

RIBBLE VALLEY BOROUGH COUNCIL

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date: 4 November 2013

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 12 NOVEMBER 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 10 September 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Localisation of Council Tax Support – report of Director of Resources – copy enclosed.
- ✓ 6. Review of Fees and Charges – report of Director of Resources – copy enclosed.
- ✓ 7. Grants to Voluntary Organisations – report of Director of Resources – copy enclosed.
- ✓ 8. Financial Regulations – report of Director of Resources – copy enclosed.
- ✓ 9. Village Amenities Grants – report of Chief Executive – copy enclosed.

- ✓ 10. Strategic Partnership – Community Strategy – report of Chief Executive – copy enclosed.
- ✓ 11. East Lancashire Transport – Masterplan – Consultation – report of Chief Executive – copy enclosed.
- ✓ 12. Calculation of Council Tax Base 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 13. National and Non-Domestic Rate Write-offs – report of Director of Resources – copy enclosed.
- ✓ 14. References from Committee. Additional Capital Scheme – Community Committee – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 15. Community Safety Partnership – Activity Update – report of Chief Executive – copy enclosed.
- ✓ 16. Treasury Management Monitoring 2013/14 – reports of Director of Resources – copy enclosed.
- ✓ 17. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 18. Performance Reward Grants – Update – report of Chief Executive – copy enclosed.
- ✓ 19(a) Revenue Monitoring Report 2013/14 – report of Director of Resources copy enclosed.
- ✓ 19(b) Overall Revenue Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 20(a) Capital Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 20(b) Overall Capital Monitoring Report 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 21. Minutes of Budget Working Group – 24 September 2013 – copy enclosed.
- ✓ 22. Minutes of Economic Development Working Group – copy enclosed.
- 23. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 24. Council Tax, NNDR and Council Tax Benefit Write-offs – report of Director of Resources – copy enclosed.
- ✓ 25. Economic Development Initiatives Update – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 5

meeting date: 12 NOVEMBER 2013
title: LOCALISATION OF COUNCIL TAX SUPPORT
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

- 1.1 To update members on the implementation of our Local Council Tax Support (CTS) scheme.
- 1.2 To agree minor amendments to the Council's Local Council Tax Support scheme for 2014/15, and recommend this to Full Council on 10 December 2013.

2 BACKGROUND AND INFORMATION

- 2.1 You will recall that, as part of the package of welfare reform measures, the Government decided to abolish Council Tax Benefit from 1 April 2013 and replace it with locally determined schemes of council tax support. In doing so the Government reduced the funding available, to local councils to pay for this support, from 100% subsidy to a grant of only 90%. This grant has now been rolled into the main local authority funding and will therefore be further reduced for 2014/15 in line with the reduction applicable to each council.
- 2.2 The Local Government Finance Bill imposes a duty on billing authorities to make a scheme by **31 January each year** and to consult with major precepting authorities i.e. LCC/Fire and Police authorities and other persons likely to have an interest in the scheme if any significant changes are proposed.
- 2.3 The scheme adopted by this council matched the previous Council Tax Benefit scheme but with a 12% reduction in entitlement for those of working age. We consulted extensively on this scheme and it was broadly supported.
- 2.4 Late in the day transitional funding was made available by the Government, for one year only, for councils who limited the reduction in entitlement to 8.5% in 2013/14 and decided to accept this funding and limited the reduction to 8.5% but for 2013/14 only.

3 IMPLEMENTATION OF THE SCHEME

- 3.1 The first bills containing Local Council Tax Support were issued in March this year for the financial year 2013/14.
- 3.2 Current projections show that we will grant approximately £2.08m in Local Council Tax Support which is just over £100,000 less than was thought when initial estimates were made. The main reasons for this are the reduction in Council Tax as a result of Lancashire County Councils decision to reduce their share of the Council Tax bill by 2% for 2013/14 and also a reduction in overall claimant numbers.
- 3.3 The number of claimants at the time that the initial estimation of Local Council Tax Support expenditure took place was approximately 2,700 and it has now fallen to 2,600. However this is still significantly above the pre-recession level of 2,300 in April 2008.

- 3.4 Of the expenditure £1.25m is accounted for by claimants of pension age and £0.83m relates to claimants of working age. Therefore the 8.5% reduction in entitlement for claimants of working age equates to £76,000. The increase in the reduction that will apply from 2014/15 to 12% will increase this amount to £109,000 i.e. an additional £31,000.
- 3.5 Our experiences so far have shown that this debt is much harder to collect than other Council Tax liability and we have seen a significant increase in the number of reminders issued and subsequently the number of Council Tax payers that we have had to take recovery action against. However given the sensible approach that was decided by this committee to limit the reduction to reasonable levels I am confident that we will be able to continue to collect the sums due at almost the same rates as other Council Tax.

4 MINOR CHANGES TO OUR SCHEME

- 4.1 During the last 12 months there have been a number of changes to supporting legislation which means we need to update our scheme. These changes will not have a material impact on the amount of Local Council Tax Support awarded.
- 4.2 As stated above our Local Council Tax Support scheme is based, in a large part, on the previous Council Tax Benefit scheme. As such it remains a means tested benefit in all but name.
- 4.3 All other means tested benefits involve an income assessment which is then compared to the basic living needs of the claimant as calculated by reference to a complicated set of applicable amounts and premiums etc.
- 4.4 The Government recognises the need to maintain and uprate the income disregards, non-dependent deductions, applicable amounts and premiums for pensioner cases and have therefore instructed local authorities to increase these in line with other social security benefits for 2014/15
- 4.5 However as each council has its own scheme for working age claimants it is no longer compulsory for this uprating to apply to cases of working age. It is therefore up to each local authority to determine how to treat this issue in their scheme.

5 DECIDING ON OUR SCHEME

- 5.1 Members need to make a final decision on our scheme for 2014/15 in order to make a recommendation to Full Council on 10 December 2013.
- 5.2 Given the experience that we have had in implementing the scheme this year and the changes to funding occurring in 2014/15 it is sensible that **we continue with our scheme based on the previous Council Tax Benefit scheme with a 12% reduction in support as you approved in December 2012.**
- 5.3 However in order to ensure that our scheme continues to mirror the Housing Benefit scheme, and the scheme applicable to pensioners, **it is necessary to uprate it in the same way as those schemes.**

6 RECOMMEND THAT COMMITTEE

- 6.1 Recommend to Full Council the approval of our local council tax support scheme for 2014/15 as set out in the report.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF62-13/ME/AC
4 November 2013

A full copy of our scheme can be found at

http://www.ribblevalley.gov.uk/downloads/file/8646/ribble_valley_council_tax_support_scheme

For further background information please ask for Mark Edmondson

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 12 NOVEMBER 2013
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2014.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2014/15 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2014 and would operate for the duration of the 2014/15 financial year.
- 2.3 The council's latest budget forecast allows for a 2.75% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2014/15 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2013, a report was taken to Budget Working Group on the review of the council's fees and charges for 2014/15.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2014/15 by 2.75%, allowing for roundings to the nearest 5p which may result in higher increases.

4 REVIEW OF THE FEES AND CHARGES

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

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2014 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2013/14
- an estimate of the level of 2013/14 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2014
- an indication of the potential income that may be achieved in 2014/15, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2013/14 to 2014/15
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

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

4.4 Work is still underway on forecasting income budget levels for 2014/15 and such budget proposals will be reported back to this committee in January 2014 for approval.

5 CONCLUSION

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

6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2014.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF53-13/TH/AC
18 October 2013

BACKGROUND PAPERS: None

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

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Personal Search	LANDC/8408z	Non Vatable	17 August 2010	No Charge	0	No Charge	0	0.00%
Search Certificate	LANDC/8408z	Non Vatable	01 April 2013	18.40	9,120	18.90	9,370	2.72%
Part I Enquiries	LANDC/8408z	Non Vatable	01 April 2013	97.75	47,150	100.45	48,450	2.76%
Part II Enquiries	LANDC/8408z	Non Vatable	01 April 2013	13.15	5,280	13.50	5,420	2.66%
Part II (Question 22)	LANDC/8408z	Non Vatable	01 April 2013	22.10	2,620	22.70	2,690	2.71%
Express Service	LANDC/8408z	Non Vatable	01 April 2013	152.40	1,020	156.60	1,050	2.76%

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	01 April 2011	60.00	80,200	60.00	80,200	0.00%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
COMMITTEE ROOMS 1 AND 2									
Charity or Recognised Community Organisation	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	31.80	180	32.65	180	2.67%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	45.10	1,120	46.35	1,150	2.77%
Commercial Organisations	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	63.00	0	64.75	0	2.78%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	89.20	0	91.65	0	2.75%
COUNCIL CHAMBER									
Charity or Recognised Community Organisation	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	70.70	2,390	72.65	2,460	2.76%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	105.10	470	108.00	480	2.76%
Commercial Organisations	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	142.00	0	145.90	0	2.75%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	210.10	710	215.90	730	2.76%
FOYER AREA ONLY									
Charity or Recognised Community Organisation	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	18.50	100	19.00	100	2.70%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	26.70	0	27.45	0	2.81%
Commercial Organisations	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	36.90	0	37.90	0	2.71%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	52.80	0	54.25	0	2.75%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

MEALS ON WHEELS - Various	Detail Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Meals on Wheels charge per meal	8203m	Non Vatable	01 April 2005	1.50	7,870	1.50	7,870	0.00%

Photocopying - Corporate Charges	Detail Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £	
Photocopying *These charges can only be based on actual costs	- A4 First Page	8227n	VAT Inclusive	01 April 2012	0.20	1,130	870	0.20	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01 April 2012	0.20			0.20	0.00%
	- A1 Plan	8227n	VAT Inclusive	01 April 2012	10.50			8.00	*-23.81%
	- AO Plan	8227n	VAT Inclusive	01 April 2012	10.50			8.20	*-21.90%
	- A3 Copies	8227n	VAT Inclusive	01 April 2012	2.00			0.65	*-67.50%
	- A2 Copies	8227n	VAT Inclusive	New Charge	0.00			8.00	New Charge

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7

meeting date: 12 NOVEMBER 2013
title: GRANTS TO VOLUNTARY ORGANISATIONS
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To ask committee to ratify the payment of grants to the Little Green Bus and to the Clitheroe Community Bonfire.

2 BACKGROUND

- 2.1 On 27 March 2012 this committee considered the voluntary grant applications received for 2012/13 and the recommendations made by the sub-group of this committee on the allocation of funds. At this time the decision on the Little Green bus funding was deferred, pending further information on its current financial situation.
- 2.2 In June 2012 part of the grant funding was released for the Little Green Bus volunteer car scheme, however a balance remained for the purchase of a replacement minibus. These funds were set aside at the 31 March 2013 in an earmarked reserve for future use.
- 2.3 A grant request has also recently been received from the Clitheroe Community Bonfire event, requesting grant funding towards fireworks at the event.

3 GRANTS PAID

Little Green Bus

- 3.1 Following the recent purchase of a replacement minibus by the Little Green Bus, a request was made for the release of the grant funding set aside for this purpose.
- 3.2 Voluntary Organisation Grant scheme monies of £3,700 have been released, together with a Local Strategic Partnership grant allocation of £2,500, giving a total grant payment made of £6,200. These amounts have previously been approved but were held until the purchase had been made.

Clitheroe Community Bonfire (through the Rotary Club of Clitheroe)

- 3.3 Following the loss of other sponsorship for the provision of fireworks at the Clitheroe Community Bonfire, a request was recently received for sponsorship of £500 towards the fireworks at this year's event (Annex 1).
- 3.4 Due to the timing of the request, the event and the next meeting of Policy and Finance committee, the request was put before the chairman and vice-chairman of this committee.
- 3.5 The chairman and vice-chairman approved the sponsorship request and a payment of £500 has been made to the Clitheroe Community Bonfire (through the Rotary Club of Clitheroe).

3.6 Payment of this grant has been made from the unallocated balance that was available on the Voluntary Organisation Grant scheme budget.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – two grant payments have been made totalling £6,700 from existing resources.
- Technical, Environmental and Legal – no implications identified
- Political – no implications identified
- Reputation – these grant payments go towards supporting a valued community event and service
- Equality & Diversity – Equal access to services by all.

5 RECOMMENDED THAT COMMITTEE

5.1 Ratify the payment of grants to the Little Green Bus and to the Clitheroe Community Bonfire.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF56-13/LO/AC
31 October 2013

For further information please ask for Lawson Oddie, extension 4541

BACKGROUND PAPERS - None

Clitheroe Community Bonfire

Dear Marshall,

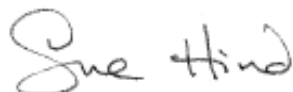
I write on behalf of the Clitheroe Community Bonfire Committee. We were all concerned & disappointed to learn recently that the sponsorship that enabled us to purchase the Fireworks has unfortunately come to an end. You might know that the generosity of Castle Cement in past years has meant that the combined Service organisations in Clitheroe, namely the Rotary Clubs of Clitheroe, Ribblesdale and Pendle View, Clitheroe Round Table and the Clitheroe Lions have been able to raise tens of thousands of pounds for local charities from donations given on the night by members of the public. We are of course very grateful to Castle Cement's welcome support for the purchase of the Fireworks in the past.

Without their sponsorship however and with reduced numbers attending by ticket only on Saturday 2nd November we are worried that the fund raising element will disappear and that local charities will miss out.

With the recession still biting the marketing budget of many companies must be vastly reduced so we are asking for a fraction of the total cost of the Fireworks from a number of local businesses who are community-minded. The generosity of those Companies who become involved in sponsoring the Fireworks this year will be acknowledged in Press Releases, on the night by our local Town Crier Roland Hailwood and by a large banner advertising your Company on the Castle field should you so wish.

We therefore ask please for a £500 cheque (to be made out to the Rotary Club of Clitheroe) to enable the Fireworks to be paid for by sponsorship and thank you in anticipation for your kindness,

Yours sincerely



On behalf of the Chairman Bill Barker and Committee Members

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 12 NOVEMBER 2013
title: FINANCIAL REGULATIONS
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

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

2 BACKGROUND

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

3 INFORMATION

- 3.1 Attached is a revised set of financial regulations covering all aspects of the Council's financial arrangements and activities. They apply to every member and officer of the Council and anyone acting on the Council's behalf.
- 3.2 There has been just one change, in the section on Budgetary control, clarifying that:
'Virements from direct employee cost budgets will not normally be approved, and virements from income budgets will only be considered if the full year budget has already been achieved.'
- 3.3 These financial regulations form part of the Council's Constitution and as a consequence will require the additional approval of Full Council.

4 RISK ASSESSMENT

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

5 RECOMMENDED THAT COMMITTEE

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

HEAD OF FINANCIAL SERVICES

PF55-13/LO/AC

31 October 2013

DIRECTOR OF RESOURCES

BACKGROUND WORKING PAPERS:

For further information please ask for Lawson Oddie, extension 4541

Financial Regulations

DRAFT

November 2013



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

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

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

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

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

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

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

RIBBLE VALLEY BOROUGH COUNCIL FINANCIAL REGULATIONS

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Section 1: General

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

(1) Application of Financial Regulations

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

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

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

(2) General responsibility

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

(3) Compliance

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

(4) Review

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

Section 2: Internal Controls

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

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

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

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

Section 3: Accounting

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

Section 4: Revenue Budget

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

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

Section 5: Capital Programme

WHY ARE THESE REGULATIONS IMPORTANT?

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

- (3) The Director of Resources shall:
- (i) prepare current estimates of resources available to finance capital expenditure in the current year and over at least the following two financial years
 - (ii) prepare a capital programme for approval annually by the Policy and Finance Committee and Full Council based on the current Council's Corporate Strategy, and other relevant corporate plans and strategies.
- (4) Directors shall:
- (i) submit to the Director of Resources upon request estimates of the cost of capital spending proposals and the estimated amount and timing of any capital receipts, commuted sums and other contributions receivable
 - (ii) ensure that the estimates submitted are prepared having regard to the Council's Corporate Strategy and other corporate aims and objectives described in 3(ii)
 - (iii) provide any other information the Director of Resources may require for the review, monitoring or control of the capital programme.
- (5) In working up any capital scheme, Directors shall have regard to the risk of triggering clawback or breaching restrictive covenants or other contractual conditions in relation to land or otherwise.
- (6) The inclusion of a capital scheme within an approved capital programme shall confer authority to spend, including expenditure which may fall in a subsequent financial year, subject to:
- (i) the provisions of the Council's Contract Procedure Rules

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

Section 6: Budgetary Control

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

(1) Overall responsibility for budgetary control

The Director of Resources is responsible:

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

(2) Responsibility for control of individual budgets

Directors are responsible:

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

Directors:

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

(3) Variances from budget

The Director of Resources is responsible

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

(4) Virements between budgets

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

Revenue Budgets

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

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

Capital Budgets

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

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

[Virements from direct employee cost budgets will not normally be approved, and virements from income budgets will only be considered if the full year budget has already been achieved.](#)

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

(5) Supplementary estimates

(i) Revenue expenditure

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

(ii) Capital expenditure

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

(iii) Partnership Expenditure and External Funding

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

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

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

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

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

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

(7) Delegation

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

(8) Other matters affecting budgets

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

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

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

(1) Placing Orders for Works, Supplies and Services

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

(2) Other contract terms

Directors shall:

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

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

(3) Receipt of Works, Supplies and Services

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

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

(4) Payment for Works, Supplies and Services

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

(5) Delegation

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

(6) General

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

Section 8: Work carried out for others

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

Section 9: External funding and partnership arrangements

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

(1) Bidding for external funding

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

(2) Setting up partnerships

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

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

(3) Working with partners

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

(4) Delegation

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

Section 10: Income

WHY ARE THESE REGULATIONS IMPORTANT?

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

(1) General

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

(2) Prompt identification of sums due to the Council

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

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

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

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

(4) Collection and receipting of all income

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

(5) Control of Tickets and Receipts

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

(6) Banking of income

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

(7) Reconciliation of income

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

(8) Debt recovery

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

(9) Writing off sums due

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

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

(10) Reviews of fees and charges

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

(11) Segregation of duties

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

Section 11: Value Added Tax

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

Examples of activity with potential VAT implications

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

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

Section 12: Banking and Cheques

WHY ARE THESE REGULATIONS IMPORTANT?

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

(1) Operation of bank accounts

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

(2) Authorisation of signatories

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

(3) Payments from Council bank accounts

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

(4) Custody of cheques

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

(5) Banking of income

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

(6) Reconciliation

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

Section 13: Security and Inventories

WHY ARE THESE REGULATIONS IMPORTANT?

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

1) Proper use of the Council's resources

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

2) Asset register

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

3) Inventories

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

4) Security

Directors shall make proper arrangements for:

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

Section 14: Stocks and Stores

WHY ARE THESE REGULATIONS IMPORTANT?

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

(1) Receipt, Control and Custody

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

(2) Stocks and Stores Records

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

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

(3) Maintenance of stocks

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

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

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

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

(5) Delegation

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

Section 15: Computer Systems

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

Section 16: Insurances

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

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

Section 17: Risk Management

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

Section 18: Internal Audit

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

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

Section 19: External Audit and Inspection

WHY ARE THESE REGULATIONS IMPORTANT?

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

In fulfilling their responsibilities the external auditor works to a set code of audit practice.

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

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

Section 20: Treasury Management and Leasing

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

(1) General

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

(2) Treasury Management

The Director of Resources shall:

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

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

(3) Leasing and Similar Arrangements

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

(4) Delegation

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

Section 21: Pay and Conditions of Employment

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

(1) General

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

(2) Deductions from Pay

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

(3) Terms of employment

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

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

(4) Provision of Information

Directors shall provide to the Director of Resources:

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

(5) Members' Allowances

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

(6) Delegation

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

Section 22: Reports to Members

WHY ARE THESE REGULATIONS IMPORTANT?

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

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

Examples of proposals with potential financial implications

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

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

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

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

- *Any action that would affect the market value of a Council asset, for example:*
 - *a reduction in the maintenance level of an asset leading to a lower asset value*
- *Any action likely to increase the Council's insurance costs, for example:*
 - *the use of a Council asset for what is perceived to be a higher risk purpose*
 - *a worsening claims record*

Glossary

Asset register

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

Budget

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

Budget Book

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

Budgetary control

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

Budget provision

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

Capital contributions

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

Capital expenditure

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

Capital programme

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

Capital receipts

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

Capital resources

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

CIPFA

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

Codes of conduct

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

Codes of practice

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

Collection Fund

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

Computer systems

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

Contingency provisions

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

Contract Procedure Rules

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

Corporate governance

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

Corporate Strategy

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

Council Tax

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

Council Tax base

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

Creditors

A person or body to whom the Council owes money.

Debtor

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

Earmarked Reserves

See "Reserves"

Estimates

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

External Audit

An independent examination of the activities and accounts of local authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Fees and charges

Charges made to the public for Council services and facilities.

Financial Regulations

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

Financial year

The period of twelve months commencing on 1 April.

Forward financial forecast

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

General Fund

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

Internal audit

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

Inventory

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

Investment Strategy

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

Leasing

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

Members' Allowances

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

Precept

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

Prudential Indicators

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

Reserves

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

Revenue

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

Risk

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

Risk management

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

Risk Management Policy and Strategy

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

Statement of Accounts

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

Supplementary estimate

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

Treasury Management

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

Treasury Management Policy Statement

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

Treasury Management Strategy

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

Virement

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

Write off

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 12 NOVEMBER 2013
title: MONITORING REPORT ON VILLAGE AMENITY GRANTS
submitted by: CHIEF EXECUTIVE
principal author: MELISSA THORPE, REGENERATION PROJECTS OFFICER

1 PURPOSE

1.1 This report provides committee with a progress report on the projects approved through the village amenities grant schemes to allow further consideration of any under spend that may occur.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - The grant programme supports a broad range of community objectives set out in the community strategy.
- Corporate Priorities - This grant programme supports the Council's priorities to sustain a strong and prosperous Ribble Valley, to help make peoples lives safer and healthier and to protect and enhance the existing environmental quality of the area.
- Other Considerations – None.

2 BACKGROUND

2.1 A report was taken to committee on 25 September 2012 to provide information on the allocation of village amenities grants made available through the Council Tax income on Second Homes/Performance Reward Grant Monies. 21 applications were approved which totalled £108,724.

2.2 On 26 March 2013 members received an update on the progress of these projects and agreed that where projects were making progress but were likely to complete beyond April 2013, an additional 6-month period in which to claim their grant funding would be applied. A new deadline of 31 October 2013 was therefore applied to all projects and all projects received confirmation of this new deadline date.

3 ISSUES

3.1 Details of progress of individual projects are contained in Appendix 1. To date of the £108,724 offered to projects through this grant scheme, £97,622 has been claimed leaving an under spend of £11,102.

3.2 Issues have arisen with one of the large capital projects at Queen Elizabeth II playing Fields.

3.3 Queen Elizabeth II playing field charitable trust was approved a grant of £10,000 towards the cost of a new MUGA, Youth Shelter & Green Gym at Queen Elizabeth II playing fields in Whalley.

- 3.4 The trust are currently in the process of completing an application to become Entrust registered which will enable them to draw down the necessary match funding to enable the project to proceed. This has delayed the project start date.
- 3.5 Underspend has also occurred in projects at Dinckley and at Bolton by Bowland Village Hall. Bolton by Bowland Village Hall completed their works for less than anticipated so we expect no further claims from this project.
- 3.6 Dinckley Parish Meeting have submitted an invoice for part of their project and despite several requests for further information we have been unable to obtain further information on whether this is the total amount being claimed or if there is a further claim to be submitted. All projects were informed of the deadline of the 31 October and were asked to write to us before this to request an extension if required.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Funding for the award of the grants is in place. There is an ongoing staff resource needed to ensure proper use of the grant scheme.
 - Technical, Environmental and Legal – Issues depend on the particular nature of the grant.
 - Political – No implications identified.
 - Reputation – No implications identified.
 - Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Confirm that the large capital project of Queen Elizabeth II playing fields charitable trust be given an additional 5 month period beyond October 2013 in which to claim their grant funding due to the size of the project and its significance to Whalley.
- 5.2 Apart from the project referred to in 5.1 above agree that any funding unclaimed by 31 October 2013 will no longer be eligible for payment.

MELISSA THORPE
REGENERATION PROJECTS OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF:MT/121113/P/7F/EL

Village Amenities Grant

APPENDIX 1

Applicant Number	Name of Group/Project	Description of Project	Anticipated end date	Amount originally offered	Final grant received to date/Part payment made	Underspend	Reason for project delay
1	Bashall Eaves Village Hall	Installation of a new door, storage cupboard and internal works to the hall	COMPLETE	£5,600	£5,600.00	£0.00	COMPLETE
2	Balderstone Church and Primary School	Provision of a community car park at St Leonards Church, Balderstone	COMPLETE	£2,500	£2,500.00	£0.00	COMPLETE
3	Dinckley Parish Meeting	Planting of a wood and provision of benches at Dinckley Bridge	COMPLETE	£1,000	£600.00	£400.00	COMPLETE
4	Knowle Green Village Hall	Upgrade of the sound system at Knowle Green Village Hall	COMPLETE	£500	£498.00	£2.00	COMPLETE
5	Grindleton Pavilion	Development of second phase of the Grindleton Pavilion project	COMPLETE	£10,000	£10,000.00	£0.00	COMPLETE
6	Dunsop Bridge Village Hall	Replacement of Kitchen at Dunsop Bridge Village Hall	COMPLETE	£7,234	£7,234.00	£0.00	COMPLETE
7	Slaidburn Village Hall	Purchase of new projector	COMPLETE	£500	£500.00	£0.00	COMPLETE
8	Read United Reformed Church	Replacement Lighting	COMPLETE	£1,900	£1,900.00	£0.00	COMPLETE
9	Wilpshire Methodist Church	Replacement Insulation	COMPLETE	£5,000	£5,000.00	£0.00	COMPLETE
10	Salesbury Memorial Hall	Feasibility Study/structural and condition survey	COMPLETE	£500	£500.00	£0.00	COMPLETE
11	Bolton by Bowland Village Hall	Restoration of Kirk Beck Wall	COMPLETE	£7,500	£6,800.00	£700.00	COMPLETE

12	Gisburn Festival Hall	Insulation and refurbishment of the hall	COMPLETE	£10,000	£10,000.00	£0.00	COMPLETE
13	Newton in Bowland Village Hall	Energy improvements to the village hall	COMPLETE	£10,000	£10,000.00	£0.00	COMPLETE
14	Little Green Bus Company	Purchase of a new bus	COMPLETE	£2,500	£2,500.00	£0.00	COMPLETE
15	Queen Elizabeth II Playing Fields	Provision of MUGA, youth Shelter & Green Gym	Oct-13	£10,000	£0.00	£10,000.00	Complex project awaiting details of match funding.
16	Ribchester Playing Fields Trust	Replacement of timber stanchions to support the children play area	COMPLETE	£5,000	£5,000.00	£0.00	COMPLETE
17	St Johns Church Read	Purchase and fitting of a new sound system	COMPLETE	£4,990	£4,990.00	£0.00	COMPLETE
18	Ribchester Village Hall	New toilet facilities and kitchen in Ribchester Parochial Hall	Jul-13	£10,000	£10,000.00	£0.00	COMPLETE
19	Longridge Social Enterprise Company	Refurbishment of toilets	COMPLETE	£2,500	£2,500.00	£0.00	COMPLETE
20	Chipping First Responders	Purchase of community defibrillator	COMPLETE	£1,500	£1,500.00	£0.00	COMPLETE
21	Pendleton Village Hall	Roofing Project	COMPLETE	£10,000	£10,000.00	£0.00	COMPLETE

Total

£108,724

£97,622.00

£11,102.00

Payment complete

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 12 NOVEMBER 2013
title: STRATEGIC PARTNERSHIP – COMMUNITY STRATEGY
submitted by: CHIEF EXECUTIVE
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To consider the need to prepare a refresh of the Community Strategy and delivering Partnership Priorities.

1.2 Relevance to the Council's ambitions and priorities

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

2 BACKGROUND

2.1 The Local Strategic Partnership for Ribble Valley was formed in 2002 and developed its first community plan that year. A new Sustainable Community Strategy was developed through 2007 and published in December 2007. The Partnership Board underwent a restructuring in 2008 to ensure that it was fit for purpose to deliver the objectives of the SCS. The Strategic Partnership Board was stood down in the summer of 2012 and its functions absorbed into Council activities. The Partnership Officer role has continued to deliver against the SCS with work now delivered by two officers on a job share basis. The current SCS runs to 2013 and consideration needs to be given to a mechanism to identify and provide a clear focus to partnership working going forward to reflect Council and Community priorities.

3 REVIEW OF COMMUNITY STRATEGY ACTIVITIES

3.1 Attached to this report at Appendix 1 is a summary review of the current position of activities in the adopted SCS. The summary identifies the key themes against which actions and priorities have been taken forward. The report also identifies areas where it is considered there is a need or opportunity to carry forward important areas of Partnership work in the Borough.

3.2 As members will recall, significant funding was generated through the County Wide Partnership enabling Performance Reward Grant monies to be drawn down and the availability of 2nd homes Council tax income both of which were directed towards activities to deliver the Community Strategy. A separate report on the agenda for this meeting provides a current position statement with regard to the Partnership budget.

- .3 Appendix 2 of this report provides a review of delivery against the agreed themes and objectives that were to be addressed. The tables set out in the appendix apply a traffic light system to show where strategic objectives and outcomes have been met (Green) or have made good progress, are ongoing or need some additional work to be successfully delivered (Amber). A small number of outcomes – 3 indicate as red, either as a result of other priorities of the lead organisation, funding choices or changed circumstances. Given that in all there are some 65 outcomes identified with only 3 showing as red this demonstrates a high level of success in delivering against the Community Strategy.
- 3.4 Within the review documents it is clear that areas of work remain that should continue to be the basis of partnership activities and be developed to support the aims and objectives of the Council and the local community. Work is currently being undertaken to put in place the Ribble Valley Forum as previously agreed by this committee to help develop priorities for the Council's activities and those of its partner organisations.
- 3.5 It is proposed that there is a need to prepare a more concise and focused Community Strategy that will identify key areas of work for the Council and will help inform activities of our partner organisations to support our communities. This work would also help identify priorities for key projects to be delivered.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – Resources for the work are contained within existing budgets.
 - Technical, Environmental and Legal – No implications identified.
 - Political – Partnership working is a key component of delivering a wide range of community aspirations.
 - Reputation – Partnership working interfaces with a wide range of local groups, public bodies and other organisations. The success of the Council's partnering enhances the Council's reputation.
 - Equality & Diversity – The proposals would include measures to promote equality and diversity.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Support the preparation of a revised, focused Community Strategy.

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

MARSHAL SCOTT
CHIEF EXECUTIVE

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

APPENDIX 1

Summary Review Ribble Valley Sustainable Community Strategy 2008-2013

Introduction

Ribble Valley had produced two previous Community Strategies which covered the period 2002-2007. Both of these documents were compiled after extensive community engagement and reflected the issues that the people of the borough felt were important to them at the time.

The Sustainable Community Strategy for 2008-2013 led on from that work, and provided a vision for the Borough and key objectives across a range of topic areas. Action plans clearly detailing a shared commitment from partners to address issues of concern to the community were prepared alongside the Strategy. These were refreshed through the Ribble Valley Strategic Partnership and discussed and ratified annually by the Borough Council's Policy and Finance Committee.

The life span of the Strategy is now coming to an end and with the disbandment of the Strategic Partnership, it is perhaps a suitable time to review the outcomes of the plans contained within the Strategy with the purpose of establishing on-going priorities for partnership working.

The stated **Purpose** of the Sustainable Community Strategy was to:

1. Support our Communities in articulating their hopes, needs and priorities
2. Co-ordinate the actions of all public, private, voluntary and community organisations operating locally
3. Focus and shape existing and future activity of those organisations to meet community needs and aspirations
4. Contribute to local and wider sustainable development
5. Give clear prioritised targets for Ribble Valley Strategic Partnership members to achieve
6. Create a working document directing service and budget planning of partner organisations
7. Help the Council prepare its core strategy
8. Emphasise those priorities and actions that rely on efficient partnership working for their achievement

The Vision

The Vision for Ribble Valley is based on the challenges and opportunities that have been expressed by partners in the community.

The Vision is stated as:

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

Major Issues for Ribble Valley

This document is a review of the actions imbedded in the Action Plan that arose out of the Sustainable Community Strategy 2008-2013. The plan was reviewed annually and co-ordinated through the Strategic Partnership and the major issues resolved and on going are listed below in the form of a narrative and in more detail on the original matrix established for the Action Plans.

Housing

- Affordable Housing is a major issue for the District and the provision of more affordable housing is an important priority for the Borough Council.
- There is also a hidden homeless problem particularly amongst young people within the district.
- There will be a huge challenge posed by the increasing need to find ways of providing for the projected growth in those over 80 within the district.
- Housing conditions must also be improved within the most disadvantaged areas, with special focus on ensuring that all social housing meets the decent homes standard and attempts be made to overcome the high level of fuel poverty in Ribble Valley .

Next Steps:

Progress has been made in producing a strategy, which will effectively provide decent and appropriate accommodation for local older people.

A plan to deliver affordable homes and control on the development of housing in the district remains a priority.

The main remaining issue is a lack of suitable housing for residents to down scale to in the villages and the incentive to do so.

Facilities

- Rural Isolation impacts upon many of the issues highlighted within the Strategy and the provision of and access to facilities and services, for young and old alike, remains a priority.
- New initiatives that will result in increased outreach to the villages are needed.
- Cost effective office space continues to be an issue with sustainable costs proving a challenge. RVBC could play a supporting role through provision of space or shared working.
- There are many volunteers working in Ribble Valley, often in an informal way, and whilst there is no central "recruiting" of these, each group in the district seems to do particularly well in attracting the help they need.
- The Play Alliance still has the potential to be a vehicle that could collectively improve the sustainability and maintenance of existing play provision.

Next Steps:

There is an opportunity to formalise community aspirations and find a way of informing Parish Councils and other partners to bring the social capital of Ribble Valley communities.

Education and the Economy

- Whilst the education resources and results in the Ribble Valley Schools are excellent and a high proportion of students move on to further education, there is a lack of vocational training provision for 16-19 year olds. This is still to be addressed.

- Other elements of the strategy which included improving the transition from primary to secondary schools and the formation of a Children's Trust are now well established.
- Opportunities must still be available for businesses to develop in the area, through continued business support and the encouragement of entrepreneurship and enterprise in the district.
- The existence of a successful culture of social enterprise in Ribble Valley will also lead to further opportunities which may in turn support the sustainability of the communities.

Next Steps:

With 80% of Ribble Valley 16 year olds having to go outside the borough for their further education it is vital that smaller innovatory pilot schemes be developed for vocational learning and the development of employment opportunities in the district.

Health and Older People

- There is now a need to align the priorities between the Ribblesdale Locality of the East Lancs CCG, other neighbouring and overlapping CCG groups of GPs and the reformed Public Health Grouping under the County Authority. These priorities will hopefully be relevant to the specific needs of Ribble Valley residents.
- At present just under half of the Ribble Valley population is fifty years old or over. This is the third highest level in the County and one in three of those have a long term limiting illness which in turn will put a high demand on services. The higher life expectancy in our locality and the higher than average growth in population for the area predicts that in 2025 the population in Ribble Valley of an age above 50 will be significantly higher than neighbouring areas and above the national average. These issues will place a high potential demand on local services and could result in increased social exclusion. It is vital that the quality of life is maintained for our residents as they get older and the level of support for older people to remain in their own homes and community must be extended.
- The older population will play a key role in establishing a sustainable community in the Ribble Valley and we need to facilitate this by empowering older people to live their lives how they choose. Fully involving local older people in decision making, service provision and strategic planning will ensure that the contribution to local communities by older people is recognised valued and fully utilised.

Next Steps:

The Healthy Valley project has improved the accessibility older and disadvantaged people have to local services through the use of village halls and the mobile resource (STAN). This needs further significant partnership working to achieve demonstrable improvements in service delivery. The longer-term future around funding essential refurbishments to community centres and indeed the continued support of the mobile resource has still to be determined.

There is potential to achieve an increase in benefit take up by local older people through initiating a multi-agency project aimed at providing more information, support and advice to those residents not claiming their full benefit entitlement.

There remains a need to undertake a mapping exercise to find areas and gaps in provision to ensure that older people and their carers, along with residents who have long-term medical conditions, receive appropriate support as in other neighbouring districts

RIBBLE VALLEY SUSTAINABLE COMMUNITY STRATEGY - 2008-2013

The following Strategic Objectives lie in the SCS

People - Welcoming Ribble Valley

RVBC can build on the Parish Council and social capital infrastructure by incorporating the parish councils into a new partnership and developing the opportunities for those residents involved in running village halls, local community and faith groups and those organising events in their village to join them and become more involved with the setting of priorities and planning for their neighbourhoods.

This will be achieved by funding more village amenities improvements schemes, setting up and facilitating a broad community partnership, putting the Parish Council and elected Borough Councillors at the centre of the activities, and providing resources and support for the voluntary and faith sector in Ribble Valley.

Resulting in:

- Introduction of new mechanisms to strengthen local democracy and allow people to have a greater say in local decision making
- Strengthening of support for the Voluntary, Community and Faith Sectors

People - Safety and Well Being in the Ribble Valley

RVBC is a significant partner in the Community Safety Partnership which has been a successful vehicle for joint working with many projects.

There is limited partnership funding available this year which enables the the partnership to continue and the Council lead on projects aimed at:

- Maintaining low levels of crime in the district
- Improving awareness and education around road safety issues
- Reducing the incidence and impact of alcohol abuse amongst young people

People - Health Improvement for Ribble Valley Residents

RVBC is a member of the Ribblesdale Locality steering group of the East Lancashire Central Commissioning Group (CCG) and leads the district Health and Wellbeing Partnership made up of members of the CCG, Public Health, Social Services, County and Borough councillors and Health Service providers.

The launch of the Ribble Valley Year of Health & Wellbeing will provide a focus on three outcomes:

- Work to establish a dementia friendly community
- Promote healthier individual lifestyles
- Develop affordable warmth and healthy homes

This in turn will help achieve the objectives of:

- Increasing participation in at least thirty minutes of moderate activity each week
- Improving the health and well being of older people
- Improving accessibility and service delivery to address rural isolation and rural mental health issues
- Reducing alcohol and substance misuse and tobacco use
- Particularly monitoring the health of children and younger persons.

People - Older People and an Ageing Population

The consultative partner in this area is the Ribble Valley Seniors Forum which has limited connections with RVBC. Some work is done through the council supporting luncheon clubs, working with health partners on long term conditions and empowering communities to find resources and promote local activities to overcome rural isolation.

The plan is to:

- Ensure that the older people of the Ribble Valley are materially and financially secure
- Enable older people to access mainstream services
- Help older people make a positive contribution to the community
- Support the older people and their carers and keep them safe

People - Children and Younger Persons in the Ribble Valley

RVBC is a lead partner and co-ordinator for the Ribble Valley Children's Trust and the local Working Together With Families project. These are well established and funded both with administration costs and project budgets from Lancs County Council. The partnerships are strong, mature and inclusive. The Trust continues to:

- Develop out of school support across local communities, which provide a safe environment for children, young people and their families
- Support Children's Centres
- Increase the opportunities for children and young people to volunteer and be engaged in the planning, delivery and evaluation of services provided for them
- Create a partnership of relevant organisations to address the issues contained within 'Every Child Matters' for the Ribble Valley.

People - Cultural Alliances in the Ribble Valley

This area is now almost exclusively led by RVBC with a limited amount of formal partnership working and as a consequence is limited by the resources and time available. The Sport and Physical Activity Alliance (SPAA) meets whenever possible to help:

- Establish a sports infrastructure and identify opportunities for projects that will raise physical activity
- Increase participation amongst young people, older people, women and girls, disabled people, low income groups and ethnic minorities

and the Arts Alliance (hardly meeting now) was set up to:

- Develop opportunities for the growth of arts opportunities in Ribble Valley

Place – Ribble Valley Housing

Again, the Housing Forum only meets annually and is led by RVBC. Informal partnership working is a strong feature that continues to monitor:

- The amount of affordable decent housing brought on stream
- Promote energy efficiency across the private sector
- Ensure that supported housing is available for vulnerable households

Place - Ribble Valley Environmental Issues

The environment theme group no longer meet but an informal partnership arrangement exists which remains a strong network that continues to achieve many of the detailed environmental outcomes, as below:

- Improve access to the country side through footpaths, bridleways and organised walking, horse riding and mountain biking
- Increase the opportunities for public transport through the communities and parishes
- Promote waste reduction and recycling
- Work with the private sector to evaluate schemes that result in positive changes in energy use and pollution minimisation
- Encourage the promotion and protection of Industrial Archaeology and Historical sites

Prosperity - Prosperous Ribble Valley

The economic group evolved into Breakfast Meetings and revitalised Town Teams and vibrant Chambers of Trade and Commerce in Ribble Valley. RVBC is the lead partner in this, as resources allow, and continue to support the particular outcomes below:

- Ensure that there is a supply of suitable employment sites
- Co-ordinate, innovate and diversify our tourism industry building on our strengths and developing new initiatives
- Foster and support social enterprises and community businesses
- Support the regeneration of Longridge, Whalley and Clitheroe
- Improve access to rural transport services and continuously work towards increasing the amount of public transport available.

PEOPLE

Welcoming Ribble Valley (People and Communities)

Key Results:

- The number of people who feel they can influence decisions made locally has increased from 30% to 38% (2012/13) during the life of this plan
- The number of people who agree that the local neighbourhood is a place where people from different backgrounds get on well together has fallen from 79% to 71% in the same period

Increased participation in communities

Strategic Objective	Outcomes	Lead Organisation
Strengthen local democracy and allow people to have a greater say in local decision making	The Rural Forum meets infrequently, but has at least been established. The voluntary sector, agencies and relevant community groups continue to engage on a regular basis to help inform local strategy, gather community opinion, initiate projects and communicate back to relevant strategic leads	RVBC/ Partnership Network <div style="background-color: #76b82a; color: white; padding: 5px; text-align: center;">Green</div>
Ensure that the concerns of all communities are recognised	Specific community partnerships in Clitheroe, Longridge and Whalley and in the majority of the villages have been supported on an informal basis in developing the “Healthy Valley” project. There is an opportunity to formalise community aspirations and find a way of informing Parish Councils or working with another partnership which brings together the community social capital of Ribble Valley.	 <div style="background-color: #fff9c4; padding: 5px; text-align: center;">Amber/ Needs new initiative</div>

<p>Strengthen support for the Voluntary, Community and Faith Sectors and encourage their work and promote volunteering</p>	<p>The Voluntary Sector in Ribble Valley has contracted with the significant reduction in available funding for offices and administration purposes, but nevertheless still has a presence in Ribble Valley.</p> <p>The sector could be supported by Ribble Valley Borough Council offering office space at sustainable rentals within the ground floor of the Council Offices.</p> <p>There are many volunteers working in Ribble Valley, often in an informal way, and whilst there is no central “recruiting” of these, each group in the district seems to do particularly well in attracting the help they need.</p>	<p>CVS/RVBC/ LCC/ Partnership Network</p> <p>Amber/ Needs new initiatives</p>
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Develop community cohesion in Ribble Valley

Strategic Objective	Outcomes	Lead Organisation
<p>Develop community cohesion</p>	<p>There have been a significant number of events organised through the partnership across the district which have covered an extensive range of subjects and attracted a wide diversity of delegates. More are planned as a matter of course in the coming years.</p> <p>Currently cohesion is being achieved through continued dialogue and development of community groups in villages and towns.</p>	<p>RVBC/ Partnership Network</p> <p>Green</p>

Safety and well being in the Ribble Valley

Key Results:

- Serious Acquisitive Crime Rate has risen by 21% over the last 4 years (315 to 380)
- Domestic violence related offences continued to increase
- However local indicators from the Place Survey such as those of residents feeling safer during the night has increased from 73% to 81% and other indicators show a significant decrease in perceived levels of anti social behaviour in Ribble Valley effectively reducing the fear of crime.

Reduce the number of crimes

Strategic Objective	Outcomes	Lead Organisation
Reduce and maintain low levels of crime	The strength and effectiveness of the Community Safety Partnership and its regular analysis of trends and robust performance management has resulted in the maintenance of extremely low level of crimes in Ribble Valley.	Police/ RVBC Green

Reduce the fear of Crime amongst all communities

Strategic Objective	Outcomes	Lead Organisation
Increase confidence and satisfaction levels in agencies tackling crime and disorder	Continued support for the Community Safety Partnership	Police/ RVBC Green

Impact of alcohol and substance misuse

Strategic Objective	Outcomes	Lead Organisation
Assess and co-ordinate resources to respond to alcohol and substance misuse in the community	<p>Successful series of initiatives through LDAAT and CANSAFE funding have created positive interventions.</p> <p>These are unlikely to continue without external funding.</p>	<p>LCC/Police/ PCT</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; width: fit-content;">Amber/ Sustain- ability Issues</div>

Reduce numbers of people killed or seriously injured in road traffic collisions

Strategic Objective	Outcomes	Lead Organisation
Reduce numbers of people killed and seriously injured on Ribble Valley Roads	<p>A Road Safety Forum has been established to initiate and monitor activities against priorities established by the partnership of relevant agencies in the district. This has resulted in the continued education of road users in particular 16-19 year olds, increased enforcement at known accident sites and engineering solutions to stretches of the A59 and A682 where possible.</p>	<p>LCC/Police/ RVBC</p> <div style="border: 1px solid black; background-color: #c6e0b4; padding: 5px; width: fit-content;">Green</div>

Health Improvement for all Ribble Valley Residents

Key Results:

- There are not many significant health improvement results from the Ribble Valley health profile to report over the period of the Plan.
- For example, the trend of increase in the number of alcohol related hospital admission rates has not been reduced. There were 1269 incidents in 2008 and this is now 1686 in 2012
- The number of adults and young people participating in sport and physical activity has in fact decreased from 24.3% currently to 22.6% over the last three years
- The proportion of adult smoking rates has reduced, however, from 15.9% to 14.7% by 2012

Reduce the incidence of Cardiovascular Disease through healthy diet and exercise

Strategic Objective	Outcomes	Lead Organisation
Increase the number of adults and younger persons participating in at least 30 minutes of sport and physical activity on 3 or more days a week	Deliver projects through the Sport and Physical Activity Alliance which will need to be re-invigorated	SPAA <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Amber</div>
Increase the number of people who eat at least five portions of fruit and vegetables every day.	The Change 4 Life programme will continue to be used to promote the consumption of 5 portions of fruit and vegetables per day	HEALTH <div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px; display: inline-block;">Green</div>

Long Term Conditions

Strategic Objective	Outcomes	Lead Organisation
<p>Improve the health and well being of people with a long term condition</p>	<p>Long term health conditions most relevant to Ribble Valley have been identified and work is under way with local voluntary groups and members of the East Lancs CCG to assess gaps in service provision specifically CVD, diabetes, musculoskeletal disease, neurological (including dementia) and chronic respiratory disease with a view to reducing unnecessary hospital visits and improving the quality of service to these patients</p>	<p>HEALTH/ RVBC</p> <p align="center">Green</p>
<p>“</p>	<p>The Healthy Valley project has improved the accessibility older and disadvantaged people have to local services through the use of village halls and the mobile resource (STAN). The longer term future around funding essential refurbishments to community centres and indeed the continued support of the mobile resource has still to be determined.</p>	<p>RVBC/LCC/ HEALTH</p> <p align="center">Amber/ Sustain- ability Issues</p>

Improve accessibility and service delivery to address rural isolation and rural mental health issues for all communities

Strategic Objective	Outcomes	Lead Organisation
<p>Improve accessibility and service delivery to address rural isolation and rural mental health issues</p>	<p>The Healthy Valley project and the incorporation of its findings and outcomes into mainstream planning will continue to initiate new services and projects to counter rural isolation</p>	<p>RVBC/LCC/ HEALTH</p> <p align="center">Green</p>

“	Regular meetings of the Ribble Valley Mental Health Forum have not been established	CVS/HEALTH Red
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Reduce alcohol and substance misuse and help reduce Cardiovascular disease

Strategic Objective	Outcomes	Lead Organisation
Reduce alcohol and substance misuse and reduce tobacco use	Alcohol related admission rates are still high and whilst resources are still available every effort will be made to implement effective interventions. The setting up of Inspire in Clitheroe has had an impact on evidencing trends and providing local interventions.	HEALTH Green
“	Continue to reduce adult smoking rates. There are still worrying trends of smoking amongst young people and pregnant women in Ribble Valley	HEALTH Amber

Older People and an Ageing Population in the Ribble Valley

Key Results:

- The healthy life expectancy at age 65 has been maintained in the district at just over 81, in 2012/13 but within the borough there are areas of disadvantage where life expectancy is significantly less.
- There has not been any significant evidence that the number of people over 65 who receive the information, assistance and support needed to exercise choice and control to live independently, has improved.

Health and Well Being

Strategic Objective	Outcomes	Lead Organisation
Improve the health and well being of older people	There have been several projects initiated around safeguarding the physical, mental and emotional well being of local older people particularly through the support of luncheon clubs and projects such as “Villagers Matter” where activities and transport have been provided to promote healthy ageing and well being initiatives in village halls. The Year of Health and Wellbeing will provide further initiatives which will support older people.	HEALTH/ AGE (UK) <div style="background-color: #90ee90; border: 1px solid black; padding: 2px; text-align: center;">Green</div>
“	Some progress has been made in producing a strategy, which will effectively provide decent and appropriate accommodation for local older people. The main remaining issue is a lack of suitable housing for residents to down scale to in the villages and the incentive to do so.	RVBC/ Ribble Valley Homes <div style="background-color: #ffff00; border: 1px solid black; padding: 2px; text-align: center;">Amber</div>

Local Older People need to be materially and financially secure

Strategic Objective	Outcomes	Lead Organisation
<p>Improve the overall wellbeing of older people</p>	<p>There is potential to achieve an increase in benefit take up by local older people through initiating a multi-agency project aimed at providing more information, support and advice to those residents not claiming their full benefit entitlement.</p>	<p>CAB/LCC Age(UK)</p> <p>Amber/Needs new initiative</p>

Older People able to access mainstream services

Strategic Objective	Outcomes	Lead Organisation
<p>Ensure that older people are able to access mainstream services</p>	<p>The Healthy Valley Project has laid some of the foundations to improve the accessibility for older people to local services through the use of STAN (the mobile resource centre), village halls and community centres.</p> <p>This needs further significant partnership working to achieve demonstrable improvements in service delivery.</p>	<p>Age UK/ HEALTH/ RVBC/LCC</p> <p>Amber/Needs new initiative</p>

Enable Older People to make a positive contribution

Strategic Objective	Outcomes	Lead Organisation
Help older people make a positive contribution to the community	The Seniors' Forum is supported to engage the voice and contribution of local older people in community partnerships	Seniors' Forum Green

Safe and supported Older People

Strategic Objective	Outcomes	Lead Organisation
<p>Enable older people to maintain their independence and feel safe within their own home</p> <p>Support carers</p>	<p>There remains a need to undertake a mapping exercise to find areas and gaps in provision to ensure that older people and their carers, along with residents who have long term medical conditions, receive appropriate support as in other neighbouring districts</p> <p>Crossroads and Carers' Link provide an effective forum for carers and they are supported in the creation of a newly emerging strategy for carers in the Ribble Valley.</p>	<p>Amber</p> <p>Green</p>

Children and Younger Persons in the Ribble Valley

Stay Safe

Strategic Objective	Outcomes	Lead Organisation
<p>Develop out of school support across all local communities, which provide a safe environment for children, young people and their families</p>	<p>The establishment of the Ribble Valley Children & Young People's (C&YP) Trust has allowed the introduction of new initiatives in Early Support for Families and the Working Together With Families project. This has resulted in identifying and funding family based activities, based in local communities, schools' counselling initiatives and has promoted parenting skills through the Parenting Forum.</p> <p>Improved multi-agency working has resulted particularly around supporting vulnerable families</p>	<p>C&YP TRUST</p> <div style="border: 1px solid black; background-color: #90ee90; padding: 5px; width: fit-content; margin: 5px auto;">Green</div>

Enjoy and Achieve

Strategic Objective	Outcomes	Lead Organisation
<p>Facilitate the provision of Vocational Learning for 14-19 year olds</p>	<p>With relatively small pupil numbers and limited funding opportunities the prospect of a vocational learning centre for 14-19 year olds in Ribble Valley specifically to encourage take up of training to develop skill qualifications in construction, business, hair and beauty, IT skills and other vocational learning has been lost.</p> <p>With 80% of Ribble Valley 16 year olds having to go outside the borough for their further education it is vital that smaller innovatory pilot schemes be developed in the district.</p>	<p>LCC/ Ribble Valley Schools/ RVBC</p> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; width: fit-content; margin: 5px auto;">Amber/ New Initiative Required</div>

<p>Support the three Children's Centres in Ribble Valley</p>	<p>Children Centres are now well established in Clitheroe, Whalley and Longridge. There are some issues with outreach into the rural areas but the centres now have a more positive future as the Ribblesdale Children's Centre now has a wider role as an operation centre for Early Support for 0 - 11 year olds in Ribble Valley</p>	<p>LCC Green</p>
<p>Ensure the promotion of a positive view of children and young people within the Ribble Valley and celebrate their contribution and achievements</p>	<p>The Grand has been and continues to be a champion for young persons' activities and building links in schools. Limited funding available for specific projects will allow this objective to remain as one of the C&YP priorities.</p>	<p>LCC/The Grand/ RVBC Green</p>

Making a Positive Contribution

Strategic Objective	Outcomes	Lead Organisation
<p>Increase the opportunities for children and young people from all sections of the community to volunteer and be engaged in the planning, delivery and evaluation of services provided for them</p>	<p>The Ribble Valley Youth Forum now exists and includes existing school and youth councils alongside the youth outreach work currently undertaken in the villages. The Youth Forum is now the representative voice of the youth population of Ribble Valley</p>	<p>LCC/Ribble Valley Schools The Grand Green</p>

Cultural Alliances in the Ribble Valley

CULTURAL PLAY ALLIANCE

Strategic Objective	Outcomes	Lead Organisation
Develop a play culture and identify projects to offer opportunities to enhance play provision	The Play Alliance meets infrequently but has built bids for new sites and equipment. The Alliance still has the potential to be a vehicle that could collectively improve the sustainability and maintenance of existing play provision.	RVBC/CVS Amber

CULTURAL SPORT and PHYSICAL ACTIVITY ALLIANCE

Strategic Objective	Outcomes	Lead Organisation
Establish a sports infrastructure and identify opportunities for projects that will raise physical activity	The SPAA has successfully developed the sports infrastructure and identified projects and match funding that should increase physical activity	RVBC/ HEALTH/ LCC/SPAA Green
Increase participation in physical activity amongst young people, older people, women and girls, disabled people, low income groups and people from ethnic minorities	Projects have been identified, and will continue to be, for the majority of these target groups within the Sport and Physical Activity Strategy	RVBC/ SPAA Green

CULTURAL ARTS ALLIANCE

Strategic Objective	Outcomes	Lead Organisation
Develop opportunities for the growth of arts opportunities and showcase events in the Ribble Valley	An Arts Strategy for Ribble Valley was completed	RVBC/ Arts Alliance Green
Develop opportunities for the growth of arts opportunities and showcase events in the Ribble Valley	Arts Alliance and web site established and several important events held. Needs continuing support to maintain output. External grant funding applications have been weak and this area should be supported.	RVBC/ Arts Alliance Amber

PLACES

Housing in Ribble Valley

Key Result: 69 affordable homes were delivered in 2011/2012

Increase the amount of affordable and appropriate housing brought on stream

Strategic Objective	Outcomes	Lead Organisation
Increase the amount of affordable and appropriate housing brought on stream that is decent and of high quality in a well designed living environment)	In excess of 50 new affordable / appropriate homes provided per year	RVBC/ RSL Partners Green

Improve and maintain the condition of housing stock

Strategic Objective	Outcomes	Lead Organisation
Improve and maintain the condition of private sector stock	Have not managed to bring back into use 12 empty properties per year, average has been 6	RVBC Amber
“	Partnership working achieved through newsletters and forums	RVBC Green
“	Achievement of 100% decent homes with all social housing landlords	RVBC

Promote energy efficiency

Strategic Objective	Outcomes	Lead Organisation
Promote energy efficiency across the private sector	Initiatives aimed at reducing energy poverty in Ribble Valley have been introduced	RVBC Green

Ensure supported housing is available for vulnerable households from all sections of the community

Strategic Objective	Outcomes	Lead Organisation
Ensure that supported housing is available for vulnerable households	It has not been able to reduce the length of time homeless clients spend in temporary accommodation	RVBC Amber
“	Ongoing support in place to sustain tenancies and help prevent homelessness in vulnerable groups	RVBC Green

Ribble Valley Environmental Issues

Key Results:

- The percentage of waste recycled increased from 26.3% to 36.6% by 2012

TACKLING FUEL POVERTY

Strategic Objective	Outcomes	Lead Organisation
Tackle fuel poverty	<p>No real district wide initiatives made.</p> <p>Look at ways of completing the Single Assessment Process on a significant and statistically meaningful number of properties within Ribble Valley.</p>	<p>RVBC/LCC</p> <p>Amber/ Needs New Initiative</p>
“	<p>The “Green Doctor” pilot identified both need and potential successful outcomes in Ribble Valley but was not followed up with funding or resources.</p>	<p>RVBC/ Groundwork</p> <p>Red</p>

TRANSPORT SUB GROUP

Strategic Objective	Outcomes	Lead Organisation
Identify alternative choices to travel	Some limited support of cycling as a sporting activity, a new bus initiative in the Forest Of Bowland and continued support of the local railway network has contributed to this objective. It has not been possible to establish a Transport Group.	RVBC/LCC Amber
“	County have continued to improve access to the country side. A Ribble Valley Walking Week has been established and the Walks programme continues to be led and supported.	RVBC/ HEALTH/LCC Green
“	New car parking, training skills loops, an 18km cycle trail and visitor and interpretive centre have been established in Gisburn Forest around the buildings at Stephen Park. Visitor numbers are now in excess of 50,000 per year.	Forestry Commission Green
Promote the use of public transport through the communities and parishes	Ribble Valley Community Transport has been supported extensively and several initiatives introduced such as “Villagers Matter”, where transport has been used to combat rural isolation amongst older residents.	RVBC Green

ENVIRONMENT WASTE

Strategic Objectives	Outcomes	Lead Organisation
Promote waste reduction through recycling and reducing waste generation	Successful rollout of recycling	RVBC Green
“	Exemplary recycling campaign implemented in primary and secondary schools	LCC/RVBC Green

ENVIRONMENT CLIMATE CHANGE

Strategic Objectives	Outcomes	Lead Organisation
Evaluate contribution of habitat management to achieve carbon offset	Clitheroe Transition Town movement established in Ribble Valley but not having major impact on habitat management	RVBC Amber
“	Community Food Growing Initiatives have been initiated in Gisburn, Sabden and Whalley but with no immediate sites available, their progress has stalled. Several food growing sites have been established in High Schools and Primary Schools throughout Ribble Valley	RVBC Green

<p>Evaluate contribution of habitat management and built development to flood alleviation</p>	<p>Work done in developing strategy and monitoring impact of planning and build and some precautionary flood protection work in Clitheroe.</p>	<p>RVBC/ Environment Agency</p> <p>Amber</p>
<p>Evaluate schemes that result in positive changes in energy use and pollution minimisation</p>	<p>A Ribble Valley Business Environment forum has been established linking to the opportunity for improved energy use and waste minimisation</p>	<p>Groundwork</p> <p>Amber</p>
<p>“</p>	<p>Plan to monitor and improve CO2 emission levels was put on hold as production at Castle Cement slowed down</p>	<p>RVBC</p> <p>Red</p>
	<p>A survey assessing viability of potential Hydro Power Generation sites in Ribble Valley was completed. Some sites identified for development and initial work design and planning work now being undertaken</p>	<p>Forest of Bowland AONB</p> <p>Amber</p>

ENVIRONMENT HERITAGE

Strategic Objective	Outcomes	Lead Organisation
Maintain, protect and enhance all natural and built features that contribute to the quality of the environment	Ribble Trust is now working well around river catchment areas but no other civic pride groups or community task groups have been established on a local scale yet	<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">Amber</div> RVBC/LWT
Assess and protect the Biodiversity of the District	Analysis of management of sites of Biological Interest undertaken	<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">Amber</div>
Sustainably manage and protect Industrial and Historical sites	Heritage Group formed but meets infrequently to coordinate individual local groups and their activities.	<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">Amber</div>

PROSPERITY

Prosperous Ribble Valley

Key Results:

- The number of new businesses registered for VAT increased from 2720 to 2955 by 2012

Encourage economic activity to increase business and employment opportunities

Strategic Objective	Outcomes	Lead Organisation
Diversify the economy	Business advice and support in Ribble Valley has been significantly reduced in the last two years but the growth and survival of businesses has nevertheless remained encouraging. A pilot micro enterprise project has been successfully initiated.	RVBC/LCC Amber
Ensure that there is a supply of suitable employment sites	Business workspace and employment sites have continued to be identified and supported where possible.	RVBC/ LCC Amber
Co-ordinate, innovate and diversify sustainable tourism	A small number of sustainable tourism projects have been developed in Ribble Valley.	RVBC Amber
Improve the competitiveness and productivity of local businesses	The Ribble Valley Food Trail and Food Festivals have laid the foundation for promoting local producers and food companies on a regional basis. These initiatives are continuing in the short term.	RVBC/ LBTB Green
Explore opportunities to further develop Ribble Valley's Business base	New business starts continue in Ribble Valley but levels of business support have significantly reduced.	Amber

Support the regeneration of Market Towns and sustainable service centres

Strategic Objective	Outcomes	Lead Organisation
Support the regeneration of Longridge, Whalley and Clitheroe	Longridge Business Traders along with the Clitheroe and Whalley Chambers of Trade are currently vibrant and leading individual projects.	Green
Strengthen community services and facilities to engage in social and economic regeneration	The “Healthy Valley” and “Village Amenities Improvement” projects have been successful in enhancing capacity within the parishes and villages. There have also been some significant improvements in better broad band communication with high band width internet connectivity as a result.	RVBC Amber/ Needs New Initiative

Foster and support social and financial inclusion

Strategic Objective	Outcomes	Lead Organisation
Foster and support social enterprises and community businesses	Several social enterprises and community businesses have been established in Ribble Valley	Green
“	First Choice Credit Union established in Ribble Valley	Green

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 12 NOVEMBER 2013
title: EAST LANCASHIRE TRANSPORT MASTERPLAN – CONSULTATION
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To consider the draft East Lancashire Transport Masterplan

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To sustain a strong and prosperous Ribble Valley.
- Community Objectives – To encourage economic development throughout the borough through effective transport links and sustainable transport options.
- Corporate Priorities – To support sustainable development in the borough.
- Other Considerations – None.

2 BACKGROUND

2.1 Lancashire County Council has published for consultation a draft transport masterplan for East Lancashire. A copy of the summary leaflet is attached as appendix 1 to this report. The full draft plan can be viewed at the Council offices or by visiting the County Council's website www.lancashire.gov.uk.

2.2 Responses to the consultation are to be made by the 6 December 2013.

3 DRAFT MASTERPLAN

3.1 The County Council as Highway Authority are aiming to produce a series of master-plans that will provide coverage for the whole county area. The Central Lancashire Masterplan was adopted earlier this year and the County are now consulting on the East Lancashire Masterplan. The master-plan fulfils a commitment included in the Counties' Local Transport Plan (LTP) to produce a series of highways and transport master-plans to provide a basis for future decisions about transport for the county.

3.2 One of the main purposes of the master-plans is to identify issues and opportunities that have an impact on the highway network and the public transport systems operating in the area and to help provide a coordinated approach to investment planning and delivery of a transport system that will support long term needs of the area.

3.3 The Draft Masterplan seeks to support the improvement of the transport network to ensure that the area is competitive and thereby allowing people and businesses to take full advantage of opportunities in areas of growth such as Central Lancashire, Manchester and Leeds. To do this the masterplan will be used to help deliver major

improvements to public transport, make best use of the road network and deliver improvements to streets and public spaces to encourage more people to walk and cycle.

- 3.4 The master-plans will take into account the anticipated development proposals across East Lancashire such as the Whitebirk and Burnley Bridge employment sites together with the Samlesbury Enterprise Zone. The plans will also have regard to anticipated levels of new residential development as well as other development related to Town centres, education and leisure. At present not all districts have completed their development plans so the master-plans will be based around the extent of development anticipated in those plans that are adopted or where [plans are still being progressed (such as Ribble Valley) the most up to date information from draft plans. The master-plan takes account of the proposals contained in the submitted Ribble Valley Core Strategy.
- 3.5 Some key areas of investment are already identified such as the improvement to the Clitheroe to Manchester rail corridor through Transport for Lancashire which is an initiative being taken forward by the Lancashire Enterprise Partnership (LEP). Other programmes of work will be established through the Masterplan. These programmes are being looked at under 3 headings, namely, Connecting East Lancashire; Travel in East Lancashire and Local Travel. Whilst each strand looks at relative issues there is an overarching linkage between the strands which the masterplan is seeking to promote which is the need for transport to support transformational economic growth across East Lancashire. This has greater significance for some areas within East Lancashire however it is important to ensure that Ribble Valley needs are recognised to enable sustainable development to be delivered in line with this council's aspirations.

4. MASTERPLAN PROPOSALS

- 4.1 A series of proposals are set out against each of the strands all of which have a relationship with future strategic transport and will impact upon the long term economic well-being of the borough. Under "Connecting East Lancashire a rail connectivity study is proposed focusing on connections between East Lancashire and the recognised growth areas. A study will also be undertaken to look at the key A56/M66 corridor focusing on reducing congestion and reliability of bus services. This corridor forms an important link for Ribble Valley to Manchester and wider motorway routes. A further study is proposed focusing on the main routes between the economic growth locations of Samlesbury, Cuerden and Whitebirk. These studies will be important to inform longer term investment plans in and around these strategic areas of priority. The proposed pieces of work will help develop the network at the strategic level and are considered to be beneficial to our future economic well-being and as such it is suggested that the Council should express support for the proposals. These matters align with the priorities identified by the Economic Development Working Group.
- 4.2 One of the key projects under "Travel in East Lancashire" is the Ribble Valley Growth Corridor study. This will examine the key route of the A59 between Samlesbury and North Yorkshire and the A671/A6068 route between Whalley and junction 8 of the M65. These form the major strategic routes in the borough and the study will look at the way these roads can be made to work as well as possible, taking into account existing demands and the changes over time as new development takes place in Ribble Valley. Early programming of this work as part of the masterplan is indicated in the work schedule which should be supported.

- 4.3 Under the “Local Travel” strand there is perhaps less clarity on how issues will be addressed by the master-plan for areas such as Ribble Valley. There is a proposal to promote and develop the East Lancashire Strategic Cycle Network to provide good links between a variety of land uses. This aims to encourage much better access to cycle networks but also securing better facilities and developing opportunities to improve the interchange between cycling and public transport services which is to be supported. The Cycle Network is seen in particular as an opportunity to change commuting patterns where journey times and geography make this an option. There will be opportunities to develop initiatives through local cycle strategies and by making provisions in new development and highway investment schemes as appropriate.
- 4.4 The master-plan also recognises that in areas like Ribble Valley there can be problems of isolation from employment sites and education facilities and shops. The master-plan identifies that on the whole the answers to what local links need to do will be very much dependant upon the issues facing a specific area and that there should be continued partnering between public and private sector working together to find innovative solutions. There needs perhaps to be some stronger recognition or specific action in place to ensure that this objective is pursued.
- 4.5 A concern is that the local connectivity issues will be, as a consequence potentially more ad hoc. In Ribble Valley (and associated rural areas of East Lancashire) public transport (bus services) is a growing concern especially as subsidy becomes increasingly difficult to maintain. In an area where many services are reliant on subsidy to provide local villages and outlying areas with any form of public transport service it would be appropriate to consider giving this important aspect of the Local Links strand greater emphasis exploring more specifically how in future bus services will be able to operate.
- 4.6 In summary the approach in the master-plan is to be welcomed in particular the recognition of the need for work at the strategic level highlighting key route infrastructure that is necessary for the long term economic wellbeing of the borough. Some work is already being undertaken by the County and its partners or is due to commence shortly as funding has become confirmed. Other work is subject to programming however as presented the timeframe for work relating to Ribble Valley is not considered to be an issue.
- 4.7 Overall the only concern that warrants further consideration and clarification in the master-plan is around bus services and their long term role in securing local connectivity. Whilst the plan does reference public transport improvements there appears to be an urban focus on the issue and less recognition of the rural dimension. It is suggested that in responding to the consultation the matter is raised and further discussions are pursued with the County Council in relation to this aspect.

5. RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
- Resources – None.
 - Technical, Environmental and Legal – None.

- Political – Transport infrastructure and future development has a lot of public interest.
- Reputation – It is important to take the opportunity to respond to consultations on relevant matters and to reflect the concerns of the borough.
- Equality & Diversity – None.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Authorise the submission of a response to the consultation advising Lancashire County Council of Committee's general support for the measures and proposals set out in the draft master-plan but that concerns be expressed regarding the need for greater recognition of the role of bus services in rural areas to support local communities, and
- 6.2 The Head of Regeneration and Housing be asked to meet with officers of Lancashire County Council to discuss the issue further and report back to the next available Economic Development Working Group

MARSHAL SCOTT
CHIEF EXECUTIVE

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

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



East Lancashire

Highways and Transport Masterplan

Lancashire County Council's Local Transport Plan sets out our plans for highways and transport in the county. In the Plan we promised to produce a series of highways and transport master plans to cover the whole county. These master plans will provide the base for future decisions about transport for the county.

This consultation is about the East Lancashire Masterplan, which covers Burnley, Hyndburn, Pendle, Ribble Valley and Rossendale.

In the Masterplan we look at problems, gaps and opportunities affecting the roads and public transport in East Lancashire and the impact of these on the people, places and economy of the area. We set out our vision for travel and transport in the future and explain what we will do next to meet the current and future needs and hopes of the people of East Lancashire.

The Masterplan will also assist us in working with other transport infrastructure and service providers to improve transport for East Lancashire.





Introduction

After its industrial heyday in the 19th and 20th centuries, East Lancashire suffered a major economic decline. However, that is now changing and there are plans to bring large numbers of jobs to the area.

Manufacturing is very important. East Lancashire has a growing number of 'higher value industries' such as aerospace, advanced manufacturing, advanced flexible materials, digital and creative industries.

We need to improve the transport network in East Lancashire to make sure that the area is competitive by ensuring we can:

- make sure people and businesses can take full advantage of opportunities in areas of growth in Central Lancashire, Greater Manchester and Leeds
- make major improvements to public transport;
- make the best use of the road network; and
- improve our streets and public spaces to encourage more people to walk and cycle.

By 2026, we expect East Lancashire to have about 24,000 extra homes. Large numbers of jobs will be created at our strategic employment sites, in particular on key sites along the M65 and in our town centres and at other priority sites, including Burnley Bridge and Whitebirk. These sites will support the local economy, especially manufacturing; the newly established Enterprise Zone, covering the BAE Systems sites at Samlesbury and Warton, could create up to 6,000 jobs in advanced engineering and manufacturing in the long term.

Our road and public transport networks will need to be able to do more than just cope with this development in the future. They will need to work beyond that, to make sure that this growth is actively supported and can benefit everyone in East Lancashire.

“Transport has always supported East Lancashire’s economy. From the opening of the Leeds - Liverpool canal, through the arrival of the railways and on into the motor age, the area has benefitted from modern transport infrastructure. That continues to this day, with an investment of over £130m in improvements already planned for East Lancashire, as set out in this masterplan.”

County Councillor John Fillis
Cabinet Member for Highways and Transport
Lancashire County Council



East Lancashire

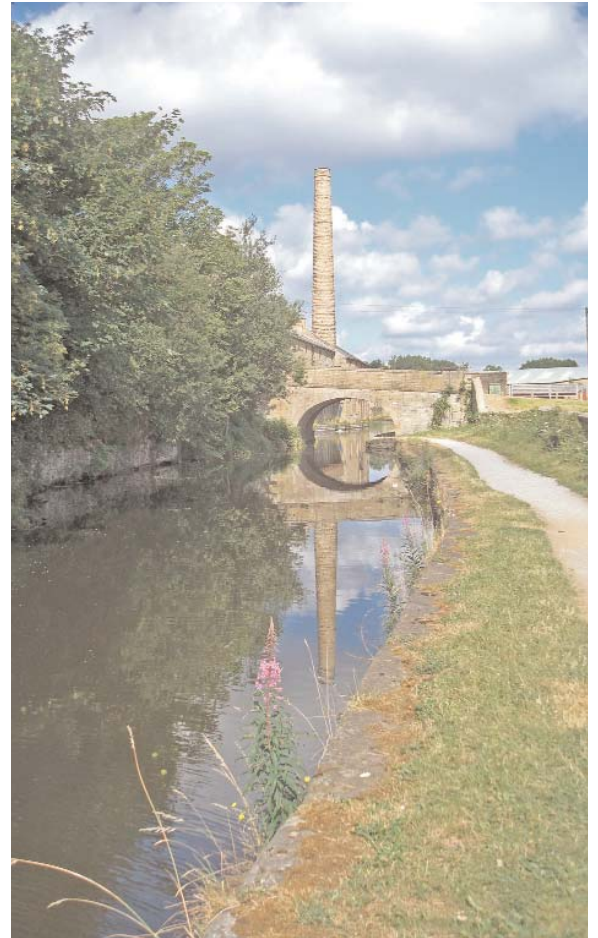
Highways and Transport Masterplan

“We want to move forward and make East Lancashire’s highways and transport networks fit for the 21st century, something that the area can be proud of as it works to regain its economic strength.”

County Councillor John Fillis

Our Vision

- Strategic employment sites thrive and are well connected nationally and internationally.
- Local developments and businesses have the strategic and local connections that they need to succeed.
- People from all communities are able to travel to employment and education opportunities.
- Sustainable travel is the choice wherever possible, even in rural areas.
- Active travel is encouraged and supported, making walking and cycling safe and easy choices for local journeys.
- Improvements to our streets and public spaces support both new development and existing communities and improve the appearance and safety of sustainable travel routes.
- Visitors find the area attractive and easy to travel around without a car.





East Lancashire

Highways and Transport Masterplan

What We're Doing Now

Because local development plans aren't agreed across all of East Lancashire, we do not have all the information we need to finalise this masterplan. We do know a lot now though; we and our partners already have schemes in place to tackle many of the problems, as this map shows.

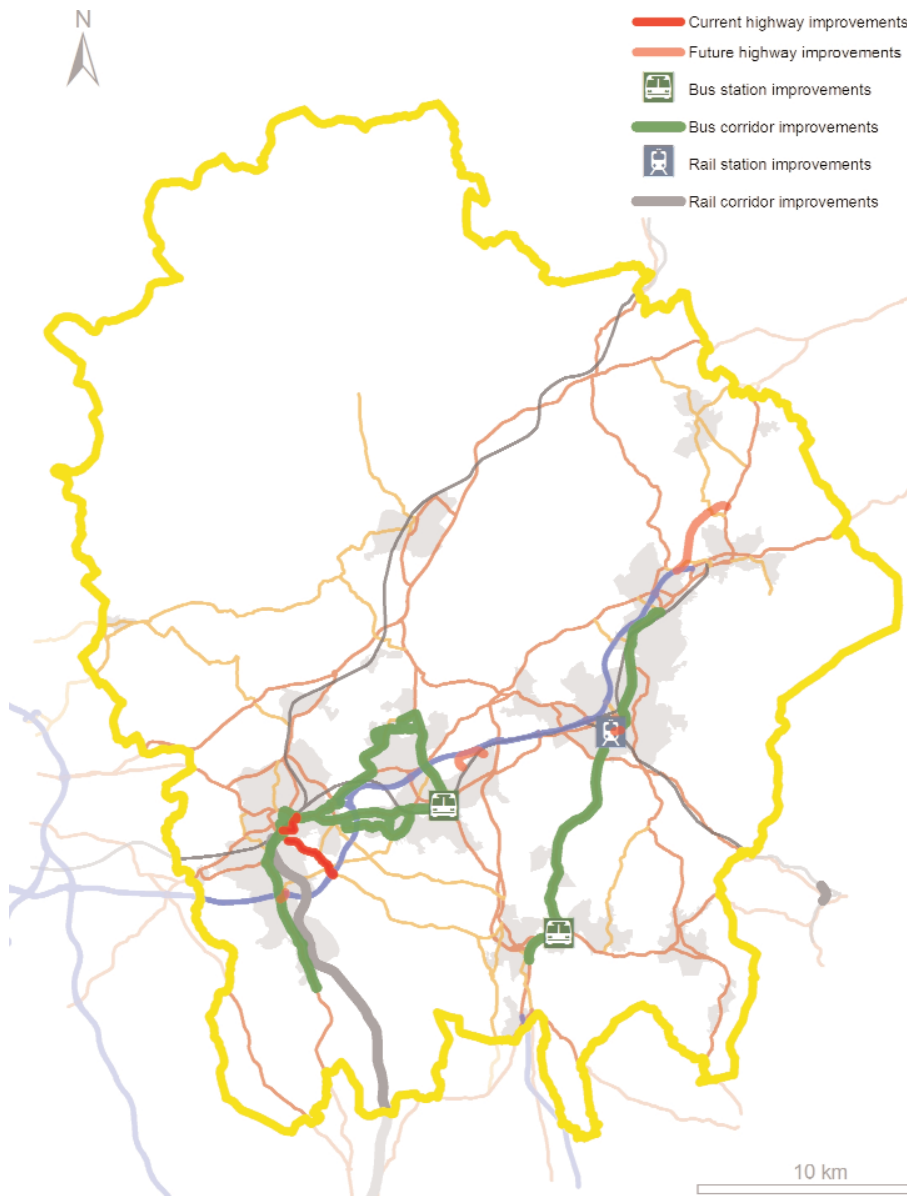
Our Local Transport Plan (LTP) sets out a broad strategy for how transport and the way we travel in Lancashire will change moving forward to 2021. The current LTP Implementation Plan sets out schemes that will be implemented in the next three years to 2015/16.

The Lancashire Enterprise Partnership, through Transport for Lancashire (TfL), has approved the Local Major Transport Scheme Investment Programme for Lancashire.

- Todmorden West Curve
- Pennine Reach
- Improvements to Burnley Manchester Road Rail Station
- Rawtenstall Bus Station
- Nelson to Rawtenstall Bus Corridor Study
- Haslingden Road Corridor Improvements
- Blackburn Town Centre Orbital Route Completion

And through Transport for Lancashire:

- Clitheroe to Manchester Rail Corridor Improvements
- Centenary Way Viaduct Major Maintenance Scheme
- M65 Junction 4 Upgrade
- A56 Colne-Foulridge Bypass





Taking our Vision Forward

We are already making improvements in East Lancashire. However, there will still be problems so we know that we will need to do more in the future. These problems have been grouped into 3 strands of future work:

Connecting East Lancashire looks at how East Lancashire connects to other areas, particularly to the rest of the county and neighbouring growth areas like Central Lancashire, Greater Manchester and Leeds.

Key to this will be the rail network. We will need to provide better connections and standards of service to support East Lancashire's people and businesses in the future.

The main motorway gateways (the M65 and the M66) will also need to be able to cope with the demands placed on them.

Travel in East Lancashire is about the links between East Lancashire's towns and the major employment and housing locations. We need to ensure that the key corridors can cope with the traffic that wants to use them.

As well as improving public transport reliability, we also need to do what we can to improve public transport in East Lancashire to make bus travel an attractive and practical option where possible, particularly for journeys to work and education.

Local Travel takes up the challenge of making sure that everyone, regardless of their background or where they live, can get to the services and opportunities that they need, from education and employment to leisure and health.

Making our cycling and walking networks attractive is key to this. We need to make it easy to change between methods of travel so that whether people are travelling short or long distances, we can reduce how much we depend on private cars.

These strands are closely linked to each other. Easy local travel, by walking and cycling, needs to join up with the bus and rail networks for longer journeys. The bus and rail networks themselves need to connect properly both for journeys in East Lancashire and to the wider area. No matter how far from East Lancashire people and goods are going, the connections to strategic road and rail networks must work to make national and international travel as easy as possible.

Running through all 3 strands is the need for transport to support transformational economic growth across East Lancashire.

From the largest to the smallest investment that results from this masterplan, from strategic rail improvement schemes down to local footpaths, East Lancashire's transport networks must be made fit for use in the 21st century.

“We believe we need to act now to put in place a programme of investment and of further work to make sure that we take every opportunity we can to support East Lancashire's development. This is not something that we can leave to chance; this is something we need to plan carefully to create a real momentum for change. “

County Councillor John Fillis

What we propose:

Connecting East Lancashire

- A **Rail Connectivity Study** will focus on improving connections between East Lancashire and the growth areas of Preston and Central Lancashire, Manchester (including Manchester Airport) and Leeds.
- An **A56/M66 Haslingden/Rawtenstall to Manchester Gateway Study** will look at the A56/M66 corridor and how congestion can be reduced and the reliability of bus services improved.
- A **Samlesbury/Cuerden/Whitebirk Growth Triangle Study** will focus on the main routes between these 3 key economic growth locations.

Travel in East Lancashire

- The **Burnley/Pendle Growth Corridor Study** will look at what needs to be done to make sure that our roads can support the economic growth planned for Burnley and Pendle. It will reflect the changes we propose to A56 Colne-Foulridge Bypass; we are changing where the bypass leaves the motorway to make sure that we do not make it impossible to re-open the Colne to Skipton railway.
- The **Ribble Valley Growth Corridor Study** will include the A59 between Samlesbury and North Yorkshire boundary and also the A671/A6068 route between Whalley and M65 Junction 8. The study will look at how these important roads can be made to work as well as possible for cars, freight and for other users.
- The **East Lancashire Accessibility Study** will focus on travel between the main towns and employment areas, but will include travel to education and for leisure. It will also consider how public transport can best serve rural East Lancashire.

Local Travel

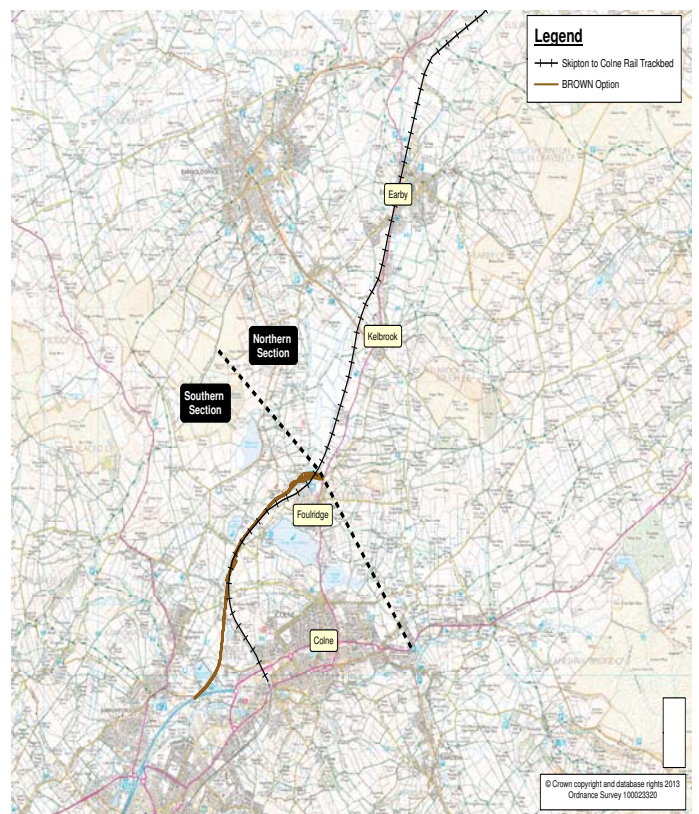
- The **East Lancashire Strategic Cycle Network** will provide 'good' links between towns, employment, education and housing.
- **Local Links** between neighbourhoods, town centres and employment need to be good enough standard to make travel easy for everyone.

A56 Colne-Foulridge Bypass

The A6068, as it passes through the North Valley area of Colne, carries traffic of around 25,000 vehicles per day including over 1,300 heavy goods vehicles. Not surprisingly, this causes severe problems, with congestion and delays throughout much of the day. In the peak hours, the congestion is among the worst in Lancashire. The standing traffic affects local air quality and the road effectively severs the North Valley housing areas from all amenities in Colne.

A route for the bypass has been protected for a number of years. The M65 to Yorkshire Corridor Study was commissioned by Lancashire County Council to investigate whether a bypass was still the most appropriate solution to Colne's problems and, if so, whether the old scheme was still the route to take forward.

The evidence from the study suggests that whilst a bypass is still the most appropriate solution to removing traffic from North Valley, the line of the bypass should be amended. The new line will be shown in the map below.



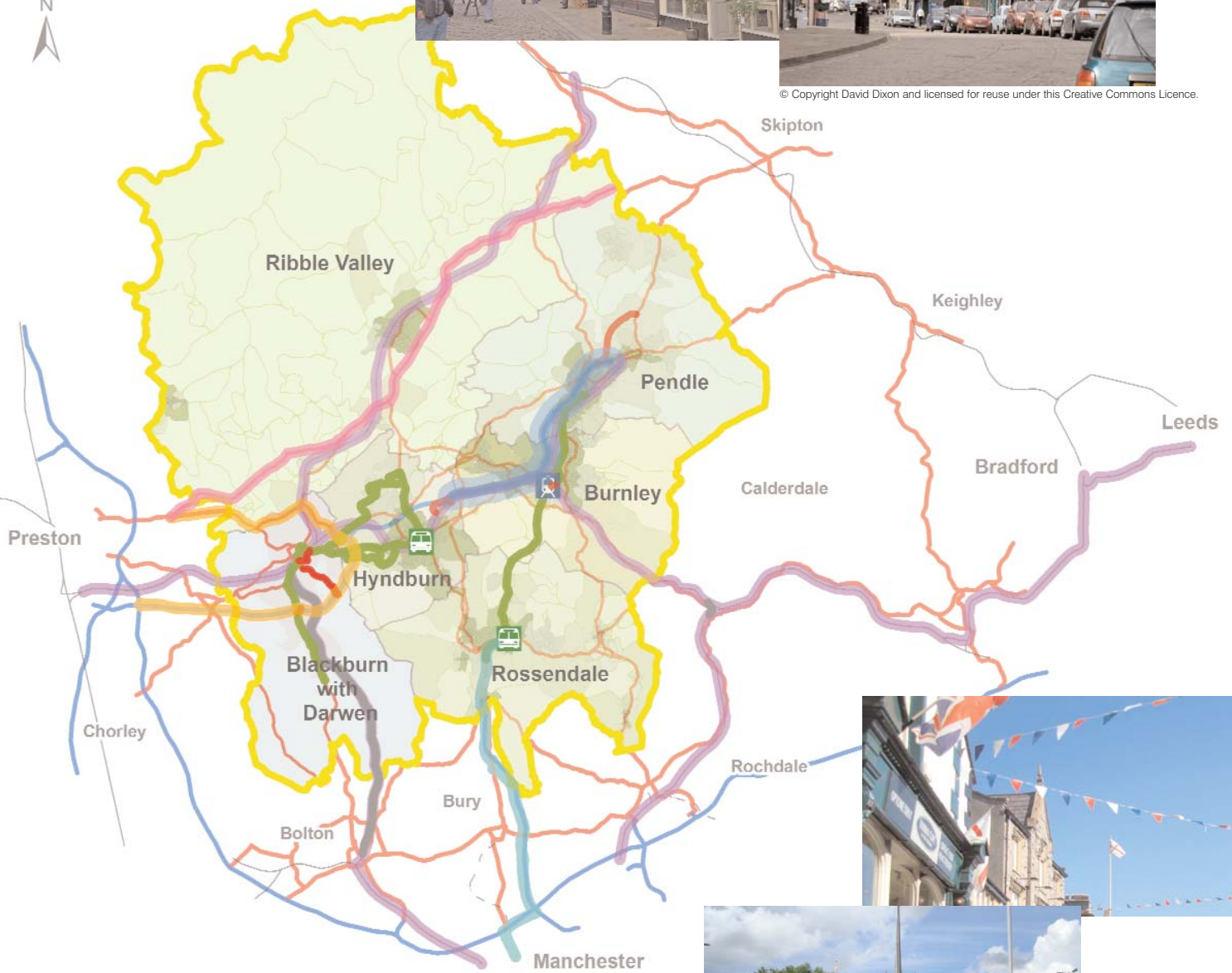


East Lancashire

Highways and Transport Masterplan



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East Lancashire

Highways and Transport Masterplan

Because of the scale of improvements that we want to make, we will need to work with other organisations to deliver our plans and there will need to be substantial funding and commitment from a variety of other organisations to see it through ~ District Councils, Lancashire's Local Enterprise Partnership, Highways Agency, Network Rail ~ as well as the support of private business and house builders.

The cost of the proposals up to 2021 as presented in the draft masterplan is estimated at about £150 million.

The masterplan shows the sources of funding, both private and public, that would be needed to deliver these improvements. The funding that will be available means that the improvements are affordable if all partners work together and help pay for the improvements.

"I want to hear as wide a range of opinions as possible so that we can listen to all points of view and look at ideas that are put forward. We need to be sure that there is broad agreement with our vision and what we want to do next."

County Councillor John Fillis

Let us know what you think

The public consultation on the Highways and Transport Masterplan for East Lancashire lasts until 6th December 2013.

As part of the consultation it is important that we get your views on the vision presented in the masterplan.

This questionnaire is your opportunity to let us know what you think.

The full Masterplan can be viewed at libraries and council offices or downloaded from our website. To access the documents go to:

www.lancashire.gov.uk and then search for Local Transport Plan on the A-Z list.

You can also fill in the questionnaire online.

**If you require this leaflet in
large format text please call:
0845 053 0000
or email:
enquiries@lancashire.gov.uk**

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 12

meeting date: 12 NOVEMBER 2013
title: COUNCIL TAX BASE 2014/15
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members of the latest position regarding the calculation of the council taxbase for the next financial year i.e. 2014/15.
- 1.2 To consider changes to our current council tax discounts on long term empty properties.
- 1.2 Relevance to the Council's ambitions and priorities:
 - The Council has a statutory duty to set its tax base. The revenue raised from council tax is used to finance the Council's priorities, objectives and ambitions.

2 BACKGROUND

- 2.1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992 (the council tax base regulations), made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2.2 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and major precepting authority's band D council tax.
- 2.3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the authority's estimated collection rate for the year.
- 2.4 The relevant amounts are calculated as
 - number of chargeable dwellings in each band shown on the valuation list on a specified day of the previous year,
 - adjusted for the number of discounts, and reductions for disability, that apply to those dwellings
- 2.5 Some significant changes took place last year which affect how we need to calculation our tax base, these are:
 - The introduction of our local council tax support scheme
 - The introduction of any new flexibilities under the technical changes to council tax

3 THE CALCULATION OF OUR TAX BASE 2014/15

- 3.1 The calculation briefly comprises:
 - a) The number of properties in each valuation band shown on the valuation list.

- b) Less the number of dwellings that are exempt where, for example, properties are unoccupied and unfurnished for a period of less than six months.
- c) Adjustments for properties where disabled relief applies.
- d) Deductions in respect of discounts:

	Discount Allowed
Single Persons	25%
Empty Dwellings Not Exempt	50%
Dwellings Where All Residents Are Disregarded	50%
Dwellings Occupied Wholly by Students	100%

- e) Deductions in respect of the discount given under the local council tax support scheme
- f) Adjustments
 - Dwellings coming on or moving off the list.
 - Changes in the number of discounts.
 - Allowance for appeals against the valuation banding.

- g) The resultant figure is then multiplied by the appropriate quotient for that band to give the band D equivalent, e.g.:

$$\text{Band A} \times \frac{6}{9} = \text{Band D Equivalent} \quad \text{Band H} \times \frac{18}{9} = \text{Band D Equivalent}$$

- h) A special reduction applies for disabled persons living in band A properties, they pay 5/9ths of the band D charge.
- i) Finally, an aggregate of each band is then multiplied by the assumed collection rate to give the taxbase for that parish.

This calculation is then repeated for each parish and town. The sum of them all at this stage equals the Council's taxbase, which is 21,253. This compares with a tax base for 2013/14 of 21,053.

4 LOCAL GOVERNMENT FINANCE ACT 2012

- 4.1 The *Local Government Finance Act 2012* allowed changes to the discounts on council tax for second homes and empty properties. From 1 April 2013, second homes may be charged 100% of their normal rate of council tax, instead of the previous maximum of 90%. "Unoccupied and substantially unfurnished" properties are subject to a discount of anything between 0% and 100% of their council tax, at the discretion of the billing authority. Properties undergoing "major repair work" or "structural alteration", which are vacant, can be subject to a discount of any amount between 0% and 100%, for a maximum of 12 months.
- 4.2 The full 50% discount must be retained on a second home where the liable person is required as part of his/her employment to live in job-related accommodation.

- 4.3 From 1 April 2013, local authorities can also set an 'empty homes premium' for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability.
- 4.4 The Council decided when setting the 2013/14 tax base to leave the rates of our current discounts/exemptions unchanged mainly because of the introduction of the local council tax support scheme and the impact this would have on our tax base calculation.
- 4.5 We did however agree to keep the technical changes under review and the Budget Working Group at its October meeting considered the new flexibilities and recommend that we implement the following with effect from 1 April 2014:
- For long term empty properties (empty from 6 months up to 2 years) remove the current 50% discount which will mean owners are liable for the full 100% council tax due
 - Implement an empty homes premium of a further 50% for those properties still empty after a 2 year period
- 4.6 The Budget Working Group believe this will provide a strong incentive to bring empty properties back into use. Such a change will however have to be agreed by Full Council.
- 4.7 If you were to agree to implement these two changes regarding long term empty properties the overall tax base would increase from 21,253 by a further 138 to 21,391. Annex 1 shows how this total figure is broken down by parish.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Recommend to Full Council that the discount of 50% on long term empty properties is removed from 1 April 2014.
- 5.2 Recommend to Full Council that an empty homes premium of 50% is charged for properties empty for more than 2 years.

DIRECTOR OF RESOURCES

PF65-13/JP/AC
4 November 2013

	2014/15 taxbase	2013/14 taxbase	difference
Aighton, Bailey & Chaigley	431	427	4
Balderstone	195	194	1
Bashall Eaves	84	81	3
Billington & Langho	1,994	1,973	21
Bolton By Bowland	250	238	12
Bowland Forest HD	67	59	8
Bowland Forest LD	82	80	2
Bowland with Leagram	82	80	2
Chatburn	363	361	2
Chipping	472	466	6
Clayton Le Dale	498	497	1
Clitheroe	4,649	4,584	65
Dinckley	46	41	5
Downham	52	48	4
Dutton	106	106	0
Easington	27	26	1
Gisburn	191	190	1
Gisburn Forest	63	65	-2
Great Mitton	98	99	-1
Grindleton	342	343	-1
Horton	48	43	5
Hothersall	75	71	4
Little Mitton	16	16	0
Longridge	2,584	2,526	58
Mearley	8	7	1
Mellor	995	982	13
Middop	21	21	0
Newsholme	19	19	0
Newton	143	143	0
Osbaldeston	106	104	2
Paythorne	42	41	1
Pendleton	105	103	2
Ramsgreave	267	266	1
Read	537	542	-5
Ribchester	641	631	10
Rimington	196	195	1
Sabden	508	468	40
Salesbury	174	170	4
Sawley	165	161	4
Simonstone	490	485	5
Slaidburn	124	117	7
Thornley with Wheatley	161	165	-4
Twiston	34	34	0
Waddington	438	427	11

	2014/15 taxbase	2013/14 taxbase	difference
West Bradford	355	350	5
Whalley	1,423	1,408	15
Wilpshire	1,070	1,072	-2
Wiswell	513	485	28
Worston	41	43	-2
TOTAL	21,391	21,053	338

RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 12 NOVEMBER 2013
title: NATIONAL NON DOMESTIC RATES WRITE OFF
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

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

2 BACKGROUND

NNDR

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

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

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

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

3 CURRENT POSITION

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

3.2 Annex 1 shows details of the various debts we are seeking approval to write off – these total £34,692.76.

4 FINANCIAL IMPLICATIONS

- 4.1 Until 31 March 2013 when NNDR debts were written off the costs were met from the non-domestic rate pool and therefore did not impact this Council's finances directly.
- 4.2 The new rates retention scheme came into effect on 1 April 2013 and as a result the cost of NNDR write offs are now met in part by central government and in part by local government.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £34,692.76 of NNDR debts where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF63-13/ME/AC
4 November 2013

Background papers: None

For further information please ask for Mark Edmondson.

Policy and Finance Committee

Write Offs - NNDR

Year	Name	Property	Amount £
ADMINISTRATION			
An administration order is a process designed to protect limited companies from their creditors while a debt restructuring plan is carried out and presented to creditors and courts. It is unlikely that in these cases, as an unsecured creditor, we will receive any funds, but if we do an adjustment will be made of the amount written off.			
2012/13	Nextep Inns Limited	Bayley Arms Hotel, Hurst Green, BB7 9QB	5,024.00
2013/14			9,367.41
2013/14	Nextep Inns Limited	Fieldens Arms, Mellor Brook, BB2 7PR	2,745.64
			17,137.05
2013/14	Sandersons Confectioners LLP	2 Whalley Road, Mellor Brook, BB2 7PR	477.86
2013/14	Sandersons Confectioners LLP	Ramsgreave Bakery, Pleckgate Road, Ramsgreave, BB1 8QW	2,563.82
			3,041.68
TOTAL			20,178.73

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2013/14	Joilla Limited t/a La Vespa	78-82 Whalley Road, Clitheroe, BB7 1EE	2,160.14
			2,160.14
2011/12	Longridge Law Limited	54 Berry Lane, Longridge, PR3 3JP	205.85
2012/13			1,365.00
2013/14			319.35
			1,890.20
2011/12	The Public Safety Charitable Trust Limited	Former Olive Press, York Street, Clitheroe, BB7 2DL	4,009.70
2012/13			6,450.80
2011/12	The Public Safety Charitable Trust Limited	Communication equipment @ the former Olive Press, York Street, Clitheroe, BB7 2DL	1.11
2012/13			2.08
			10,463.69
TOTAL			14,514.03

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 14

meeting date: 12 NOVEMBER 2013
title: REFERENCE FROM COMMITTEE - ADDITIONAL CAPITAL SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Community Services Committee to agree to the addition of a new capital schemes in the current financial year's capital programme.

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The Capital Budget was approved by Special Policy and Finance Committee on 12 February 2013 and by Full Council on 5 March 2013.

- 2.2 Any capital expenditure over and above what has already been approved must be agreed by this Committee.

3 COMMUNITY SERVICES COMMITTEE 22 OCTOBER 2013

- 3.1 Community Services Committee considered a report submitted by the Director of Resources (attached at Annex 1) which gave details of a request for an addition to the capital programme in 2013/14.

- 3.2 The scheme relates to the installation of a replacement piece of play equipment at John Smith's Playing Field at a total scheme cost of £24,420.

- 3.3 The scheme is part funded from a grant approval through the Sita Trust of £20,230. The balance of the scheme of £4,190 can be funded from the existing capital approval for Play Area Improvements (PLAYN).

- 3.4 It is therefore proposed that a new capital approval of £20,230 be granted and £4,190 budget approval be moved from the Play Area Improvements (PLAYN) capital scheme.

4. RECOMMENDED THAT COMMITTEE

- 4.1 Agree to the request for the addition of the John Smith's Play Area scheme of £20,230 and the transfer of budget from the Play Area Improvements (PLAYN) capital scheme of £4,190, giving a total scheme of £24,420.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF60-13/LO/AC
31 October 2013

BACKGROUND PAPERS:

Annual Budget 2013/14 – Report to Full Council 5 March 2013

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No

meeting date: 22 OCTOBER 2013
title: ADDITIONAL CAPITAL APPROVAL - JOHN SMITH'S PLAYING FIELD
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: DIRECTOR OF COMMUNITY SERVICES

1 PURPOSE

- 1.1 To consider a request for the addition of a capital scheme in the current year's capital programme.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Councils Ambitions – to be a well-managed Council providing efficient services based on identified customer needs.
 - Community Objectives – to make people's lives safer and healthier and more specifically, improve outcomes for children and young people.
 - Corporate Priorities: See above.

2 BACKGROUND

- 2.1 The capital programme for 2013-2016 was approved by Special Policy and Finance Committee on 12 February 2013 and by Full Council on 5 March 2013.
- 2.2 Any capital expenditure over and above what has already been approved must be agreed by this Committee, and then by Policy and Finance Committee.
- 2.3 John Smith's Playing Field was one of three of the Borough's parks awarded diamond jubilee status to commemorate the diamond jubilee of Her Majesty Queen Elizabeth II. Plaques featuring deeds of dedication have been installed at the entrance of the parks, giving them protected status as recreational outdoor spaces for future generations.

3 ISSUES

- 3.1 After a recent independent inspection the current play equipment at John Smith's Playing Field has been deemed no longer fit for purpose and is in need of a complete replacement. Additionally, concern has been expressed by users of the park about the quality of play equipment provided.
- 3.2 Longridge Social Enterprise Company is involved in general environmental improvements throughout the town and they have identified improvements at John Smith's Playing Fields as a priority for the town (through consultation with park users).
- 3.3 Replacement of the existing play equipment would lead to an increase in the current year's capital programme of £24,420.
- 3.4 External funding of £20,226 has already been secured from the Sita Trust. The balance of funding for the scheme of £4,195 can be met from existing budgets.

4 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – the scheme would be fully funded from external SITA trust grant monies and from existing budgets
- Technical, Environmental and Legal – Contract Procedure Rules will be followed in undertaking the scheme
- Political – none identified
- Reputation – The scheme demonstrates a positive response to public involvement/concerns about their local community
- Equality and Diversity – none identified

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the capital scheme for improvements to play equipment at John Smith's Playing Fields, Longridge totalling £24,420 into the current year's capital programme, subject to approval by Policy and Finance Committee.

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

REF: JCH/JCH/COMM/22 October 2013

For further information please ask for John Heap, extension 4461

7 October 2013

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 NOVEMBER 2013
 title: RIBBLE VALLEY COMMUNITY SAFETY PARTNERSHIP - UPDATE
 submitted by: CHIEF EXECUTIVE
 principal author: BILL ALKER

1 PURPOSE

- 1.1 To give Members an update of the current work programme and budget of the Ribble Valley Community Safety Partnership (RVCSP).
- 1.2 To look at how the CSP links with other bodies to ensure that Ribble Valley remains one of the safest places in the United Kingdom.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives - }
 - Corporate Priorities - } The future success of RVCSP will impact upon the Council's ambition to keep Ribble Valley a safe and healthy place to live and work.
 - Other Considerations - }

2 BACKGROUND

- 2.1 Ribble Valley Community Safety Partnership has now been operating for 14 years. Its principal aim is to help combat crime and disorder in the district.
- 2.2 It provides its component agencies (RVBC, LCC, Police, Lancashire fire & Rescue Service, Probation Service and Public Health) with the ability to work together to combine scarce resources to help reduce crime in the borough.
- 2.3 Over the years the Community Safety Partnership has been responsible for a number of initiatives aimed at crime reduction:
 - CCTV in Clitheroe, Whalley and Longridge.
 - A one to one mentoring scheme for young people.
 - Castle Grounds project tackling drugs and alcohol.
 - Use of Smartwater liquid in remote rural areas to protect property.
 - Wasted Lives Campaign aimed at teenage drivers.
- 2.4 Funding originally came via the Home Office through Government Office North West. With the demise of regional government, this was then transferred to Lancashire County Council for them to administer.
- 2.5 Lately funding has been restricted to second homes funding and other small pots of money. Recently, all Lancashire CSPs have been allocated £10,000 by the new Police and Crime Commissioner.

2.6 Even with diminishing resources, both financial and staffing for the CSP, the Ribble Valley has consistently been one of the safest places in the country in terms of reported crime.

3 ISSUES

3.1 With the limited budgets which were reported to your June meeting, we have tried to allocate resources to priority initiatives.

3.2 The Community Safety Partnership has allocated £5,500 to community alcohol networks which use special constables and Trading Standing officers to travel around known hot spot areas in Clitheroe, Longridge and Whalley. Their remit is to look to prevent underage drinking, substance misuse and risk taking behaviour.

3.3 These patrols operate on a sporadic basis on Friday evenings and have produced some notable successes recently including Facebook party disruptions and drugs seizures.

3.4 We have championed the use of Smartwater in rural areas and encouraged farmers and rural businesses to sign up to Farmwatch and Smartwater as a preventative tool against crime.

3.5 The CSP has also supported the Lancashire Fire & Rescue led Wasted Lives Campaign, which is aimed at educating young drivers about car safety, drink driving and spatial awareness in an attempt to reduce the number of road casualties in the 17-24 age range.

3.6 Ribble Valley suffers a disproportionately high number of road casualties in that age range, primarily because of the rural nature of many of our roads but also due to more affluent parents buying their children high powered vehicles.

3.7 The centre piece of the Wasted Lives presentation is the wreck of an actual vehicle which was involved in a collision killing a teenage young man from Read.

3.8 Alcohol zone signage has been improved and increased in Clitheroe and it is hoped to introduce polycarbonate beer and wine glasses in Clitheroe on the run up to Christmas.

3.9 We also provide a small maintenance budget for Longridge CCTV system and recently repaired one of the cameras at the Forest Arms on Berry Lane, Longridge.

3.10 Regular Friday night football sessions take place at the end of Longridge Youth Club between 9.30am and 10.30pm at Longridge High School. These are run by a youth worker/coach and these sessions regularly attract around 20 young men on Friday evenings.

3.11 The CSP also make small financial contributions towards various police operations, the most recent of which was Operation Firecrest which targeted rural crime and was launched by the Police and Crime Commissioner at Beacon Fell, Longridge.

4 RISK ASSESSMENT

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

- Resources – an available budget of £40,000 has been split over two years (£20,000 for 2013/2014 and 2014/2015 as there is great uncertainty whether there will be any funding available for next financial year).

- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – Having a successful and active CSP enhances the reputation of the Borough Council as we are key players within the Partnership.
- Equality & Diversity – No implications identified.

5 **CONCLUSION**

- 5.1 Ribble Valley Community Safety Partnership continues to act as the co-ordinating body for its various component agencies and to work towards reducing crime in the Ribble Valley.
- 5.2 Future funding is as ever a concern but we will continue to use available resources to their best advantage.
- 5.3 Future update reports will be submitted to this meeting as and when appropriate.

BILL ALKER
COMMUNITY DEVELOPMENT OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

1. Eastern Division Community Safety Plan 2012/2015.
2. Police Commissioners Funding Notification – 15 March 2013.

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

BS/121113/P&F/EL

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 16

meeting date: 12 NOVEMBER 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 October 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 2014.

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	-36	0	- 36
External debt at 31 October 2013	329	7	336

- 4.2 No temporary loans have been taken out during the period. This compares to 2012/13 when a temporary loan of £1.1m 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.
- 4.3 Total interest paid on the Council's external debt was £8,640 compared to £10,335 in the previous year.

5 INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest we received on all external investments for the period 1 April 2013 to 31 October 2013 was 0.30%, 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	Other Local Authorities	Total
	£000	£000	£000
Monies Invested at 1 April 2013	2,515	0	2,515
Transactions - New Investments	48,805	0	48,805
- Repayment of Investments	-44,980	-0	-44,980
Monies Invested as at 31 October 2013	6,340	0	6,340

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

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
30 Sept'13	152	Bank of Scotland Plc.	Fixed 19 Nov'13	0.420	800	
21 Oct'13	166	Bank of Scotland Plc.	Fixed 21 Nov'13	0.410	550	
						1,350
28 Oct'13	169	Barclays Bank Plc.	Fixed 21 Nov'13	0.290	760	
31 Oct'13	173	Barclays Bank Plc.	Fixed 21 Nov'13	0.270	550	
						1,310
17 Oct'13	115	Coventry Building Society	Fixed 21 Nov'13	0.410	500	
17 Oct'13	136	Coventry Building Society	Fixed 21 Nov'13	0.410	500	
30 Sept'13	151	Coventry Building Society	Fixed 19 Nov'13	0.410	500	
						1,500
31 Oct'13	174	Nationwide Building Society	Fixed 19 Dec'13	0.410	1,250	
						1,250
25 Oct'13	168	HSBC Bank Plc.	Fixed 04 Nov'13	0.260	130	
31 Oct'13	171	HSBC Bank Plc.	Fixed 04 Nov'13	0.260	650	
31 Oct'13	172	HSBC Bank Plc.	Fixed 11 Nov'13	0.260	150	
						930
Total Investments as at 31 October 2013						6,340

- 5.5 The total interest received on the Council's external investments during the period was £8,665 compared with £8,670 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	329
Limits on Fixed Interest Rates	5,031	329
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.

7 APPROVED ORGANISATIONS

7.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents Standard and Poor, and Moody's together with the Fitch ratings prior to investing any monies on a day-to-day basis. The full list of ratings for our approved institutions is shown at Annex 3, and is a snapshot as at 1 November 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		Full Transaction Review Date	Fitch Rating	
	July 2013	October 2013		Long Term	Short Term
Nationwide*	1	1	19.09.13	A	F1
Yorkshire	2	2	22.10.13	BBB+	F2
Coventry	3	3	22.10.13	A	F1
Skipton	4	4	22.10.13	BBB-	F3
Leeds	5	5	22.10.13	A-	F2
Principality	6	6	22.10.13	BBB+	F2
West Bromwich	7	7	Withdrawn from rating process		
Newcastle	8	8	22.10.13	BB+	B

* Downgraded since last reported

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

	Fitch Ratings		
	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc.	19.09.13	A	F1
Barclays Bank Plc.	16.05.13	A	F1
Bank of Scotland Plc.	19.09.13	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.	19.09.13	A	F1
National Westminster Bank Plc.	19.09.13	A	F1
Northern Rock (Asset Management) Plc.	Rating Withdrawn – 06.09.12		
Royal Bank of Scotland Plc. (The)	19.09.13	A	F1

- 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 The Royal Bank of Scotland made a pre-tax loss of £634m for the quarter end September, it intends to create an internal "bad bank", ring-fencing £38bn of bad assets - such as loans it does not expect to be repaid. The bank remains 81%-owned by the government following a massive bailout at the height of the financial crisis.

8.2 It is imperative that we continue to protect the council's principal sums invested in order to minimize its exposure to risks.

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

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

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

PF61-13/TH/AC
1 November 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 REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT TIME OF INVESTMENT LONG-TERM SHORT-TERM	
INVESTMENT BROUGHT FORWARD @ 1 APRIL 2013									
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		
MONIES INVESTED @ 1 APRIL 2013			2,515,000			-2,515,000	-612.95		
INVESTMENTS MADE 1 APRIL 2013 TO 31 OCTOBER 2013									
April									
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+

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-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+
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+
			6,915,000			-6,915,000	-1,040.57		
May									
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+

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-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
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
			6,780,000			-6,780,000	-1,683.47		
June									
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	07-Aug-13	-500,000	-262.68	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+

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			£	%		£	£	LONG-TERM	SHORT-TERM
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+
28-Jun-13	68	Santander UK Plc	800,000	0.3500	03-Jul-13	-800,000	-38.36	A	F1
			4,435,000			-4,435,000	-476.58		
July									
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	07-Aug-13	-1,500,000	-577.81	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	07-Aug-13	-400,000	-106.15	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	Rolled Over	0.2860	07-Aug-13		-72.09	A	F1
07-Aug-13	82	Barclays Bank Plc	400,000	0.3750	12-Sep-13	-400,000	-146.37	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+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED	INTEREST RATE	DATE REPAYED	PRINCIPAL REPAYED	INTEREST RECEIVED/ DUE	FITCH RATING AT TIME OF INVESTMENT	
			£	%		£	£	LONG-TERM	SHORT-TERM
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	Rolled Over	0.2300	01-Aug-13		-12.60	A	F1
01-Aug-13	89	Barclays Bank Plc	Rolled Over	0.3060	27-Aug-13		-43.59	A	F1
27-Aug-13	89	Barclays Bank Plc	200,000	0.2300	12-Sep-13	-200,000	-20.16	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	19-Aug-13	-1,000,000	-230.14	A	F1
29-Jul-13	94	HSBC	140,000	0.2600	05-Aug-13	-140,000	-6.98	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	Rolled Over	0.3500	19-Aug-13		-91.10	A	F1
19-Aug-13	96	Coventry BS	500,000	0.4000	12-Sep-13	-500,000	-131.51	A	F1
31-Jul-13	97	HSBC	290,000	0.2600	01-Aug-13	-290,000	-2.07	AA-	F1+
31-Jul-13	98	HSBC	700,000	0.2600	12-Aug-13	-700,000	-59.84	AA-	F1+
31-Jul-13	99	Bank Of Scotland	Rolled Over	0.2500	07-Aug-13		-52.74	A	F1
07-Aug-13	99	Bank Of Scotland	1,100,000	0.4000	12-Sep-13	-1,100,000	-433.97	A	F1
			10,005,000			-10,005,000	-2,093.13		
August									
01-Aug-13	100	HSBC	650,000	0.2600	07-Aug-13	-650,000	-27.78	AA-	F1+
05-Aug-13	101	HSBC	150,000	0.2600	07-Aug-13	-150,000	-2.14	AA-	F1+
07-Aug-13	102	HSBC	250,000	0.2600	20-Aug-13	-250,000	-23.15	AA-	F1+
07-Aug-13	103	HSBC	200,000	0.2600	12-Aug-13	-200,000	-7.12	AA-	F1+
08-Aug-13	104	HSBC	80,000	0.2600	12-Aug-13	-80,000	-2.28	AA-	F1+
09-Aug-13	105	HSBC	250,000	0.2600	12-Aug-13	-250,000	-5.34	AA-	F1+
12-Aug-13	106	HSBC	160,000	0.2600	13-Aug-13	-160,000	-1.14	AA-	F1+
12-Aug-13	107	Barclays Bank Plc	500,000	0.3260	09-Sep-13	-500,000	-125.04	A	F1
13-Aug-13	108	HSBC	230,000	0.2600	14-Aug-13	-230,000	-1.64	AA-	F1+
14-Aug-13	109	HSBC	150,000	0.2600	15-Aug-13	-150,000	-1.07	AA-	F1+
14-Aug-13	110	HSBC	100,000	0.2600	22-Aug-13	-100,000	-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-Aug-13	111	HSBC	150,000	0.2600	16-Aug-13	-150,000	-1.07	AA-	F1+
15-Aug-13	112	HSBC	400,000	0.2600	19-Aug-13	-400,000	-11.40	AA-	F1+
16-Aug-13	113	HSBC	100,000	0.2600	20-Aug-13	-100,000	-2.85	AA-	F1+
16-Aug-13	114	HSBC	100,000	0.2600	20-Aug-13	-100,000	-0.71	AA-	F1+
20-Aug-13	115	Coventry BS	Rolled Over	0.3900	12-Sep-13		-122.88	A	F1
12-Sep-13	115	Coventry BS	Rolled Over	0.4100	17-Oct-13		-196.58	A	F1
17-Oct-13	115	Coventry BS	500,000	0.4100	Still Outstanding		-84.25	A	F1
21-Aug-13	116	HSBC	80,000	0.2600	27-Aug-13	-80,000	-3.42	AA-	F1+
23-Aug-13	117	HSBC	100,000	0.2600	27-Aug-13	-100,000	-2.85	AA-	F1+
27-Aug-13	118	HSBC	150,000	0.2600	28-Aug-13	-150,000	-1.07	AA-	F1+
28-Aug-13	119	Coventry BS	500,000	0.3900	19-Sep-13	-500,000	-117.53	A	F1
28-Aug-13	120	Barclays Bank Plc	400,000	0.2760	19-Sep-13	-400,000	-66.54	A	F1
29-Aug-13	121	HSBC	100,000	0.2600	02-Sep-13	-100,000	-2.85	AA-	F1+
30-Aug-13	122	HSBC	120,000	0.2600	02-Sep-13	-120,000	-2.56	AA-	F1+
			5,420,000			-4,920,000	-818.96		
September									
02-Sep-13	123	Nationwide BS	1,500,000	0.3000	17-Oct-13	-1,500,000	-554.79	A+	F1
02-Sep-13	124	HSBC	230,000	0.2600	03-Sep-13	-230,000	-1.64	AA-	F1+
02-Sep-13	125	HSBC	200,000	0.2600	09-Sep-13	-200,000	-9.97	AA-	F1+
02-Sep-13	126	HSBC	200,000	0.2600	12-Sep-13	-200,000	-14.25	AA-	F1+
02-Sep-13	127	HSBC	350,000	0.2600	13-Sep-13	-350,000	-27.42	AA-	F1+
02-Sep-13	128	HSBC	200,000	0.2600	19-Sep-13	-200,000	-24.22	AA-	F1+
04-Sep-13	129	HSBC	100,000	0.2600	09-Sep-13	-100,000	-3.56	AA-	F1+
06-Sep-13	130	HSBC	120,000	0.2600	09-Sep-13	-120,000	-2.56	AA-	F1+
09-Sep-13	131	HSBC	350,000	0.2600	12-Sep-13	-350,000	-7.48	AA-	F1+
10-Sep-12	132	HSBC	60,000	0.2600	12-Sep-13	-60,000	-0.85	AA-	F1+
11-Sep-12	133	HSBC	65,000	0.2600	12-Sep-13	-65,000	-0.46	AA-	F1+
12-Sep-13	134	HSBC	50,000	0.2600	16-Sep-13	-50,000	-1.42	AA-	F1+
12-Sep-13	135	HSBC	280,000	0.2600	16-Sep-13	-280,000	-5.98	AA-	F1+
16-Sep-13	136	Coventry BS	Rolled Over	0.4100	17-Oct-13		-174.11	A	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT TIME OF INVESTMENT LONG-TERM SHORT-TERM	
17-Oct-13	136	Coventry BS	500,000	0.4100	Still Outstanding		-84.25	A	F1
16-Sep-13	137	HSBC	140,000	0.2600	19-Sep-13	-140,000	-2.99	AA-	F1+
16-Sep-13	138	HSBC	100,000	0.2600	20-Sep-13	-100,000	-2.85	AA-	F1+
16-Sep-13	139	HSBC	150,000	0.2600	23-Sep-13	-150,000	-7.48	AA-	F1+
17-Sep-13	140	HSBC	60,000	0.2600	16-Sep-13	-60,000	-0.43	AA-	F1+
18-Sep-13	141	HSBC	90,000	0.2600	23-Sep-13	-90,000	-3.21	AA-	F1+
19-Sep-13	142	HSBC	100,000	0.2600	23-Sep-13	-100,000	-2.85	AA-	F1+
20-Sep-13	143	HSBC	100,000	0.2600	23-Sep-13	-100,000	-2.14	AA-	F1+
23-Sep-13	144	Barclays Bank Plc	360,000	0.2960	17-Oct-13	-360,000	-70.07	A	F1
24-Sep-13	145	HSBC	60,000	0.2600	30-Sep-13	-60,000	-2.56	AA-	F1+
26-Sep-13	146	HSBC	100,000	0.2600	30-Sep-13	-100,000	-2.85	AA-	F1+
27-Sep-13	147	HSBC	50,000	0.2600	30-Sep-13	-50,000	-1.07	AA-	F1+
30-Sep-13	148	HSBC	700,000	0.2600	07-Oct-13	-700,000	-34.90	AA-	F1+
30-Sep-13	149	HSBC	200,000	0.2600	14-Oct-13	-200,000	-19.95	AA-	F1+
30-Sep-13	150	Barclays Bank Plc	1,140,000	0.3000	21-Oct-13	-1,140,000	-196.77	A	F1
30-Sep-13	151	Coventry BS	500,000	0.4100	Still Outstanding		-179.73	A	F1
30-Sep-13	152	Bank Of Scotland	800,000	0.4100	Still Outstanding		-287.56	A	F1
			8,855,000			-7,055,000	-1,730.37		
October									
01-Oct-13	153	HSBC	100,000	0.2600	07-Oct-13	-100,000	-4.27	AA-	F1+
03-Oct-13	154	HSBC	80,000	0.2600	07-Oct-13	-80,000	-2.28	AA-	F1+
04-Oct-13	155	HSBC	70,000	0.2600	07-Oct-13	-70,000	-1.50	AA-	F1+
07-Oct-13	156	HSBC	350,000	0.2600	17-Oct-13	-350,000	-24.93	AA-	F1+
08-Oct-13	157	HSBC	75,000	0.2600	14-Oct-13	-75,000	-3.21	AA-	F1+
10-Oct-13	158	HSBC	90,000	0.2600	18-Oct-13	-90,000	-5.13	AA-	F1+
11-Oct-13	159	HSBC	300,000	0.2600	17-Oct-13	-300,000	-12.82	AA-	F1+
14-Oct-13	160	HSBC	150,000	0.2600	21-Oct-13	-150,000	-7.48	AA-	F1+
14-Oct-13	161	HSBC	100,000	0.2600	22-Oct-13	-100,000	-5.70	AA-	F1+
15-Oct-13	162	HSBC	440,000	0.2600	17-Oct-13	-440,000	-6.27	AA-	F1+
16-Oct-13	163	HSBC	70,000	0.2600	17-Oct-13	-70,000	-0.50	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
17-Oct-13	164	HSBC	200,000	0.2600	21-Oct-13	-200,000	-5.70	AA-	F1+
18-Oct-13	165	HSBC	150,000	0.2600	21-Oct-13	-150,000	-3.21	AA-	F1+
21-Oct-13	166	Bank Of Scotland	550,000	0.4100	Still Outstanding		-67.96	A	F1
23-Oct-13	167	HSBC	80,000	0.2600	28-Oct-13	-80,000	-2.85	AA-	F1+
25-Oct-13	168	HSBC	130,000	0.2600	Still Outstanding		-6.48	AA-	F1+
28-Oct-13	169	Barclays Bank Plc	760,000	0.2900	Still Outstanding		-24.15	A	F1
30-Oct-13	170	HSBC	100,000	0.2600	31-Oct-13	-100,000	-0.71	AA-	F1+
31-Oct-13	171	HSBC	650,000	0.2600	Still Outstanding		-4.63	AA-	F1+
31-Oct-13	172	HSBC	150,000	0.2600	Still Outstanding		-1.07	AA-	F1+
31-Oct-13	173	Barclays Bank Plc	550,000	0.2700	Still Outstanding		-4.07	A	F1
31-Oct-13	174	Nationwide Bs	1,250,000	0.4100	Still Outstanding		-14.04	A	F1
			6,395,000			-2,355,000	-208.96		
TOTAL INVESTMENTS APRIL TO OCTOBER 2013			48,805,000			-42,465,000	-8,052.04		
TOTAL INVESTMENT 2013/14 (INCLUDING BROUGHT FORWARD AS AT 1 APRIL)			51,320,000			-44,980,000	-8,664.99		

POLICY AND FINANCE COMMITTEE

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

**POLICY AND FINANCE COMMITTEE
FULL RATING LIST OF APPROVED INSTITUTIONS AS AT 1 NOVEMBER 2013**

	Standard & Poor			Moody's			Full Review Date	Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook		Long Term	Short Term	Outlook	
Building Societies											
Nationwide	A	A-1	Negative	A2	P-1	Stable	19/09	A+	F1	STABLE	£1m min
Yorkshire	-	-	-	Baa2	P-2	Stable	22/10	BBB+	F2	Stable	
Coventry	-	-	-	A3	P-2	Stable	22/10	A	F1	Stable	Sterling Brokers
Skipton	-	-	-	Ba1	NP	Negative	22/10	BBB-	F3	Stable	
Leeds	-	-	-	A3	P-2	Stable	22/10	A-	F2	Stable	3Mth
Principality	-	-	-	Ba1	NP	Stable	22/10	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn			22/10	BB+	B	Stable	No Contact
Banks											
Santander Uk Plc.	A	A-1	Negative	A2	P-1	Negative	19/09	A	F1	Stable	
Barclays Bank Plc.	A	A-1	Stable	A2	P-1	Negative	16/05	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Negative	A2	P-1	Negative	19/09	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	19/09	A	F1	Stable	£250
National Westminster Bank Plc.	A	A-1	Negative	A3	P-2	Under Review	19/09	A	F1	Stable	Current a/c
Northern Rock (Asset Management) Plc.	A	A-1	Stable	C	P-1	Stable	Rating Withdrawn – 06/09/12			No Contact	
Royal Bank of Scotland Plc.	A	A-2	Negative	A3	P-2	Under Review	19/09	A	F1	Stable	Current a/c

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 17

meeting date: 12 NOVEMBER 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 31 October 2013:

	£000	£000	2013/14 %	2012/13 %
Balance Outstanding 1 April 2013		357		
NNDR amounts due	17,352			
Plus costs	3			
Transitional surcharge	19			
Write ons	21			
	17,395			
Less				
- Transitional relief	-111			
- Exemptions	-438			
- Charity, Rural, Former Agricultural Discretionary Relief	-942			
- Small Business Rate Relief	-1,735			
- Write offs	-30			
- Interest Due	0			
	-3,256	14,139		
Total amount to recover		14,496		
Less cash received to 31 October		-9,778	67.5	66.1
Amount Outstanding		4,718	32.5	33.9

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 October 2013 is 69.0% compared with 67.9% at 31 October 2012.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 31 October 2013:

	£000	£000	2013/14 %	2012/13 %
Balance Outstanding 1 April 2013		486		
Council Tax amounts due	36,995			
Plus costs	51			
Transitional relief	1			
Write ons	2			
	37,049			
Less - Exemptions	-484			
- Discounts	-3,417			
- Disabled banding reduction	-47			
- Council Tax Benefit	55			
- Local Council Tax Support	-2,079			
- Write offs	-5			
	-5,977	31,072		
Total amount to recover		31,558		
Less cash received to 31 October		-21,559	68.3	68.6
Amount Outstanding		9,999	31.7	31.4

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 October 2013 is 69.0% compared to 69.3% at 31 October 2012.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 31 October 2013 is:

	£000	£000
Amount Outstanding 1 April 2013		330
Invoices Raised	1,086	
Plus costs	2	
	1,088	
Less write offs	0	1,088
Total amount to recover		1,418
Less cash received to 31 October 2013		939
Amount outstanding		479

Aged Debtors	000s	%
< 30 days	70	14.61
30 - 59 days	40	8.35
60 - 89 days	57	11.90
90 - 119 days	17	3.55
120 - 149 days	7	1.46
150+ days	288	60.13
	479	100

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 July 2013 – 30 September 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 July 2013 – 30 Sept 2013	Average Performance
10 days	10.64 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 July 2013 – 30 Sept 2013	Top grade 4 for all LA's 2007/08
20 days	19.82 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 July 2013 – 30 September 2013.

Completed fraud investigations		Average caseload	Number of investigations per 1,000 caseload
Housing Benefit	35	1,935	18.09
Council Tax Support	35	2,618	13.37

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

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

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 July 2013 – 30 September 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.	67.46
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.	15.95
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.	0.46

8 DISCRETIONARY HOUSING PAYMENTS (DHP's)

- 8.1 The Department of Work and Pensions (DWP) allocate each local authority an amount of money each year to grant DHP's to claimants in relation to expenditure they have on housing, over and above any entitlement they have to Housing Benefit.
- 8.2 The amount made available by DWP has been increased substantially this year to deal with the impact of welfare reform e.g. Social Sector Size Criteria, Benefit Cap and Local Housing Allowance reforms. As a result this councils allocation increased from £14,088 to £46,969.
- 8.3 We have received a substantial increase in the number of DHP applications (129) and have approved payments in 71% of cases (92) and refused payments in 29% of cases (37).
- 8.4 Awards to date total 75% of the allocation (£35,113) and we may not be able to meet demand within the current allocation.
- 8.5 The Government have made a further pot of funding available (£20m) for councils to bid for increased funding and it is our intention to continue to monitor our expenditure and consider submitting a bid, if it becomes apparent that we will exceed our allocation, based on the rural nature of this authority, the lack of availability of affordable housing and high private rent levels.

9 CONCLUSION

- 9.1 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

PF64-13/ME/AC
4 November 2013

BACKGROUND PAPERS – None

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 12 NOVEMBER 2013
title: RIBBLE VALLEY STRATEGIC PARTNERSHIP (RVSP) PERFORMANCE
REWARD GRANT (PRG) PROJECTS
submitted by: CHIEF EXECUTIVE
principal author: DAVID INGHAM – PARTNERSHIP OFFICER

1 INTRODUCTION AND PURPOSE

1.1 This report provides an update on existing projects.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions –The projects funded from the PRG and the Second Homes Council Tax all contribute to the achievement of the objectives contained within the SCS and its associated action plans.
- Community Objectives – The Sustainable Community Strategy (SCS) and its associated action plans form the basis of the sense of place and common vision of the communities in the Ribble Valley. The projects are predominantly from the community.
- Corporate Priorities – In its role as community leader the Council has been instrumental in developing the projects.
- Other Considerations – None.

2 BACKGROUND

2.1 This report summarises the status of projects funded by the 2011/2012 PRG money.

3 PERFORMANCE REWARD GRANT

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

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

3.3 Areas with LAAs that ran from 2006-2009 (including the Lancashire Partnership), had already submitted their claims, 50% of which was paid in the Last financial year. The whole claim for the Lancashire Partnership was £19.1m, of which 50%, £9.5m was received in 2009/10. It was agreed by the Lancashire Partnership that 40% of the LAA Reward Grant would be allocated to the Lancashire Partnership, with the remaining 60% divided equally between

the 12 District LSPs. Ribble Valley received this first tranche, which amounted to £478,384.

3.4 Following some further claims in 2010 Ribble Valley received a second tranche of PRG which amounts to £169,062.

3.5 The current position of these funds is as follows:

	£
First tranche	478,384
Second tranche	<u>169,062</u>
	647,446
Commitments (shown in Appendix 1)	<u>523,989</u>
Unallocated	123,457

4 **CONCLUSION**

4.1 That Committee note the status of projects allocated funding from the Performance Reward Grant as set out in Appendix 1.

DAVID INGHAM
PARTNERSHIP OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

121113/P&F/DI

STATUS OF PERFORMANCE REWARD GRANT FUNDED PROJECTS

Description of Project	Amount allocated (£)	Spent & Committed (£)	Comments
Tourist Information Kiosk	80,000	80,000	Match funding not available so far Funds " ring fenced " for Tourism Projects
Community Food Growing	50,000	23,120 15,000	Primary and High School sites being developed Money allocated for land Share sites at Sabden, Calderstones, Whalley and Gisburn
Mobile Resource Centre (STAN)	75,000	75,000	Project now entering into fourth year
Hydro Power Generation Survey	15,000	15,000	Completed
Domestic Violence Worker -	42,000	42,000	Completed
<u>Village Amenities Projects</u>			
Ribchester Play on Project	5,000	5,000	Completed
Chatburn Play Ground	4,000	4,000	Completed
Gisburn Playing Fields	5,000	5,000	Completed
Downham Village Hall	6,500	6,500	Completed
Rimington Memorial Institute	5,000	5,000	Completed
Chipping Play Area	10,000	10,000	Completed
Dunsop Bridge Woodlands Project	10,000	10,000	Completed
Sabden & Heyhouses Community Hall	10,000	10,000	Completed
Longridge Station Buildings	6,000	6,000	Completed
Newton Village Hall	7,500	7,500	Completed
Mellor Brook Community Centre	10,000	10,000	Completed awaiting final invoice
<u>Emerging Projects</u>			
Whalley Playing Fields Sports Facility	8,000	8,000	Completed

Description of Project	Amount allocated (£)	Spent & Committed (£)	Comments
One Stop Voluntary Sector Hub Centre in Clitheroe	5,000	0	To be reallocated
Ribble Valley Food Events Strategy	12,850	12,850	Completed
Air Pollution Monitoring	5,500	0	To be reallocated
Dog Waste Bins	13,370	13,370	Completed
Management Costs	36,000	36,000	Completed
<u>2nd Tranche</u>			
Management Costs	12,680	12,680	Completed
Ribble Valley Walking Week	2,000	2,000	On-going project
Eco-Classroom & Renewable Centre	2,000	0	To be reallocated
Hield Well 'Tarry-a-while site' Clitheroe	10,000	10,000	On-going project
<u>Reallocation of resources</u>			
Longridge Social Enterprise	5,760	5,760	Completed
Clitheroe Food Festival	17,939	17,939	Completed
Partnership Officer	76,270	76,270	Fixed term contract
Total	548,369	523,989	

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION

REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 19(a)

meeting date: 12 NOVEMBER 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 six months of this year's revenue budget as far as this committee is concerned.
- 1.2 Relevance to the Council's ambitions and priorities:
- ❖ Community Objectives – none identified.
 - ❖ Corporate Priorities – to continue to be a well-managed Council providing efficient services based on identified customer need and meets the objective within this priority, of maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
 - ❖ Other Considerations – none identified.

2 FINANCIAL INFORMATION

- 2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period. You will see an overall underspend of £13,888 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	4,978	8,604	3,626	A
INDDV	Economic development	87,260	6,569	10,700	4,131	A
COMPR	Computer Services	-2,220	192,884	194,825	1,941	G
LICSE	Licensing	26,300	-44,114	-47,599	-3,485	A
LANDC	Land Charges	35,950	-27,351	-30,937	-3,586	A
FGSUB	Grants & Subscriptions – Policy & Finance	153,750	132,508	135,322	2,814	A
CEXEC	Chief Executives Department	-13,660	493,709	499,536	5,827	R
CLTAX	Council Tax	329,980	19,954	16,209	-3,745	A
NNDRC	National Non Domestic Rates	36,910	574	216	-358	G
CORPM	Corporate Management	366,360	0	0	0	G
EMERG	Community Safety	69,140	4,278	3,782	-496	G
BYELE	District-By-Election	0	0	3,025	3,025	A
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	12,640	8,306	-4,334	A
ESTAT	Estates	14,510	-7,591	-7,836	-245	G
ATTEN	Mayor's Attendant/ Keeper	-210	7,178	5,431	-1,747	G
CIVCF	Civic Functions	61,860	18,849	14,400	-4,449	A
COSDM	Cost of Democracy	426,900	108,901	107,111	-1,790	G
MAYCR	Mayoral Transport	0	8,007	5,587	-2,420	A
FSERV	Financial Services	-8,160	301,774	296,193	-5,581	R
VARIOUS	Meals on Wheels and Luncheon Clubs	17,900	19,856	15,666	-4,190	A
CIVST	Civic Suite	-160	22,517	25,359	2,842	A
CLOFF	Council Offices	-740	131,015	145,596	14,581	R
FMISC	Policy & Finance Miscellaneous	-241,130	73,136	70,703	-2,433	A
PERFM	Performance Reward Grants	7,500	0	17,882	17,882	R
SUPDF	Superannuation Deficiency Payments	126,170	67,440	66,556	-884	G
LSERV	Legal Services	-20,620	171,946	169,659	-2,287	A
OMDEV	Organisation & Member Development	-4,300	181,587	176,863	-4,724	A
CSERV	Corporate Services	182,390	8,684	7,933	-751	G
CONTC	Contact Centre	-2,340	92,246	90,034	-2,212	A
REVUE	Revenues & Benefits	-6,610	236,680	236,747	67	G
Total net cost of services		1,739,870	2,238,854	2,247,793	8,939	

Items added to / (taken from) balances and reserves					
FNBAL H230	Election Reserve Fund	20,370	0	-4,945	-4,945
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	-17,882	-17,882
FNBAL F719	Vat Shelter	356,970	0	0	0
CPBAL H330	Revenue Contribution to Capital	7,500	0	0	0
Net Balances and reserves		387,790	0	-22,827	-22,827
Net Expenditure		2,127,660	2,238,854	2,224,966	-13,888

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 September £
<p>CLOFF – Council Offices The variance has been caused by commitments of £12k for lift repairs, installing a flue and other maintenance items, in addition to these commitments there has already been some large non regular expenditure of £9k on lift repairs, replacing a ceiling and repointing walls. To rectify the variance accountants are working with budget holders from other service areas to fund the whole of this variance.</p>	21,504

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £13,888 on the first six 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

BACKGROUND WORKING PAPERS

Policy & Finance budget monitoring working papers

PF54-13/TH/AC
18 October 2013

POLICY & 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	367,434	378,036	10,602 R	The provision for savings from staff turnover is not being achieved due to savings from vacant posts offsetting the additional cost of recruiting to a new forward planning officer post (job share), which is to be added to the establishment list.	Budget to be adjusted at revised estimate.
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
PERFM/4677	Performance Reward Grant / Grants to Precepting Bodies	7,500	0	17,882	17,882 R	Extension to contract of strategic partnership project officer to be met from PRG, previously funded from contributions from second homes money	Expenditure to be met from earmarked reserve fund

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
CLOFF/2402	Council Offices / Repair & Mtce - Buildings	34,710	17,360	38,864	21,504 R	The variance has been caused by commitments of £12k for lift repairs, installing a flue and other maintenance items, in addition to these commitments there has already been some large non regular expenditure of £9k on lift repairs, replacing a ceiling and repointing walls.	Meeting to take place between Head of Engineering Services to identify budgets that can be vired to meet the whole of this variance.
COMPR/2998	Computer Services / Software Maintenance	109,150	90,039	95,851	5,812 R	The variance is due to a combination of prepayment of future year maintenance agreements and an additional transaction based charge for Civica ICON.	Prepayments will be treated as payments in advance at the year end and the estimate adjusted to take account of the increase in the transaction charge.

POLICY & FINANCE COMMITTEE

AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
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. There are currently some arrears.
CEXEC/0101	Chief Executive / Salaries Overtime	1,140	576	2,623	2,047	A	The main reason for the variance is due to overtime being undertaken due to a vacancy in the Environmental Health section
LSERV/0100	Legal Services / Salaries	229,370	114,730	118,257	3,527	A	The budget provision for staff turnover is currently not being achieved.
LSERV/2976	Legal Services / Reference Books	22,760	15,439	10,651	-4,788	A	New online contract has been entered into which could result in savings on expenditure
CIVST/2402	Civic Suite / Repair & Mtce - Buildings	11,040	5,520	10,158	4,638	A	The variance has mainly been caused by upgrading a gas pipe and repairs to the roof of the linkway.
CLOFF/2501	Council Offices / Premises Insurance	8,380	8,380	6,280	-2,100	A	Reduction in the share of insurance costs

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
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	1,586	5,371	3,785	A	Overspend is mainly as a result of an electrical upgrade including new light fittings, replacing pipework and painting at over 60's club
ESTAT/8832u	Estates / Ground Rents General	-950	-218	-3,144	-2,926	A	Additional income received from the sale of freeholds
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 still to be invoiced
LANDC/8408z	Land Charges / Search Fee	-65,190	-33,082	-37,585	-4,503	A	Increase in number of searches received compared to previous year
CONTC/0100	Contact Centre / Salaries	129,640	64,844	62,301	-2,543	A	Vacant part-time customer service post.

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
CONTC/2809	Contact Centre / Non Recurring Purchase of Equipment	0	0	2,985	2,985	A	New Macfarlane historical Management Information Systems (MIS) module & training. This is funded from new burdens Localisation of support for Council tax grant funding.
OMDEV/1023	Organisation & Member Development / Corporate Training	14,180	7,092	3,591	-3,501	A	Training needs to be identified from performance appraisals before a development plan can be produced
REVUE/0100	Revenues & Benefits / Salaries	362,270	181,208	184,332	3,124	A	The budget provision for staff turnover not being achieved

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No19(b)

meeting date: 12 NOVEMBER 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 first six months of the current financial year.

2 ORIGINAL BUDGET 2013/14

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

	Original Estimate 2013/14 £
Committee Net Requirements	6,412,110
Capital Charges Adjustment	-539,450
Committee Expenditure After Adjustments	5,872,660
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
Expenditure After Other Items	5,410,795
Less Added to/(taken from) Earmarked Reserves	
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

	Original Estimate 2013/14 £
LalPac Reserve	-460
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
Net Expenditure	5,899,027

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 have started 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 September 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 September on these was as follows:

3.3 **Employees**

Position at end of September:

	£000
Budget	2,914
Actual	2,906
Difference	-8

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.

- PAPER: Waste Paper and Card Collection – *The budget provided for 3 drivers. To date it has been possible to manage with 2. In addition, the provision for temporary staff hasn't been needed to date.*
- RCOLL: Refuse Collection – *There have been savings in Drivers and Loaders direct costs due to a number of staff vacancies.*
- 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 new staffing for the Core Strategy.*
- VEHCL: Vehicle Workshop – *The previous workshop manager left his post at the start of June, and staffing levels were not restored until the end of August.*

3.4 Fees and Charges

Position at end of September:

£000	
Budget	-1,128
Actual	-1,161
Difference	-33

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

- PLANG: Planning Control and Enforcement – *Fewer large planning applications have been received in the first half of the financial year compared to the previous 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, Ribchester and Dunsop Bridge Car Parks.*

3.5 **Interest**

Position at end of September:

£000	
Budget	-15
Actual	-14
Difference	1

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

4 SUMMARY

4.1 In summary, the position is as follows:

£ 000	
Employees	-8
Income	-33
Interest	1
Total Net Savings/Underspend/Extra Income	- 40

5 CONCLUSION

5.1 Overall, the variances to the end of September 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 and Public Rights of Way, together with the staff savings experienced on the Paper and Card collection service, Refuse Collection and the Vehicle Workshop.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF57-13/LO/AC
31 October 2013

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie, extension 4541

Employees – April to September 2013

Cost Centre	Cost Centre Name	Original Estimate to end September 2013	Actual to end September 2013	Variance
COMMD	Community Services Department	569,674	590,115	20,441
CORES	Core Strategy	0	218	218
BCSAP	Building Control SAP Fees	52	90	38
STCLE	Street Cleansing	69,751	68,397	-1,354
DNHAM	Downham Toilets	268	120	-148
PCADM	Public Conveniences Administration	0	10	10
PAPER	Waste Paper and Card Collection	33,436	20,335	-13,101
RCOLL	Refuse Collection	314,777	305,987	-8,790
TFRST	Waste Transfer Station	11,648	11,076	-572
CEXEC	Chief Executives Department	460,208	472,424	12,216
LSERV	Legal Services	141,434	144,592	3,158
ARTDV	Art Development	6,638	6,572	-66
PLATG	Platform Gallery and Visitor Information	32,762	32,733	-29
CPADM	Car Park Administration - Off Street	23,386	22,423	-963
CLCEM	Clitheroe Cemetery	0	21	21
WARMH	Warm Homes Healthy People	0	4,173	4,173
CLMKT	Clitheroe Market	938	787	-151
SDEPO	Salthill Depot	9,284	9,292	8
VEHCL	Vehicle Workshop	30,364	21,965	-8,399
WKSAD	Works Administration	62,423	60,922	-1,501
CIVST	Civic Suite	5,290	4,804	-486
CLOFF	Council Offices	21,657	19,774	-1,883
ELECT	Register of Electors	360	0	-360
ATTEN	Mayor's Attendant/Keeper	6,984	5,153	-1,831
COSDM	Cost of Democracy	1,950	1,938	-12
SUPDF	Superannuation Deficiency Payments	3,038	3,037	-1
COMPR	Computer Services	74,646	74,386	-260
FSERV	Financial Services	275,002	274,102	-900
OMDEV	Organisation & Member Development	146,806	147,670	864
CONTC	Contact Centre	78,550	74,618	-3,932
REVUE	Revenues & Benefits	222,514	225,044	2,530
PKADM	Grounds Maintenance	106,420	106,850	430
RPOOL	Ribblesdale Pool	153,252	149,188	-4,064
EXREF	Exercise Referral Scheme	50,235	47,306	-2,929
		2,913,747	2,906,122	-7,625

Fees and Charges – April to September 2013

Cost Centre	Cost Centre Name	Original Estimate to end September 2013	Actual to end September 2013	Variance
BCSAP	Building Control SAP Fees	-2,662	-4,408	-1,746
BLDGC	Building Control	-100,404	-105,939	-5,535
CIVST	Civic Suite	-2,616	-2,063	553
CLAND	Contaminated Land	-50	0	50
CLCEM	Clitheroe Cemetery	-20,616	-18,860	1,756
CLMKT	Clitheroe Market	-102,673	-105,367	-2,694
COMMD	Community Services Department	-516	-356	160
COMPR	Computer Services	0	-6	-6
DOGWD	Dog Warden & Pest Control	-9,046	-8,176	870
DRAIN	Private Drains	-706	-521	185
EALLW	Edisford All Weather Pitch	-10,650	-9,624	1,026
EDPIC	Edisford Picnic Area	-555	-833	-278
EHKAA	PK06 HKA Vauxhall Vivaro panel van	0	-100	-100
ENVHT	Environmental Health Services	-11,694	-14,559	-2,865
EXREF	Exercise Referral Scheme	-1,680	-1,734	-54
FMISC	Policy & Finance Miscellaneous	-78	-26	52
FSERV	Financial Services	-516	-537	-21
IMPGR	Improvement Grants	-4,004	-3,916	88
LANDC	Land Charges	-33,082	-37,585	-4,503
LICSE	Licensing	-60,104	-61,603	-1,499
MCAFE	Museum Cafe	-3,297	-3,415	-118
MUSEM	Castle Museum	-42	0	42
OMDEV	Organisation & Member Development	-52	0	52
PLANG	Planning Control & Enforcement	-232,188	-222,817	9,371
RCOLL	Refuse Collection	-10,860	-11,085	-225
RIGHT	Public Rights of Way	0	-8,548	-8,548
RPOOL	Ribblesdale Pool	-200,748	-202,076	-1,328
RVPRK	Ribble Valley Parks	-6,510	-4,413	2,097
SIGNS	Street Nameplates & Signs	-480	-494	-14
SPODV	Sports Development	-106	-22	84
TRREF	Trade Refuse	-134,784	-146,448	-11,664
VARIOUS	Car Park Administration - Off Street	-172,948	-183,043	-10,095
VARIOUS	Meals on Wheels	-3,941	-2,225	1,717
		-1,127,608	-1,160,801	-33,193

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20(a)

meeting date: 12 NOVEMBER 2013
 title: CAPITAL MONITORING REPORT 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 September 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 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure as at end September 2013 (including commitments) £	Variance as at end September 2013 £
0	105,570	16,430	122,000	10	-121,990

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:

- **ECDVI – Economic Development Initiatives:** Work on the scheme has been undertaken, however expenditure has been revenue based rather than capital.
- **PCNCO – PSN Compliance:** Preliminary work to ensure compliance with PSN requirements in the shorter term have been the focus of work to date, however a working group has been agreed and will be meeting in November to discuss the work plan. Progress has been hampered due to current staff vacancies within the ICT team.

- **SVNET – Server and Network infrastructure:** A number of switches have been purchased. Due to current staff vacancies within the ICT team, these have yet to be implemented. Two Cisco ASA 5505 firewalls have been purchased in readiness for Public Services Network (PSN) implementation.

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

PF58-13/AJ/AC
31 October 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
PSNCO	PSN Compliance	0	0	16,430	16,430	0	-16,430
SVNET	Server and Network Infrastructure	0	5,570	0	5,570	10	-5,560
	Total Policy and Finance Committee	0	105,570	16,430	122,000	10	-121,990

Annex 2

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

Financial Implications – REVENUE

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

Useful Economic Life

Dependent upon the nature of the project

Progress - Budget Holder Comments

September 2013: Work on the scheme has been undertaken, however expenditure has been revenue based rather than capital.

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.

Policy and Finance Committee - Individual Scheme Details

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.

Annex 2

Policy and Finance Committee - Individual Scheme Details

PSNCO PSN Complicance

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

Brief Description:

In order to ensure compliance with the Public Services Network (PSN) requirements, this scheme allows the purchase of secure end points (tablet devices) in order for members to access their emails securely and in a manner that satisfies the Cabinet Office. The purchase of management software for the devices is also included within the scheme.

Start Date, duration and key milestones:

Start Date: November 2013

Financial Implications – CAPITAL

	£	Actual Expenditure as at end September 2013 (including commitments) £	Variance as at end September 2013 £
Total Approved Budget 2013/14	16,430	0	-16,430
ANTICIPATED TOTAL SCHEME COST	16,430		

Financial Implications – REVENUE

None

Useful Economic Life

5 years.

Progress - Budget Holder Comments

September 2013: Preliminary work to ensure compliance with PSN requirements in the shorter term have been the focus of work to date, however a working group has been agreed and will be meeting in November to discuss the work plan. Progress has been hampered due to current staff vacancies within the ICT team.

Annex 2

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: March 2014

Financial Implications – CAPITAL

	£	Actual Expenditure as at end September 2013 (including commitments) £	Variance as at end September 2013 £
Total Approved Budget 2013/14	5,570	10	-5,560
Actual Expenditure 2012/13	19,435		
ANTICIPATED TOTAL SCHEME COST	25,005		

Financial Implications – REVENUE

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

Useful Economic Life

5 to 7 years.

Progress - Budget Holder Comments

September 2013: A number of switches have more recently (October) been purchased. Due to current staff vacancies within the ICT team, these have yet to be implemented. Two Cisco ASA 5505 firewalls have been purchased in readiness for Public Services Network (PSN) implementation.

July 2013: The majority of work required to upgrade the servers has been completed. Replacement of switches to 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.

Policy and Finance Committee - Individual Scheme Details

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 20(b)

meeting date: 12 NOVEMBER 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 September 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 5 schemes totalling £288,690, 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 £1,539,900.
- 2.5 The capital scheme that is requested within the 'reference from community committee' report elsewhere on the agenda is not included within this report.

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 September 2013 (including commitments) £	Variance as at end September 2013 £
Community Services	593,000	0	56,390	234,000	883,390	810,314	-73,076
Planning and Development	0	0	16,000	0	16,000	11,975	-4,025
Policy and Finance	0	0	105,570	16,430	122,000	10	-121,990
Health and Housing	240,000	201,620	38,630	38,257	518,507	296,935	-221,575
Total	833,000	201,620	216,590	288,690	1,539,900	1,119,234	-420,666

3.2 As at the end of September, 73% of the annual capital programme has been spent or committed.

3.3 The main variations to date are:

- **CALVG – Calderstones Village Green:** Whilst 100% of the remedial works to the bowling green have been completed, only 30% of the new pathways have been completed due to encountering soft ground. The scheme is now anticipated to be finished by the end of November 2013.
- **PLAYN – Play Area Improvements:** Following a survey of play areas, priorities have been identified for this year as essential repairs valued at £10k, with the majority of the balance funding new play equipment and the replacement of the dog gate on the Henthorn site. The remainder will fund painting and routine maintenance of existing equipment, ready for next year.
- **ECDVI: Economic Development Initiatives:** Work on the scheme has been undertaken, however expenditure has been revenue based rather than capital.
- **DISCP – Disabled Facilities Grants:** A couple of large recommendations are currently being processed. It is anticipated that although work on these adaptations will start during this financial year it is unlikely that both will have been completed by the end of the financial year. Very few new recommendations have been received in the last quarter.
- **LANGR – Landlord/Tenant Grants:** All but one property renovation is proceeding as planned. The one remaining grant will now be reallocated.
- **REPPF – Repossession Prevention Fund:** On average we receive 3 repossession notifications each month and each household is offered a housing advice interview during which the repossession prevention fund is considered.

4 CONCLUSION

- 4.1 Expenditure to date equals 73% of the overall capital programme for the current financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF59-13/AJ/AC
31 October 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 £
Community Committee								
CALVG	Calderstones Village Green			38,460		38,460	4,884	-33,576
CARPK	Car Parks Rolling Programme			390		390	392	2
CPLAY	Castle Grounds Play area			10,440		10,440	9,774	-666
GVWYV	Replacement Vehicle PK06 VWY – Vauxhall Vivaro 2900 DTI LWB Panel Van	13,000				13,000	12,883	-117
PLAYN	Play Area Improvements	40,000				40,000	3,695	-36,305
PVEHS	Paper and Cardboard Collection Vehicles (2 of)				24,000	24,000	23,999	-1
RETWK	Retention of Weekly Collection of Residual Waste	540,000			210,000	750,000	749,417	-583
WMOOR	Whalley Moor Woodland Paths & Nature Reserve			7,100		7,100	5,270	-1,830
	Total Community Committee	593,000	0	56,390	234,000	883,390	810,314	-73,076
Planning Committee								
MVMSF	MVM Software			16,000		16,000	11,975	-4,025
	Total Planning Committee	0	0	16,000	0	16,000	11,975	-4,025
Policy and Finance Committee								
ECDVI	Economic Development Initiatives			100,000		100,000	0	-100,000

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 £
PSNCO	PSN Compliance				16,430	16,430	0	-16,430
SVNET	Server and Network Infrastructure			5,570		5,570	10	-5,560
	Total Policy and Finance Committee	0	0	105,570	16,430	122,000	10	-121,990
<i>Health & Housing Committee</i>								
CMEXT	Installation of Infrastructure		84,000	1,470	33,540	119,010	115,842	-3,168
DISCP	Disabled Facilities Grants	109,000	84,330	-6,400	4,720	191,650	82,513	-109,137
LANGR	Landlord/Tenant Grants	75,000		40,690		115,690	35,006	-80,684
LPREP	Longridge Purchase & Repair Scheme	45,000				45,000	45,000	0
PEFBC	Replacement of Pest Control Vehicle PE56 EFB	11,000				11,000	11,436	436
REPPF	Repossession Prevention fund		33,290	2,870		36,160	7,138	-29,022
	Total Health & Housing Committee	240,000	201,620	38,630	38,257	518,507	296,935	-221,575
	TOTAL	833,000	201,620	216,590	288,690	1,539,900	1,119,234	-420,666

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 24 SEPTEMBER 2013

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

1 Apologies

Cllr Elms

2 Minutes of meeting held on 14 August 2013

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

3 Report of External Auditors Grant Thornton – Financial Resilience of RVBC

3.1 The Director of Resources took members through a report from the council's external auditors Grant Thornton, which gave an overview of the council over four key risk areas, being:

- Key Indicators of Performance
- Strategic Financial Planning
- Financial Governance
- Financial Control

3.2 The council had scored 'green' (arrangements that meet or exceed adequate standards) in all areas of the assessment.

3.3 Members were extremely pleased with the findings of the report and felt it important that some publicity was undertaken. A suggestion was made of publicising the findings in the Ribble Valley News alongside the findings of the Perception Survey, subject to publication timings.

4 Earmarked Reserves

4.1 The Head of Financial Services presented a report on the council's Earmarked Reserves, as requested at a previous meeting of the Budget Working Group.

4.2 The council's Earmarked Reserves as at the 31 March 2013 were £4.6m. It was explained that a large proportion of this was made up of the VAT Shelter receipts and New Homes Bonus.

4.3 The Earmarked Reserves were shown over six categories and it was explained that recent pressures around planning, core strategy, business rates volatility and housing benefits had seen sizeable earmarked reserves created to safeguard the council in future years.

4.4 Members discussed the various earmarked reserves, particularly New Homes Bonus, VAT Shelter and Performance Reward Grant. Members asked that a report on the latest position on Performance Reward Grants be submitted to the next Policy and Finance Committee (12 November 2013).

5 Revenue Budget

5.1 The Director of Resources presented a report to members which sought a steer from members on setting the budget for 2014/15.

- 5.2 The assumptions used in the latest budget forecast were outlined to members and some suggestions were provided to members as to how the shortfall contained within the forecast could be addressed.
- 5.3 Options considered were:
- Increase in the council tax for 2014/15.
 - Detailed examination of 2012/13 underspends to identify potential future savings.
 - Increase the amount of New Homes Bonus used to finance the revenue budget.
 - Level of Business Rate Growth that can be realistically relied upon.
- 5.4 A pay award of 1% had been allowed in the budget forecast for 2014/15 and a general increase of 2.75% on all other items. A steer was sought from Budget Working Group on the level of increase to be applied across all of the council's fees and charges, which was agreed at 2.75%, however further consideration was needed as to whether there should be any increase applied to parking charges.
- 5.5 Members discussed the possibility of a council tax increase, they agreed that a savings target of 1% of the council's net budget should be sought from Heads of Service, it was agreed that there should be greater use of the New Homes Bonus to support the revenue budget and a further report was requested on the Business Rates Growth position for the current financial year.
- 5.6 It was agreed that detailed interactive budget modelling would be carried out at the next Budget Working Group meeting in order to better assess the impact of the various options discussed.

6 SPARSE update on Fair Funding Campaign and other Settlement Matters

- 6.1 A briefing paper from SPARSE was circulated to members in order to keep them up-to-date on the valuable work currently being undertaken by them on behalf of the council.

7 Draft Response to Local Government Finance Settlement Consultation Paper

- 7.1 A draft response to the technical consultation on the Local Government Finance Settlement was circulated to all members. The Director of Resources requested that members review the response over the coming week, with a view to submitting any further comments to her prior to the submission date of 2 October 2013.

8 PSN Compliance

- 8.1 A brief update was provided to members on the latest position with regard to the council's PSN Compliance. Details of the recommendations from Policy and Finance Committee were discussed and an overview of the 'next steps' was provided. It was agreed that this would now be dealt with by the working group that had been set up for this purpose by Policy and Finance Committee.

9 Any Other Business

- 9.1 There were no additional items of business

10 Date and Time of Next Meeting

- 10.1 The next meeting would be on **Tuesday 22 October 2013 in Committee Room 1 at 4.00pm**
- 10.2 Further meeting dates were also approved for:
- **Tuesday 26 November 2013 in Committee Room 1 at 4.00pm**
 - **Tuesday 17 December 2013 in Committee Room 1 at 4.00pm**

NOTES OF ECONOMIC DEVELOPMENT WORKING GROUP HELD ON TUESDAY 20TH AUGUST 2013

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

IN ATTENDANCE: Colin Hirst
Craig Matthews
Bill Alker

1) APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were submitted on behalf of Cllr R Swarbrick.

2) MINUTES OF LAST MEETING

The minutes of the meeting held on 17th July 2013 were agreed. The role of a new Partnership Officer post has now been filled (who is due to start work in September on a part time basis) and they would work closely with villages, communities and the third sector.

3) UPDATE ON EMPLOYMENT LAND

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, the group considered that it is 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. It was reported also that some interest was being shown on land at Barrow Brook for future employment uses.

4) UPDATE ON CLITHEROE MASTERPLAN

Within the Clitheroe Town Centre Masterplan, 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. A paper specifically on Clitheroe market development proposals taken from the masterplan was circulated. Councillor Horkin declared an interest in this matter but remained in the meeting. It was recognised that the Council may not necessarily be the lead body in any potential initiatives or future development of the site, but it was considered important that the Council will continue to have a significant and controlling role, as well as continuing to retain the market function. There was a need to look at the possibility of pedestrianising Clitheroe town centre and enhancing and improving links with the rest of the town centre.

Also important to strengthen engagement and work with Clitheroe Town Council, and in relation to other town centre initiatives generally, 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. 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.

4) RURAL ECONOMY PAPER

Information was circulated detailing numbers involved in agriculture, forestry and fishing as compared to the rest of the employment sector. Issues around the land-based economy generally the need to maintain awareness of the key issues connected with the sector were discussed. 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.

Some farmers had diversified (i.e. tourism activities). It was recognised that there was a difficulty for many upland farmers who had tried diversification but were currently making a loss on their businesses. There was a need to understand the causes for young people leaving villages and understand that the withdrawal of rural services (police, health, transport) was a key factor in this. It was also noted that rural areas are often play an important as the 'playground' for urban areas.

4) CONFIRMATION OF PRIORITIES

Following discussions in the previous meeting, the group confirmed the four work areas as previously agreed (Employment Land and Premises, Clitheroe Masterpln/Market, Tourism & Visitor Economy, Transport & Infrastructure) for a future focus of the group and where possible to seek funding and support through the Lancashire Enterprise Partnership.

---ENDS---