the capital programme</i>	54,665	282,279	-12,848	324,096	78,345	-3,083	399,358
<b>Insurance</b> <i>Available to meet any costs following demise of Municipal Mutual Insurance Company</i>	20,000			20,000		-3,252	16,748
<b>Christmas Lights/RV in Bloom</b> <i>Available to fund contributions towards Christmas Lights and Ribble Valley in Bloom</i>	3,416		-150	3,266		-1,980	1,286
<b>Community Enhancement</b> <i>Used to fund grants to local organisations</i>	2,881			2,881	8,538		11,419
<b>New Community Enhancement Schemes</b> <i>Additional reserve for funding grants to local organisations</i>	6,809			6,809		-6,809	0
<b>Rent Deposit Reserve</b> <i>Set aside for homeless rent deposits</i>	7,837			7,837			7,837
<b>Revenue Contributions (RCCO) Unapplied</b> <i>Used to fund capital expenditure</i>	23,134		-12,529	10,605		-10,605	0
<b>Parish Schemes</b> <i>Used to fund Parish improvement schemes</i>	1,729			1,729		-1,729	0
<b>Local Development Framework</b> <i>To finance Local Development Framework costs</i>	11,583		-7,754	3,829		-3,829	0
<b>LALPAC Licensing System</b> <i>To fund costs of LALPAC licensing system</i>	1,866		-442	1,424			1,424

## Earmarked Reserves – 2012/13

General Fund	Balance at 31 March 2011	Transfers In 2011/12	Transfers Out 2011/12	Balance at 31 March 2012	Transfers In 2012/13	Transfers Out 2012/13	Balance at 31 March 2013
	£	£	£	£	£	£	£
<b><u>IT Equipment</u></b> <i>To fund future software and hardware upgrades</i>	0	90,540		90,540		-42,147	48,393
<b><u>Conservation Reserve</u></b> <i>To fund conservation schemes completed after the financial year end</i>	6,210			6,210			6,210
<b><u>Concessionary Travel</u></b> <i>To fund the transfer of the administration of the scheme to upper tier local authorities</i>	40,026			40,026			40,026
<b><u>Fleming VAT Claim</u></b> <i>VAT recovered from 'Fleming' claim challenge to HMRC</i>	239,926			239,926			239,926
<b><u>Government Connect</u></b> <i>To fund revenue costs of Government Connect Service</i>	5,239		-5,239	0			0
<b><u>Repairs and Maintenance</u></b> <i>To fund emergency repairs and maintenance items, including legionella and asbestos abatement</i>	33,299			33,299		-4,000	29,299
<b><u>Post LSVT</u></b> <i>To fund any costs post LSVT which may arise, such as pension fund liabilities</i>	438,150			438,150		-36,513	401,637
<b><u>Market Town Enhancement</u></b> <i>To fund grants under Market Towns Enhancement Scheme</i>	6,643			6,643			6,643
<b><u>Planning Delivery</u></b> <i>To fund improved delivery of housing and other planning outcomes</i>	132,846	13,200	-146,046	0			0
<b><u>Performance Reward Grant</u></b> <i>Performance Reward Grant received and yet to be distributed to successful schemes</i>	526,710		-98,662	428,048		-54,216	373,832
<b><u>Refuse Collection</u></b> <i>To fund refuse collection costs of bin replacements</i>	18,000			18,000			18,000
<b><u>Restructuring Reserve</u></b> <i>To fund costs resulting from restructuring reviews</i>	275,000	27,900	-75,359	227,541			227,541
<b><u>VAT Shelter Reserve</u></b> <i>Funds received from the post LSVT VAT Shelter arrangements, partly used to contribute towards the future financing of the capital programme</i>	1,047,542	445,230	-65,548	1,427,224	385,503	-314,293	1,498,434

## Earmarked Reserves – 2012/13

General Fund	Balance at 31 March 2011	Transfers In 2011/12	Transfers Out 2011/12	Balance at 31 March 2012	Transfers In 2012/13	Transfers Out 2012/13	Balance at 31 March 2013
	£	£	£	£	£	£	£
<b><u>Revaluation of Assets Reserve</u></b> <i>To contribute towards the revaluation of the Council's assets every five years.</i>	2,000	2,000		4,000	2,000		6,000
<b><u>Clean Air Reserve</u></b> <i>To fund clean air survey work</i>	4,500		-379	4,121		-480	3,641
<b><u>Estates Maintenance Reserve</u></b> <i>To fund approved one-off boundary maintenance work to Estates asset</i>	2,500		-2,500	0			0
<b><u>Equipment Reserve</u></b> <i>To fund essential and urgent equipment requirements</i>	31,000	2,000		33,000	10,170		43,170
<b><u>Forest of Bowland Reserve</u></b> <i>To fund access improvement schemes within the Ribble Valley section of the Forest of Bowland</i>	27,146	7,500		34,646			34,646
<b><u>Invest to Save Fund</u></b> <i>To fund future invest to save projects</i>	250,000	21,917	-7,619	264,298	78,082	-92,380	250,000
<b><u>Land Charges Reserve</u></b> <i>To fund any potential restitution claims for personal search fees</i>	34,356			34,356			34,356
<b><u>Land Charges System Reserve</u></b> <i>To fund planned land charges system purchase</i>	9,000		-9,000	0			0
<b><u>Pendle Hill User Reserve</u></b> <i>To fund improvement schemes on Pendle Hill</i>	17,830	7,941	-8,000	17,771	191	-4,450	13,512
<b><u>Planning Reserve</u></b> <i>To fund any future potential planning issues</i>	100,000	153,167	-103,167	150,000	231,000	-71,929	309,071
<b><u>Tourism Promotions Reserve</u></b> <i>To fund planned tourism publicity and promotions</i>	6,812	1,950	-6,812	1,950		-1,950	0
<b><u>Crime Reduction Partnership Reserve</u></b> <i>To fund cost of crime reduction initiatives</i>	16,060	10,429		26,489	2,986		29,475
<b><u>Housing Benefit Reserve</u></b> <i>To help meet the challenges facing the service in the coming years</i>	60,000	40,000		100,000			100,000
<b><u>Wellbeing and Health Equality</u></b> <i>To fund expenditure on Wellbeing and Health</i>	0	47,428		47,428			47,428
<b><u>Exercise Referral Reserve</u></b> <i>To fund potential residual staffing costs</i>	0	5,310		5,310	847		6,157



## Earmarked Reserves – 2012/13

General Fund	Balance at 31 March 2011	Transfers In 2011/12	Transfers Out 2011/12	Balance at 31 March 2012	Transfers In 2012/13	Transfers Out 2012/13	Balance at 31 March 2013
	£	£	£	£	£	£	£
<b><u>Clitheroe Cemetery Reserve</u></b> <i>To finance any future liabilities from the cemetery extension</i>	0	3,640		3,640			3,640
<b><u>New Homes Bonus Reserve</u></b> <i>To help finance future economic development capital schemes</i>	0	2,046		2,046	119,645		121,691
<b><u>Core Strategy Reserve</u></b> <i>To fund the production of the Core Strategy</i>	0	87,412		87,412	103,829	-31,144	160,097
<b><u>Emergency Planning Reserve</u></b> <i>To fund the production of District Emergency and Business Continuity Plans</i>	0	2,520		2,520		-1,250	1,270
<b><u>CCTV Reserve</u></b> <i>To fund purchase of additional CCTV Equipment</i>	0	1,000		1,000			1,000
<b><u>Warm Homes Healthy People Reserve</u></b> <i>Residual grant received, to be committed to future grant schemes</i>	0	44,470		44,470		-14,539	29,931
<b><u>Business Rates Volatility Reserve</u></b> <i>To provide some protection against business rates volatilities</i>	0			0	135,904		135,904
<b><u>Community Right to Bid/Challenge</u></b> <i>To fund any future costs under the Community Right to Bid and Community Right to Challenge Regulations</i>	0			0	13,420		13,420
<b><u>Voluntary Organisation Grant Reserve</u></b> <i>To fund schemes carried out by the Voluntary Sector</i>	0			0	3,720		3,720
<b><u>Grant Funded Sports Development</u></b> <i>To finance future Sports Development grant funded expenditure</i>	0			0	6,283		6,283
<b><u>Human Resource Development</u></b> <i>To provide for staff training commitments</i>	0			0	3,100		3,100
	3,505,789	1,326,569	-658,959	4,173,399	1,207,080	-733,689	4,646,790

## Collection Fund – 2012/13

ANNEX 2

	Original 2012/13 £000'S	Revised 2012/13 £000'S	Actual 2012/13 £
<b>Deficit Brought Forward</b>	90,434	165,041	165,041
<b>Precepts:</b>			
Lancashire County Council	24,863,629	24,863,629	24,863,629
Lancashire Police Authority	3,363,453	3,363,453	3,363,453
Lancashire Combined Fire Authority	1,427,924	1,427,924	1,427,924
Ribble Valley incl Parishes	3,528,054	3,528,054	3,528,054
<b>Cost of Collecting NNDR</b>	85,289	85,289	85,289
<b>Contribution to Pool</b>	12,746,372	12,746,372	12,974,061
<b>Bad Debts Provision</b>	250,753	50,000	52,119
<b>TOTAL EXPENDITURE</b>	<b>46,355,908</b>	<b>46,229,762</b>	<b>46,459,570</b>
<b>Share of Deficit:</b>			
Lancashire County Council	67,926	67,926	67,926
Lancashire Police Authority	8,964	8,965	8,965
Lancashire Combined Fire Authority	3,901	3,901	3,901
Ribble Valley	9,643	9,643	9,643
<b>Council Tax Income</b>	31,138,317	30,838,886	30,853,710
<b>Council Tax Benefits</b>	2,295,496	2,238,270	2,240,364
<b>Business Rates</b>	12,831,661	12,831,661	13,059,350
<b>TOTAL INCOME</b>	<b>46,355,908</b>	<b>45,999,252</b>	<b>46,243,859</b>
<b>Surplus/(Deficit) Carried Forward</b>	<b>0.00</b>	<b>-230,510</b>	<b>-215,711</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 14(a)

meeting date: 10 SEPTEMBER 2013  
 title: REVENUE MONITORING 2013/14  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: TRUDY HOLDERNESS

## 1 PURPOSE

1.1 To let you know the position for the first 4 months of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

- ❖ Community Objectives – none identified.
- ❖ Corporate Priorities – to continue *to be 'a well-managed Council providing efficient services based on identified customer needs'* and within this priority meets the objective *'to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money'*.
- ❖ Other Considerations – none identified.

## 2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period. You will see an overall underspend of £22,036 on the net expenditure, after allowing for estimated transfers to and from balances and reserves. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ALBNM	Albion Mill	-3,870	-2,238	1,104	3,342	A
INDDV	Economic development	87,260	0	1,155	1,155	G
COMPR	Computer Services	-2,220	155,232	157,893	2,661	A
LICSE	Licensing	26,300	-16,886	-21,505	-4,619	A
LANDC	Land Charges	35,950	-20,778	-23,180	-2,402	G
FGSUB	Grants & Subscriptions – Policy & Finance	153,750	111,913	111,268	-645	G
CEXEC	Chief Executives Department	-13,660	331,314	331,521	207	G
CLTAX	Council Tax	329,980	15,456	11,596	-3,860	A
NNDRC	National Non Domestic Rates	36,910	382	129	-253	G
CORPM	Corporate Management	366,360	0	0	0	G
EMERG	Community Safety	69,140	3,300	4,598	1,298	G
BYELE	District-By-Election	0	0	242	242	G
DISTC	District Elections	0	0	1,920	1,920	G

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ELADM	Election Administration	31,870	0	0	0	G
ELECT	Register of Electors	69,140	12,420	7,426	-4,994	A
ESTAT	Estates	14,510	-463	-1,078	-615	G
ATTEN	Mayor's Attendant/ Keeper	-210	4,786	3,754	-1,032	G
CIVCF	Civic Functions	61,860	17,596	14,437	-3,159	A
COSDM	Cost of Democracy	426,900	72,081	71,159	-922	G
MAYCR	Mayoral Transport	0	7,611	4,645	-2,966	A
FSERV	Financial Services	-8,160	205,536	198,383	-7,153	R
VARIOUS	Meals on Wheels and Luncheon Clubs	17,900	16,938	14,327	-2,611	A
CIVST	Civic Suite	-160	18,490	20,960	2,470	A
CLOFF	Council Offices	-740	103,311	116,898	13,587	R
FMISC	Policy & Finance Miscellaneous	-241,130	69,940	66,731	-3,209	A
PERFM	Performance Reward Grants	7,500	0	0	0	G
SUPDF	Superannuation Deficiency Payments	126,170	50,666	50,226	-440	G
LSERV	Legal Services	-20,620	118,282	117,109	-1,173	G
OMDEV	Organisation & Member Development	-4,300	119,183	116,326	-2,857	A
CSERV	Corporate Services	182,390	8,233	7,589	-644	G
CONTC	Contact Centre	-2,340	53,930	52,662	-1,268	G
REVUE	Revenues & Benefits	-6,610	160,614	158,680	-1,934	G
<b>Total net cost of services</b>		<b>1,739,870</b>	<b>1,616,849</b>	<b>1,596,975</b>	<b>-19,874</b>	

Items added to / (taken from) balances and reserves					
FNBAL H230	Election Reserve Fund	20,370	0	-2,162	-2,162
FNBAL H354	Community right to Bid / Challenge	16,410	0	0	0
FNBAL H261	Lalpac Reserve	-460	0	0	0
FNBAL H269	Asset Revaluation Reserve	2,000	0	0	0
FNBAL H326	Performance Reward Grant	-15,000	0	0	0
FNBAL F719	Vat Shelter	356,970	0	0	0
CPBAL H330	Revenue Contribution to Capital	7,500	0	0	0
<b>Net Balances and reserves</b>		<b>387,790</b>	<b>0</b>	<b>-2,162</b>	<b>-2,162</b>
<b>Net Expenditure</b>		<b>2,127,660</b>	<b>1,616,849</b>	<b>1,594,813</b>	<b>-22,036</b>

- 2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas that currently do not present any significant concern.


Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

- 2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.5 In summary the main areas of variance which are unlikely to rectify themselves by the end of the financial year are summarised below. Please note favourable variances are denoted by figures with a minus symbol.

Description	Variance to end of July 2013 £
<b>CLOFF – Council Offices</b> – The repair & maintenance budget is showing a large variation this is mainly due to commitments for repairs to the lift £4k, appliance testing £1k and other maintenance items £1.5k. There has also been some large expenditure items that have already taken place such as other lift repairs £1.4k, replacement tiles £1.4k, servicing of equipment £1.1k and replacing velux windows £1.2k	16,534

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £22,036 on the first 4 months of the financial year 2013/14, however there are some large fluctuations that make up this net figure, some of which will be offset by future expenditure.



SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF48-13/TH/AC  
30 August 2013

BACKGROUND WORKING PAPERS  
Policy & Finance budget monitoring working papers

## POLICY &amp; FINANCE COMMITTEE

## RED VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CEXEC/0100	Chief Executive / Salaries	734,580	245,052	251,120	6,068	R	The provision for staff turnover is not being achieved due to the savings from the vacant part time pest control officer and environmental health officer contributing to the additional cost of employing 2 temporary forward planning officers.	Budget to be adjusted at revised estimate.
CLOFF/2402	Council Offices / Repair & Mtce - Buildings	34,710	11,576	28,110	16,534	R	Commitments placed for repairs to lift £4k and appliance testing £1k and other maintenance items £1.5k. There has also been some large items on actual expenditure such as other lift repairs £1.4k, replacement tiles level A £1.4k, Servicing of equipment £1.1K and replacing velux window level D £1.2k. This has taken place early in the financial year resulting in the current overspend.	Report to be prepared for CMT
ELECT/8050z	Register of Electors / Individual Electoral Registration Grant	0	0	-5,409	-5,409	R	Grant received from Cabinet Office to assist with the additional cost of introducing individual online registration from 2014	Budgets to be introduced at revised estimate

## POLICY &amp; FINANCE COMMITTEE

## AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
ALBNM/8805I	Albion Mill / Land Rents	-34,650	-16,668	-12,229	4,439	A	Rent is collected by Robert Pinkus and paid to the council quarterly. Units 1,2 & 3 are currently in arrears
LSERV/2976	Legal Services / Reference Books	22,760	13,003	10,591	-2,412	A	New online contract which could possibly result in a savings.
CIVST/2402	Civic Suite / Repair & Mtce - Buildings	11,040	3,680	7,955	4,275	A	The variance has been caused by upgrading a gas pipe at a cost of £2.5k and a commitment for repairs to link roof £1.5k
MAYCR/2638	Mayoral Car / Leasing Costs - Vehicle	6,120	6,120	4,090	-2,030	A	A new leased vehicle has just been received on a lower annual lease price.
ESTAT/2402	Estates / Repair & Mtce - Buildings	3,170	1,058	3,902	2,844	A	Overspend is mainly as a result of an electrical upgrade including new light fittings to over 60's club (£1.3k)
ESTAT/8832u	Estates / Ground Rents General	-950	-188	-2,808	-2,620	A	Additional income received from the sale of freeholds (£2.5K)



Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
FMISC/3252	Policy & Finance Miscellaneous / Other Insurances	0	0	-3,252	-3,252	A	An estimated creditor provision was made in 2012/13 financial year for payment of 15% levy on the Insurance liability from Municipal Mutual Insurance Ltd outstanding for Ribble Valley Borough Council as at 31 March 2013. This is yet to be invoiced.
LANDC/8408z	Land Charges / Search Fee	-65,190	-22,737	-26,759	-4,022	A	Slight pickup in income from searches compared to previous year
COMPR/2998	Computer Services / Software Maintenance	109,150	89,175	92,158	2,983	A	A 3 year agreement has been arranged for the Kaspersky software maintenance (£6.5k), 2 years of which will be treated as a payment in advance.
CONTC/0100	Contact Centre / Salaries	129,640	43,244	40,423	-2,821	A	Vacant part-time customer service post. The savings from which is to be used to fund an apprentice position.
CONTC/2809	Contact Centre / Non Recurring Purchase of Equipment	0	0	2,985	2,985	A	New Macfarlane historical MIS module & training to be funded from new burdens Localisation of support for council tax funding.
OMDEV/1023	Organisation & Member Development / Corporate Training	14,180	4,728	2,601	-2,127	A	Training needs to be identified from performance appraisals before a development plan can be produced

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

Agenda Item No 14(b)

meeting date: 10 SEPTEMBER 2013  
 title: OVERALL REVENUE MONITORING 2013/14  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To consider the position on the revenue budget for the current financial year.

### 2 ORIGINAL BUDGET 2013/14

2.1 The original budget agreed for the current year is set out below.

	<b>Original Estimate 2013/14 £</b>
Committee Net Requirements	6,412,110
Capital Charges Adjustment	-539,450
<b>Committee Expenditure After Adjustments</b>	<b>5,872,660</b>
Other Items - Interest Payable	16,460
- Interest on balances	-29,140
- New Homes Bonus	-367,700
- Council Tax Freeze Grant	-31,610
- Localisation of Council Tax Support: <i>Payments to Parishes</i>	23,000
- Localisation of Council Tax Support: <i>Transitional Grant</i>	-5,780
- New Homes Bonus Adjustment Grant	-10,029
- Efficiency Support for Services in Rural Areas	-9,901
- Business Rates Growth	-47,165
<b>Expenditure After Other Items</b>	<b>5,410,795</b>
<b>Less Added to/(taken from) Earmarked Reserves</b>	
Elections	20,880
Building Control Fee Earning	4,170
Performance Reward Grant	-15,000
Community Safety	-24,000
DEFRA Clean Air	-480
Revaluation Reserve	2,000
LalPac Reserve	-460

	Original Estimate 2013/14 £
Exercise Referral Reserve	-5,260
Community Right to Bid	7,860
Community Right to Challenge	8,550
Contribution to Capital Reserve	7,500
VAT Shelter	356,970
New Homes Bonus Reserve	307,700
Post LSVT Pensions Reserve	-36,175
Taken From Revenue Balances	-146,023
<b>Net Expenditure</b>	<b>5,899,027</b>

2.2 On the 11 June 2013, this committee agreed to a request for a supplementary revenue estimate for the funding of the Viridor Paper and Card collection operation for the 3 months April, May, June totalling £30,000. This increases the net expenditure shown in the table above from £5,899,027 to £5,929,027. **Subject to need**, committee also agreed a further £15,900 for the in-house operation of Paper and Card collection up to the 31 March 2014

### 3 COMMENTS

3.1 Accountants are soon to start preparing the revised estimates for the current financial year. Regular monitoring reports are prepared for budget holders and CMT. In addition committees are currently receiving monitoring reports up to the end of July 2013 in the current cycle.

3.2 Looking at three of the largest elements within our budget - employee costs, fees and charges and interest. The position at the end of July on these was as follows:

#### 3.3 **Employees**

Position at end of July:

	£000
Budget	1,935
Actual	1,915
<b>Difference</b>	<b>-20</b>

Annex 1 shows the main variances by individual cost centre. However, the reasons for the larger variances are summarised below:

- COMMD: Community Services Department – *There has been an additional member of staff employed on planning, which will be funded from increased planning fees. The budget also allows a percentage saving on staffing budgets, which is normally experienced during any recruitment that takes place during the year. However, to date there has been very little staff turnover. The variance also*

does not include the budgeted 1% pay award, which will worsen the position when actually paid.

- PAPER: Waste Paper and Card Collection – *There was been a delay in filling some posts following the transfer of the operation from Viridor. Within the period of vacancies the refuse collection service staff have also been assisting where possible.*
- RCOLL: Refuse Collection – *There have been savings in Drivers and Loaders direct costs due to a number of staff vacancies. However, at the end of July the budgeted 1% pay award had yet to be paid.*
- CEXEC: Chief Executives Department – *The budget allows a percentage saving on staffing budgets, which is normally experienced during any recruitment that takes place during the year. However, to date the staff turnover that has been experienced has been offset by the temporary staffing for the Core Strategy.*

### 3.4 Fees and Charges

Position at end of July:

	£000
Budget	-799
Actual	-820
<b>Difference</b>	<b>-21</b>

Again, Annex 2 shows the **main** differences and the reasons for the larger variances are summarised below:

- PLANG: Planning Control and Enforcement – *No large planning applications have been received in the first four months of the financial year. However, some additional income has been received from pre-application fees for major developments.*
- RIGHT: Public Rights of Way – *Unbudgeted income has been received within the year for several footpath diversion orders. Expenditure to offset this income will be incurred by the council in respect of this income during the year.*
- TRREF: Trade Refuse – *Annual Invoices raised to date have exceed the full year Budget. However, there is always the potential that some of these invoices may be part cancelled if a business terminates the contract and decides not to continue with the service for the full year. As the take up of the service has been high, there will likely be an increase in tipping fees which will partly off-set this increased income.*
- VARIOUS: Car Parking – *Significant increase in income during July because of the fine weather. This has been particularly noticeable at the Edisford Car Park.*

### 3.5 **Interest**

Position at end of July:

<b>£000</b>	
Budget	-10
Actual	-9
<b>Difference</b>	<b>1</b>

At this stage it is difficult to predict how our final interest figure will be in comparison to our budget for the year.

## 4 SUMMARY

4.1 In summary, the position is as follows:

<b>£ 000</b>	
Employees	-20
Income	-21
Interest	1
<b>Total Net Savings/Underspend/Extra Income</b>	<b>-40</b>

## 5 CONCLUSION

5.1 Overall, the variances to the end of July are favourable, with a net saving/additional income of £40,000, based on the areas included within this report.

5.2 The main reasons for the variance are the increased income on Trade Refuse and Car Parks, together with the staff savings experienced on the paper and card collection service and the refuse collection service.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF146-13/LO/AC  
2 September 2013

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie, extension 4541

## Employees – April to July 2013

Cost Centre	Cost Centre Name	Original Estimate to end July 2013	Actual to end July 2013	Variance
COMMD	Community Services Department	383,436	391,522	8,086
CORES	Core Strategy	0	218	218
BCSAP	Building Control SAP Fees	36	57	21
STCLE	Street Cleansing	46,238	45,136	-1,102
DNHAM	Downham Toilets	180	80	-100
DNSOP	Dunsop Bridge Toilets	0	5	5
PCADM	Public Conveniences Administration	0	67	67
PAPER	Waste Paper and Card Collection	11,146	3,361	-7,785
RCOLL	Refuse Collection	211,195	202,775	-8,420
TFRST	Waste Transfer Station	7,768	7,275	-493
CEXEC	Chief Executives Department	306,928	313,724	6,796
LSERV	Legal Services	94,320	95,672	1,352
ARTDV	Art Development	4,426	4,346	-80
PLATG	Platform Gallery and Visitor Information	21,850	21,438	-412
CPADM	Car Park Administration - Off Street	15,596	14,996	-600
CLCEM	Clitheroe Cemetery	0	13	13
WARMH	Warm Homes Healthy People	0	3,596	3,596
CLMKT	Clitheroe Market	626	462	-164
SDEPO	Salthill Depot	6,190	6,135	-55
VEHCL	Vehicle Workshop	20,244	15,937	-4,307
WKSAD	Works Administration	41,226	39,627	-1,599
CIVST	Civic Suite	3,528	3,401	-127
CLOFF	Council Offices	14,445	13,099	-1,347
ELECT	Register of Electors	248	0	-248
ATTEN	Mayor's Attendant/Keeper	4,656	3,549	-1,107
COSDM	Cost of Democracy	1,300	1,281	-19
SUPDF	Superannuation Deficiency Payments	2,026	2,024	-2
COMPR	Computer Services	49,782	50,212	430
FSERV	Financial Services	183,511	181,212	-2,299
OMDEV	Organisation & Member Development	97,870	97,435	-435
CONTC	Contact Centre	52,386	48,386	-4,000
REVUE	Revenues & Benefits	148,398	148,336	-62
PKADM	Grounds Maintenance	69,888	68,809	-1,079
RPOOL	Ribblesdale Pool	102,488	99,597	-2,891
EXREF	Exercise Referral Scheme	33,541	31,284	-2,257
		<b>1,935,472</b>	<b>1,915,067</b>	<b>-20,406</b>

## Fees and Charges – April to July 2013

Cost Centre	Cost Centre Name	Original Estimate to end July 2013	Actual to end July 2013	Variance
ARTDV	Art Development	0	-179	-179
BCSAP	Building Control SAP Fees	-1,776	-1,997	-221
BLDGC	Building Control	-66,960	-71,455	-4,495
CIVST	Civic Suite	-1,744	-1,589	155
CLCEM	Clitheroe Cemetery	-13,744	-14,249	-505
CLMKT	Clitheroe Market	-99,350	-102,463	-3,113
COMMD	Community Services Department	-344	-220	124
COMPR	Computer Services	0	-6	-6
DOGWD	Dog Warden & Pest Control	-6,123	-6,235	-112
DRAIN	Private Drains	-472	-444	28
EALLW	Edisford All Weather Pitch	-6,988	-6,977	11
EDPIC	Edisford Picnic Area	-370	-625	-255
EHKAA	PK06 HKA Vauxhall Vivaro van	0	-100	-100
ENVHT	Environmental Health Services	-10,798	-12,683	-1,885
EXREF	Exercise Referral Scheme	-1,120	-1,246	-126
FMISC	Policy & Finance Miscellaneous	-52	-26	26
FSERV	Financial Services	-344	-353	-9
HOMES	Homelessness Strategy	0	-721	-721
IMPGR	Improvement Grants	-2,672	-1,694	978
LANDC	Land Charges	-22,737	-26,759	-4,022
LICSE	Licensing	-23,112	-24,665	-1,553
MCAFE	Museum Cafe	-3,143	-2,185	958
MUSEM	Castle Museum	-28	0	28
OMDEV	Organisation & Member Development	-36	0	36
PLANG	Planning Control & Enforcement	-154,852	-135,630	19,222
RCOLL	Refuse Collection	-7,242	-7,484	-242
RIGHT	Public Rights of Way	0	-5,094	-5,094
RPOOL	Ribblesdale Pool	-127,610	-132,076	-4,466
RVPRK	Ribble Valley Parks	-6,191	-4,460	1,731
SIGNS	Street Nameplates & Signs	-480	-494	-14
SPODV	Sports Development	-72	-22	50
TRREF	Trade Refuse	-126,930	-137,075	-10,145
VARIOUS	Car Parks	-110,801	-119,221	-8,420
VARIOUS	Meals on Wheels	-2,628	-1,341	1,287
		<b>-798,719</b>	<b>-819,768</b>	<b>-21,049</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

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Agenda Item No.

meeting date: 10<sup>TH</sup> SEPTEMBER 2013

title: ECONOMIC DEVELOPMENT WORKING GROUP UPDATE

submitted by: CHIEF EXECUTIVE

principal author: CRAIG MATTHEWS

## 1 PURPOSE

1.1 To receive an update on the Councils' Economic Development Working Group.

1.2 Relevance to the Council's ambitions and priorities

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

## 2 BACKGROUND

2.1 The Economic Development Working Group of the Council was established to further support and monitor delivery of the Councils' economic objectives, identify individual projects and address the issues in relation to the Ribble Valley economy. The Group are focussing on a list of economic issues across a number of areas, which provide the basis for key economic development activities with which to concentrate and further develop going forward.

## 3 INFORMATION

3.1 Since the last Policy & Finance Committee meeting on 11<sup>th</sup> June 2013 the Economic Development Working Group has held two meetings (17<sup>th</sup> July 2013 and 20<sup>th</sup> August 2013). Minutes of the 17<sup>th</sup> July meeting are attached at Appendix A, whilst the minutes of the 20<sup>th</sup> August meeting will be published once agreed by the group.

3.2 Previously, in considering the groups role to assist the delivery of regeneration and economic development in the borough, and also recognising that there was a broad number of ongoing issues and areas in connection with the Boroughs' economic development, the working group were keen to see a targeted list of priority actions to provide the basis of key projects and activities upon which to concentrate. These four work areas will be developed, forming the basis of project activity going forward. A list of those project areas are summarised below: -

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



2. Clitheroe Market: To bring forward options for an appropriate scheme for the future of the market development area in line with the aims within the Clitheroe Town Centre Masterplan.
  3. Tourism & Visitor Economy: To further develop measures, activities and events to support tourism and the visitor economy in Ribble Valley.
  4. Transport & Infrastructure: Promoting improvements to services between Clitheroe and Manchester and Clitheroe and Preston, and working with the County Council and others providers to improve the local infrastructure. Extension of rail services from Clitheroe to Hellifield.
- 3.3 Further to the identified project areas above the group have discussed a number of other issues and important factors as follows: -
- 3.4 In addition to the requirement to ensure that there is sufficient employment land and premises provision in the area meet with current and potential future business, economic and employment growth needs, it is considered important to monitor and maximise opportunities where possible from existing vacant business land and properties in the Borough and to monitor their appropriateness for modern business requirements.
- 3.5 In relation to the Clitheroe Masterplan and Market site, it was recognised that the Council may not necessarily be the lead body in any potential or future development of the site, but it was considered important that the Council will continue to have a significant role, as well as continuing to retain the market function and enhancing and improving links with the rest of the town centre. Also, in relation to other town centre initiatives, refreshing a 'Town Team' partnership style of approach were considered important and to continue improving the coordination and future work between local businesses, the Borough and Town Councils.
- 3.6 The need to maintain activities that will help support and maintain the vibrancy of all town and key service centres across the Borough (i.e. Clitheroe, Longridge and Whalley) was emphasised, and to look into refreshing activities through coordinated work with local businesses and town / parish councils.
- 3.7 Improved services and the regularity of rail and bus provision were considered important factors, weekend services, for example, to enable tourism visitors to come to the area. The group have expressed concerns regarding the decline in rural transport and services and further engaging with Lancashire County Council as the Transport Authority with a view to finding solutions on these issues.
- 3.8 The land-based economy generally has also been the subject of discussions within the group and the need to maintain awareness of the key issues connected with the sector. Farming and land based businesses represents the major land use in Ribble Valley and the Borough is still an important agricultural production area that is vital to the wider economy, although farming has seen significant changes in recent decades with diversification and increasingly tourism adding extra income to the local rural and land based economy.

CRAIG MATTHEWS  
REGENERATION OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

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

## NOTES OF ECONOMIC DEVELOPMENT WORKING GROUP HELD ON WEDNESDAY 17<sup>th</sup> JULY 2013

PRESENT: Cllr S. Hore (Chairman)  
Cllr R. Elms  
Cllr K. Horkin  
Cllr G. Mirfin  
Cllr J. Rogerson  
Cllr R. Swarbrick  
Cllr A. Yearling

IN ATTENDANCE: Colin Hirst  
Craig Matthews  
Bill Alker

### 1) APOLOGIES FOR ABSENCE

An apology for absence from the meeting was received for Marshal Scott.

### 2) MINUTES OF LAST MEETING

The minutes of the meeting held on 7<sup>th</sup> November were agreed.

### 3) TERMS OF REFERENCE

The Chairman reminded members that the working group at their last meeting had identified the Terms of Reference. However, it was pointed out that the chair of Policy and Finance Committee was no longer a member of the working group and therefore, it was agreed to make that amendment to the Terms of Reference accordingly.

### 4) KEY PRIORITIES

The Working Group revisited the four previously agreed priorities as follows: -

#### a) Employment land and premises

An updated Ribble Valley Employment Land Study was finalised in June 2013, which also forms part of the work to inform the Ribble Valley Core Strategy. The Study covers all industrial, warehousing and distribution uses, as well as offices. The Study primarily assesses the supply, need and demand for employment land and premises in Ribble Valley within the planning Use Class B – B1 (business offices/light industrial), B2 (general industrial) and B8 (storage and distribution) but also considers land needs of non B-class employment uses.

The conclusions within the study identifies that further land allocations for B1 (a, b and c uses), B2 and B uses in the order of 8 ha would be required to meet the shortfall generated by the application of long term take-up performance for the current plan period to 2028 and the Council are working to address this. Also, the numbers of existing allocated employment sites such as Barrow Brook, as well as the need to monitor existing vacant business premises were discussed. It was pointed out that the Council has already made a commitment to enable further employment land to be brought forward and work is ongoing with a number of landowners in the Borough in order for this to be achieved.

#### b) Clitheroe Market

The Clitheroe Town Centre Masterplan document produced in 2010 identified a number of areas throughout the town centre where improvements could be made to help increase the longer-term vitality and viability of the centre. As part of this, Clitheroe Market and the surrounding site was identified as an area that could act as a 'catalyst' where various development options could take place that could better integrate with, and help improve the town centre as a whole.

Also, issues regarding town centres generally were discussed such as vacant shop premises and the need to maintain and improve the environment in all town and service centres, such as pavements and signage. On these issues, the subject of refreshing the 'Town Team' style of approach, where closer working could take place between local businesses and both borough and town / parish councils (Clitheroe, Longridge and Whalley), through meetings and activities to address any areas where improvements could be made.

#### c) Tourism and Visitor Economy

It was recognised that tourism had links with all of the other three priorities and there a various ongoing in initiatives and partnership work to support this priority.

#### d) Transport and Infrastructure

Issues such as rail services, and in particular weekend services, which enabled tourism visitors to come to the area but also make the return journey home were raised. It was pointed out that highways and transport master plans are being developed by Lancashire County Council for specific areas across Lancashire, and whilst it was recognised that many activities on this issue are primarily functions, the need to feed through any specific issues that are identified. Masterplans for East and Central Lancashire are areas where any issues Ribble Valley Borough are relevant.

### 4) CURRENT EVIDENCE

As part of the Core Strategy work it was pointed out that a number of studies had been undertaken, providing updated evidence for Ribble Valley across the areas of future employment land requirements, assessments of retail and leisure in the Borough as well as a health check of the 3 main service centres of Clitheroe, Longridge and Whalley.

### 4) TOWN AND VILLAGE CENTRES

Much of the discussions on town and village centres had taken place earlier in the meeting. It was re-emphasised of the need to maintain activities that will help support and maintain the vibrancy of town centres, and to look into refreshing activities through coordinated work with local businesses and town / parish councils.

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# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 16

meeting date: 10 SEPTEMBER 2013  
title: 2012/2013 YEAR-END PERFORMANCE INFORMATION  
submitted by: DIRECTOR OF RESOURCES  
principal author: MICHELLE HAWORTH

## 1 PURPOSE

- 1.1 This is the year-end report of 2012/2013 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations –Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

## 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee, reported by for each of the quarters of 2012/13. Some notes have been provided to explain significant variances either between the outturn and the target or between 2012/2013 data and 2011/2012 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
  - Targets for service performance for the year 2012/2013 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: Service performance significantly below target (i.e. less than 75% of target performance), Amber: Performance slightly below target (i.e. between 75% and 99% of target), Green: Target met/exceeded.
  - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.

2.5 Analysis shows that of the 34 indicators that can be compared to target:

- 58.8% (20) of PIs met target (green)
- 35.3% (12) of PIs close to target (amber)
- 5.9% (2) of PIs missed target (red)

2.6 Analysis shows that of the 33 indicators where performance trend can be compared over the years:

- 54.8% (17) of PIs improved
- 3.2% (1) of PIs stayed the same
- 41.9% (13) of PIs worsened

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

2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

### 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

3.1 In respect of PIs for Legal Services, Diane Rice, Head of Legal Services, has provided the following information regarding performance and targets:

- **PI LD1 (BV 179) - Standard searches carried out in 10 working days** – four factors have contributed to the poor performance in 2012/2013:
  - ◆ A change in IT system which is still doesn't have full web functionality
  - ◆ A reduction in staffing numbers from 1.5 down to 1
  - ◆ The housing market is starting to improve and new schemes are also complex and require extra work to create records
  - ◆ Competing demands on other departments which results in a longer response time

3.2 In respect of PIs for Financial Services, Lawson Oddie, Head of Financial Services, has provided the following information regarding performance and targets:

- **PI FS6 - Percentage of Audit Plan covered** - As reported to Accounts and Audit committee each meeting, there has been a lower percentage of the audit plan achieved in the 2012/13 financial as compared to previous years due to 2 staff vacancies at different stages of the year, within a small team of 3 members. Furthermore, there was substantial work carried out within the year on the unplanned depot investigation.
- **PI FS12 – Audit time as a percentage of total time available** - Following the recruitment of staff to the staff vacancies referred to above, a member of staff in the newly recruited junior post is now undertaking Association of Accounting Technician (AAT) qualification training, which impacts on the time available for undertaking audit work.
- **PI FS7 – Percentage of Invoices paid within 30 days** - Whilst the current performance in the annex is shown as amber, actual performance is only 0.46% below the target of 99%. However, we continuously strive to improve our performance, and this has become

ever more important in light of the recent recasting of Directive 2011/7/EU on combating late payment in commercial transactions.

3.3 In respect of PIs for Revenues and Benefits, Mark Edmondson, Head of Revenues and Benefits services, has provided the following information regarding performance and targets:

- **PI RB1 – Changes to Council Tax Benefit** - in 2013/14 has seen an additional 500 cases become liable for Council Tax for the first time. The direct debit figure used in Quarter 4 is based on the annual bills issued each year and compares the number of Direct Debit bills against the number of accounts that are liable to pay. Inevitably this dipped this year, but it is expected that a proportion of those new Council Tax payers will opt for Direct Debit and, as such, the target has been adjusted accordingly.
- **PI RB3 - NNDR Direct Debit take-up as a percentage of chargeable properties** - Increase to targets reflects increase achieved in NNDR direct debit take up.
- **PI RB5 - % of Council Tax collected** – a reduction made to target set as collection rate was slightly down in 2012/13 and may be further impacted by changes to CTB.
- **PI RB7 - Housing Benefits Security number of fraud investigations (number)** - The inflated figure is due to receiving quarter 4, 2011/12 data-matches from the DWP in quarter 2, 2012/13.
- Targets were not set for PI RB7 (Housing Benefits Security number of fraud investigations) or PI RB8 (Housing Benefits Security number of prosecutions and sanctions) for 2012/13 because we were awaiting information from the DWP regarding the Single Fraud Investigation Service (SFIS). If this had come into force on time (April 2013) we, the Local Authority, would not be setting a target for Fraud as it would be the responsibility of the DWP. In the absence of any further updates relating to this matter the Council has set the targets.
- **PI RB13 - Speed of processing - new HB/CTB claims** - New claims for HB may stop from Oct 13 and be processed by the DWP. But, again, we do not know the details from the DWP as yet and we may continue to process new claims for a longer period.

3.4 In respect of PIs for Community Safety, Colin Hirst, Head of Regeneration and Housing, has provided the following information regarding performance and targets. The Ribble Valley Community Safety Partnership funds and supports various initiatives which we hope will have an impact on people's perceptions of crime and anti-social behaviour. Some of these include:

- the Castle Grounds initiative which aims to encourage young people to get involved in other activities
- the provision of Friday night football leagues
- working closely with local licensees and Pubwatch to monitor young people's behaviour around alcohol and drugs
- working closely with the Police to ensure that our area is a safe place to visit and is appropriately policed, especially as Clitheroe's night time economy is booming
- reinforcing the signage for 'no alcohol zones' with the full backing of local licensees
- funding Community Alcohol Networks, which work alongside the licensed trade to ensure that alcohol is supplied within the law and that underage drinking is kept to an absolute minimum

#### 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 – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity – None

#### 5 CONCLUSION

5.1 Consider the 2012/2013 performance information provided relating to this committee.









PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

DIRECTOR OF RESOURCES

PF36-13/MH/AC  
16 August 2013







BACKGROUND PAPERS  
REF: MH/P&F/10.09.2013

For further information please ask for Michelle Haworth.





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

### Legal Services Performance Information 2012/2013

#### Annual Indicators

PI Code	Short Name	Type	2010/2011	2012/13		2013/14	2014/15	2015/16	Current Performance	Trend
			Value	Value	Target	Target	Target	Target		
PI PS26	How well informed about how and where to register to vote	Percentage	92.5%	96.9%	95%		95%			
PI PS28	How well informed about how to get involved in local decision making	Percentage	48.9%	53%	50%		55%			
PI PS31	How well informed about how to complain about local public services	Percentage	47.3%	53%	50%		55%			

#### Quarterly Indicators

PI Code	Short Name	Type	2011/2012	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		2013/2014	2014/2015	2015/2016	Current Perf.	Trend
			Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Target	Target	Target		
PI LD1 (BV 179)	Standard searches carried out in 10 working days	%	89.08%	60%	98.75%	52.17%	98.75%	88.54%	98.75%	57.26%	98.75%	64.49%	98.75%	90%	90%	90%		
PI LD3	Number of corporate complaints received	Number	18	4		1		3		7		15						












# Financial Services Performance Information 2012/2013

## Annual Indicators

PI Code	Short Name	Type	2010/2011	2012/13		2013/14	2014/15	2015/16	Current Performance	Trend
			Value	Value	Target	Target	Target	Target		
PI PS2	Council provides value for money	Percentage	54.5%	75.9%	60%		78%			
PI PS27	How well informed about how council tax is spent	Percentage	77.3%	83.3%	80%		85%			















## Quarterly Indicators









PI Code	Short Name	Type	2011/12	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		2013/14	2014/15	2015/16	Current Perf.	Trend
			Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Target	Target	Target		
PI FS1	% of draft audit reports issued in less than 10 days from completion of audit (sign-off meeting by auditee)	Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
PI FS3	Percentage of Audit Plan covered	Percentage	77.5%	15.5%	20%	28%	40%	45%	60%	54%	80%	54%	60%	90%	90%	90%		
PI FS6	Accrued interest earned	Money	£10696	£2785	£7500	£6852	£15000	£12307	£22500	£17605	£30000	£32521	£30000	£30000	£30000	£30000		
PI FS12	Audit time as a percentage of total time available	Percentage	New	65.5%	70%	68%	70%	58%	70%	73%	70%	66%	70%	66%	66%	70%		
PI FS13	Percentage of audits completed within budgeted days	Percentage	New	75%	80%	82%	80%	85%	80%	85%	80%	81.75%	80%	80%	80%	80%		

PI Code	Short Name	Type	2011/12	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		2013/14	2014/15	2015/16	Current Perf.	Trend
			Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Target	Target	Target		
PI FS14	Percentage of customers providing feedback	Percentage	New	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
PI FS15	Average satisfaction score	Number	New	4.4	4	4.3	4	4.2	4	4.2	4	4.3	4	4	4	4		
PI FS7 (BV8)	% of invoices paid on time	Percentage	98.71%	99.29%	99.00%	98.11%	99.00%	98.79%	99.00%	97.92	99.00%	98.53%	99.00%	99.00%	99.00%	99.00%		
PI FS9	Total value of 'other' sales made	Money	£25000	£0		£0		£0		£0		£0						
PI FS10	Total value of surplus land sales made	Money	£163200	£0		£6000		£54000		£0		£60000						
PI FS11	Percentage of audit recommendations made to date now implemented or accepted	Percentage	New	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		



















# Revenues and Benefits Services Performance Information 2012/2013

## Quarterly Indicators

PI Code	Short Name	2011/12	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Perf.	Year to year trend
		Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
PI RB1	CTAX direct debit take-up as a percentage of chargeable accounts	72.85%	73.93%	73%	73.66%	73%	73.42%	73%	70.65%	73%	70.65%	73%	71.5%	71.6%	71.7%		
PI RB3	NNDR Direct Debit take-up as a percentage of chargeable properties	52.93%	54.38%	53%	52.67%	53%	52.45%	53%	53.39%	53%	53.39%	53%	53.5%	53.6%	53.7%		
PI RB5 (BV9)	% of Council Tax collected	99.1%	30.4%	24.8%	59.1%	49.6%	87.7%	74.4%	99.0%	99.1%	99.0%	99.1%	99.1%	99.1%	99.1%		
PI RB6 (BV10)	Percentage of Non-domestic Rates Collected	97.2%	30.4%	24.6%	59.4%	49.2%	86.9%	73.7%	97.8%	98.3%	98.1%	98.3%	98.3%	98.3%	98.3%		
PI RB7 (BV76c)	Housing Benefits Security number of fraud investigations (number)	55.24	17.02	13.75	41.81	13.75	20.39	13.75	14.75	13.75	93.51	55.00	55.0	55.0	55.0		
PI RB8 (BV76d)	Housing Benefits Security number of prosecutions & sanctions (number)	3.85	.00	1.00	.00	1.00	.35	1.00	.34	1.00	.70	4.00	1.00	1.00	1.00		
PI RB10 (BV79b1)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	90.53%	85.14%	85.00%	76.42%	85.00%	85.72%	85.00%	65.34%	85.00%	76.96%	85.00%	85.00%	85.00%	85.00%		

PI Code	Short Name	2011/12	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Perf.	Year to year trend
		Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
<b>PI RB11 (BV79b2)</b>	HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	44.44%	20.91%	11.25%	18.62%	11.25%	21.84%	11.25%	21.19%	11.25%	44.57%	45.00%	45.00%	45.00%	45.00%		
<b>PI RB12 (BV79b3)</b>	Percentage of Recoverable Over payments Recovered (HB)	1.58%	.11%		1.85%		.27%		.35%		1.30%						
<b>PI RB13 (BV78a)</b>	Speed of processing - new HB/CTB claims (number)	20.4	22.5	20.0	21.2	20.0	23.6	20.0	23.0	20.0	22.6	20.0	23.0	23.0	23.0		
<b>PI RB14 (NI 181)</b>	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (number)	8.8	13.8	10.0	11.3	10.0	11.3	10.0	6.0	10.0	10.3	10.0	10.0	10.0	10.0		

## Community Safety Performance Information 2012/2013

PI Code	Short Name	Type	2010/11	2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Value	Target					
PI PS40 (NI 21)	Dealing with local concerns about anti-social behaviour and crime issues by the local council and police	Percentage	53.9%	54%	55%		55%			
PI PS43 (NI 41)	Perceptions of drunk or rowdy behaviour as a problem	Percentage	12.2%	9.4%	10%		8%			
PI PS44 (NI 42)	Perceptions of drug use or drug dealing as a problem	Percentage	9.9%	6.6%	8%		5%			
PI PS33 (NI 1)	% of people who believe people from different backgrounds get on well together in their local area	Percentage	65.9%	70.8%	70%		75%			
PI PS11	People surveyed who feel safe in their local neighbourhood after dark	Percentage	79.6%	79.9%	80%		80%			
PI PS12	People surveyed who feel safe in their local neighbourhood during the day	Percentage	95.7%	95.6%	95%		96%			
PI PS13	Noisy neighbours or loud parties is a big or fairly big problem	Percentage	2.6%	4.3%	5%		4%			
PI PS14	Teenagers hanging around on streets is a big or fairly big problem	Percentage	14.4%	10.1%	12%		9%			
PI PS16	Vandalism and graffiti is a big or fairly big problem	Percentage	9.5%	9.7%	9%		9%			

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 10 SEPTEMBER 2013  
title: PERCEPTION SURVEY 2013  
submitted by: DIRECTOR OF RESOURCES  
principal author: PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

1.1 To inform committee of the results of the Perception Survey 2013.

1.2 Relevance to the Council's ambitions and priorities:

- Community objectives - The survey has been used to collect satisfaction and perception indicators and data which will be used to help
- Corporate priorities - inform the development of the Council's Corporate Strategy review. The Corporate Strategy sets out the Council's
- Other considerations - ambitions and priorities for the following years.

### 2 BACKGROUND

2.1 The Best Value General Household Satisfaction Survey was conducted in 2000, 2003 and 2006. This was replaced by the Place Survey which was conducted in 2009, with the intention of repeating every two years. In 2010 the coalition government removed the requirement for a biennial Place Survey. The majority of local authorities, however, saw a need for continuing to collect satisfaction and perception data.

2.2 The East Lancashire authorities that make up the Collaborative Research and Consultation Service (CRACS) now carry out a biennial survey based on the questions asked in the Place Survey in order to collect and track this information. This also allows comparison between authorities. Some additional questions are added by the individual authorities. The aim of the survey is to determine views on the local area, local public services and the local community.

2.3 Methodology

- A satisfaction survey designed to give indicative direction of travel
- The majority of questions asked as per Place Survey 2009
- The survey was undertaken with residents across the borough of Ribble Valley and was intended to be relevant to anyone living in the area.
- An eight page survey was posted to 425 citizen panel members and a further 536 e mail invitations were sent to panel members on 28<sup>th</sup> March. One reminder was sent on 23<sup>rd</sup> April, and the fieldwork ended on 7<sup>th</sup> May 2013.
- In total, 596 questionnaires were returned, giving an overall response rate of 62%.
- The data is weighted by age, gender and disability to reflect the overall population of Ribble Valley.
- The survey has a margin of error of +/- 4% at a 95 percent level of confidence. This means that if the survey was conducted 100 times, the data would be within 4 percentage points above or below the percentage reported in 95 of the 100 surveys. Typically 3% is considered to be a 'good' margin of error.

- The 2011 Perception Survey used the same methodology so results are directly comparable with the 2013 survey results.

2.4 The survey focused on the local area, well-being, service satisfaction, perceptions of the council and value for money. In order to provide the public with an opportunity to shape the area in which they live, the survey focuses on quality of life factors that make an area a desirable or undesirable place to live. In addition to citizen perspectives, the survey allows local authorities to continue to track some of the corporate image and service satisfaction data collected through the previous surveys.

### 3 FINDINGS

3.1 Initial results have been presented to Corporate Management Team (CMT). The full report of Ribble Valley's Perception Survey results, as prepared by CRACS, is attached at Appendix A. A summary is provided below.

#### 3.2 Your local area

- Level of crime, health services and clean streets are the factors considered to be most important in making somewhere a good place to live
- Road and pavement repairs, dog fouling and activities for teenagers are the factors most in need of improvement
- 95% are very or fairly satisfied with their local area as a place to live

#### 3.3 Your local public services

- 91% are very or fairly satisfied with the household refuse collection
- 85% for the recycling collection
- 49% are very or fairly dissatisfied with dog fouling
- 36% are very or fairly dissatisfied with planning
- 76% feel that RVBC provides good value for money (34% agree LCC provides value for money)
- 76% are very or fairly satisfied with the Council overall (49% satisfied with LCC)

#### 3.4 Recycling services

- More than 9 in every 10 residents regularly recycle glass, cans, plastic and paper/cardboard
- For those that don't currently recycle, there appears to be a low demand/ appetite to take up recycling
- Awareness of additional materials (and frequency of recycling) that can be recycled at LCC's recycling centres is high

#### 3.5 Information and customer service

- 98% feel very or fairly well informed about how and where to register to vote
- But only 53% feel informed about how they can get involved in local decision making
- 66% of those who have contacted the Council in the last 6 months have done so via telephone
- 19% of contacts have come via electronic means

- 73% were satisfied with their recent experience of contacting the council
- Printed publications are the preferred channel for receiving council information - namely the local press and Ribble Valley News

### 3.6 The local community

- 38% agree that they can influence local decisions
- 96% feel safe in their local area during the day
- 80% feel safe after dark
- 54% agree that the police and other public service providers are successfully dealing with ASB
- Over the last two years, 9% feel that crime has increased and 14% feel it has decreased

### 3.7 When comparing the 2011 survey results to the 2013 results (page 25):

- In 31.6% of the comparable questions satisfaction has been seen to improve
- In 68.4% of the comparable questions satisfaction has stayed roughly the same
- There were no declines in satisfaction

### 3.8 When comparing Ribble Valley's results with similar surveys conducted in other Lancashire authorities satisfaction with services is higher across the board in all but the following areas:

- Ribble Valley received the lowest satisfaction with sport/leisure facilities
- Satisfaction with parks and open spaces was also low in comparison
- When looking at feelings of safety in the local area after dark and during the day Ribble Valley's results were second highest behind Wyre BC.

## 4 RISK ASSESSMENT

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

- Resources - Analysis and report writing was done by the Citizen Panel Coordinator post which is covered by our annual contribution to the CRACS partnership
- Technical, Environmental and Legal – None
- Political - None
- Reputation – Positive results have already been used in communications with staff i.e. Backchat, and Staff meetings and will be used in communications with the public i.e. Autumn edition of Ribble Valley News

### 4.2 Equality & Diversity - In order to ensure that the survey reached people in all sections of the community, respondents were asked to provide information about themselves including their gender, age, disability and ethnicity. The breakdown of respondents by these demographic groups is provided in section 3 of the report. For each question in the survey, comparisons were made between different sub-groups of respondents (namely gender, age, disability and geographic area) to look for statistically significant differences in opinion. Statistically valid differences between sub-groups are described in the main body of the report. Some groups cannot be included in the sub-group analysis as there were too few respondents to allow statistically significant results (e.g. young people and ethnic minorities). There is an opportunity to use the survey results in an equality impact



assessment to ensure that there are no specific groups who feel less satisfied/ less able to access council services.

## 5 CONCLUSION

- 5.1 Corporately these are some very encouraging results. We now have the opportunity to make the most of the data available and a chance to link the findings to our decision-making processes and our Strategic Planning.

PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

DIRECTOR OF RESOURCES

PF35-13/MH/AC  
12 August 2013

## BACKGROUND PAPERS

For further information please ask for Michelle Haworth, extension 4421.

# Perception Survey Report 2013



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)



**Report produced on behalf of Ribble Valley Borough Council by Kris Barker**

**Collaborative Research and Consultation Service**

**c/o Pendle Borough Council**

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# 1 Executive Summary

The Ribble Valley Borough Council perception survey 2013 was undertaken with residents across the borough of Ribble Valley. The aim of the survey was to determine views on the local area, local public services and the local community.

An eight page survey was posted to 425 citizen panel members and a further 536 e mail invitations were sent to panel members on 28<sup>th</sup> March. The fieldwork ended on 7<sup>th</sup> May 2013. In total, 596 questionnaires were returned, giving an overall response rate of 62%.

## 1.1 Your local area

- Level of crime, health services and clean streets are the factors considered to be most important in making somewhere a good place to live
- Road and pavement repairs, dog fouling and activities for teenagers are the factors most in need of improvement
- 95% are very or fairly satisfied with their local area as a place to live

## 1.2 Your local public services

- 91% very or fairly satisfied with the household refuse collection
  - 85% for the recycling collection
- But 49% are very or fairly dissatisfied with dog fouling
  - 36% for planning
- 76% feel that RVBC provides good value for money
  - 34% agree LCC provides value for money
- 76% are very or fairly satisfied with the Council overall
  - 49% satisfied with LCC

## 1.3 Recycling services

- More than 9 in every 10 residents regularly recycle glass, cans, plastic and paper/ cardboard
- For those that don't currently recycle, there appears to be a low demand/ appetite to take up recycling
- Awareness of additional materials (and frequency of recycling) that can be recycled at LCC's recycling centres is high

## 1.4 Information and customer service

- 98% feel very or fairly well informed about how and where to register to vote
  - But only 53% feel informed about how they can get involved in local decision making
- 66% of those who have contacted the Council in the last 6 months have done so via telephone
  - 19% of contacts have come via electronic means
- 73% were satisfied with their recent experience of contacting the council
- Printed publications are the preferred channel for receiving council information
  - Namely the local press and Ribble Valley News

## 1.5 The local community

- 38% agree that they can influence local decisions
- 96% feel safe in their local area during the day
  - 80% feel safe after dark
- 54% agree that the police and other public service providers are successfully dealing with ASB
- Over the last two years, 9% feel that crime has increased
  - 14% feel it has decreased

## 2 Background and Methodology

### 2.1 Background

Councils all over the country are faced with decisions about reducing many of their services and whether to charge for others, as a result of reductions in government funding.

To help make decisions about where limited resources should be targeted, Ribble Valley Borough Council undertook a survey to gather residents' views on the local area, public services, specific council services and the local community. The information from the survey will be used to gather the latest view as well as comparing changes in opinion/ need from previous surveys.

### 2.2 Objectives

The specific objectives of the survey are as follows:

- Understand current views of the local area
- Better understand usage of, and satisfaction with, Council services;
- Gather views on public service providers;
- Understand views on specific services (recycling, communication and customer service);
- Gather views on the local community

### 2.3 Methodology

The perception survey was sent by post to 425 panel members on 28<sup>th</sup> March 2013. A further 536 e mail invitations were sent to panel members on the same date. A reminder was sent on 23<sup>rd</sup> April, with a final closing date of 7<sup>th</sup> May.

In total 596 questionnaires were returned, giving an overall response rate of 62%. Of this total, 426 responses were received by post whilst 170 responses were received online.

In order to ensure that the survey reached people in all sections of the community, respondents were asked to provide information about themselves including their gender, age, disability and ethnicity. The breakdown of respondents by these demographic groups is provided in section 3.

The data is weighted by age, gender and disability to reflect the overall population of Ribble Valley, and figures are based on all respondents unless otherwise stated.

### 2.4 Robustness of the data

How well the sample represents the population is gauged by two important statistics – the survey's margin of error and confidence level. For example, this survey has a margin of error of plus or minus 4% at a 95 percent level of confidence. This means that if the survey was conducted 100 times, the data would be within 4 percentage points above or below the percentage reported in 95 of the 100 surveys (see figure 2.1 below). Typically 3% is considered to be a 'good' margin of error.

**Figure 2.1: Margins of error at 95% confidence**

Survey Sample Size	Margin of Error Percent
596	+/- 4
500	+/- 4.4
250	+/- 6.2
100	+/- 9.8

For each question in the survey, comparisons have been made between different sub-groups of respondents (namely gender, age, disability and geographic area) to look for statistically significant differences in opinion. Statistically valid differences between sub-groups are described in the main body of the report. Some groups cannot be included in the sub-group analysis as there were too few respondents to allow statistically significant results (e.g. young people and ethnic minorities).

In charts or tables where responses do not add up to 100%, this is due to multiple responses or computer rounding.

Ribble Valley Borough Council ran a perception survey in 2011 using the same methodology used here. The survey was sent to all panel members and in total 754 responses were received, giving a response rate of 75%.

Many questions asked in the 2011 and 2013 surveys are the same. In these cases, responses have been compared.

### 3 Demographic composition

Please note that for the purpose of identifying the borough composition in the tables below, data has been taken from the 2011 census.

#### 3.1 Gender

The un-weighted split of male and female respondents was fairly close to the actual borough split. However, the impact of weighting the data has brought the balance in line with the actual male/ female split for the borough.

**Figure 3.1: Gender**

Gender	Un-weighted	Weighted	Borough actual
Male	46%	49%	49%
Female	54%	51%	51%

Source: Perception Survey 2013, Q29

#### 3.2 Age

Given the low numbers of younger respondents, it was not possible to weight the 25-44 age group in line with the actual borough percentage (to have done so would have led to unreasonably high weightings being applied to a small group of respondents). As a result, after the weighting, the youngest age group account for 15% of all responses whilst the influence of the oldest age group has been suppressed to 43%. The impact of the weighting here has ensured that the analysis by age is more reliable (as the weighted column is closer to the actual borough column).

**Figure 3.2: Age**

Age group	Un-weighted	Weighted	Borough actual
25-44	7%	15%	30%
45-64	38%	42%	42%
65+	54%	43%	28%

Source: Perception Survey 2013, Q30

#### 3.3 Disability

The un-weighted split of disabled and non disabled respondents wasn't in line with the composition of the borough. The impact of weighting the data has ensured a more accurate balance of disabled and non disabled respondents so that the analysis by disability is more accurate.

**Figure 3.3: Disability**

Disability	Un-weighted	Weighted	Borough actual
Yes	29%	17%	17%
No	71%	83%	83%

Source: Perception Survey 2013, Q31

### 3.4 Ethnicity

The un-weighted ethnic split was not too far from the borough actual. Although the data has not been weighted by ethnicity, the impact of the weight has had a marginal effect. Unfortunately as the survey did not receive any responses from BME residents, this small group is not accounted for in the data.

**Figure 3.6: Ethnicity**

<b>Ethnicity</b>	<b>Un-weighted</b>	<b>Weighted</b>	<b>Borough actual</b>
White British	98%	97%	96%
White Other	2%	3%	2%
BME	0%	0%	2%

Source: West Lancs Citizen Survey 2013, Q22



## 4 Detailed Research Findings

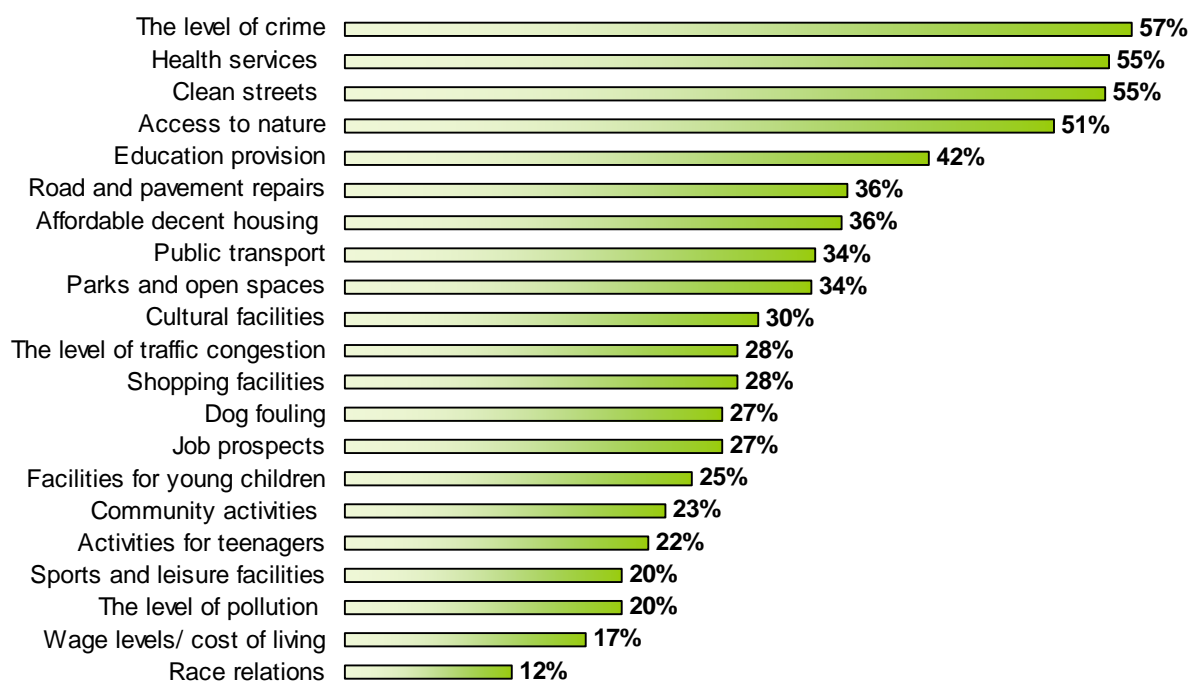
### 4.1 About your local area

**Q1 – Thinking generally, please use the left hand column to indicate which of the features listed you feel are most important in making somewhere a good place to live. In addition, please use the right hand column to indicate which of these things need improving the most in your local area.**

Throughout the survey, respondents were asked to consider their 'local area'. This was defined as the area within 15-20 minutes walking distance from their home.

Level of crime, health services and clean streets are seen to be the three most important factors that make the local area a good place to live. In the 2011 survey, the three most important factors were crime, health and education provision.

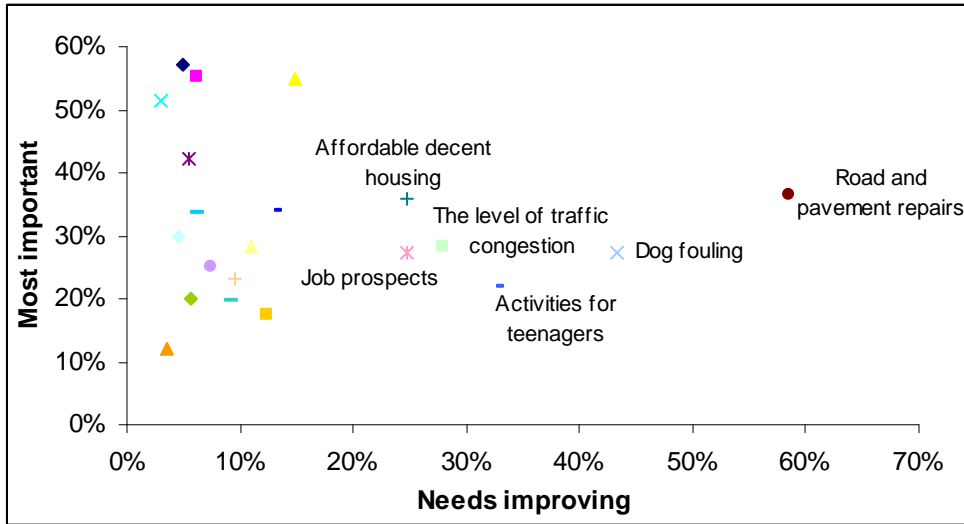
**Figure 4.1: Factors considered 'most important' in making somewhere a good place**



Source: Perception Survey 2013, Q1 Base: 596

When you plot each of the factors above by their level of importance and whether or not they are in need of improvement, a very different picture emerges. None of the top 5 most important factors in making somewhere a good place to live are considered to be in grave need of improvement. However, the sixth most important factor, road and pavement repairs, is considered to be the one factor most in need of improvement, with dog fouling and activities for teenagers also most in need of improvement. These 3 factors were also considered the most in need of improvement in 2011.

**Figure 4.2: Most important and in need of improvement combined**

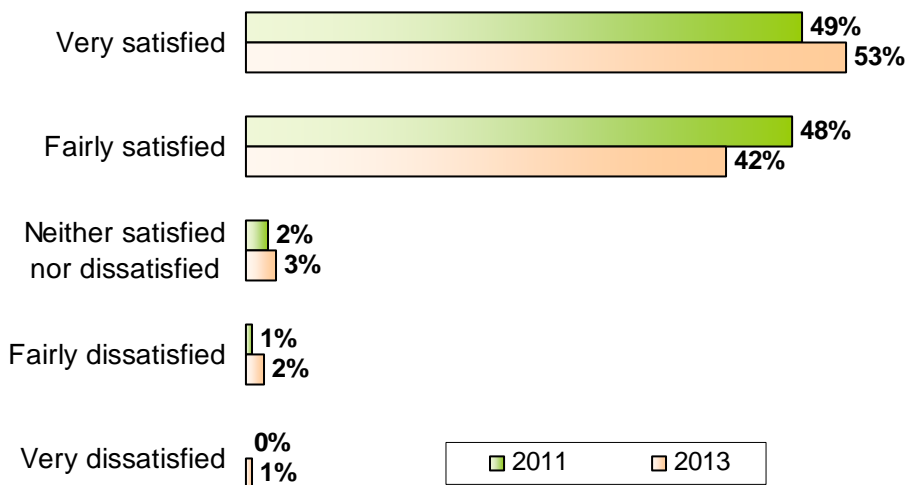


Source: Perception Survey 2013, Q1 Base: 596

## Q2 – Overall, how satisfied or dissatisfied are you with your local area as a place to live?

95% are very or fairly satisfied with their local area as a place to live (97% in 2011). Satisfaction appears to be higher for residents living in the Read and Simonstone and Mellor wards.

Figure 4.3: Satisfaction with the local area as a place to live



Source: Perception Survey 2013, Q2 Base: 564

## 4.2 Your local public services

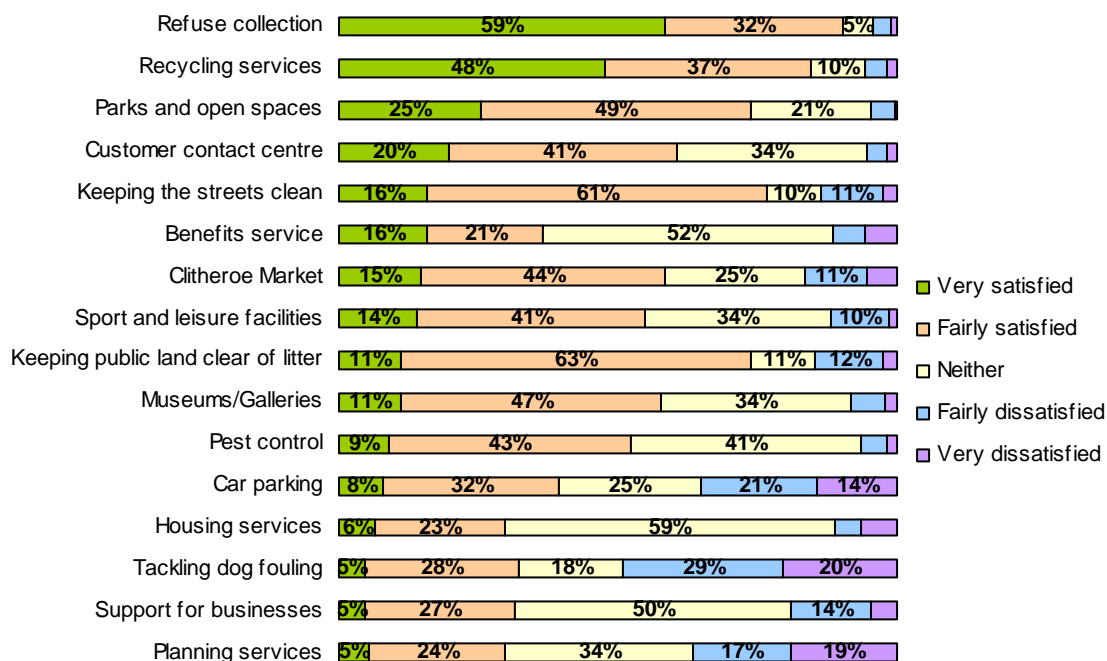
### Q3 – How satisfied or dissatisfied are you with each of the following local services/ facilities provided by RVBC in your local area?

Satisfaction appears to be at its highest for the refuse and recycling services. 91% are very or fairly satisfied with the refuse service (88% in 2011) whilst 85% are very or fairly satisfied with the recycling service (81% in 2011). Those aged 65+ are more likely to be satisfied with both services. Residents living in the Primrose ward are more likely to be satisfied with the refuse

collection service whilst those living in the Chipping ward are more likely to be satisfied with the recycling service.

Dissatisfaction appears to be at highest for tackling dog fouling and planning. 49% are fairly or very dissatisfied with dog fouling whilst 36% are fairly or very dissatisfied with planning. Residents with a disability and those living in the Edisford and Low Moor ward are more likely to be dissatisfied with dog fouling whilst those living in the Sabden ward are more likely to be dissatisfied with planning.

**Figure 4.4: Satisfaction with RVBC provided services**



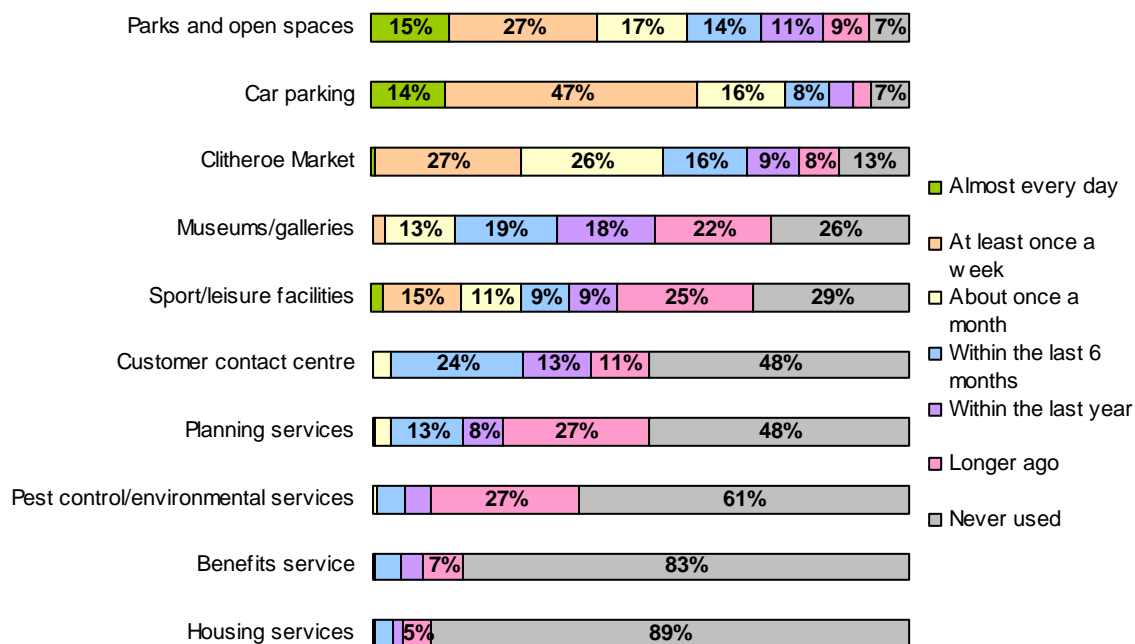
Source: Perception Survey 2013, Q3 Base: 581

**Q4 – Please indicate how frequently you have used the following public services provided by RVBC.**

Parks and open spaces and car parks are by far the most frequently used council services. 42% visit a local park at least weekly (49% in 2011) whilst 61% use a local car park at least weekly (not asked in 2011).

Park usage is higher for those living in the Primrose ward whilst car park usage is higher for those aged 25-44 and for residents living in the Edisford and Low Moor ward.

**Figure 4.5: Frequency of use**



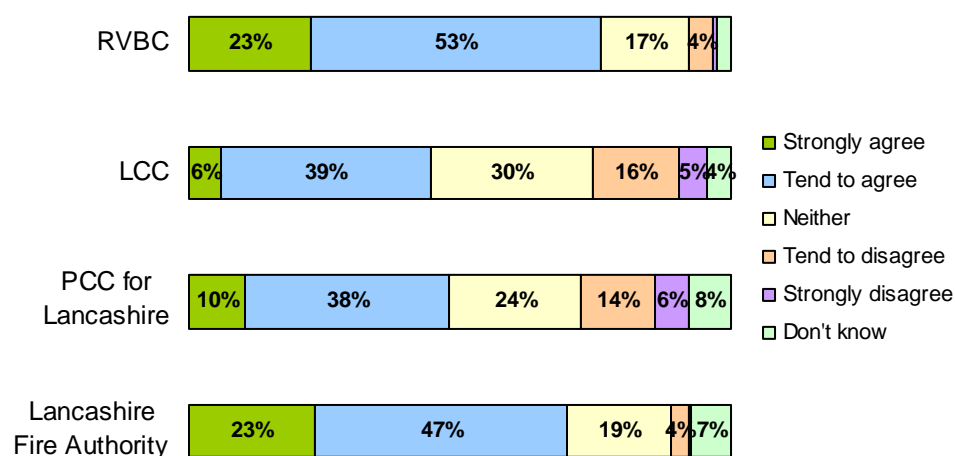
Source: Perception Survey 2013, Q4 Base: 558

**Q5 – Approximately £12 a month of your council tax payment goes to RVBC, approximately £91 a month goes to LCC, approximately £13 a month goes to the Police and Crime Commissioner for Lancashire and approximately £5 a month goes to Lancashire Combined Fire Authority. To what extent do you agree or disagree that the authorities provide value for money?**

76% strongly or tend to agree that Ribble Valley Borough Council provides value for money (higher for those living in Clayton-le-Dale with Ramsgreave and Mellor).

Agreement of perceived value for money is also higher than LCC (45%), the PCC (48%) and the Fire Authority (70%).

**Figure 4.6: Perceived value for money of local public service providers**



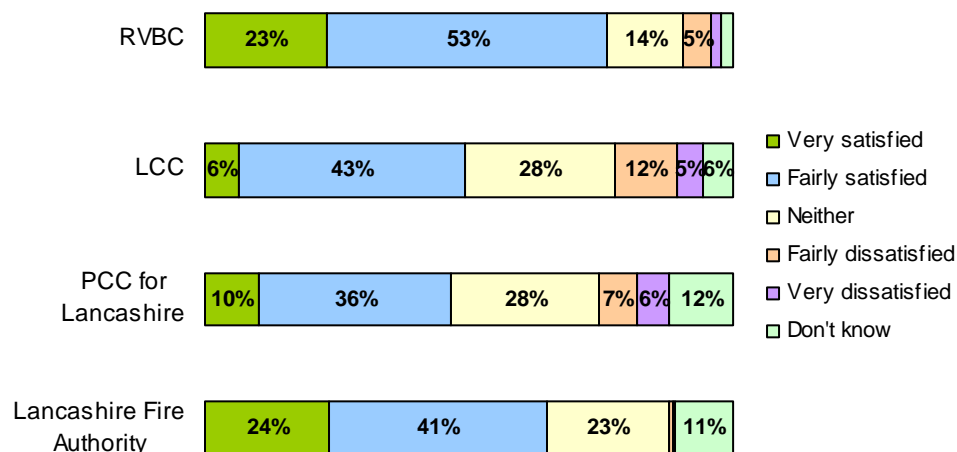
Source: Perception Survey 2013, Q5 Base: 577

## Q6 – Overall, how satisfied or dissatisfied are you with the way the different authorities run things?

Similarly, 76% of residents are very or fairly satisfied with the way Ribble Valley Borough Council runs things (higher for those aged 65+ and for residents living in Mellor). This compares to 69% in 2011.

Again, satisfaction is much higher than that found for LCC (49%), the PCC (47%) and the Fire Authority (65%).

**Figure 4.7: Satisfaction with the way the different authorities run things**



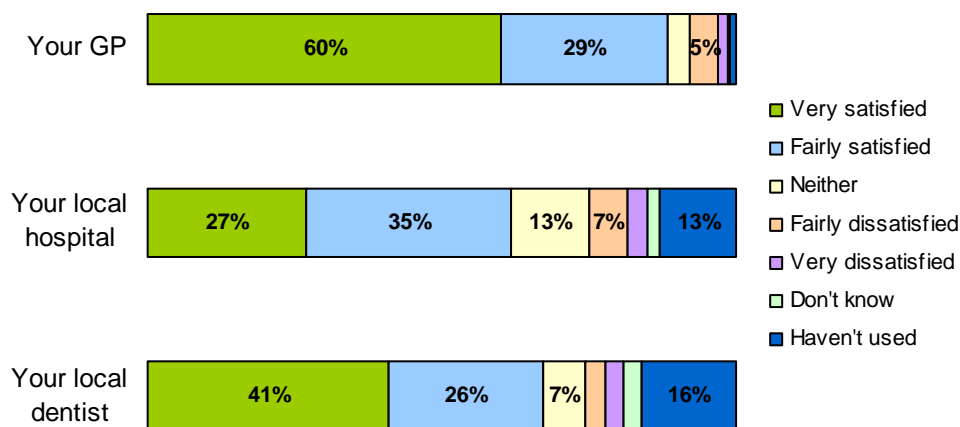
Source: Perception Survey 2013, Q6 Base: 584

## Q7 – How satisfied or dissatisfied are you with the each of the following public services in your local area?

89% are very or fairly satisfied with their local GP (higher for those aged 65+) and 67% are very or fairly satisfied with their local dentist (higher for those aged 25-44, 65+ and residents living in Littlemoor). This compares to 86% and 66% respectively in 2011.

Satisfaction with the local hospital is slightly lower at 62% (even lower for those aged 45-64 and residents living in Ribchester and Billington and Old Langho). This compares to 58% in 2011.

**Figure 4.8: Satisfaction with other public services**



Source: Perception Survey 2013, Q7 Base: 586

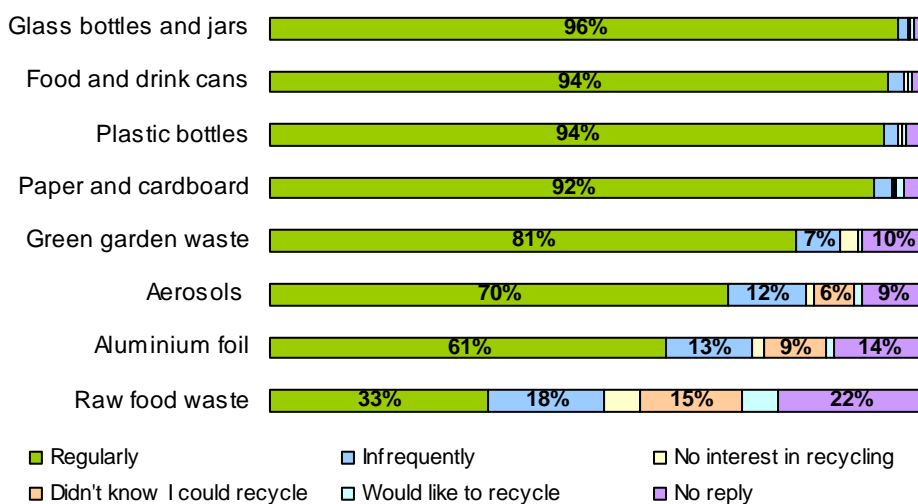
### 4.3 Recycling services

#### Q8 – We would like to know more about your recycling habits.

Recycling is high across the borough, with more than 9 in every 10 residents regularly recycling glass, cans, plastic and paper/ cardboard.

There does appear to be evidence of a lack of knowledge/ understanding as to what can be recycled via the kerbside collection. Aerosols, aluminium foil and raw food waste have the largest proportion of residents who did not know they could recycle these materials.

**Figure 4.9: Recycling frequency**

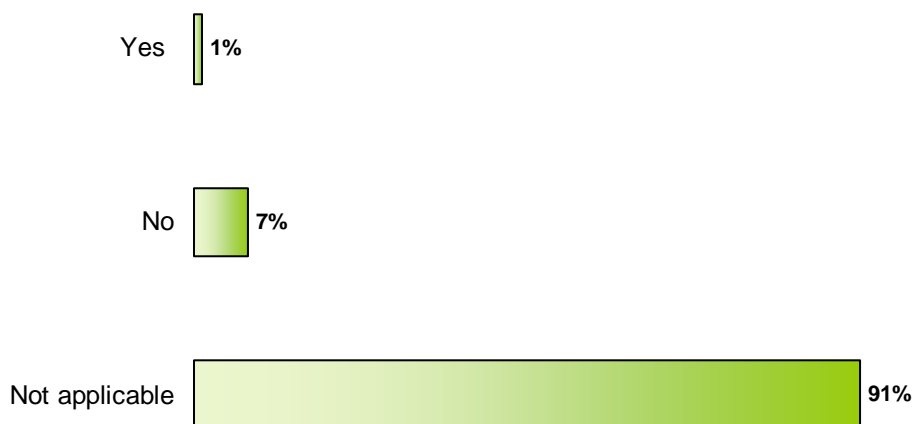


Source: Perception Survey 2013, Q8 Base: 596

**Q9 – If you currently do not have wheeled bins, would you like to receive blue and burgundy bins for your recyclables and household waste and/ or a green wheeled bin for your green waste?**

The vast majority of residents already have the necessary containers to facilitate regular recycling. Of those who don't, the majority are not particularly interested in recycling. For whatever reason (i.e. space, perceived smell, time etc), there is a small proportion of residents who will not recycle.

**Figure 4.10: Demand for recyclable boxes/ wheeled bins**

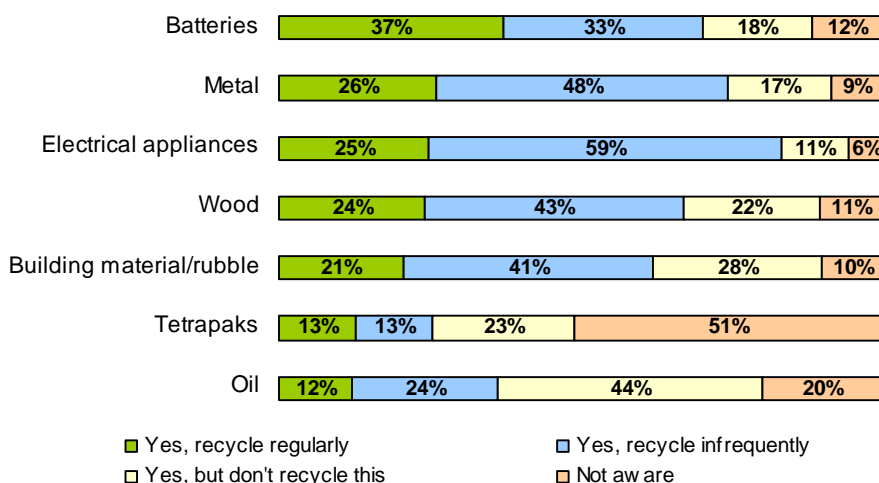


Source: Perception Survey 2013, Q9 Base: 439

**Q10 – Are you aware that the following waste can be recycled at one of the Lancashire County Council’s Household Waste Recycling Centres (such as Henthorn, Clitheroe and Chapel Hill, Longridge)?**

With regard to additional materials that can be recycled at the LCC recycling centres, awareness of the ability to recycle these materials is extremely high (with the exception of tetrapacks). Given the nature of these materials, regular recycling is naturally lower than the day to day materials collected at the kerbside. But the evidence suggests that communications are reaching residents and that information about what can be recycled and where is being absorbed.

**Figure 4.11: Awareness of additional recycling materials**



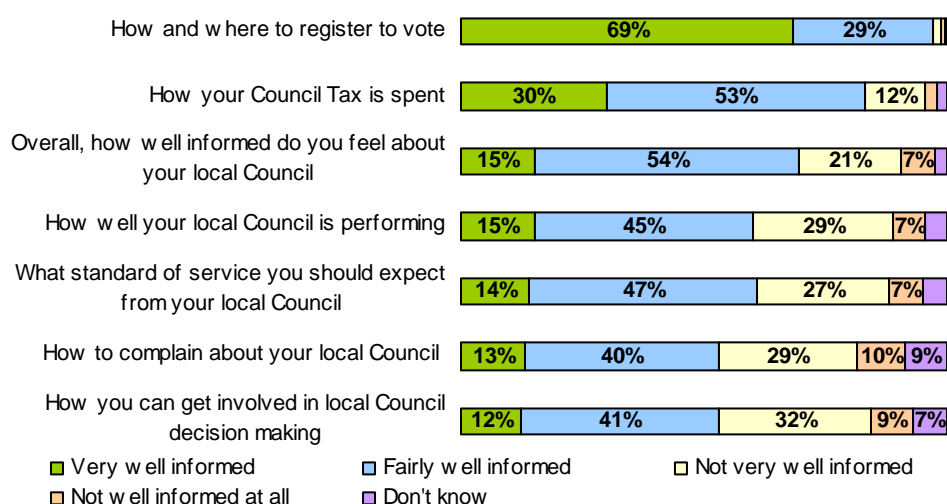
Source: Perception Survey 2013, Q10 Base: 555

## 4.4 Information and customer service

### Q11 – How well informed, if at all, do you feel about each of the following?

The level to which residents feel informed varies according to each statement below. 98% feel very or fairly well informed about how and where to vote (93% in 2011). This falls to 53% with regard to how to complain about your local council and how you can get involved in local council decision making (47% and 49% respectively in 2011).

**Figure 4.12: How well informed residents feel**

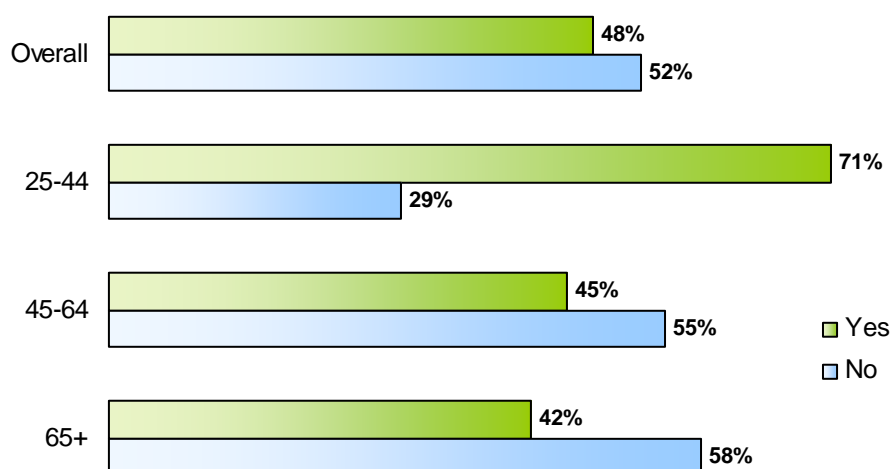


Source: Perception Survey 2013, Q11 Base: 582

### Q12 – Have you contacted RVBC in the last 6 months?

Just under half of those who took part in the survey have contacted RVBC in the last 6 months. This is considerably higher for those aged 25-44 at 71%. It also higher for residents living in Chatburn ward.

**Figure 4.13: Whether residents have contacted RVBC in last 6 months**



Source: Perception Survey 2013, Q12 Base: 586

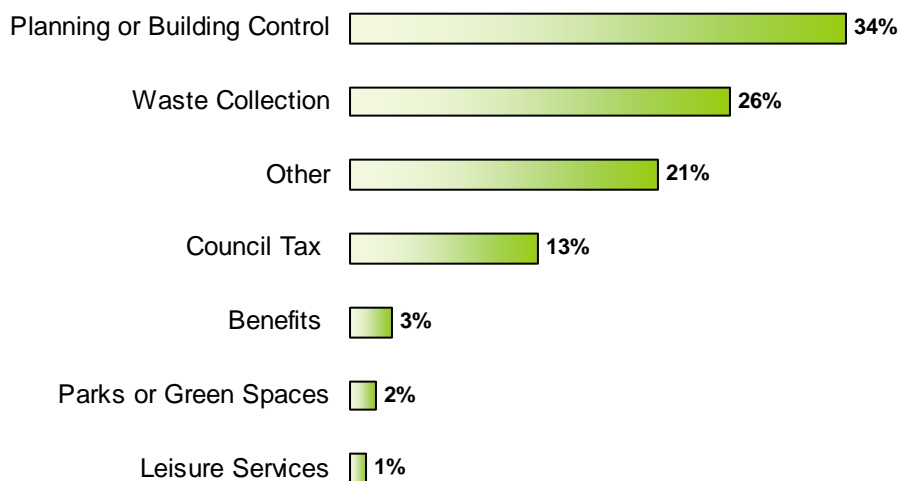


### Q13 – Thinking of the last contact, what was it about?

Over a third of all contacts made in the last 6 months have been in relation to planning or building control issues. 26% of contacts have been related to waste collection issues whilst a further 21% fell into the 'other' category. On further analysis, these 'other' issues mainly related to dog fouling and road/ footpath maintenance.

In 2011, the main reason for contact was waste collection (46%) followed by planning (30%).

**Figure 4.14: Reason for contact**

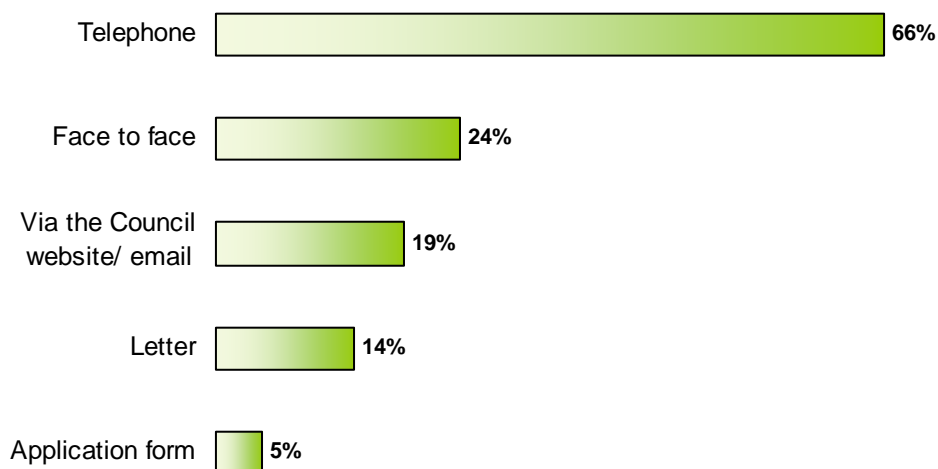


Source: Perception Survey 2013, Q13 Base: 279

### Q14 – How did you contact the council?

Two thirds of those who have contacted the council in the last 6 months have done via telephone (71% in 2011). Electronic communication accounts for 19% of these contacts (and higher for those aged 45-64). This compares to 12% in 2011.

**Figure 4.15: Contact channels**



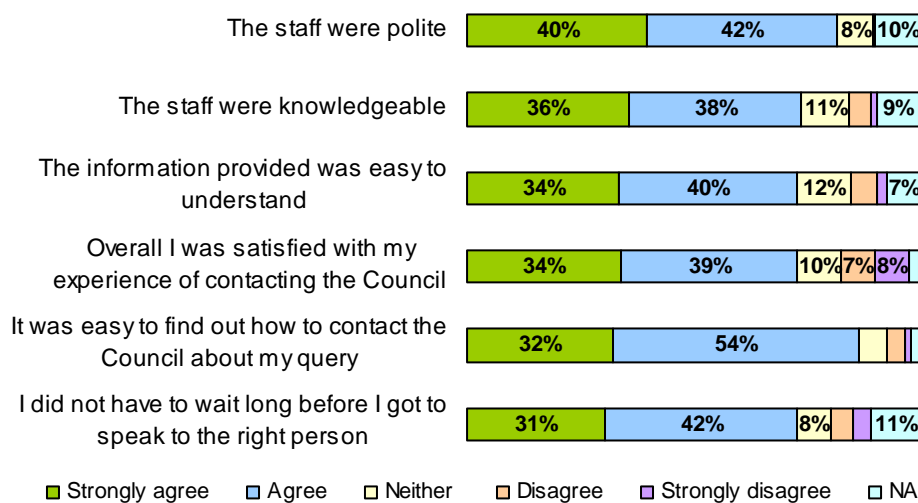
Source: Perception Survey 2013, Q14 Base: 278

**Q15 – Still thinking of that contact, please indicate whether you agree or disagree with the following statements about the council’s customer service. If any aspect does not apply to your particular experience, please tick ‘not applicable’.**

Satisfaction with the recent contact is high across all the measures below. 82% strongly agreed or agreed that the staff were polite (same as 2011) whilst 86% strongly agreed or agreed that it was easy to find out how to contact the council about their query (82% in 2011).

The measures that received the lowest level of agreement were ‘I did not have to wait long before I got to speak to the right person’ and ‘overall I was satisfied with my experience of contacting the council’. 73% strongly agreed or agreed with these statements. In 2011, the level of agreement was 77% and 68% respectively.

**Figure 4.16: Satisfaction with the most recent council contact**



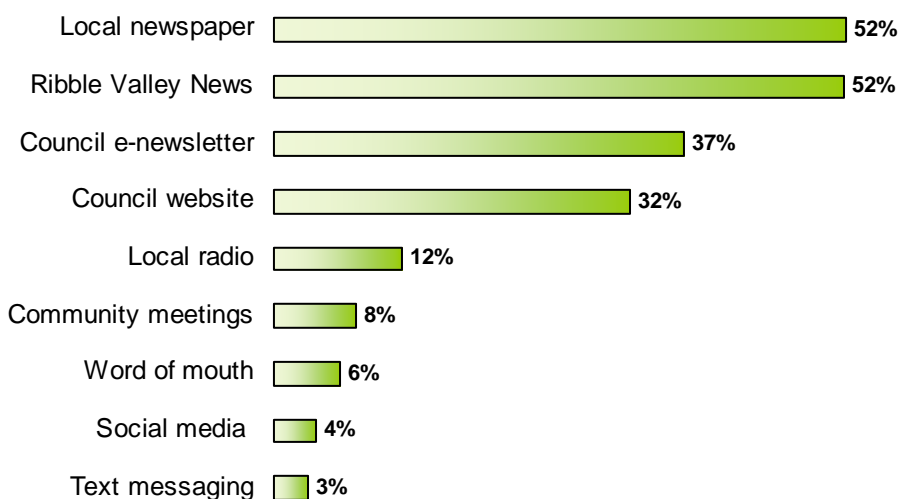
Source: Perception Survey 2013, Q15 Base: 279

**Q16 – How do/ would you prefer to receive information about the council?**

Preferences for receiving information about the council fall into two categories - print and electronic. Over half of respondents prefer to receive information via the local newspaper or the Ribble Valley newsletter (higher for those aged 65+ and residents with a disability). Just over a third prefer to receive information via an electronic newsletter (higher for men and residents under 65) whilst 32% prefer to read the council website (higher for those aged 45-64).

The more direct and proactive forms of bitesize information, i.e. text messaging and social media, are not a preferred method of communication.

**Figure 4.17: Communication preferences**



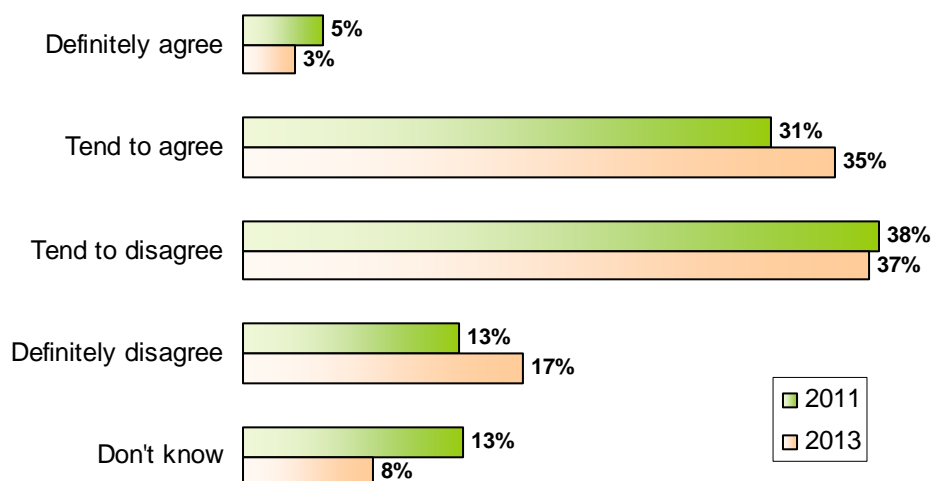
Source: Perception Survey 2013, Q16 Base: 570

## 4.5 The local community

### Q17 – Do you agree or disagree that you can influence decisions affecting your local area?

38% definitely or tend to agree that they can influence local decision (higher for those aged 25-44). This is up from 36% in 2011.

**Figure 4.18: Whether residents feel they can influence local decisions**

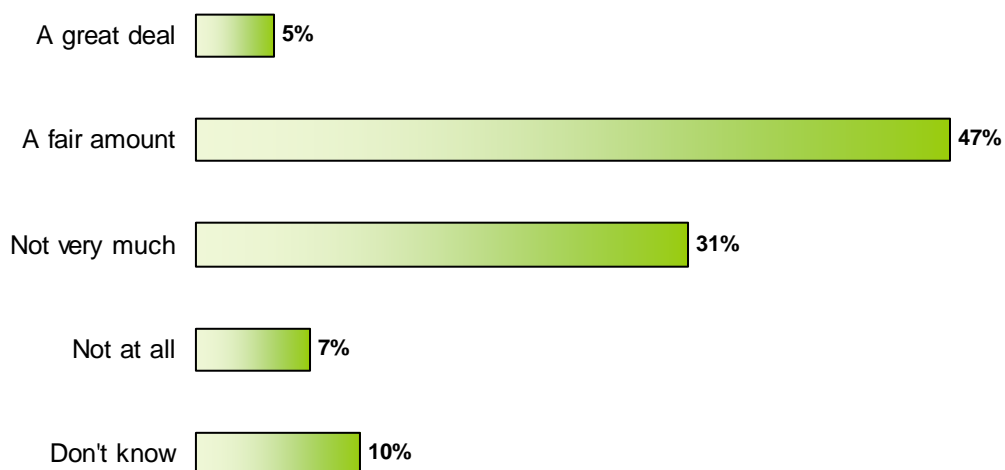


Source: Perception Survey 2013, Q17 Base: 587

### Q18 – To what extent, if at all, do you think RVBC acts on the concerns of local residents?

52% believe that RVBC acts on the concerns of local residents. 38% believe that the council does not act on the concerns of local residents (higher for those aged 45+).

**Figure 4.19: Whether RVBC acts on the concerns of local residents**

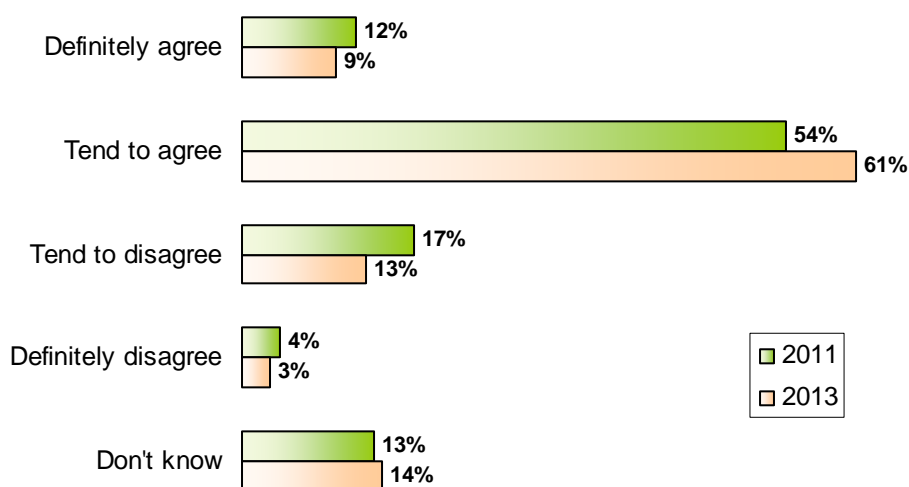


Source: Perception Survey 2013, Q18 Base: 586

**Q19 – To what extent do you agree or disagree that your local area is a place where people from different backgrounds get on well together?**

70% definitely or tend to agree that people from different backgrounds get on well together. This is up from 66% in 2011.

**Figure 4.20: Whether people from different backgrounds get on well together**

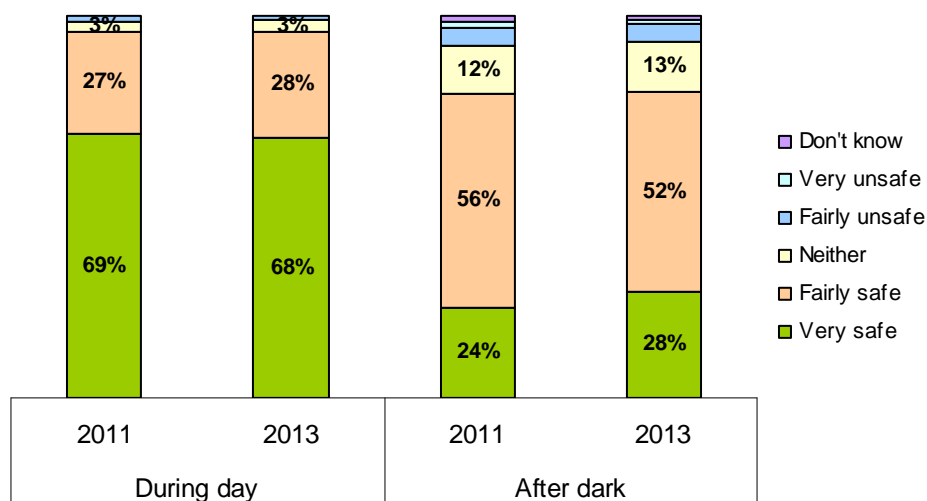


Source: Perception Survey 2013, Q19 Base: 586

**Q20/21 – How safe or unsafe do you feel when outside in your local area after dark/ during the day?**

96% of respondents feel very safe or fairly safe during the day (slightly lower for residents with a disability). Furthermore, 80% feel very or fairly safe in their local area after dark (slightly lower for women, residents aged 45+ and those with a disability). Both findings are the same as those found in 2011.

**Figure 4.21: Perceptions of safety**



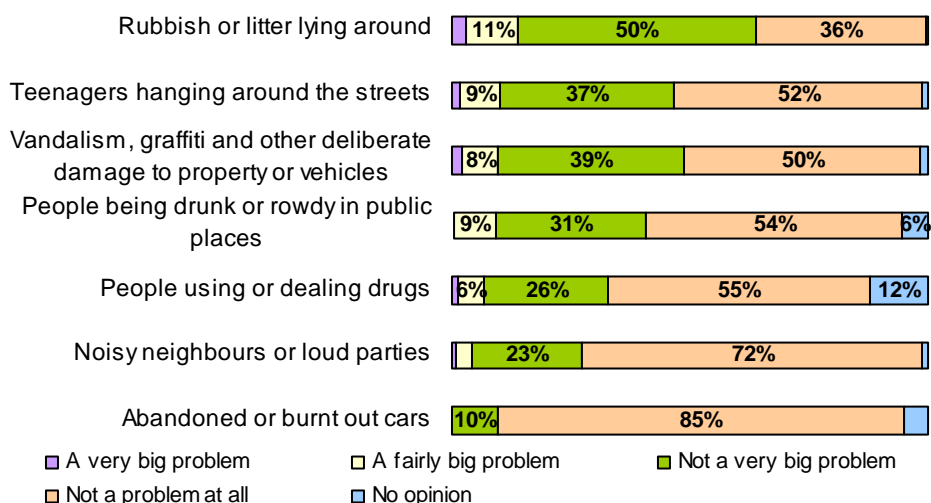
Source: Perception Survey 2013, Q20 and Q21 Base: 589

**Q22 – Thinking about your local area, how much of a problem, if at all, are each of the following anti-social behaviour issues?**

On the whole, ASB issues are not really a problem in Ribble Valley. Rubbish or litter lying around sees more people identifying this as a very or fairly big problem (14%). This seems to be a greater issue for those aged 65+ and residents with a disability.

In 2011, 20% identified rubbish or litter lying around as a very or fairly big problem.

**Figure 4.22: ASB problems**

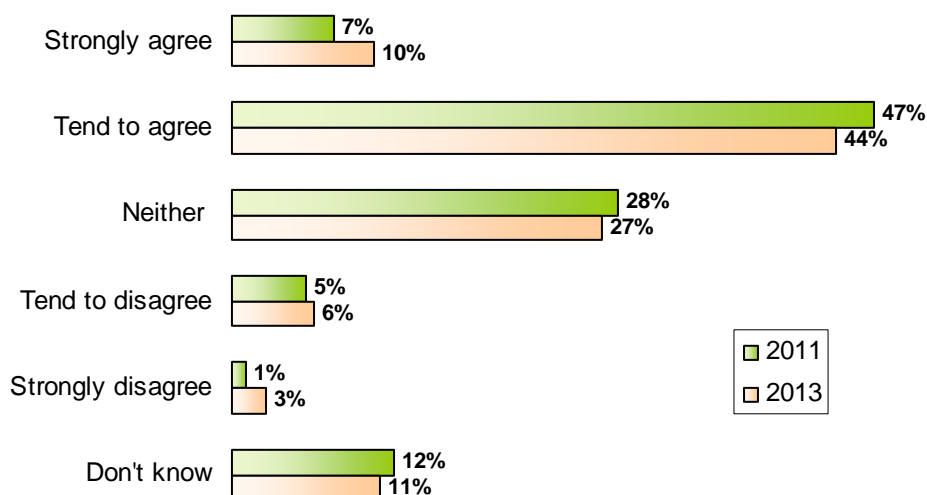


Source: Perception Survey 2013, Q22 Base: 582

**Q23 – How much would you agree or disagree that the Police and other local public services are successfully dealing with these issues in your local area?**

54% strongly agree or tend to agree that the Police and other local public services are successfully dealing with ASB issues (same as in 2011). This is higher for those aged 25-44.

**Figure 4.23: Whether Police and others are successfully dealing with ASB**

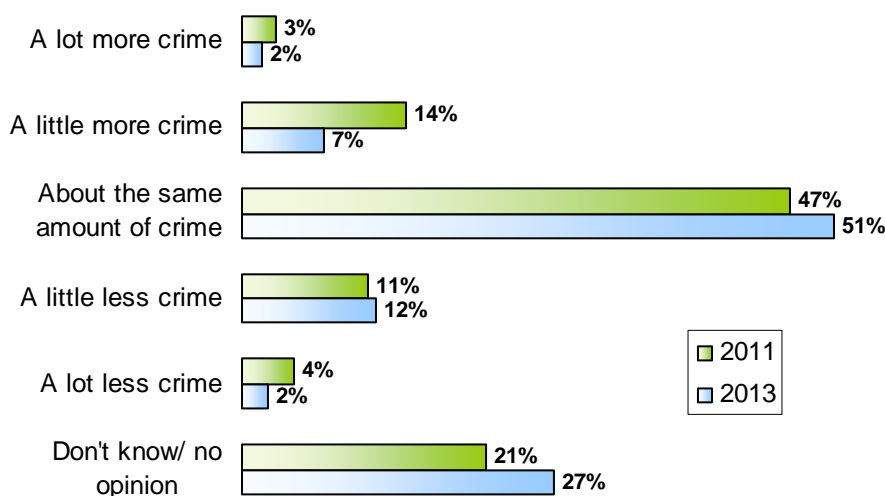


Source: Perception Survey 2013, Q23 Base: 579

**Q24 – Thinking about crime in your local area, do you think there is more or less crime than 2 years ago?**

Back in 2011, 17% felt that crime was increasing. In 2013, this figure has fallen to 9% (higher for those aged 25-44).

**Figure 4.24: Change in crime levels over the last 2 years**



Source: Perception Survey 2013, Q24 Base: 580

**Q25 – What has influenced your view on why you think there is more or less crime in your local area?**

Word of mouth is still the main influence on people's perceptions of crime (59% vs 49% in 2011). This is also higher for women and residents aged 25-44. Local newspapers are also an important influence – 44% of residents are influenced by what the papers say (41% in 2001). This is higher for those aged 65+.

**Figure 4.25: Influence on perception of crime**

Influence	2013	2011	Change
Word of mouth/info from other people	59%	49%	↑
Local newspapers	44%	41%	↔
Personal experience	34%	25%	↑
Relatives' and/or friends' experiences	20%	23%	↔
National newspapers	10%	6%	↑
TV programmes	9%	7%	↔
Internet	7%	6%	↔
Radio programmes	6%	5%	↔
Don't know	2%	15%	↓

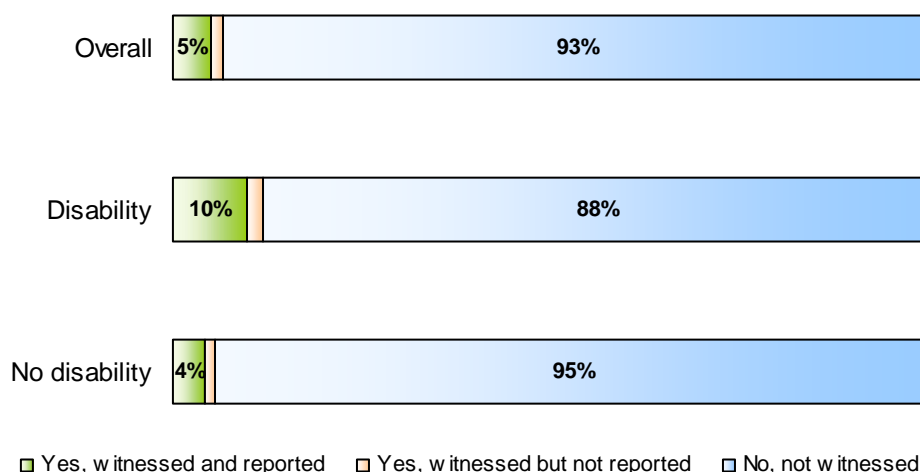
Source: Perception Survey 2013, Q25 Base: 131

### Q26 – Have you witnessed a crime being committed during the past 12 months and reported it?

5% of residents who took part in the survey have witnessed a crime in the last 12 months. This is higher for residents with a disability at 10%.

A further 2% have witnessed a crime and reported it. 93% not witnessed a crime at all in the last 12 months.

**Figure 4.26: Whether residents have witnessed a crime and reported it**

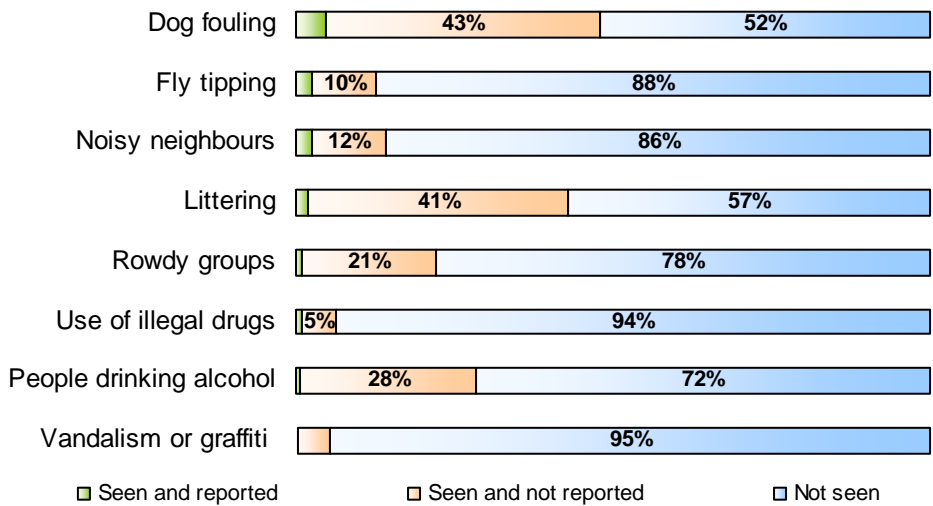


Source: Perception Survey 2013, Q26 Base: 581

### Q27 – Have you witnessed any of the following types of anti-social behaviour during the past 12 months?

Dog fouling and littering are the two most common ASB issues but the majority of cases go unreported. 5% of residents have seen and reported dog fouling whilst 43% have seen but not reported dog fouling. Similarly, 2% have seen and reported littering whilst 41% have seen but not reported it. Vandalism/ graffiti is the least commonly observed ASB.

**Figure 4.27: Whether residents have seen and reported ASB**

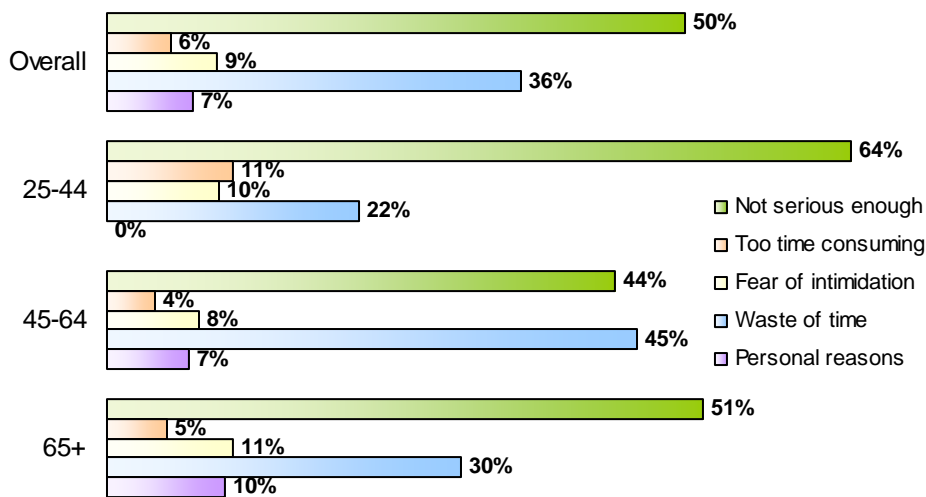


Source: Perception Survey 2013, Q27 Base: 572

**Q28 – If you did not report the crime or any of the ASB you witnessed, why was this?**

50% of residents state that an offence not being serious enough leads to crime and ASB going unreported (higher for those aged 25-44). A further 36% of residents state that reporting these crimes and ASB issues would be a waste of their time (higher for those aged 45-64).

**Figure 4.28: Reasons for not reporting crime or ASB**



Source: Perception Survey 2013, Q28 Base: 313

**Q38 – Is there anything you would like to add to what has been covered elsewhere in the survey?**

The image below is designed to summarise the 261 comments made at Q38. The larger the font, the more popular the comment being made.



Figure 4.29: Additional comments



Source: Perception Survey 2013, Q38 Base: 261

## 5 2013 vs 2011 summary analysis

This section is designed to give an 'at a glance' summary of the direction of travel between 2013 and 2011. This comparison is only possible for those questions that were covered in both versions of the perception survey.

Question	2013	2011	Direction
<b>About your local area</b>			
Overall, how satisfied or dissatisfied are you with your local area as a place to live?	95%	97%	↔
<b>Your local public services</b>			
Satisfaction with keeping public land clear of litter and refuse	74%	68%	↑
Satisfaction with household refuse collection	91%	88%	↔
Satisfaction with doorstep recycling	85%	84%	↔
Satisfaction with sport/leisure facilities	55%	58%	↔
Satisfaction with museums/galleries	58%	47%	↑
Satisfaction with parks and open spaces	74%	76%	↔
Satisfaction with the way RVBC runs things	76%	69%	↑
Satisfaction with the way LCC runs things	49%	50%	↔
Satisfaction with GP	89%	86%	↔
Satisfaction with local hospital	62%	58%	↔
Satisfaction with local dentist	67%	66%	↔
<b>Information and customer service</b>			
Informed about how and where to vote	98%	93%	↑
Informed about how council tax is spent	83%	77%	↑
Informed about how to get involved in local decisions	53%	49%	↔
Informed about the standards of service to expect	61%	53%	↑
Informed about how well the council is performing	60%	50%	↑
Informed about how to complain	53%	47%	↑
Informed overall about RVBC	69%	58%	↑
Agree it was easy to find out how to contact RVBC	86%	82%	↔
Agree I did not have to wait long to get to the right person	73%	77%	↔

Agree the staff were polite	82%	82%	↔
Agree the staff were knowledgeable	74%	69%	↑
Agree the information provided was easy to understand	74%	76%	↔
Agree that overall I was satisfied with my experience	73%	68%	↑
<b>The local community</b>			
Agree that I can influence local decisions	38%	36%	↔
Agree that different backgrounds get on well together	70%	66%	↔
Feel safe in the local area after dark	80%	80%	↔
Feel safe in the local area during the day	96%	96%	↔
Noisy neighbours are not a problem	95%	97%	↔
Teenagers hanging around is not a problem	89%	85%	↔
Rubbish lying around is not a problem	86%	79%	↑
Vandalism or graffiti is not a problem	89%	89%	↔
People using or dealing drugs is not a problem	81%	80%	↔
People being drunk in public is not a problem	85%	83%	↔
Abandoned or burnt out cars are not a problem	95%	95%	↔
Agree that the Police and others are dealing with ASB	54%	54%	↔
Feel there is less crime than 2 years ago	14%	15%	↔

## 6 Contextual analysis

This section is designed to provide some context to the 2013 Perception Survey findings by comparing these to the findings of other authorities across Lancashire. Please note that timings and methodologies do differ between the authorities. Also, some of the question wording between the questionnaires differs slightly, so these comparisons come with caveats.

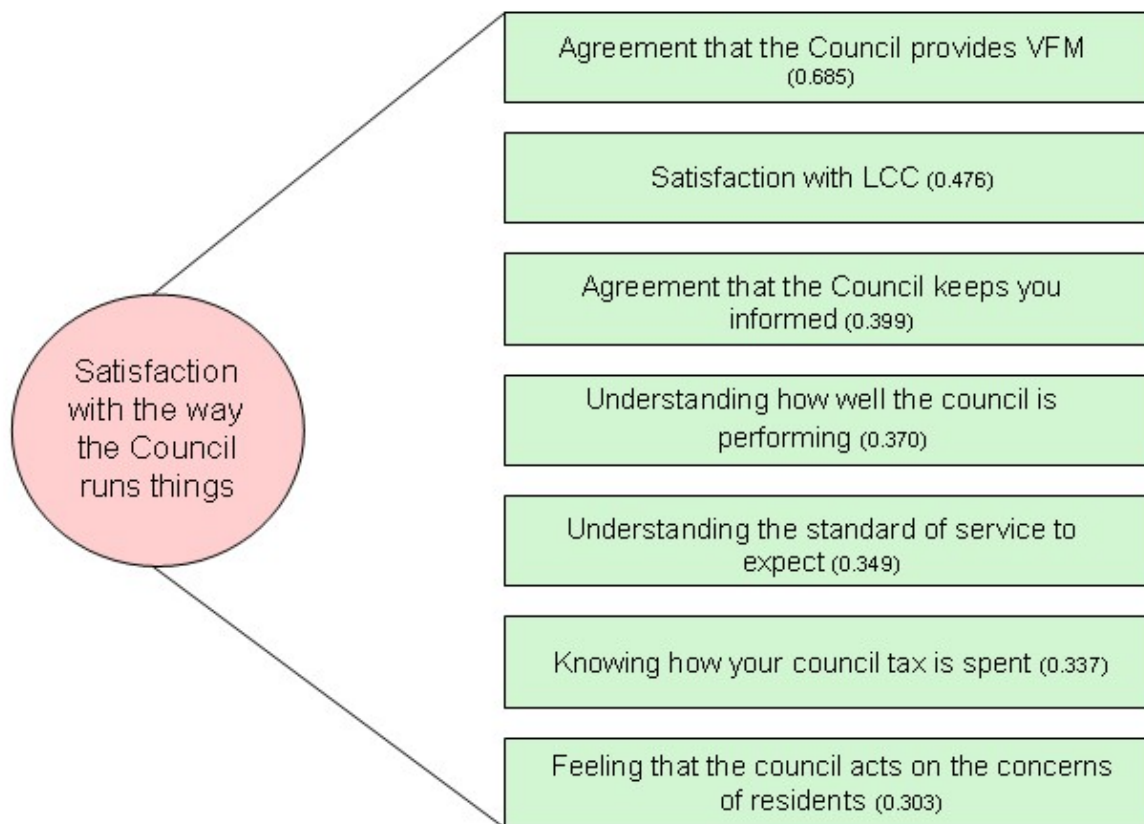
Question	RV	Wyre	Pendle	Burnley
<b>About your local area</b>				
Overall, how satisfied or dissatisfied are you with your local area as a place to live?	95%	84%	77%	73%
<b>Your local public services</b>				
Satisfaction with keeping public land clear of litter and refuse	74%	72%	55%	57%
Satisfaction with household refuse collection	91%	n/a	85%	86%
Satisfaction with doorstep recycling	85%	n/a	82%	83%
Satisfaction with sport/leisure facilities	55%	66%	59%	60%
Satisfaction with parks and open spaces	74%	79%	73%	83%
Satisfaction with the way the Council runs things	76%	61%	55%	52%
<b>Information and customer services</b>				
Informed about how and where to vote	98%	n/a	95%	92%
Informed about how council tax is spent	83%	n/a	76%	70%
Informed about how to get involved in local decisions	53%	n/a	53%	39%
Informed about the standards of service to expect	61%	n/a	55%	41%
Informed about how well the council is performing	60%	n/a	49%	35%
Informed about how to complain	53%	n/a	51%	38%
Informed overall about the Council	69%	60%	56%	47%
<b>The local community</b>				
Agree that I can influence local decisions	38%	n/a	30%	24%
Agree that different backgrounds get on well together	70%	n/a	54%	54%
Feel safe in the local area after dark	80%	81%	50%	n/a
Feel safe in the local area during the day	96%	99%	84%	n/a
Noisy neighbours are not a problem	95%	90%	85%	80%
Teenagers hanging around is not a problem	89%	n/a	71%	67%
Rubbish lying around is not a problem	86%	65%	61%	58%
Vandalism or graffiti is not a problem	89%	86%	80%	69%
People using or dealing drugs is not a problem	81%	73%	59%	57%
People being drunk in public is not a problem	85%	80%	76%	66%

## 7 Key Driver Analysis

Key driver analysis is a statistical technique used to identify the main influencing variables on customer satisfaction. In this survey, we have explored the relationship between 'overall satisfaction with the way the Council runs things' and all the other variables within the survey (using 2013 data only).

The diagram below summarises the results of this process. The number within the bracket identifies the strength of the correlation between the two variables (1 being a perfect correlation and 0 being no correlation at all). The diagram only identifies the strongest correlations.

If residents feel that RVBC provides value for money, that they are satisfied with the services LCC deliver and that RVBC keeps them informed about a variety of local issues, then there is a good chance that they will be satisfied with the way the Council runs things.



## 8 Perception Survey 2013 infographic

# Ribble Valley Borough Council's Perception Survey 2013



961 postal and e mail invitations sent out in March 2013.  
536 responses in total equating to a 62% response rate



### Satisfaction with local services



Waste collection - 91%



Recycling - 85%



Street cleanliness - 74%



Parks and open spaces - 74%



Sport and leisure facilities - 55%

### Service priorities

Three most important features in making somewhere a good place to live:



Level of crime



Health services



Clean streets

Three areas that most need improving:

Road/ pavement repairs

Dog fouling

Activities for teenagers

### Ribble Valley Borough Council

Church Walk  
Clitheroe  
BB7 2RA



[webmaster@ribblevalley.gov.uk](mailto:webmaster@ribblevalley.gov.uk)



01200 425111

Piktochart

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

INFORMATION

Agenda Item No 18(a)

meeting date: 10 SEPTEMBER 2013  
title: TREASURY MANAGEMENT ACTIVITIES 2012/13  
submitted by: DIRECTOR OF RESOURCES  
principal author: TRUDY HOLDERNESS

**1 PURPOSE**

- 1.1 To inform you of our 2012/2013 treasury management operations.
- 1.2 Relevance to the Council's ambitions and priorities:
  - ❖ In accordance with the corporate strategy priority "to ensure a well-managed Council by maintaining critical financial management and controls" this reports provides members with information regarding the treasury management operation for 2012/13.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive an annual report on its treasury management operations.

**2 BACKGROUND**

- 2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.
- 2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities 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.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest. How we invest these surplus funds is governed by the Council's Treasury Management policies and procedures agreed and reported to Policy and Finance Committee and Full Council.

The main points being:

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

- (iv) Our policy 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 Since 5 March 2009, bank base interest rates have remained unchanged at 0.50%.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is 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 March 2012 budget 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'.
- 3.4 The discounts 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.
- 3.5 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.
- 3.6 There was no immediate effect on this council, as all of our PWLB loans are on a fixed rate. However, this will impact on future decisions that the Council may make to borrow from the PWLB

### 4 BORROWING REQUIREMENTS

- 4.1 The movements of the Council's external debt for the period can be summarised as follows:

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2012	436	7	443
Transactions: New Loans	0	1,100	1,100
Repayments	-71	-1,100	-1,171
<b>External debt at 31 March 2013</b>	<b>365</b>	<b>7</b>	<b>372</b>

- 4.2 Early in the 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.

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 £19,790.38 compared to £23,301.60 in the previous year. The majority of this related to PWLB debt.

	Interest Paid	
	2011/12 £	2012/13 £
Public Works Loan Board	22,990.92	19,727.09
Temporary Loan	310.68	63.29
<b>Total Interest Paid</b>	<b>23,301.60</b>	<b>19,790.38</b>

## 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 March 2013 was 0.35%, which slightly 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
Investments at 1 April 2012	1,900	0	1,900
Transactions – Investments	75,510	0	75,510
Repayments	-74,895	0	-74,895
<b>Investments at 31 March 2013</b>	<b>2,515</b>	<b>0</b>	<b>2,515</b>

- 5.4 The following investments were held as at 31 March 2013.

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
25-Feb-2013	156	Barclays Bank Plc.	Fixed 22/04	0.379	220	
25-Feb-2013	213	Barclays Bank Plc.	Fixed 22/04	0.379	330	
						550
7-Feb-2013	242	Coventry BS.	Fixed 22/04	0.400	900	
						900
21-Mar-2013	269	HSBC	Fixed 02/04	0.260	65	
						65
28-Mar-2013	272	Nationwide BS.	Fixed 22/04	0.31	1,000	
						1,000
<b>Total Investments as at 31 March 2013</b>						<b>2,515</b>

- 5.5 The total interest received from investments and loans to outside bodies was £32,521 compared with £26,219 for the previous year. The increase was mainly from interest received from temporary investments offset by a reduction in interest from the loans from outside bodies. The interest received was allocated as follows:

<b>Interest Allocated to:</b>	<b>2011/12 £</b>	<b>2012/13 £</b>
General Fund	21,800	26,836
Trusts & Bequests	4,419	5,685
	<b>26,219</b>	<b>32,521</b>

## 6 PRUDENTIAL INDICATORS

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

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

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

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

	<b>Upper Limit £'000</b>	<b>Actual £'000</b>
Maximum Principal Sums Borrowed >364 days	5,900	408
Limits on Fixed Interest Rates (100%)	5,900	1,543
Limits on Variable Interest Rates (20%)	1,180	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2012/132 were as follows:

	<b>Upper Limit %</b>	<b>Lower Limit %</b>	<b>Actual %</b>
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 financial year for longer than this period.

## 7 CONCLUSION

7.1 The current economic climate continues to have a detrimental impact on the interest we received on our investments.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF43-13/TH/AC  
20 JUNE 2013

Background papers:  
Loans Fund Closedown Papers  
Treasury Management Strategy 2012

For further information please ask for Trudy Holderness, extension 4436

## POLICY AND FINANCE COMMITTEE

## TEMPORARY INVESTMENT ACTIVITY – 2012/13

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
<b>INVESTMENTS BROUGHT FORWARD AT 1 APRIL 2012</b>									
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+
<b>MONIES INVESTED AT 1 APRIL 2012</b>			<b>1,900,000</b>			<b>-1,900,000</b>	<b>-150.81</b>		
<b>NEW INVESTMENTS – 2012/13</b>									
<b>Apr</b>									
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+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
10-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
			<b>7,175,000</b>			<b>-7,175,000</b>	<b>-1,120.19</b>		
<b>May</b>									
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+

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
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
			<b>7,140,000</b>			<b>-7,140,000</b>	<b>-1,179.63</b>		
<b>Jun</b>									
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+

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
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+
			<b>3,485,000</b>			<b>-3,485,000</b>	<b>-503.35</b>		
<b>July</b>									
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	Debt Management Office	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+
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+

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								LONG-TERM	SHORT-TERM
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	Debt Management Office	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	Debt Management Office	750,000	0.2500	13-Aug-12	-750,000	-66.78	AAA	-
31-Jul-12	107	Debt Management Office	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
			<b>10,045,000</b>			<b>-10,045,000</b>	<b>-2,070.86</b>		
<b>Aug</b>									
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+



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
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	Lloydstsb	1,500,000	0.6500	19-Oct-12	-1,500,000	-1,308.90	A	F1
			<b>7,155,000</b>			<b>-7,155,000</b>	<b>-2,339.95</b>		
<b>Sept</b>									
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
			<b>3,210,000</b>			<b>-3,210,000</b>	<b>-649.49</b>		
<b>Oct</b>									
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+

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								LONG-TERM	SHORT-TERM
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	06-Feb-13	-250,000	-130.82	A	F1
11-Oct-12	156	Barclays Bank Plc.	220,000	0.3600	01-Nov-12	0	-45.57	A	F1
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	06-Feb-13	0	-115.12	A	F1
06-Feb-13	156	Barclays Bank Plc.	Rolled Over	0.2300	25-Feb-13	0	-26.34	A	F1
25-Feb-13	156	Barclays Bank Plc.	Rolled Over	0.3790	Still Outstanding	0	-79.95	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	03-Jan-13	-600,000	-276.33	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	02-Jan-13	0	-707.67	A	F1
02-Jan-13	170	Bank Of Scotland	Rolled Over	0.4200	15-Mar-13	-1,000,000	-828.49	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+

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								LONG-TERM	SHORT-TERM
<b>Nov</b>			<b>9,065,000</b>			<b>-8,845,000</b>	<b>-4,002.73</b>		
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	02-Jan-13	0	-279.45	A	F1
02-Jan-13	179	Bank Of Scotland	Rolled Over	0.3000	22-Jan-13	0	-82.19	A	F1
22-Jan-13	179	Bank Of Scotland	Rolled Over	0.4000	15-Mar-13	-500,000	-284.93	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	02-Jan-13	0	-353.84	A	F1
02-Jan-13	191	Coventry BS	Rolled Over	0.3900	06-Feb-13	-900,000	-336.58	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	06-Feb-13	0	-782.47	A+	F1
06-Feb-13	193	Nationwide BS	Rolled Over	0.4000	25-Mar-13	-1,000,000	-515.07	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	06-Feb-13	-250,000	-96.44	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+
			<b>7,320,000</b>			<b>-7,320,000</b>	<b>-2,912.06</b>		

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
<b>Dec</b>									
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	02-Jan-13	-450,000	-81.67	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	06-Feb-13	0	-251.51	A+	F1
06-Feb-13	207	Nationwide BS	Rolled Over	0.3800	15-Mar-13	-500,000	-192.60	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	02-Jan-13	-700,000	-24.93	AA-	F1+
31-Dec-12	213	Barclays Bank Plc.	330,000	0.3260	07-Jan-13	0	-14.56	A	F1
07-Jan-13	213	Barclays Bank Plc.	Rolled Over	0.2500	04-Feb-13	0	-82.53	A	F1
04-Feb-13	213	Barclays Bank Plc.	Rolled Over	0.3790	25-Feb-13	0	-47.47	A	F1
25-Feb-13	213	Barclays Bank Plc.	Rolled Over	0.3320	Still Outstanding	0	-119.93	A	F1
31-Dec-12	214	Santander UK Plc.	1,500,000	0.3000	02-Jan-13	-1,500,000	-24.66	A	F1
			5,835,000			-5,505,000	-894.93		
<b>Jan'13</b>									
02-Jan-13	215	HSBC	400,000	0.2600	03-Jan-13	-400,000	-2.85	AA-	F1+
03-Jan-13	216	HSBC	530,000	0.2600	07-Jan-13	-530,000	-15.10	AA-	F1+
07-Jan-13	217	HSBC	250,000	0.2600	14-Jan-13	-250,000	-12.47	AA-	F1+
07-Jan-13	218	Barclays Bank Plc.	300,000	0.2500	22-Jan-13		-30.82	A	F1
22-Jan-13	218	Barclays Bank Plc.	Rolled Over	0.3730	05-Mar-13		-128.76	A	F1
05-Mar-13	218	Barclays Bank Plc.	Rolled Over	0.2400	18-Mar-13		-25.64	A	F1
18-Mar-13	218	Barclays Bank Plc.	Rolled Over	0.2400	28-Mar-13	-300,000	-19.73	A	F1
09-Jan-13	219	HSBC	130,000	0.2600	15-Jan-13	-130,000	-5.56	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
10-Jan-13	220	HSBC	50,000	0.2600	15-Jan-13	-50,000	-1.78	AA-	F1+
11-Jan-13	221	HSBC	300,000	0.2600	15-Jan-13	-300,000	-8.55	AA-	F1+
14-Jan-13	222	HSBC	90,000	0.2600	18-Jan-13	-90,000	-2.56	AA-	F1+
14-Jan-13	223	HSBC	100,000	0.2600	15-Jan-13	-100,000	-0.71	AA-	F1+
15-Jan-13	224	Coventry BS	600,000	0.3900	15-Mar-13	-600,000	-378.25	A	F1
15-Jan-13	225	HSBC	600,000	0.2600	22-Jan-13	-600,000	-29.92	AA-	F1+
16-Jan-13	226	HSBC	85,000	0.2600	18-Jan-13	-85,000	-1.21	AA-	F1+
17-Jan-13	227	HSBC	70,000	0.2600	18-Jan-13	-70,000	-0.50	AA-	F1+
18-Jan-13	228	HSBC	100,000	0.2600	21-Jan-13	-100,000	-2.14	AA-	F1+
18-Jan-13	229	HSBC	70,000	0.2600	28-Jan-13	-70,000	-4.99	AA-	F1+
18-Jan-13	230	HSBC	330,000	0.2600	04-Feb-13	-330,000	-39.96	AA-	F1+
21-Jan-13	231	HSBC	90,000	0.2600	22-Jan-13	-90,000	-0.64	AA-	F1+
22-Jan-13	232	HSBC	150,000	0.2600	28-Jan-13	-150,000	-6.41	AA-	F1+
24-Jan-13	233	HSBC	80,000	0.2600	28-Jan-13	-80,000	-2.28	AA-	F1+
28-Jan-13	234	HSBC	60,000	0.2600	29-Jan-13	-60,000	-0.43	AA-	F1+
28-Jan-13	235	HSBC	100,000	0.2600	05-Feb-13	-100,000	-5.70	AA-	F1+
28-Jan-13	236	HSBC	300,000	0.2600	06-Feb-13	-300,000	-19.23	AA-	F1+
30-Jan-13	237	HSBC	80,000	0.2600	31-Jan-13	-80,000	-0.57	AA-	F1+
31-Jan-13	238	HSBC	770,000	0.2600	06-Feb-13	-770,000	-32.91	AA-	F1+
31-Jan-13	239	Debt Management Office	1,750,000	0.2500	07-Feb-13	-1,750,000	-83.90	AAA	-
			7,385,000			-7,385,000	-863.57		
<b>FEB'13</b>									
04-Feb-13	240	HSBC	330,000	0.2600	06-Feb-13	-330,000	-4.70	AA-	F1+
05-Feb-13	241	HSBC	90,000	0.2600	06-Feb-13	-90,000	-0.64	AA-	F1+
07-Feb-13	242	Coventry BS	900,000	0.4000	Still Outstanding		-522.74	A	F1
07-Feb-13	243	Barclays Bank Plc.	400,000	0.3700	11-Mar-13		-130.10	A	F1
11-Mar-13	243	Barclays Bank Plc.	Rolled Over	0.2400	19-Mar-13	-400,000	-21.04	A	F1
07-Feb-13	244	HSBC	260,000	0.2600	11-Feb-13	-260,000	-7.41	AA-	F1+
07-Feb-13	245	HSBC	250,000	0.2600	25-Feb-13	-250,000	-32.05	AA-	F1+
11-Feb-13	246	HSBC	230,000	0.2600	15-Feb-13	-230,000	-6.55	AA-	F1+
14-Feb-13	247	HSBC	110,000	0.2600	15-Feb-13	-110,000	-0.78	AA-	F1+
15-Feb-13	248	HSBC	200,000	0.2600	18-Feb-13	-200,000	-4.27	AA-	F1+
15-Feb-13	249	HSBC	200,000	0.2600	19-Feb-13	-200,000	-5.70	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
15-Feb-13	250	HSBC	100,000	0.2600	22-Feb-13	-100,000	-4.99	AA-	F1+
15-Feb-13	251	HSBC	250,000	0.2600	25-Feb-13	-250,000	-17.81	AA-	F1+
15-Feb-13	252	HSBC	150,000	0.2600	04-Mar-13	-150,000	-18.16	AA-	F1+
18-Feb-13	253	HSBC	80,000	0.2600	19-Feb-13	-80,000	-0.57	AA-	F1+
19-Feb-13	254	HSBC	165,000	0.2600	25-Feb-13	-165,000	-7.05	AA-	F1+
22-Feb-13	255	HSBC	130,000	0.2600	25-Feb-13	-130,000	-2.78	AA-	F1+
25-Feb-13	256	HSBC	40,000	0.2600	27-Feb-13	-40,000	-0.57	AA-	F1+
25-Feb-13	257	HSBC	150,000	0.2600	04-Mar-13	-150,000	-7.48	AA-	F1+
27-Feb-13	258	HSBC	95,000	0.2600	04-Mar-13	-95,000	-3.38	AA-	F1+
28-Feb-13	259	HSBC	120,000	0.2600	04-Mar-13	-120,000	-3.42	AA-	F1+
			4,250,000			-3,350,000	-802.19		
<b>Mar'13</b>									
01-Mar-13	260	HSBC	70,000	0.2600	04-Mar-13	-70,000	-1.50	AA-	F1+
04-Mar-13	261	HSBC	300,000	0.2600	05-Mar-13	-300,000	-2.14	AA-	F1+
04-Mar-13	262	HSBC	240,000	0.2600	11-Mar-13	-240,000	-11.97	AA-	F1+
05-Mar-13	263	HSBC	60,000	0.2600	11-Mar-13	-60,000	-2.14	AA-	F1+
11-Mar-13	264	HSBC	100,000	0.2600	18-Mar-13	-100,000	-4.99	AA-	F1+
11-Mar-13	265	HSBC	110,000	0.2600	22-Mar-13	-110,000	-8.62	AA-	F1+
14-Mar-13	266	HSBC	70,000	0.2600	15-Mar-13	-70,000	-0.50	AA-	F1+
15-Mar-13	267	HSBC	250,000	0.2600	19-Mar-13	-250,000	-7.12	AA-	F1+
19-Mar-13	268	HSBC	350,000	0.2600	25-Mar-13	-350,000	-14.96	AA-	F1+
21-Mar-13	269	HSBC	65,000	0.2600	Still Outstanding		-5.09	AA-	F1+
22-Mar-13	270	HSBC	80,000	0.2600	25-Mar-13	-80,000	-1.71	AA-	F1+
25-Mar-13	271	HSBC	750,000	0.2600	28-Mar-13	-750,000	-16.03	AA-	F1+
28-Mar-13	272	Nationwide BS	1,000,000	0.3500	Still Outstanding		-38.36	A+	F1
			3,445,000			-2,380,000	-115.13		
<b>TOTAL INVESTMENTS MADE APRIL 2012 TO MARCH 2013</b>			<b>75,510,000</b>			<b>-72,995,000</b>	<b>-17,454.08</b>		
<b>TOTAL INVESTMENTS 2012/13</b>			<b>77,410,000</b>			<b>-74,895,000</b>	<b>-17,604.89</b>		

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

Agenda Item No 18(b)

meeting date: 10 SEPTEMBER 2013  
 title: TREASURY MANAGEMENT MONITORING 2013/14  
 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 2013 to 31 July 2013.

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 and fees, 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, which is regularly reviewed. The current list is shown in section 7 of this report.
- (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management Office (DMO), where the Government guarantees investments. Our limit with the DMO is currently £5m.

- (iii) The safety of our investments are paramount and not the requirement to maximise returns.
- (iv) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail.

### 3 INFORMATION

- 3.1 Nationally, bank base interest rates have remained static at 0.5% in the period.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a continued low level of income from our temporary investments.
- 3.3 In the Chancellor's Budget on March 21 a reduction in the PWLB interest rate was revealed. The reduction was to be applicable for those councils that provide 'improved information and transparency' on 'borrowing and associated capital spending plans'.
- 3.4 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.
- 3.5 The returns are 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 2013	365	7	372
Transactions - New Loans	0	0	0
- Repayments	0	0	0
<b>External debt at 31 July 2013</b>	<b>365</b>	<b>7</b>	<b>372</b>

- 4.2 No temporary loans have been taken out and no interest has been paid on the Council's external debt in the period. (Interest on PWLB debt does not fall due until 30 September 2013) This compares to 2012/13 when a temporary loan of £1.1m with interest payable of £62 was required 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.



## 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 2013 to 31 July 2013 was 0.32%, which was above the average local authority seven-day notice deposit rate of 0.25%.

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 2013	2,515	0	2,515
Transactions - New Investments	28,135	0	28,135
- Repayment of Investments	-23,920	-0	-23,920
<b>Monies Invested as at 31 July 2013</b>	<b>6,730</b>	<b>0</b>	<b>6,730</b>

5.4 The following investments were held as at 31 July 2013.

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
17 Jun'13	57	Barclays Bank Plc.	Fixed 07 Aug'13	0.376	500	
09 Jul'13	77	Barclays Bank Plc.	Fixed 07 Aug'13	0.334	400	
15 Jul'13	82	Barclays Bank Plc.	Fixed 07 Aug'13	0.280	400	
22 Jul'13	89	Barclays Bank Plc.	Fixed 01 Aug'13	0.230	200	
						1,500
31 Jul'13	99	Bank of Scotland Plc.	Fixed 07 Aug'13	0.250	1,100	
						1,100
29 Jul'13	93	Coventry Building Society	Fixed 19 Aug'13	0.400	1,000	
31 Jul'13	96	Coventry Building Society	Fixed 19 Aug'13	0.350	500	
						1,500
01 Jul'13	71	Nationwide Building Society	Fixed 07 Aug'13	0.380	1,500	
						1,500
29 Jul'13	94	HSBC Bank Plc.	Fixed 05 Aug'13	0.260	140	
31 Jul'13	97	HSBC Bank Plc.	Fixed 01 Aug'13	0.260	290	
31 Jul'13	98	HSBC Bank Plc.	Fixed 12 Aug'13	0.260	700	
						1,130
<b>Total Investments as at 31 July 2013</b>						<b>6,730</b>

5.5 The total interest received on the Council's external investments during the period was £4,577 compared with £3,965 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 2013.

- ❖ 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 2013/14 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	5,031	365
Limits on Fixed Interest Rates	5,031	365
Limits on Variable Interest Rates	1,006	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2013/14 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	19.10
12 Months and Within 24 Months	20	0	14.30
24 Months and Within 5 Years	40	0	25.16
5 Years and Within 10 Years	30	0	13.91
10 Years and Above	90	0	27.53

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.

## 6 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 30 August 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		Fitch Rating		
	Jul'13	Nov'12	Full Transaction Review Date	Long Term	Short Term
Nationwide	1	1	19.10.12	A+	F1
Yorkshire	2	2	24.10.12	BBB+	F2
Coventry	3	3	24.10.12	A	F1
Skipton	4	4	24.10.12	BBB-	F3
Leeds	5	5	24.10.12	A-	F2
Principality	6	7	24.10.12	BBB+	F2
West Bromwich	7	6	Withdrawn from rating process		
Newcastle	8	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		
	Fitch's 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 – 06.09.12		
Co-operative Bank (The) *	20.06.13	BB-	B
HSBC Bank Plc.	16.05.13	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 – 06.09.12		
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 Barclays Bank being forced by the Bank of England's Prudential Regulation Authority, to fill a "gap" in its capital resources of £12.8bn.
- 8.2 The Co-operative Group has reported heavy losses of £559m in the first half of the year, as a result of a huge write-off of £496m of bad loans at the Co-op bank, mostly relating to Britannia Building Society. The bank also faces a £1.5bn capital hole in its balance sheet, which regulators say must be filled.
- 8.3 It is therefore imperative that we continue to protect the council's principal sums invested in order to minimize its exposure to risks.
- 8.4 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 2012/13 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

PF44-13/TH/AC  
30 August 2013

For further information please ask for Trudy Holderness, extension 4436

## POLICY AND FINANCE COMMITTEE

## TEMPORARY INVESTMENT ACTIVITY – 2013/14

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
<b>INVESTMENT BROUGHT FORWARD @ 1 April 2013</b>									
25-Feb-13	156	Barclays Bank Plc.	220,000	0.3790	22-Apr-13	-220,000	-127.93	A	F1
					Debtor		79.95		
25-Feb-13	213	Barclays Bank Plc.	Rolled Over	0.3790	22-Apr-13		-191.89	A	F1
22-Apr-13	213	Barclays Bank Plc.	330,000	0.3320	20-May-13	-330,000	-84.05	A	F1
					Debtor		119.93		
07-Feb-13	242	Coventry BS	900,000	0.4000	22-Apr-13	-900,000	-729.86	A	F1
					Debtor		522.74		
21-Mar-13	269	HSBC	65,000	0.2600	02-Apr-13	-65,000	-5.56	AA-	F1+
					Debtor		5.09		
28-Mar-13	272	Nationwide BS	1,000,000	0.3500	22-Apr-13	-1,000,000	-239.73	A+	F1
					Debtor		38.36		
<b>MONIES INVESTED @ 1 APRIL 2013</b>			<b>2,515,000</b>			<b>-2,515,000</b>	<b>-612.95</b>		
<b>INVESTMENTS MADE 1 APRIL 2013 TO 31 JULY 2013</b>									
<b>Apr</b>									
02-Apr-13	1	HSBC	420,000	0.2600	08-Apr-13	-420,000	-17.95	AA-	F1+
03-Apr-13	2	HSBC	150,000	0.2600	19-Apr-13	-150,000	-17.10	AA-	F1+
04-Apr-13	3	HSBC	85,000	0.2600	15-Apr-13	-85,000	-6.66	AA-	F1+
08-Apr-13	4	HSBC	300,000	0.2600	11-Apr-13	-300,000	-6.41	AA-	F1+
09-Apr-13	5	HSBC	110,000	0.2600	11-Apr-13	-110,000	-1.57	AA-	F1+
10-Apr-13	6	HSBC	100,000	0.2600	15-Apr-13	-100,000	-3.56	AA-	F1+
11-Apr-13	7	HSBC	200,000	0.2600	12-Apr-13	-200,000	-1.42	AA-	F1+
11-Apr-13	8	HSBC	600,000	0.2600	22-Apr-13	-600,000	-47.01	AA-	F1+
12-Apr-13	9	HSBC	80,000	0.2600	15-Apr-13	-80,000	-1.71	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
12-Apr-13	10	HSBC	400,000	0.2600	22-Apr-13	-400,000	-28.49	AA-	F1+
15-Apr-13	11	HSBC	140,000	0.2600	22-Apr-13	-140,000	-6.98	AA-	F1+
16-Apr-13	12	HSBC	90,000	0.2600	17-Apr-13	-90,000	-0.64	AA-	F1+
17-Apr-13	13	HSBC	150,000	0.2600	22-Apr-13	-150,000	-5.34	AA-	F1+
18-Apr-13	14	Barclays Bank Plc.	160,000	0.2990	13-May-13	-160,000	-32.77	A	F1
19-Apr-13	15	HSBC	160,000	0.2600	22-Apr-13	-160,000	-3.42	AA-	F1+
22-Apr-13	16	HSBC	125,000	0.2600	29-Apr-13	-125,000	-6.23	AA-	F1+
23-Apr-13	17	HSBC	75,000	0.2600	29-Apr-13	-75,000	-3.21	AA-	F1+
25-Apr-13	18	HSBC	90,000	0.2600	29-Apr-13	-90,000	-2.56	AA-	F1+
26-Apr-13	19	HSBC	80,000	0.2600	29-Apr-13	-80,000	-1.71	AA-	F1+
29-Apr-13	20	Coventry BS	1,400,000	0.3900	20-May-13	-1,400,000	-314.14	A	F1
30-Apr-13	21	Nationwide BS	1,500,000	0.3800	29-May-13	-1,500,000	-452.88	A+	F1
30-Apr-13	22	Barclays Bank Plc.	250,000	0.3340	29-May-13	-250,000	-66.34	A	F1
30-Apr-13	23	HSBC	250,000	0.2600	07-May-13	-250,000	-12.47	AA-	F1+
			<b>6,915,000</b>			<b>-6,915,000</b>	<b>-1,040.57</b>		
<b>May</b>									
01-May-13	24	HSBC	190,000	0.2600	07-May-13	-190,000	-8.12	AA-	F1+
03-May-13	25	HSBC	100,000	0.2600	07-May-13	-100,000	-2.85	AA-	F1+
07-May-13	26	Barclays Bank Plc.	500,000	0.2780	29-May-13	-500,000	-83.78	A	F1
07-May-13	27	HSBC	60,000	0.2600	08-May-13	-60,000	-0.43	AA-	F1+
08-May-13	28	HSBC	70,000	0.2600	13-May-13	-70,000	-2.49	AA-	F1+
09-May-13	29	HSBC	70,000	0.2600	17-May-13	-70,000	-3.99	AA-	F1+
10-May-13	30	HSBC	280,000	0.2600	29-May-13	-280,000	-37.90	AA-	F1+
13-May-13	31	HSBC	50,000	0.2600	15-May-13	-50,000	-0.71	AA-	F1+
13-May-13	32	HSBC	160,000	0.2600	20-May-13	-160,000	-7.98	AA-	F1+
14-May-13	33	HSBC	100,000	0.2600	15-May-13	-100,000	-0.71	AA-	F1+
15-May-13	34	HSBC	200,000	0.2600	20-May-13	-200,000	-7.12	AA-	F1+
15-May-13	35	HSBC	100,000	0.2600	22-May-13	-100,000	-4.99	AA-	F1+
15-May-13	36	HSBC	400,000	0.2600	29-May-13	-400,000	-39.89	AA-	F1+
16-May-13	37	HSBC	65,000	0.2600	20-May-13	-65,000	-1.85	AA-	F1+
17-May-13	38	HSBC	100,000	0.2600	17-May-13	-100,000	-2.14	AA-	F1+
20-May-13	39	Coventry BS	Rolled Over	0.3800	19-Jun-13		-156.16	A	F1

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								LONG-TERM	SHORT-TERM
19-Jun-13	39	Coventry BS	500,000	0.3900	22-Jul-13	-500,000	-176.30	A	F1
21-May-13	40	HSBC	85,000	0.2600	28-May-13	-85,000	-4.24	AA-	F1+
22-May-13	41	HSBC	60,000	0.2600	28-May-13	-60,000	-2.56	AA-	F1+
24-May-13	42	HSBC	90,000	0.2600	28-May-13	-90,000	-2.56	AA-	F1+
28-May-13	43	Coventry BS	Rolled Over	0.3900	03-Jul-13		-346.19	A	F1
03-Jul-13	43	Coventry BS	900,000	0.3900	22-Jul-13	-900,000	-182.71	A	F1
29-May-13	44	HSBC	140,000	0.2600	03-Jun-13	-140,000	-4.99	AA-	F1+
31-May-13	45	HSBC	200,000	0.2600	10-Jun-13	-200,000	-14.25	AA-	F1+
31-May-13	46	HSBC	150,000	0.2600	17-Jun-13	-150,000	-18.16	AA-	F1+
31-May-13	47	Nationwide BS	1,210,000	0.3300	19-Jun-13	-1,210,000	-207.85	A+	F1
31-May-13	48	Barclays Bank Plc.	1,000,000	0.4010	03-Jul-13	-1,000,000	-362.55	A	F1
			<b>6,780,000</b>			<b>-6,780,000</b>	<b>-1,683.47</b>		
<b>June'13</b>									
03-Jun-13	49	HSBC	320,000	0.2600	14-Jun-13	-320,000	-25.07	AA-	F1+
03-Jun-13	50	HSBC	150,000	0.2600	21-Jun-13	-150,000	-19.23	AA-	F1+
05-Jun-13	51	HSBC	80,000	0.2600	10-Jun-13	-80,000	-2.85	AA-	F1+
07-Jun-13	52	HSBC	140,000	0.2600	10-Jun-13	-140,000	-2.99	AA-	F1+
10-Jun-13	53	HSBC	360,000	0.2600	19-Jun-13	-360,000	-23.08	AA-	F1+
12-Jun-13	54	HSBC	50,000	0.2600	17-Jun-13	-50,000	-1.78	AA-	F1+
13-Jun-13	55	HSBC	80,000	0.2600	17-Jun-13	-80,000	-2.28	AA-	F1+
14-Jun-13	56	HSBC	210,000	0.2600	17-Jun-13	-210,000	-4.49	AA-	F1+
17-Jun-13	57	Barclays Bank Plc	500,000	0.3760	Still Outstanding		-231.78	A	F1
17-Jun-13	58	HSBC	90,000	0.2600	18-Jun-13	-90,000	-0.64	AA-	F1+
18-Jun-13	59	HSBC	150,000	0.2600	19-Jun-13	-150,000	-1.07	AA-	F1+
19-Jun-13	60	HSBC	100,000	0.2600	20-Jun-13	-100,000	-0.71	AA-	F1+
19-Jun-13	61	HSBC	500,000	0.2600	24-Jun-13	-500,000	-17.81	AA-	F1+
20-Jun-13	62	HSBC	100,000	0.2600	08-Jul-13	-100,000	-12.82	AA-	F1+
21-Jun-13	63	HSBC	120,000	0.2600	08-Jul-13	-120,000	-14.53	AA-	F1+
24-Jun-13	64	HSBC	450,000	0.2600	03-Jul-13	-450,000	-28.85	AA-	F1+
25-Jun-13	65	HSBC	60,000	0.2600	26-Jun-13	-60,000	-0.43	AA-	F1+
26-Jun-13	66	HSBC	100,000	0.2600	19-Jul-13	-100,000	-16.38	AA-	F1+
27-Jun-13	67	HSBC	75,000	0.2600	28-Jun-13	-75,000	-0.53	AA-	F1+

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								LONG-TERM	SHORT-TERM
28-Jun-13	68	Santander UK Plc.	800,000	0.3500	03-Jul-13	-800,000	-38.36	A	F1
			<b>4,435,000</b>			<b>-3,935,000</b>	<b>-445.68</b>		
<b>July'13</b>									
01-Jul-13	69	HSBC	730,000	0.2600	03-Jul-13	-730,000	-10.40	AA-	F1+
01-Jul-13	70	Santander UK Plc.	370,000	0.3500	08-Jul-13	-370,000	-24.84	A	F1
01-Jul-13	71	Nationwide BS	1,500,000	0.3800	Still Outstanding		-484.11	A+	F1
03-Jul-13	72	HSBC	160,000	0.2600	15-Jul-13	-160,000	-13.68	AA-	F1+
04-Jul-13	73	HSBC	80,000	0.2600	08-Jul-13	-80,000	-2.28	AA-	F1+
05-Jul-13	74	HSBC	50,000	0.2600	08-Jul-13	-50,000	-1.07	AA-	F1+
08-Jul-13	75	HSBC	230,000	0.2600	15-Jul-13	-230,000	-11.47	AA-	F1+
08-Jul-13	76	HSBC	370,000	0.2600	09-Jul-13	-370,000	-2.64	AA-	F1+
09-Jul-13	77	Barclays Bank Plc.	400,000	0.3340	Still Outstanding		-84.04	A	F1
09-Jul-13	78	HSBC	45,000	0.2600	10-Jul-13	-45,000	-0.32	AA-	F1+
10-Jul-13	79	HSBC	70,000	0.2600	15-Jul-13	-70,000	-2.49	AA-	F1+
11-Jul-13	80	HSBC	60,000	0.2600	12-Jul-13	-60,000	-0.43	AA-	F1+
12-Jul-13	81	HSBC	270,000	0.2600	15-Jul-13	-270,000	-5.77	AA-	F1+
15-Jul-13	82	Barclays Bank Plc.	400,000	0.2860	Still Outstanding		-52.16	A	F1
15-Jul-13	83	HSBC	40,000	0.2600	16-Jul-13	-40,000	-0.28	AA-	F1+
16-Jul-13	84	HSBC	95,000	0.2600	17-Jul-13	-95,000	-0.68	AA-	F1+
17-Jul-13	85	HSBC	100,000	0.2600	22-Jul-13	-100,000	-3.56	AA-	F1+
17-Jul-13	86	HSBC	40,000	0.2600	18-Jul-13	-40,000	-0.28	AA-	F1+
18-Jul-13	87	HSBC	120,000	0.2600	22-Jul-13	-120,000	-3.42	AA-	F1+
19-Jul-13	88	HSBC	120,000	0.2600	22-Jul-13	-120,000	-2.56	AA-	F1+
22-Jul-13	89	Barclays Bank Plc.	200,000	0.2300	Still Outstanding		-12.60	A	F1
22-Jul-13	90	HSBC	270,000	0.2600	24-Jul-13	-270,000	-3.85	AA-	F1+
24-Jul-13	91	HSBC	380,000	0.2600	29-Jul-13	-380,000	-13.53	AA-	F1+
26-Jul-13	92	HSBC	85,000	0.2600	29-Jul-13	-85,000	-1.82	AA-	F1+
29-Jul-13	93	Coventry BS	1,000,000	0.4000	Still Outstanding		-32.88	A	F1
29-Jul-13	94	HSBC	140,000	0.2600	Still Outstanding		-2.99	AA-	F1+
30-Jul-13	95	HSBC	90,000	0.2600	31-Jul-13	-90,000	-0.64	AA-	F1+
31-Jul-13	96	Coventry BS	500,000	0.3500	Still Outstanding		-4.79	A	F1
31-Jul-13	97	HSBC	290,000	0.2600	Still Outstanding		-2.07	AA-	F1+



DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
31-Jul-13	98	HSBC	700,000	0.2600	Still Outstanding		-4.99	AA-	F1+
31-Jul-13	99	Bank Of Scotland	1,100,000	0.2500	Still Outstanding		-7.53	A	F1
			<b>10,005,000</b>			<b>-3,775,000</b>	<b>-794.17</b>		
<b>TOTAL INVESTMENTS APRIL TO JULY 2013</b>			<b>28,135,000</b>			<b>-21,405,000</b>	<b>-3,963.89</b>		
<b>TOTAL INVESTMENTS 2013/14 (INCLUDING BROUGHT FORWARD @ 1 APRIL 2013)</b>			<b>30,650,000</b>			<b>-23,920,000</b>	<b>-4,576.84</b>		

## POLICY AND FINANCE COMMITTEE

<b>Fitch Rating Definitions</b>	
<b>International Long-Term Credit Ratings</b>	
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
<b>International Short-Term Credit ratings</b>	
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 @ 30 AUGUST 2013

	Standard & Poor			Moody's			Full Review Date	Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook		Long Term	Short Term	Outlook	
<b>Building Societies</b>											
Nationwide	A+	A-1	Negative	A2	P-1	Stable	19/10	A+	F1	Negative	£1m min
Yorkshire	-	-	-	Baa2	P-2	Stable	24/10	BBB+	F2	Stable	
Coventry	-	-	-	A3	P-2	Stable	24/10	A	F1	Stable	Sterling Brokers
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
<b>Banks</b>											
Santander Uk Plc.	A	A-1	Negative	A2	P-1	Negative	19/10	A	F1	Stable	
Barclays Bank Plc.	A	A-1	Stable	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.	-	-	-	C	P-1	Stable	Rating Withdrawn – 06/09/12			Not taking funds	
Co-operative Bank (The)	-	-	-	Caa1	NP	Developing	20/06	BB-	B	On Watch	£1m min
HSBC Bank Plc.	AA-	A-1+	Negative	Aa3	P-1	Negative	16/05	AA-	F1+	Stable	
Lloyds TSB Bank Plc.	A	A-1	Negative	A2	P-1	Negative	11/12	A	F1	Stable	£250
National Westminster Bank Plc.	A	A-1	Negative	A3	P-2	Under Review	10/10	A	F1	Stable	Current a/c
Northern Rock (Asset Management) Plc.	A	A-1	Stable	(P)A1	P-1	Stable	Rating Withdrawn – 06/09/12			No Contact	
Royal Bank of Scotland Plc.	A	A-2	Negative	A3	P-2	Under Review	10/10	A	F1	Stable	Current a/c

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 19

meeting date: 10 SEPTEMBER 2013  
title: TIMETABLE FOR BUDGET SETTING  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To inform you of the timetable for setting the 2014/15 budget.

### 2 BACKGROUND

- 2.1 Part of our Corporate Governance arrangements is to set out clearly to both officers and members the Council's budget timetable.

### 3 BUDGET TIMETABLE

- 3.1 Attached at Annex 1 is a comprehensive timetable covering the main elements of the Council's budget setting progress together with key dates and responsibilities. As members will see from the timetable at Annex 1, part of the process is already underway.

- 3.2 Public services continue to face uncertain times with regard to how they are funded and the services that they actually provide. As opposed to last year, the council does have an indication of what the provisional finance settlement for 2014/15 is likely to be. The actual provisional settlement announcement is unlikely to be made until December 2013, and will not be confirmed until early February 2014.

- 3.2 The timetable includes what are foreseen as being the most important tasks ahead. As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

- 3.3 The timetable will be circulated to Heads of Service and the Corporate Management Team.

### 4 CONCLUSION

- 4.1 The timetable has been set for the forthcoming budget setting period

- 4.2 You will see this timetable is considerably detailed and clearly indicates who is responsible for which actions. We have used our experience from previous year's budget setting process to inform this year's deadlines. Again we intend to monitor when we actually achieve each individual task in order to inform future timetables.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF41-13/LO/AC  
30 August 2013

## Annex 1

Budget Timetable 2014/15 Task		Who?	When?
1	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 9 September 2013
2	Consideration of Budget Forecast up to 2016/17	Policy and Finance Committee	Tuesday 10 September 2013
3	<b>Budget Working Group meeting:</b> Fees & Charges and budget steer 2014/15	Budget Working Group	Tuesday 24 September 2013
4	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 27 September 2013
5	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	September to November 2013
6	Finalise Revised Capital Programme for 2013/14	Head of Financial Services/All Heads of Service	Friday 11 October 2013
7	Calculate Capital Charges	Senior Accountant (TH)	Tuesday 15 October 2013
8	Consideration of Fees and Charges Report by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 11 October 2013. Distribution Monday 14 October 2013)</u></b>	Service Committees	Meeting Date: Tuesday 22 October 2013
9	Budget Working Group meeting	Budget Working Group	Monday 28 October 2013
10	Calculation of Taxbase for council tax setting purposes for 2013/14	Head of Financial Services/ Head of Revenues and Benefits	Thursday 31 October 2013

## Annex 1

Budget Timetable 2014/15 Task		Who?	When?
11	Consideration of Fees and Charges Report by Committees: <b>Health and Housing Committee</b> <b><u>(Date to Printing: Friday 18 October 2013. Distribution Monday 21 October 2013)</u></b>	Service Committees	Meeting Date: Thursday 31 October 2013
12	Consideration of Fees and Charges Report by Committees: <b>Planning and Development Committee</b> <b><u>(Date to Printing: Friday 25 October 2013. Distribution Monday 28 October 2013)</u></b>	Service Committees	Meeting Date: Thursday 7 November 2013
13	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 8 November 2013
14	Final Calculations of all Recharges	Accountants	Monday 11 November 2013
15	Consideration of Fees and Charges Report by Committees: <b>Policy and Finance Committee</b> <b><u>(Date to Printing: Friday 1 November 2013. Distribution Monday 4 November 2013)</u></b>	Service Committees	Meeting Date: Tuesday 12 November 2013
16	Consider final Scheme for Local Council Tax Support and impact on taxbase	Director of Resources Head of Revenues and Benefits	End November
17	<b>Proposed Budget Working Group meeting:</b> Revenue Budget Latest Position	Budget Working Group	Monday 2 December 2013
18	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2013
19	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2013

## Annex 1

Budget Timetable 2014/15 Task		Who?	When?
20	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2013
21	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 11 December 2013
22	Budget Reports for All Committees completed and passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Friday 13 December 2013
23	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2013
24	Deadline for receipt of parish precept letters	Accounting Technician	Monday 6 January 2014
25	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid January 2014
26	Consideration of Budget Reports by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 20 December 2013. Distribution Monday 6 January 2014)</u></b>	Service Committees	Meeting Date: Tuesday 14 January 2014
27	<b>Proposed Budget Working Group</b> <i>Revenue Budget and Capital Programme</i>	Budget Working Group	Wednesday 15 January 2014
28	Consideration of Budget Reports by Committees: <b>Planning &amp; Development Committee</b> <b><u>(Date to Printing: Friday 20 December 2013. Distribution Monday 6 January 2014)</u></b>	Service Committees	Meeting Date: Thursday 16 January 2014

## Annex 1

Budget Timetable 2014/15 Task		Who?	When?
29	Proposed Special CMT to review budgets	CMT	Monday 20 January 2014
30	Consideration of Budget Reports by Committees: <b>Health &amp; Housing Committee</b> <b><u>(Date to Printing: Friday 10 January 2014. Distribution Monday 13 January 2014)</u></b>	Service Committees	Meeting Date: Thursday 23 January 2014
31	Consideration of Budget Reports by Committees: <b>Policy &amp; Finance Committee</b> <b><u>(Date to Printing: Friday 17 January 2014. Distribution Monday 20 January 2014)</u></b>	Service Committees	Meeting Date: Tuesday 28 January 2014
32	Settlement Debate in Parliament	Central Government	Early February 2014
33	Meeting of <b>Special Policy and Finance Committee</b> to approve budget and recommend Council Tax to Full Council <b><u>(Date to Printing: Friday 31 January 2014. Distribution Monday 3 February 2014)</u></b>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 11 February 2014
34	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid February 2014
35	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid February 2014
36	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	Friday 21 February 2014
37	<b>Full Council</b> to agree Budget and set Council Tax <b><u>(Date to Printing: Friday 21 February 2014. Distribution Monday 24 February 2014)</u></b>	Members	Meeting Date: Tuesday 4 March 2014



**Annex 1**

<b>Budget Timetable 2014/15 Task</b>		<b>Who?</b>	<b>When?</b>
<b>38</b>	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid March 2014
<b>39</b>	Entering of Approved Budget onto Financials system	All Accountants	February/March 2014
<b>40</b>	Production of Budget Book	Head of Financial Services	Mid March 2014

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20

meeting date: 10 SEPTEMBER 2013  
title: CONTRACT FOR INSURANCE SERVICES  
submitted by: DIRECTOR OF RESOURCES  
principal author: MICK AINSCOW

### 1 PURPOSE

1.1 To inform Committee of the recent procurement exercise for the Council's insurance services.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives

None directly. However, in accordance with the Council's risk management policy it is essential that all our functions and services be adequately insured.

- Other considerations

The Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas e.g. employers liability.

### 2 BACKGROUND

2.1 The last full tendering exercise for our insurance services was carried out in 2006. At that time we advertised the opportunity in accordance with EU regulations, which resulted in our entering into a 5 year long-term agreement with Zurich Municipal. The agreement also gave us the option to extend for a further two years, should terms be favourable.

2.2 During 2010 we received notification from the Lancashire Procurement Hub (LPH) of which the Council were members, saying that they were looking to take forward a national procurement project for insurance services. We provided details of our insurance spend, excess levels, claims experience, etc. to the LPH and considerable progress was made on the project. In early 2011 we were advised that the project would be delayed by approx 6 months. Given that the renewal date for our insurance was June 2011 we would need to look outside the project for our insurance cover.

2.3 A report was presented to Policy and Finance Committee on 29 March 2011 and members resolved to agree to an extension of the current contract for a further 1 or 2 years depending on the terms offered. At the end of this period it was resolved that a full tendering exercise be carried out.

2.4 Following discussions with our insurers, the existing agreement was extended for a further two years until 19 June 2013.

2.5 The LPH which was funded by the Regional Improvement and Efficiency Partnership, ceased to exist with effect from 31 March 2012 when that funding ended.

### 3 2013/14 TENDERING EXERCISE

- 3.1 As the opportunity of a joint procurement through the LPH was no longer available to us, other opportunities for joint procurement were sourced.
- 3.2 Through the Government Procurement Service (GPS) we were able to identify a collaborative framework developed by them in conjunction with Pro5, which comprises of the Yorkshire Purchasing Organisation (YPO), Central Buying Consortium (CBC), Eastern Shire Purchasing Organisation (ESPO) and North East Procurement Organisation (NEPO).
- 3.3 The use of Framework Agreements such as the GPS/Pro5 Insurance Services Framework allows us to ensure that the procurement is EU compliant through use of a pre-competed route to the market, which in turn allows a vastly reduced procurement timeframe. It also allows us to share procurement expertise and resources.
- 3.4 Providers on the framework are pre-qualified as to their general suitability. This means when buying services from them we are assured that they meet the appropriate standards in the provision of insurance.
- 3.5 The insurance framework offered the opportunity for the procurement to be undertaken direct with insurance suppliers, or for broker services to be procured, who would in turn procure our insurance services. In our case, the costs of initially procuring a broker were excessive, due to the small scale of our contract. Therefore, we dealt directly with the insurance service providers on the Framework.
- 3.6 Invitations to tender were sent to all insurers identified in the framework agreement as willing to quote directly with ourselves. Documents were sent to 4 insurers in total, some prepared to quote only for specific types of business such as computer or terrorism insurance whilst others were able to provide for our full range of insurance requirements. Invitations to tender were sent by email on 7 June 2013 with a deadline for return of 12 noon on 28 June 2013.
- 3.7 A number of queries were raised by prospective tenderers and answered as appropriate, however when the deadline arrived, only one tender was received – from our existing insurers, Zurich Municipal. The tender was opened on the afternoon of Friday 28 June 2013 in the presence of the Chairman of this Committee and the Head of Financial Services.
- 3.8 In accordance with the tender specification, the quotation from Zurich Municipal detailed the annual premium in respect of a 3 year agreement and a 5 year agreement and included discounts for the whole range of our insurances being placed with them as sole insurer. The annual premium payable should we enter into a 3 year agreement was £129,627, and for a 5 year agreement £123,005 – both these figures are inclusive of Insurance Premium Tax which is charged at a rate of 6%.
- 3.9 Following discussion with the Head of Financial Services and the Director of Resources, the tender submitted by Zurich Municipal for a five year term agreement effective from 20 June 2013 was accepted.

## 4 PREMIUMS

4.1 Renewal terms for 2013/14 are as follows:

Policy	Premium		Increase/ Decrease £	%	Notes
	2012/2013 £	2013/14 £			
Material Damage (Fire)	12,422	13,407	985	7.9	
Terrorism	2,287	3,178	891	39	<sup>1</sup>
Business Interruption	2,389	1,750	-639	26.7	<sup>2</sup>
Theft	1,359	1,359	-	-	
Money	588	581	-7	1.2	
All Risks	7,222	4,693	-2,529	35	<sup>3</sup>
Public Liability	27,300	29,170	1,870	6.8	
Professional Negligence	689	636	-53	7.7	
Officials Indemnity	1,568	1,619	51	3.2	
Employers Liability	15,900	16,392	492	3.1	
Libel and Slander	493	498	5	1	
Motor	37,314	36,599	-715	1.9	
Engineering	4,502	6,633	2,131	47.3	<sup>4</sup>
Fidelity Guarantee	1,203	1,434	231	19.2	<sup>5</sup>
Land Charges	1,805	1,453	-352	19.5	<sup>6</sup>
Personal Accident	778	933	155	19.9	<sup>7</sup>
Public Health Act	321	323	2	0.6	
Computers	2,325	2,347	22	0.9	
	<b>120,465</b>	<b>123,005</b>	<b>2,540</b>	<b>2.1</b>	

### Notes

- <sup>1</sup> Industry wide increase.
- <sup>2</sup> Reduction in gross revenue expected.
- <sup>3</sup> Reduction in number/value of items to be covered under policy.
- <sup>4</sup> Increase in inspection fees nationally. No increased risk.
- <sup>5</sup> Industry wide increase.
- <sup>6</sup> Reduction in anticipated income.
- <sup>7</sup> Industry wide increase.

4.2 The total cost of premiums for 2013/14 has risen by £2,540 (2.1%) on the previous year's figure. The package and long-term discounts we have secured have offset to a large extent the increase in premiums that have been seen nationally in casualty and motor areas.

4.3 Our overall claims experience continues to be very good with a fall in the number of claims submitted in 2012/13 compared to previous years.

Claims experience over the last 5 years is as follows:

2008/09	19
2009/10	24
2010/11	17
2011/12	16
2012/13	12

	Liability	Motor	Property	Total
Claims outstanding 20.06.12	2	9	2	13
Claims during year	3	8	1	12
Settled during year	3	7	2	12
Claims outstanding 19.06.13	2	10	1	13

## 5 RISK ASSESSMENT

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

- Resources – cost to the Council in defending any legal action as a result of a lack of insurance cover and cost of any premium increases as a result of poor claims history. The insurance contact can be met within existing resources.
- Technical, Environmental and Legal – the Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas, e.g. employers' liability. The Council's contract procedure rules and EU Legislation were fully complied with.
- Political – no implications identified.
- Reputation – if the Council failed to comply with legislation or failed to adequately insure it would reflect badly on our reputation. Openness and transparency in our procurement arrangements ensures the protection of the Council's reputation.
- Equality and Diversity – The procurement was open to all potential providers on the framework and all were treated equitably within the process.

## 6 RECOMMENDED THAT COMMITTEE

6.1 Note the decision to appoint Zurich Municipal as the Council's insurers on a five year long term agreement from 20 June 2013.

PRINCIPAL AUDITOR

DIRECTOR OF RESOURCES

PF38-13/MA/AC  
29 August 2013

BACKGROUND PAPERS

*None*

For further information please ask for Mick Ainscow, extension 4540

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 10 SEPTEMBER 2013  
 title: OMBUDSMAN'S ANNUAL REVIEW REPORT 2012/2013  
 submitted by: CHIEF EXECUTIVE  
 principal author: DIANE RICE, HEAD OF LEGAL AND DEMOCRATIC SERVICES

## 1 PURPOSE

1.1 To inform Committee about changes to the way the Local Government Ombudsman reports to this Authority about complaints.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } The Council aims to be a well-managed Council providing efficient services based on identified customer needs. Complaints to the Ombudsman and the process of resolving complaints and responding to the Ombudsman's investigation helps to inform the way the Council delivers services to its customers.
- Corporate Priorities - }
- Other Considerations - }

## 2 BACKGROUND

2.1 As will be seen from the letter attached as Appendix 1 the LGO changed its business processes during the course of 2012/13, and cannot therefore provide the detailed information provided in previous years about complaints, ie the complaints information supplied is not broken down into service areas.

2.2 The LGO has however confirmed that there were only 4 complaints in 2012/13 about this Authority, as compared with an average for District/Borough Councils of 10 per annum.

2.3 The attached letter also provides some useful information to explain other changes to the structure of the LGO's office, and draws the Council's attention to the new arrangements for publishing LGO decisions on the LGO website and the adoption of a new Assessment Code.

## 3 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

4 **CONCLUSION**

4.1 Note the information as set out above.

DIANE RICE  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

1 None.

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

P&F/10091303/DER/CMS

16 July 2013

*By email*

Mr Marshal Scott  
Chief Executive  
Ribble Valley Borough Council

Dear Mr Scott

### **Annual Review Letter**

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2013. This year we have only presented the total number of complaints received and will not be providing the more detailed information that we have offered in previous years.

The reason for this is that we changed our business processes during the course of 2012/13 and therefore would not be able to provide you with a consistent set of data for the entire year.

In 2012/13 we received 4 complaints about your local authority. This compares to the following average number (recognising considerable population variations between authorities of a similar type):

District/Borough Councils-10 complaints  
Unitary Authorities-36 complaints  
Metropolitan Councils-49 complaints  
County Councils-54 complaints  
London Boroughs-79 complaints

### ***Future development of annual review letters***

We remain committed to sharing information about your council's performance and will be providing more detailed information in next year's letters. We want to ensure that the data we provide is relevant and helps local authorities to continuously improve the way they handle complaints from the public and have today launched a consultation on the future format of our annual letters.

I encourage you to respond and highlight how you think our data can best support local accountability and service improvements. The consultation can be found by going to [www.surveymonkey.com/s/annualletters](http://www.surveymonkey.com/s/annualletters)

### ***LGO governance arrangements***

As part of the work to prepare LGO for the challenges of the future we have refreshed our governance arrangements and have a new executive team structure made up of Heather Lees, the Commission Operating Officer, and our two Executive Directors Nigel Ellis and Michael King. The Executive team are responsible for the day to day management of LGO.

Since November 2012 Anne Seex, my fellow Local Government Ombudsman, has been on sick leave. We have quickly adapted to working with a single Ombudsman and we have formally taken the view that this is the appropriate structure with which to operate in the future. Our sponsor department is conducting a review to enable us to develop our future governance arrangements. Our delegations have been amended so that investigators are



able to make decisions on my behalf on all local authority and adult social care complaints in England.

### ***Publishing decisions***

Last year we wrote to explain that we would be publishing the final decision on all complaints on our website. We consider this to be an important step in increasing our transparency and accountability and we are the first public sector ombudsman to do this. Publication will apply to all complaints received after the 1 April 2013 with the first decisions appearing on our website over the coming weeks. I hope that your authority will also find this development to be useful and use the decisions on complaints about all local authorities as a tool to identify potential improvement to your own service.

### ***Assessment Code***

Earlier in the year we introduced an assessment code that helps us to determine the circumstances where we will investigate a complaint. We apply this code during our initial assessment of all new complaints. Details of the code can be found at:

[www.lgo.org.uk/making-a-complaint/how-we-will-deal-with-your-complaint/assessment-code](http://www.lgo.org.uk/making-a-complaint/how-we-will-deal-with-your-complaint/assessment-code)

### ***Annual Report and Accounts***

Today we have also published *Raising the Standards*, our Annual Report and Accounts for 2012/13. It details what we have done over the last 12 months to improve our own performance, to drive up standards in the complaints system and to improve the performance of public services. The report can be found on our website at [www.lgo.org.uk](http://www.lgo.org.uk)

Yours sincerely

A handwritten signature in black ink that reads "Jane Martin". The signature is written in a cursive style with a horizontal line underneath.

Dr Jane Martin  
Local Government Ombudsman  
Chair, Commission for Local Administration in England

# MINUTES OF BUDGET WORKING GROUP MEETING

## HELD 9 JULY 2013

Present: Cllrs: T Hill, Thompson and Hore, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services.

### **1 Apologies**

1 Cllr Hirst, Knox, Rogerson

### **2 Spending Round 2013**

2.1 The DoR updated members on the Spending Round 2013 which was announced on 26 June 2013. An overall 10% cut in local government funding in real terms in 2015/16 had been announced, which was on top of the 35% of reductions announced previously.

2.2 The Spending Review announcement also stated that total spending over 2015-2018 would be reduced at the same rate as during the Spending Review 2010 period.

2.3 Other announcements within the Spending Review were also discussed, including the continuation of the Council Tax Freeze grant, Shared Services and Joint Working and the top slicing of New Homes Bonus.

2.4 The DoR highlighted that the specific impact on Ribble Valley was not yet known, however taking the headline figures announced in the Spending Review, there are forecast savings needed of at least £495K in 2014/15 and £725K in 2015/16, but these figures would need treating with caution until the Government clarified in more detail its spending plans for local government. The forecast also assumes a council tax increase of 2.5% in 2014/15 and in 2015/16.

### **3 Council Tax Support**

3.1 Members were updated with how the Council Tax Support scheme was progressing. The DoR explained the mechanics of the Council Tax Support scheme, how the council received its funding and also how the scheme impacted on the tax base.

3.2 Initial forecasts at the start of the scheme had shown a net gain of £3K, with latest forecasts now showing a net gain of £10K.

3.3 Discussions took place on the current level of 8.5% and any further review needed of this.

### **4 Business Rates**

4.1 Members were updated on the latest position with Business Rates Yields following the changes made in April.

4.2 The DoR recapped for members the complexities of how the new Business Rates scheme operated and the original forecast level of funding that the council was to retain.

4.3 The latest forecast of retained Business Rates was also provided by the DoR, highlighting the volatility of the position and the difficulty in being able to accurately predict the outturn position as at March 2014. The outcome of appeals was highlighted as the greatest concern

### **5 Public Services Network (PSN) Compliance**

5.1 The outcome of a recent Public Services Network (PSN) Compliance inspection was discussed with members. Six items had been raised from the inspection. With only one being a particular cause for concern, and relating to the security of the connection of member's ICT connection to the council.

- 5.2 Due to the need for an urgent response to be made to the Cabinet Office by the beginning of August and due to Policy and Finance Committee not meeting again until September, guidance was sought from the BWG on the favoured course of action.
- 5.3 A number of options for the solution of this issue were discussed and it was agreed that all members would be contacted in order to establish a general consensus. The BWG's favoured option was for the provision of a secure tablet device to all members.

**6 Revenue Outturn 2012/13**

- 6.1 This item was deferred for discussion at the next meeting.

**7 Capital Outturn 2012/13**

- 7.1 This item was deferred for discussion at the next meeting.

**8 Any Other Business**

- 8.1 There were no additional items of business

**9 Date and Time of Next Meeting**

- 9.1 The next meeting would be on **Wednesday 14 August 2013 in Committee Room 1 at 4.00pm**