

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 6 SEPTEMBER 2016** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (copy for information to all other members of the Council)  
Directors  
Press

## AGENDA

### Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 7 June 2016 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

### DECISION ITEMS

- ✓ 5. Budget Forecast 2016/17 – 2020/21 – report of Director of Resources – copy enclosed.
- ✓ 7. Local Taxation Write-offs – report of Director of Resources – copy enclosed.
- ✓ 8. Civica Icon System Upgrade – report of Director of Resources – copy enclosed.

- ✓ 9. Clitheroe Market Re-Development Area Progress Report – report of Chief Executive – copy enclosed.
- 10. Visit to National Memorial Arboretum – see agenda item 27.
- ✓ 11. Local Government Boundary Commission for England Review – report of Director of Resources – copy enclosed.
- ✓ 12. References from Committee – The Redevelopment of Ribblesdale Pool Changing Rooms and Reception – report of Director of Resources – copy enclosed.

#### INFORMATION ITEMS

- ✓ 14. Ombudsman Annual Review letter 2016 – report of Chief Executive – copy enclosed.
- ✓ 15. Capital Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 16. Overall Capital Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 17. Revenue Outturn 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 18. Overall Revenue Outturn 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 19. Revenue Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 20. Overall Revenue Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 21. Treasury Management Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 22. Timetable for Budget Setting – report of Director of Resources – copy enclosed.
- ✓ 23. Insurance Renewals 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 24. Revenues and Benefits Report – report of Director of Resources – copy enclosed.
- ✓ 25. Year End Performance Report – Policy and Performance Officer – report of Director of Resources – copy enclosed.
- ✓ 26. Minutes of Budget Working Group held 1 February 2016 and 29 June 2016 – copy enclosed.
- ✓ 27. Reports from Representatives on Outside Bodies.

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

#### DECISION

- ✓ 28. Local Taxation and Housing Benefit Write-offs – report of Director of Resources – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 5

meeting date: 6 SEPTEMBER 2016  
title: BUDGET FORECAST 2017/18 TO 2020/21  
submitted by: DIRECTOR OF RESOURCES  
principal author: JANE PEARSON

### 1 PURPOSE

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

### 2 BACKGROUND

- 2.1 The budget forecast is an important tool which gives an early indication of any potential budgetary problems and also informs our Medium Term Financial Strategy accordingly.
- 2.2 It is inevitable that we need to continue to scrutinise closely our financial position in the coming months in order to best place us to face the continuing challenges that lie ahead. Therefore we will continue holding frequent Budget Working Group meetings and also produce overall budget monitoring reports for members on a regular basis.
- 2.3 The introduction in 2013 of a new Business Rate Retention scheme significantly affected how local authorities are now funded. Put simply local authorities are able to retain a share of business rates collected above a baseline target level after paying a levy to central government. However local authorities who joined together to form Business Rate Pools are allowed to retain this levy. The system is extremely complex and it is therefore difficult to predict business rates income with certainty. We have joined the Lancashire Business Rate Pool with effect from 1 April 2016 and therefore will no longer be required to pay any levy due over to central government.
- 2.4 In October 2015 the Chancellor of the Exchequer announced plans for Councils to retain all locally raised business rates by 2020 under radical local government finance reforms. The changes will also end the distribution of revenue support grant. The Treasury press release accompanying the Chancellor's announcement said that local government would have to take on new responsibilities to "ensure that the reforms are fiscally neutral".
- 2.5 The local government grant settlement announced in December gave indicative figures for a four year period. However the figures given for 2017/2018 and beyond were part of an offer to councils conditional on publishing an efficiency plan.
- 2.6 The Government announced they will reduce revenue support grant to individual local authorities in a way that ensures that councils delivering the same set of services receive the same percentage change in settlement core funding for these services. Taking council tax into account when calculating this adjustment is a significant change in central government policy. As a result of these calculations, some individual local authorities in later years will be required to contribute funding from other elements of their settlement core funding if their revenue support grant amount is reduced to a level below zero. The Government proposes that this adjustment could be made through the top-up and tariff method.
- 2.7 The latest budget forecast is based on many assumptions. As in the past these are very difficult to predict going forward. Whilst every year it is extremely difficult to predict funding, nearly all of our major income streams are currently undergoing significant and wide ranging reviews. These are:

- Business Rate Retention
- New Homes Bonus
- Government Grants (Needs Assessment)

### 3 PUBLIC SECTOR PAY AND PRICE INFLATION.

#### **Pay**

- 3.1 Future local government pay as you are aware is agreed by the Local Government Employers Association. The settled pay award for 2017/18 has been incorporated into the budget forecast. For the remainder of the forecast period I have assumed a 1.5% yearly increase which also allows for the increased national living wage
- 3.2 A new Apprenticeship Levy will be due from all major employers from 1 April 2017 equating to 0.5% of the total pay bill.

#### **Inflation & Interest Rates**

- 3.3 As you will be aware the Bank of England has recently reduced the base rate to 0.25%. The Inflation and Interest rates allowed in the budget forecast are our best estimates. General inflation has been included at 1.5% for 2017/18 and 2% thereafter. The impact of the reduction in the base rate will inevitably mean we will see even less investment interest from our treasury management activities.

### 4 LOCAL GOVERNMENT FUNDING

#### **Outcome**

- 4.1 In addition to the unknown (at this stage) reviews of 3 of our 4 major funding streams (the 4<sup>th</sup> being council tax income) we will be faced with the impact (both directly and indirectly) of BREXIT and a new Prime Minister, Chancellor, and Secretary of State for Local Government.
- 4.2 It is inevitable that our forecast will change as more information becomes available. Within our estimates I have assumed that we will be able to rely on using the same levels as currently to support our revenue budget for:
- New Homes Bonus (£767k)
  - Business Rate Growth above our baseline (£263k)

- 4.3 I have also assumed at this stage that our core government grant funding will be as set out in the 4 year provisional grant figures announced with the settlement in February this year.
- 4.4 Any announcements made as part of the Autumn Statement (usually announced at the end of November) will be analysed to consider the impact on our financial position.

### 5 COUNCIL TAX

- 5.1 Council tax freeze grant is no longer available.
- 5.2 Our council tax is currently £145.69 and we have assumed in our forecast a 2% increase each year.

### 6 COMMENTS ON THE LATEST FORECAST

- 6.1 We have updated the forecast to reflect our latest assumptions based on the limited information available. The resultant forecast summary is shown at Annex 1.
- 6.2 Assumptions made in the new updated forecast.

- i) We have increased the use of balances to £300,000 each year from 2017/18 taking us to just over £1.2m General Fund Balances by 31 March 2021.
- ii) Interest Receipts will fall. The forecast assumes £10k next year, £15k in 2018/19 and 2019/20 and £20k in 2020/21.
- iii) A 1% increase in the council taxbase per annum has been assumed over the forecast period. This reflects the increase in properties in our area.
- iv) An increase each year in our band d council tax of 2%.
- v) Council Tax Surplus/Deficit – I have assumed the collection fund will broadly break even.
- vi) Business Rate Growth Retention – We have assumed we will use £263k from business rate receipts in each year of the forecast.
- vii) The recycling and waste collection cost sharing agreement with the County Council ends in 2018

## 7 CONCLUSION

7.1 Hopefully the Government will publish their outcome on the New Homes Bonus consultation in the coming weeks. We are not anticipating the outcome of the other reviews in the foreseeable future. These will have a significant impact from 2020 onwards.

7.2 The latest forecast indicates that based upon the assumptions above savings will be required as shown below.

<b>Reductions in expenditure required in order to achieve a balanced budget</b>	
<b>£000</b>	
<b>2017/18</b>	<b>265</b>
<b>2018/19</b>	<b>719</b>
<b>2019/20</b>	<b>921</b>
<b>2020/21</b>	<b>1,174</b>

7.3 Obviously if reductions are made which are of a recurring nature (i.e. reductions to the base budget) then this will reduce the savings need to be made in the following years.

7.4 The Budget Working Group will be considering the Budget Forecast at their meeting on 14 September 2016.

## 8 RECOMMENDATION

8.1 Consider the Budget Forecast and ask the Budget Working Group to recommend what action to take.

DIRECTOR OF RESOURCES

PF51-16/JP/AC  
26 August 2016

Latest Budget Forecast - 1 September 2016											
	2016/17 OE		2017/18		2018/19		2019/20		2020/21		
	£		£		£		£		£		
Net Expenditure		6,561,898		6,641,642		7,002,911		7,151,367		7,302,865	
Interest Receipts		-28,730		-10,000		-15,000		-15,000		-20,000	
Use of Superannuation reserve		-36,512		-36,512		-36,512		-36,512		-36,512	
Rural Services Grant		-107,254		-86,603		-66,618		-86,603		-86,603	
Use of Business Rate Growth		-262,926		-262,926		-262,926		-262,926		-262,926	
Use of New Homes Bonus		-786,961		-786,961		-786,961		-786,961		-786,961	
Use of Balances		-200,000		-300,000		-300,000		-300,000		-300,000	
<b>Reductions in Expenditure Required</b>		<b>0</b>		<b>-264,585</b>		<b>-719,287</b>		<b>-921,378</b>		<b>-1,173,929</b>	
<b>Budget Requirement</b>		<b>5,139,515</b>		<b>4,894,055</b>		<b>4,815,607</b>		<b>4,741,988</b>		<b>4,635,934</b>	
Core Government Funding											
Revenue Support Grant		623,087		304,319		109,149		-108,866		-250,000	
Transition Grant		20,424		20,345		0		0		0	
Business Rates Baseline		1,239,518		1,263,897		1,301,183		1,342,771		1,342,771	
Coll Fund Deficit/(Surplus)		-47,809		0		0		0		0	
<b>Precept</b>		<b>3,208,677</b>		<b>3,305,494</b>		<b>3,405,275</b>		<b>3,508,083</b>		<b>3,543,163</b>	
Tax Base		22,024		22,244	1%	22,467	1%	22,691	1%	22,918	1%
Band D Council Tax		145.69		148.60	2%	151.57	2%	154.60	2%	154.60	2%
<b>Effect of above on General Fund Balances</b>											
<b>General Fund Balances</b>		<b>2016/17</b>		<b>2017/18</b>		<b>2018/19</b>		<b>2019/20</b>		<b>2020/21</b>	
		£		£		£		£		£	
Brought Forward		2,678,832		2,478,832		2,178,832		1,878,832		1,578,832	
Used		-200,000		-300,000		-300,000		-300,000		-300,000	
Carried Forward		2,478,832		2,178,832		1,878,832		1,578,832		1,278,832	

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

DECISION

Agenda Item No 7

meeting date: 6 SEPTEMBER 2016  
title: LOCAL TAXATION WRITE OFFS  
submitted by: DIRECTOR OF RESOURCES  
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off certain 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, enforcement agents, 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 individuals and 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 CARR HALL HOME AND GARDEN CENTRE LTD

3.1 The debt relating to this company covers two main periods i.e. the first year of trading (approx. £30k) and the year between when the company ceased to trade and a new tenant was found for the property (approx. £33k).

3.2 The Valuation Office Agency took almost twelve months to bring this property into rating and initially gave it a substantially higher rateable value.

3.3 Mr Andrew Donelan who was the Director of Carr Hall Home and Garden Centre Ltd disputed his liability and a meeting took place attended by the Head of Revenues and Benefits, the ward Councillors and our MP.

3.4 An arrangement was made with Mr Donelan to hold action in relation to recovery of the rates for the first year to allow him to appeal against the assessment on the understanding that he would pay the full amount due once his appeal was settled.

- 3.5 Unfortunately, despite Mr Donelan's assurances, payment has not been forthcoming and the company has since gone into liquidation, and therefore we are unable to take any further action.
- 3.6 Once the company ceased to trade the property was emptied with effect from 1 April 2014 and a three month exemption was allowed for the period until 30 June 2014.
- 3.7 A dispute then arose with Mr Donelan as the property is owned by another one of his companies i.e. Donelan Trading Ltd and it was our view that that company could be liable for the rates payable from 1 July 2014 until the new tenant was found on 16 February 2015 i.e. approximately £33,000.
- 3.8 Mr Donelan instructed solicitors to dispute this and provide some evidence to suggest that Carr Hall Home and Garden Centre Ltd continued to pay the other utilities etc. in respect of the property.
- 3.9 A decision was then taken to accept that Carr Hall Home and Garden Centre Ltd remained liable for rates until 15 February 2015 as it was uncertain that the Council would be successful in obtaining a Liability Order against Donelan Trading Ltd at a contested hearing.

#### 4 CURRENT POSITION

- 4.1 There are two cases where the companies have been dissolved and three cases where the companies have gone into liquidation and therefore we need to write off NNDR debts. Annex 1 shows details of the debts we are seeking approval to write off – these total £90,009.03.

#### 5 FINANCIAL IMPLICATIONS

- 5.1 Until 31 March 2013 when NNDR debts were written off the costs were met from the non-domestic rate pool.
- 5.2 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 £90,009.03 of NNDR debts where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF39-16/ME/AC  
22 August 2016



## Write offs – NNDR

Year	Name	Property	Amount £
<b>LIQUIDATION</b>			
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.			
2015/16	House of Cards	4 Castle Street, Clitheroe BB7 2BX	1,400.66
2012/13	Panama Sports Horses UK Ltd	Gisburne Stables, Gisburne Park, Gisburn, Clitheroe BB7 4HU	2,561.50
2013/14			4,685.37
2014/15			6,446.50
2015/16			202.78
2010/11			Carr Hall Home and Garden Centre Ltd
2011/12	29,604.89		
2012/13	3,664.00		
2013/14	3,768.00		
2014/15	32,802.41		
Costs	60.00		
<b>TOTAL</b>			

Year	Name	Property	Amount £
<b>DISSOLVED</b>			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end and the assets and property of the company redistributed.			
2015/16	Onward and Outward Pursuits Ltd	Unit 3, Open Barn, Twitter Lane, Bashall Eaves, Clitheroe BB7 3LQ	440.44
2014/15		4 Pond Barn, Back Ridge Farm, Twitter Lane, Bashall Eaves, Clitheroe BB7 3LQ	402.99
2015/16			563.65
2012/13	Ribble Valley Antiques Centre Ltd	Watt Street, Sabden, Clitheroe BB7 9ED	1,066.50
2012/13		Georges Cauldron Café, Watt Street, Sabden, Clitheroe BB7 9ED	379.36
<b>Total</b>			<b>2,852.94</b>

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

DECISION

Agenda Item No 8

meeting date: 6 SEPTEMBER 2016  
title: CIVICA ICON SYSTEM UPGRADE  
submitted by: DIRECTOR OF RESOURCES  
principal author: MARK EDMONDSON

**1 PURPOSE**

- 1.1 To inform Committee of the requirement to upgrade our Civica Icon Payments System, in order to continue to meet the Payment Card Industry Data Security Standards (PCI DSS), and seek approval to complete the upgrade in early 2017.
- 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**

- 2.1 The Council uses the Civica Icon Payments System to process income e.g. cash, card and internet payments.
- 2.2 The number of transactions made electronically and using payments cards continues to substantially increase each year.
- 2.3 Industry rules regarding security i.e. PCI DSS continues to develop and become more onerous each year.
- 2.4 Civica informed its customers that they would only support customers operating versions of their software that are less than two years older than the current version. (See Appendix A - Civica Icon – Bulletin June 2016).
- 2.5 We upgraded to version 14 (v14) of that software in March 2015 and the deadline for their support for that version is to end 31 October 2017.
- 2.6 Civica have informed all customers that they must upgrade to version 16 (v16) of the software by 31 March 2018 to maintain PCI DSS compliance.
- 2.7 The payment card industry has recently introduced contactless payments and all new point of sales devices must accept payments by this method as of 1 January 2016. Full implementation for contactless payments is due by 1 January 2020.

**3 ISSUES**

- 3.1 Civica has announced a discount for customers that place an order before 30 September 2016 and a copy of our quote is attached at Appendix B.
- 3.2 To ensure that we remain PCI DSS compliant and supported by Civica we must upgrade to version 16 by 30 October 2017.

3.3 Orders placed after 30 September 2016 will incur an additional £1,000 in implementation costs for the upgrade from v14 to v16, an additional £1,500 for the initial licence for P2P encryption and an additional £840 per annum in annual charges.

#### 4 RISK ASSESSMENT

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

- Resources – The cost of upgrading the payment system and chip and pin devices is £13,957. This could be funded from the new burdens Council Tax Support earmarked reserve. There would be additional annual charges of £1,700 per annum which would need to be added to our revenue budget for software maintenance. Failure to place an order before 30 September 2016 will result in these charges increasing by £2,500 and an additional £840.00 per annum.
- Technical, Environmental and Legal – In order to maintain our PCI DSS compliance we must upgrade to v16 before 31 March 2018. Furthermore v14 of the software will no longer be supported from 31 October 2017.
- Political - None
- Reputation – Taxpayers and residents expect to be able to make payments electronically both safely and securely. Failure to maintain our PCI DSS compliance would risk severe reputational damage if a breach was to occur.
- Equality and Diversity – Giving taxpayers and residents multiple ways to make payments to the Council helps to meet our Equality and Diversity requirements.

#### 5 RECOMMENDED THAT COMMITTEE

5.1 Approve the upgrade of the Civica Icon Payments System from v14 to v16 at the discounted rate for orders placed before 30 September 2016.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF42-16/ME/AC  
24 August 2016

For further information please ask for Mark Edmondson

## **Civica ICON – Bulletin June 2016**

Welcome to this ICON bulletin which provides several key updates which will impact your organisation over the coming months. Contained within is important information on:

- PCI DSS Version 3 – changes and impacts to your organisation.
- Software lifecycle and end of support dates for current and future ICON releases
- Contactless payments
- Non geographic number pricing

Should you have any queries, please contact our Support team in the first instance on 0300 456 0540.

### **PCI DSS**

#### **Key points**

- All customers will need to upgrade to ICON version 16 in order to maintain PCI compliance. PCI deadlines are in place such that any client or Hosted systems which have not been upgraded will not be PCI compliant and as such will not be able to process payments.
- For PCI compliance, all Chip and Pin terminals will require TNSPay payment client to be upgraded to Version 5
- Timescales for the above are determined by your current ICON release but all customers should note there is an absolute and immovable deadline of 31<sup>st</sup> March 2018 where all production systems must be at Version 16 for PCI compliance.
- The Hosted environment will move to PCI defined strong cryptographic protocols only in October 2017. Support for TLS1.0 and 1.1 will not be available. TLS1.2 only will be supported.

#### **Background**

PCI DSS has determined that SSLv3 and TLS1.0 are not considered strong cryptographic protocols.

Full details can be found at

[https://www.pcisecuritystandards.org/pdfs/Migrating\\_from\\_SSL\\_and\\_Early\\_TLS\\_v12.pdf](https://www.pcisecuritystandards.org/pdfs/Migrating_from_SSL_and_Early_TLS_v12.pdf)

#### **What is a cryptographic protocol?**

In the broadest sense these are means to ensure the security of communication channels using encryption methods. In the context of ICON, this concerns inbound and outbound web (browser) connections to and from your ICON environment. It will also include Chip and Pin transactions using TNSPay payment client.

The PCI Security Council determined that vulnerabilities such as 'Poodle', 'Heartbleed' and 'Freak' were due to weaknesses within the protocols. Organisations were encouraged to move to secure protocols by mid-2016. However, following industry feedback – the PCI SSC issued updated and revised sunset dates of June 2018.

The cryptographic protocols used during a web payment session will be determined by the browser and the server. Simply disabling 'insecure' protocols without adequate customer communication would lead to website access being blocked and payments unable to be



processed. Finding the balance between security and payment provision has been the challenge of the industry, PCI DSS and specifically Civica ICON.

#### Where is SSL or early TLS used within the ICON solution?

##### **Inbound from the Internet**

If you are a Non Hosted customer, you are likely to allow inbound insecure protocols to your web payment environments via customer Internet access to Webpaypublic, Estore or Paylink.

If you are a Hosted customer, SSLv3 Internet traffic into the Hosted environment was disabled in October 2014 (removing the most 'at risk' factors). TLS1.0 is currently allowed into the data centre as to deny this would block a significant proportion of customer payment traffic.

##### **Outbound to TNS**

Currently both TNS's client software and their data centre gateway use SSL as the cryptographic protocol. Migration to a new Mastercard Gateway is required for all payments – including MOTO, E-commerce and Cardholder present.

#### What does my organisation need to do to obtain PCI DSS compliance?

- For Hosted customers, Civica will manage the process of disabling all inbound 'insecure' browser traffic – no changes will be required by our customers (though note that you will need to inform your end customers/citizens) – Civica intends to undertake this in October 2017.
- Customers must upgrade to version 16 where support for a new Mastercard Gateway is provided (and only secure protocols are supported). Civica has revised its roadmap to ensure all customers can migrate to a PCI DSS compliant environment for all payment types by the required deadline.
- Customers must upgrade to version 5 of TPPC for all chip and pin devices (only PCI defined secure protocols are supported at this release).
- If you are Non Hosted – contact your ICON Account Manager

#### What are the benefits to my organisation to upgrading?

- PCI DSS compliance
- Options for Point to Point encryption (P2PE) and tokenisation are available at V16. This provides opportunity to descope your cardholder present environment.
- Opportunity to reduce your SAQ requirement

#### What impact is there on the Civica ICON Roadmap?

Civica has revised its roadmap to ensure all customers can migrate to a PCI DSS compliant environment for all payment types by the required deadline. The timescales for release of our Hosted distribution offering have been moved to accommodate this PCI requirement, a summary is provided below:

Release	Date	Contents
16.1	01/09/2016	PCI compliance via Mastercard Gateway and TNSPay payment client V5 support. Point to Point encryption Tokenisation
16.2	29/12/2016	Hosted distribution – also includes Hosted e-returns and full browser workstation replacement PEG enhancements
17.1	10/04/2017	Hosted Bank Reconciliation

## Next steps

Civica will issue a further detailed bulletin on all aspects concerning deprecation of Hosted support for TLS1.0/TLS1.1 in October 2017.

Customers should plan to upgrade to ICON Version 16 for ongoing PCI compliance. Timescales for upgrade are documented in the following section 'software lifecycle and end of support'. Costs are provided below.

### **Upgrade from Release 12 to 16.1**

For orders prior to 30<sup>th</sup> September 2016 - £12,000

For orders after 30<sup>th</sup> September 2016 – £14,000

### **Upgrade from Release 14 or higher to 16.1**

For orders prior to 30<sup>th</sup> September 2016 - £8,000

For orders after 30<sup>th</sup> September 2016 - £9,000

## **Software lifecycle and end of support dates**

For transparency and to enable customer planning, Civica has published its software lifecycle including 'end of support' dates.

Software Version	Release Date	Security Updates end	End of support/Deadline to upgrade to supported release
11	01/03/2012	Ended	Ended
12	01/10/2013	Ended	31/03/2017
14	01/03/2015	31/03/2017	31/10/2017
15	04/01/2016	31/12/2017	31/03/2018
16	01/09/2016	31/08/2018	28/02/2019
17	10/04/2017	31/03/2019	30/09/2019

## **Contactless payments**

When do I need to move to contactless devices?

As of **1<sup>st</sup> January 2016**, all **new** POS deployments must accept contactless payments. This applies to newly acquired merchants, or merchants replacing their current POS devices.

Customers are not required to immediately replace their existing devices. However any new or replacement devices must accept contactless payments. The deadline for full contactless implementation is 1st January 2020.

## What do I require to implement contactless?

Contactless payments are available on the Verifone VX820, these devices may be ordered via your ICON Account Manager. Please note that contactless requires an electrical power supply.

Civica has sought further clarification concerning the required version of TNSPay Payment client (TPPC). To ensure support for the Mastercard Paypass contactless scheme, **customers must run a minimum version of TPPC 2.1.12. This is a correction to a previous communication. Customers should not operate contactless on any lower version of TPPC software. A minimum version of Verifone's integrated payment architecture (VIPA) 4.0.4.7 is also required.**

Customers wishing to implement contactless on existing VX820 devices should contact the ICON Support team. A power supply will be required in addition to a software upgrade to TPPC 2.1.12 and possible VIPA update. A small charge will be applicable for the power supply.

Please note that merchants using POS devices with contactless must support high-value payments (£30). Any TNS Pay payment client configuration requirements will be provided by Civica upon device order.

## PCI and PCI PTS Considerations

Contactless is available at your current ICON version and version 2.1.12 of TPPC. However PCI DSS Version 3.1 compliance may only be achieved at ICON version 16 and version 5 of TNSPay payment client.

The VX820 version 3 (as provided by Civica) is PCI PTS approved until April 2020.

## Contactless and Kiosk

A separate communication will be issued to Kiosk customers.

## Apple pay

Civica will support Apple pay at Version 16 and TPPC Version 5.

## Non Geographic Numbers

Further to Ofcom changes in July 2015, organisations are required to publish the access and service charge to customers for use of telephony services to 084x numbers. After consultation with our supplier, Civica published rates to all customers. Unfortunately our supplier has recently communicated that the information provided to Civica for some customers was incorrect.

A further communication will follow.

Civica apologises for this error which was communicated in good faith



Ribble Valley Council

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**ICON V16 Upgrade Services**  
**Discounted (for orders placed before 30<sup>th</sup> September)**

Description	Initial License	Implementation Services	Annual Charges
Upgrade from V14 to V16 (discounted for orders placed before 30 <sup>th</sup> September)		£8,000	
P2P encryption for under 10 Chip & Pin Devices	£2,500	£2,500	£650
Tokenisation of up to 15,000 CHP transactions			£1,050
<b>Total project cost (excl VAT)</b>	<b>£2,500</b>	<b>£10,500</b>	<b>£1,700</b>

	Set Up Cost (One Off)	Annual Subscription
2 VX820 Chip and Pin Device (per device) <i>Note that where VX810's are being replaced, the existing annual charge will continue and the Annual Subscription in this quotation will not apply.</i>	£960.00	£0.00
Chip & Pin Delivery Charge (per delivery)	£15.00	£0.00
<b>Total</b>	<b>£975.00</b>	<b>£0.00</b>

**NOTES**

- This quotation is subject to Civica's standard terms and conditions and is valid for 30 days.
- Payment of 'implementation services will be billed 'On Order' (an invoice will be issued payment within 14 days of receipt of the P/O)
- Civica's payment terms are 28 days from receipt of an invoice.
- Fees for the Implementation Services exclude expenses.
- All services to be taken within 12 months of receipt of a purchase order.
- ALL quotations are subject to final business approval within Civica, any issues or changes identified with the quotation you will be notified within 5 days.
- All prices exclude VAT.



## RIBBLE VALLEY BOROUGH COUNCIL POLICY AND FINANCE COMMITTEE

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Agenda Item No.

meeting date: TUESDAY, 6 SEPTEMBER 2016  
title: CLITHEROE MARKET RE-DEVELOPMENT AREA – PROGRESS REPORT  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

### 1 PURPOSE

1.1 To receive an update on progress with the market area re-development project.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To encourage economic development and sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To identify options to deliver re-development of the market site and appoint an appropriate development partner.
- Other Considerations – To ensure the Council is a well-managed and efficient authority.

### 2 BACKGROUND

2.1 As Members will recall a key ambition for the Council is to sustain a strong and prosperous Ribble Valley as reflected in the Corporate Strategy for the Council. The Council has identified the Market re-development site as a key opportunity to support the local economy and deliver sustainable growth to support the future of Clitheroe Town Centre. Members agreed at the meeting of this Committee in September 2014 to promote the market site as a redevelopment opportunity and at a Special meeting of Policy and Finance Committee held on 30 November, resolved to appoint Barnfield Construction as the Council's development partner for the scheme, (minute 452 refers).

2.2 The proposal to consider the re-development of the market site was a main conclusion from work undertaken in preparing the Clitheroe Town Centre Masterplan. This was both part of the evidence base for the Core Strategy and a tool to inform economic development and regeneration activities in regard to Clitheroe. The Masterplan, following public consultation and community engagement, was adopted by the Council in 2011. A copy of the Masterplan is available for reference in the Members Room on Level D of the Council.

2.3 The Masterplan identified a number of activities over a 10 year period including matters around community, townscape, management and marketing and proposals around Castle Street and Clitheroe market. It identified the importance of the market as a catalyst for wider improvement of the town centre, with a high quality, retail led mixed use development.

2.3 Following this in 2013 the Council commissioned independent consultants Nathaniel Lichfield & Partners to produce both a Retail Study and Leisure Study to inform policy development across the Borough. The studies were further informed by a telephone survey of 500 resident households. The key objective these were to provide a robust and credible evidence base to support the Public Examination of the Council's Core Strategy. A copy of both the Retail and Leisure Studies are also available for reference in the Members Room on Level D of the Council.

- 2.4 The study revealed that the retention of convenience shopping expenditure (i.e. food, household consumables etc.) is relatively healthy in the Borough at 62.7%. However, it also revealed that Ribble Valley Borough retains just over a third (34.7%) of the comparison retail spending power in the area (i.e. clothing and footwear, furnishings, electrical etc.), with Clitheroe capturing just 29.4% of that expenditure specifically, revealing considerable outflows to areas such as Blackburn (22.2%) and Preston (17.2%) as other main destinations to which comparison retail expenditure is attracted.
- 2.5 In order to protect and enhance the vitality and viability of Clitheroe town centre, it is appropriate to make reference to the importance of qualitative improvements in provision, subject to it being consistent with the role, character and catchment area of the town, and the study concludes that additional retail floorspace in Clitheroe, being the largest settlement in Ribble Valley Borough and the principal retail destination, could claw-back trade that is currently directed to locations outside of Borough, and that the capacity for additional floorspace could be provided in units with larger modern floorplates to meet the requirements of retail operators, whilst remaining appropriate to the scale of the town.
- 2.6 The Retail Study helped to underpin the previous work undertaken as of the Clitheroe Masterplan process, which anticipated the development of a critical mass of new retail/leisure floor space, new market hall, improvements to the pedestrian environment and routes including access to the wider town centre. The Council subsequently agreed to the preparation of a Development brief (not a planning brief) as the basis for a developer competition to select a preferred developer to work closely with the Council to deliver a high quality development.
- 2.7 Also, following the publication of the Masterplan, developers had independently expressed interest in the site and the potential to bring forward development in line with the Masterplan and the Council's stated aspirations, and the market testing that occurred identified interest in accord with the provisions of the adopted Clitheroe masterplan. The Council was at an appropriate stage where it could, with some confidence, invite formal expressions of interest to act with the Council to bring about the development of the site and deliver the Council's objectives as set out in the Council's corporate plan.
- 2.8 To commence the formal procurement process, a Marketing and Development brief for the site to form the basis for selecting a development was prepared. This approach would enable the Council to fully explore the options and differing development vehicles available to bring the site forward as a market led scheme by way of a competitive dialogue tender process. This approach allowed, within a framework of requirements for developers to prepare proposals that would reflect both commercial requirements and the aspirations of the Council. Before the brief was published, independent advice was sought from development specialists who endorsed the proposed approach.

### 3 THE PROCUREMENT PROCESS

- 3.1 Members were provided with initial information on the procurement process at the meeting of this Committee held on 9 September 2014 (minute 272 refers). It was reported that the process would need to be formally structured and published in accord with Official Journal of the European Union (OJEU) requirements for competitive dialogue.
- 3.2 The process commenced with an Expression of Interest stage (EOI), which included a pre-qualification questionnaire stage (PQQ), together with information documents being issued. Following the evaluation of the EOI a formal invitation to participate was issued to shortlisted bidders and an open event was held to enable bidders to be

briefed and have an opportunity to clarify any issues ahead of the dialogue meetings. Members will recall that specialist support was also engaged to provide advice to the Council on the dialogue and procurement process to support delivery of the project.

3.3 Jones Lang Lasalle were appointed as specialist development procurement advisors and they have worked with the project team preparing the procurement documents and framework. JLL has also attended the dialogue meetings with developers and provided advice throughout the dialogue process.

3.4 It is important to bear in mind that submissions were designed to show a concept scheme that the developer proposed as its solution to deliver what the Council is seeking. The approach provides a basis to identify and select both a development partner and a concept scheme for the site. The process going forward is a process that will include fine tuning and an element of revision to the scheme to reflect the evolving planning process finalising the scheme and grant of planning permission, as well as the potential to make modifications to the concept in response to the development agreement negotiations that form the basis of the development contract.

#### 4 PROGRESS SINCE APPOINTMENT OF BARNFIELD

4.1 Having resolved to work with Barnfield to deliver a scheme, work has focussed upon the preparation of a detailed proposal with a view to submitting a planning application and confirming the legal arrangements by early autumn. So far this has involved design meetings with planning officers and the council's project team as the scheme has been developed. This has involved a number of iterations of the scheme being worked through to produce a draft that met the councils brief, could work commercially and took account of the design meetings in order to reach a point where wider views could be taken.

4.2 The resulting scheme amounts to a £9 million private sector investment to deliver new facilities in the town centre that will serve the areas growing needs into the future, supporting and complimenting the existing town centre offer. The draft scheme introduces new, modern retail space, attractive to operators who currently are unable to identify suitable space, generating additional footfall and extending the town centre economy. The inclusion of a hotel is intended to support existing venues and wider tourism growth focusing it into the town centre to enhance wider commercial opportunities for the long term health of the town centre. A new market facility will help increase trade and footfall to both the market and the town centre as a feature attraction within the scheme. New public spaces delivered by private sector investment are included where events and outdoor markets can be held.

4.3 The existing spaces (67) on the Market car park will be relocated within the site. Currently the draft scheme shows 61 spaces (a 10% reduction); 50 spaces accessed from Station Road, and 6 from New Market Street with a further 5 spaces reserved for traders use within the service area of the market. This does give a reduction from the existing spaces and has been highlighted as a key matter to re-assess in balance with the wider aspirations to deliver a significant development within the site.

4.4 As agreed from the outset, as well maintaining overall ownership of the site as a whole by way of negotiating a suitable long term ground lease with the developers, it is also the Council's intention to continue to operate, own and oversee all management arrangements in relation to new market facility, other associated buildings and public car parking provision, including maintaining control of any fees, rents and tariffs associated with them.

4.5 As part of this process also, more detailed plans are being put in place in order to ensure the construction process is appropriately phased over multiple stages,

primarily to ensure that the impact is minimalised both on existing occupiers (i.e. market traders) and others neighbouring the site. For example, Phase 1 of the proposed development will be the creation of the re-sited new market facility and cafe to the south east of the site in preparation for the immediate relocation of existing traders into the new buildings from the old site to then allow its clearance and ground preparations ahead of the new retail, hotel and restaurant facilities and associated works in the final phases of the development process.

- 4.6 The developer has been undertaking marketing of the site with potential occupiers. Barnfield have reported strong interest in the retail units from operators and a hotel operator is in advanced negotiations on the scheme. I am also aware of other investment interest being generated in the town centre in association with the development scheme.
- 4.7 In addition, as was reported in November, the appointment of a development partner enabled initial discussions with market representatives and the tenants of the market café regarding relocation and the wider redevelopment process to take place as the scheme was being worked up. Previously, the nominated trader representatives had maintained contact with the Council throughout the procurement process and had acted as a conduit for the exchange of information. The market traders subsequently contacted the Council in February advising that they had established a new steering group to liaise with the Council on the development. This group met with the Council initially in March to discuss their concerns with further meetings subsequently taking place.
- 4.8 As with any major development scheme, a stage of Pre application consultation is undertaken offering a first chance for the public to view the scheme developed so far. Following the presentation of the proposed draft scheme to the Council's Market Working Group who endorsed the scheme to allow it to progress to publication the steering group were given the opportunity view the draft proposal ahead of the public exhibition and pre app consultation.
- 4.9 A two day open event was held on Friday, 22 July and Saturday, 26 July when the public could speak to Barnfield and their architects as well as Council staff. This event was attended by some 250 members of the public, retailers and market traders. The exhibition was also displayed at the Council offices for a further two weeks with extended evening opening on the Tuesday and Thursday of the second week. A further 100 people attended over that two week period. People were invited to respond to Barnfield with their views and comments.
- 4.10 Following the close of the pre-application consultation and at the time of writing, some 29 responses were submitted to Barnfield in response to the invitation to comment. These included a mix of views. Concerns such as scale, design and parking were raised, comments wanting to see more development and comments from those encouraged by the prospect of new shopping facilities and a covered market. The developer is reviewing the comments made and will be holding discussions with the Council as the scheme is reviewed. In addition to these formal responses there has clearly been views expressed in the local media, letters to newspapers feedback to councillors etc. expressing concerns with the proposal.

## 5 CONCLUSIONS

- 5.1 Since the appointment of the development partner, work has been progressing to take the scheme forward in line with the timeline anticipated and has reached a key stage where the draft scheme has been published.
- 5.2 The publication of the draft scheme has clearly generated a lot of interest but some differing views. Whilst it is for Barnfield to review the comments made in relation to

the scheme and undertake any re-design work as part of the normal pre-app process, the Council may also wish to take an opportunity in parallel, to carry out its own consultation to secure further public and stakeholder input in the light of the proposed scheme as a basis for consultation.

- 5.3 It is important and right to recognise the issues raised following publication of the draft proposals. If Members support extending the consultation the details of the consultation on the proposed re development will need to be considered further and it is suggested that this is undertaken by the Council's Market Working Group. It is important that progress on the scheme is not adversely delayed and that investment in the town centre is not consequently prejudiced but it is also important that we get the development right for the town and borough.

## 6. RISK ASSESSMENT

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

- Resources – Costs can be contained within existing revenue budgets for the additional consultation proposed.
- Technical, Environmental and Legal – There are elements of the scheme that will remain commercially sensitive and will be subject to contractual arrangements with the development partner. Consultation must not pre-determine or fetter the council's statutory consideration of any subsequent planning application.
- Political – The Council has made a commitment to bring forward a scheme for the redevelopment of the market area.
- Reputation – The proposal demonstrates the Council's objective to be a well-managed authority promoting the wellbeing of the area reflecting aspirations for economic growth and regeneration and to monitor progress on key projects. The report also highlights the council's responsibility and desire to ensure the views of the public can be taken into account.
- Equality & Diversity – None.

## 7 RECOMMENDED THAT COMMITTEE

- 7.1 Note the progress on matters set out in this report and agree to extend consultation on the proposals for the Clitheroe Market re-development area.
- 7.2 Authorise the Chief Executive in consultation with the Market Working Group to implement arrangements for further consultation as appropriate.

COLIN HIRST  
HEAD OF REGENERATION AND HOUSING

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS  
Clitheroe Masterplan  
Ribble Valley Retail Study  
Ribble Valley Leisure  
Committee reports and minutes

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

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Item No. 11

meeting date: TUESDAY, 6 SEPTEMBER 2016  
 title: LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW  
 – COUNCIL SIZE  
 submitted by: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER  
 principal author: JANE PEARSON – DIRECTOR OF RESOURCES

## 1 PURPOSE

1.1 As you are aware the Boundary Commission has commenced a review of the Borough Council. As part of the first stage of the review, the Council needs to agree on the future Council size. This report seeks approval for submitting the size proposal.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } One of the main considerations for Council size is our Governance and decision making arrangements – what is the right number of Councillors to take decisions and manage the business in an effective way?
- Corporate Priorities - }
- Other Considerations - }

## 2 BACKGROUND

2.1 The Local Government Boundary Commission for England has confirmed that Ribble Valley Borough Council is in its ward boundary review programme for 2016/17.

2.2 The first stage of the review is to decide how many Councillors, in total, should make up the Council in future. This submission document (Appendix 1) is, essentially, the first of two parts to the 2016 Boundary Review. As required by the process put in place by the Local Government Boundary Commission for England, this first submission document is in respect of proposals for the size of the Council. A second document in respect of proposals on ward numbers, boundaries and names, will be submitted in due course and in accordance with the timetable set out by the Commission (Appendix 2).

2.3 Having considered the future arrangements for Council size, it is recommended that retaining 40 Councillors would provide efficient and effective representation to the public.

2.4 It is strongly emphasised that in view of the rural nature of the district and the significant number of communities that make up Ribble Valley, the level of attendance at Parish Council meetings, representation on outside bodies and the committee structure, that any number below this would reduce democratic representation to the district's residents.

2.5 In developing the submission, the existing number of Members was used as a starting point and then the questions within the Local Government Boundary Commission for England's guidance document on Council size were deliberated and answered to understand whether the evidence supported a variation from that figure. Our nearest neighbours were also considered, which have anywhere between 28 and 44 members.

- 2.6 In considering Council size the Commission considers the following four parts:
1. Governance and decision making – what is the right number of Councillors to take decisions and manage the business in an effective way?
  2. Scrutiny functions – what is the right number of Councillors to administer Ribble Valley’s scrutiny responsibilities in a convenient and effective way?
  3. Representational role of Councillors – what is the right number of Councillors to represent and provide leadership to local communities in Ribble Valley?
  4. The future – what governance changes are being considered and how do these impact on the number of Councillors needed in the future?
- 2.7 The attached document represents the Council’s submission on Council size after consideration of these four factors.

### 3 NEXT STAGES

- 3.1 Following the submission of the Council Size proposal the Local Government Boundary Commission will consider our views and reach a decision on councillor numbers. This will be conveyed to us mid-November.
- 3.2 The Council needs to submit its response to the consultation on the warding of Ribble Valley. That must be done between 22 November 2016 – 30 January 2017. We are currently working on the electorate forecast which we anticipate being available by 30 September. Once we have agreement on
1. Council size
  2. Forecast Electorate

we can then begin to work on warding proposals. We need to be in a position to submit the Council’s views by 30 January 2017.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – None
  - Technical, Environmental and Legal – None
  - Political – None
  - Reputation – None
  - Equality & Diversity – None

### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Consider the Size Proposal document and recommend to Council that they approve the submission of this proposal to retain 40 Elected Members to the Boundary Commission.

5.2 Form a Working Group to work on the response to the warding consultation.

MICHELLE HAWORTH  
PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

JANE PEARSON  
DIRECTOR OF RESOURCES

BACKGROUND PAPERS (if any)

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

MH/P&F/ 6 SEPT 16



## **Boundary Review**

# **Review of**

# **The Borough of Ribble Valley**

## **Ribble Valley Borough Council - Size Proposal**

**To the Local Government Boundary Commission for England**



Ribble Valley  
Borough Council

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

**October 2016**

## ***Executive Summary***

The Local Government Boundary Commission for England has confirmed that Ribble Valley Borough Council is in its ward boundary review programme for 2016/2017.

The first stage of the review is to decide how many Councillors, in total, should make up the Council in future.

Having considered the future arrangements for Council size, the Council is recommending that 40 Councillors would provide efficient and effective representation to the public, although it strongly emphasises that, in view of the rural nature of the district and the significant number of communities that make up Ribble Valley, the level of attendance at Parish Council meetings, representation on outside bodies, and the committee structure that any number below this would not provide adequate democratic representation to the district's residents.

In developing this submission the Council took as its starting point the existing number of Members and then deliberated whether the evidence supported a variation of that figure. The Council considered the Council size of our nearest neighbours, which have anywhere between 28 and 44 members and also the fact that the Borough's population is expected to continue to grow, indeed quite significantly over the next 10 years.

The 'Fourth Option' governance model means that the majority of decisions are taken by committee. The Council's decision-making and committee structure is set out in more detail in the body of this submission document.

Ribble Valley Borough Councillors have a high profile within their local communities and there is an expectation from the majority of Parish Councils in the borough for Borough Councillors to attend most, if not all, of their meetings. Initial modelling has suggested that, a reduction in Council size will make meeting this expectation more challenging.

As further justification for consideration, the Council has answered the questions within the Local Government Boundary Commission for England's guidance document on Council size as part of this submission.

## ***Introduction***

This submission document is, essentially, the first of two parts to the 2016 Boundary Review. As required by the process put in place by the Local Government Boundary Commission for England, this first submission document is in respect of proposals for the size of the Council. A second document in respect of proposals on ward numbers, boundaries and names, will be submitted in due course and in accordance with the timetable set out by the Commission.

In considering Council Size the Commission considers the following four parts:

1. Governance and decision making – what is the right number of councillors to take decisions and manage the business in an effective way?
2. Scrutiny functions – what is the right number of councillors to administer Ribble Valley's scrutiny responsibilities in a convenient and effective way?
3. Representational role of councillors – what is the right number of councillors to represent and provide leadership to local communities in Ribble Valley?
4. The future – what governance changes are being considered and how to these impact on the number of councillors needed in the future?

This document represents the Council's submission on Council Size after consideration of these four factors.

## ***Ribble Valley - Profile***

Ribble Valley is located in the county of Lancashire bordering neighbouring district councils in East Lancashire on three sides and Craven District Council in North Yorkshire to the east. The administrative centre for the district is the historic market town of Clitheroe. The industrial and commercial centre for the west of the borough is the town of Longridge. The borough's third key service centre is Whalley. The remaining area is mainly rural, ranging from large villages to small hamlets. The district is officially classified as 'Rural 80', with at least 80 per cent of the population living in rural settlements and larger market towns. Some settlements are accessible along the A59 corridor and others more remote from services and public transport. Along with ancient woodland, biological heritage sites, conservation areas and sites of special scientific interest, two thirds of Ribble Valley is designated as part of the Forest of Bowland Area of Outstanding Natural Beauty (AONB).

The mid-year population estimate 2015 shows a population of 58,400 (2011 57,100). Ribble Valley has the largest geographical area within Lancashire, covering 226 square miles (583 square kilometres), but the smallest population. Sparsity of population is, therefore, a key feature – on average 1 person per hectare, compared with 4.1 nationally. There has been an increase of 7.1 per cent in the overall population of the district since 2001, and it is predicted to continue to rise over the next ten years. A relatively small proportion of the population, less than 2 per cent, is from ethnic minority backgrounds. The resident population is relatively old with a greater than average number of residents over the age of 65 (over 17 per cent compared with a national average of 16 per cent) and consequently a lower than average number of young people aged 24 and under. Population projections suggest that this imbalance will increase in future.

## ***Ribble Valley Borough Council – Current Structural and Governance Position***

**The Commission aims to ensure that Councils have the right number of Councillors to take decisions and manage their business in an effective way. We therefore look at how decisions are taken across the authority to assess the volume and distribution of responsibility amongst elected members and staff.**

### **Leadership: What kind of governance arrangements are in place for your authority?**

Ribble Valley Borough Council operates under the 'fourth option' model of governance.

Ribble Valley Borough Council currently has 40 Councillors who are elected every four years with the last elections being held in May 2015.

The Groups within the Council currently consist of:

- Conservative - 35 Councillors
- Liberal Democrats - 4 Councillors
- Labour - 1 Councillor

### **Regulatory: In relation to licensing, planning and other regulatory responsibilities to what extent are decisions delegated to officers?**

With the exception of the Licensing Act, which states that if an objection is received to an application it must go to a Committee or Sub-Committee, all licensing matters are determined by officers.

In accordance with the Act, decisions affecting licensing conditions or policy making are all made at Committee level. Meetings of the Committee are held as part of the Committee cycle.

A significant number of decisions are delegated to officers in respect of development control and planning (93.24% in 2015/2016), as per a detailed scheme of delegation. The Planning and Development Committee still meets on a monthly basis and on average will consider six applications at each meeting, which themselves can last up to three hours.

### **How many members are involved in committees?**

- Community Services Committee consists of 15 Members.
- Planning and Development Committee consists of 15 Members.
- Health and Housing Committee consists of 15 Members.
- Personnel Committee consists of 9 Members
- Policy and Finance Committee consists of 15 Members
- Parish Councils' Liaison Committee consists of 13 Members
- Licensing Committee consists of 15 Members
- Accounts and Audit Committee consists of 11 Members

In addition to involvement in committees, Council members are involved in Committee Working Groups which provide detailed consideration of issues outside the formal committee structure:

- Car Park Working Group (4 Members)
- Grants Working Group (4 Members)
- Open Space Working group (4 Members)
- Public Convenience Working Group (4 Members)
- Strategic Housing Working Group (4 Members plus Chairman of Planning and Development Committee)
- Health and Wellbeing Partnership (6 Members).
- Local Development Plan Working Group (6 Members).
- Budget Working Group (6 + 1)
- Economic Development Working Group (6 + 1)
- Market Re-development Working Group (3 + 1)
- Combined Authority Working Group (6 + 1)

### **Is committee membership standing or rotating?**

Committee membership is standing.

**Are meetings ad hoc, frequent and/or area based?**

Accounts and Audit Committee usually meets a minimum of 4 times a year.

Policy and Finance Committee meets 5 times a year with an extra Special Policy and Finance Committee meeting in February to agree the budget.

Planning and Development Committee meets on a monthly basis.

All other committees meet 5 times a year.

The Licensing Sub-Committee meets on an ad hoc basis as and when required to deal with hearings.

**What level of attendance is achieved? Are meeting always quorate?**

Attendance levels for all meetings that Members were summoned to attend in 2015/16 are set out in Annex A. Meetings of committees are always quorate.

**Does the council believe that changes to legislation, national or local policy will have influence over the workload of committees and their members which would have an impact on council size?**

This would most likely impact the training that Members on certain committees would need to attend, rather than have influence over the workload of Members and the committees or bodies that they sit on.

***Demands on time***

**Is there a formal role description for councillors in your authority?**

The Council has adopted a role description for its elected Members as part of its Constitution (Article 2). These role descriptions are set out at Annex B.

**Do councillors receive formal training for all or any roles at the council?**

The Council is committed to providing opportunities for its elected Members to undertake training and development on a wide range of topics and subjects.

Formal chairmanship training is offered to Chairmen and Vice-Chairmen of committees.

Members are encouraged to ensure that they keep themselves up to date when changes occur, such as the introduction of new legislation, regulations or guidance.

**Do councillors generally find that the time they spend on council business is what they expected?**

Newly elected Councillors are often surprised by the amount of time spent on Council business particularly the formal committee meetings.

**How much time do members generally spend on the business of your council?**

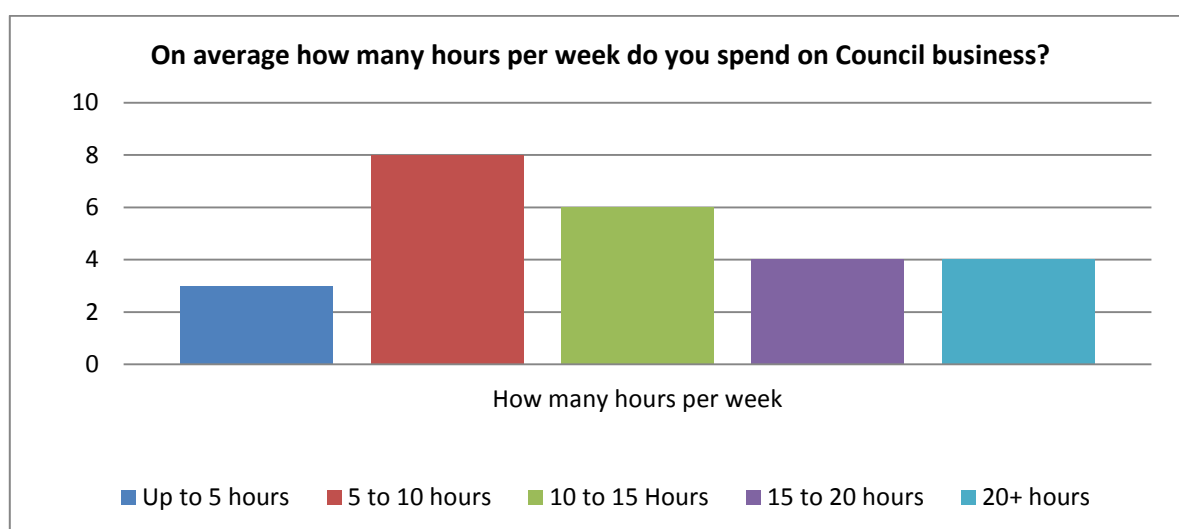
In 2015 a survey was carried out as part of an Independent Remuneration Panel Review of Members Allowances.

Of those Members who answered this question in the survey (25 Members) 4 indicated that they generally spend over 20 hours a week, and 14 indicated they spend over 10 hours per week on Council business.

Further analysis was carried out.

**Q1 - On average, how many hours do you spend in total each week on Council business?**

Up to 5 hours	3 (12.0%)
5 - 10 hours	8 (32.0%)
10 - 15 hours	6 (24.0%)
15 - 20 hours	4 (16.0%)
20+ hours	4 (16.0%)



Average no. of hours	No. of Cllrs doing hrs	Total number of hours	Average hrs per Cllr
5	3	15	
7.5	8	60	
12.5	6	75	
17.5	4	70	
20	4	80	
<b>Total</b>		<b>300</b>	<b>12</b>

**Q2 - What percentage of this time is spent on the following roles and activities?**

	less than 10%	10-25%	25-50%	50-75%	more than 75%
a) as a Ward Councillor/ representing constituents/dealing with local issues	3 (12.0%)	12 (48.0%)	5 (20.0%)	5 (20.0%)	0 (0.0%)
b) attending council, committee meetings, working groups	1 (4.0%)	9 (36.0%)	11 (44.0%)	2 (8.0%)	2 (8.0%)
c) in the community	7 (33.3%)	9 (42.9%)	2 (9.5%)	3 (14.3%)	0 (0.0%)
d) in meetings with individual constituents or local groups	5 (21.7%)	15 (65.2%)	3 (13.0%)	0 (0.0%)	0 (0.0%)
e) meetings/liasing with Council officers	9 (40.9%)	11 (50.0%)	2 (9.1%)	0 (0.0%)	0 (0.0%)
f) other (eg correspondence, phone calls, informal meetings etc)	8 (34.8%)	8 (34.8%)	7 (30.4%)	0 (0.0%)	0 (0.0%)

**Does the council appoint members to outside bodies? If so, how many councillors are involved in this activity and what is their expected workload?**

Yes, there are 45 representations made by members on outside bodies - a list of outside bodies and the number of nominees is attached at Annex C. Members are expected to attend meetings and provide reports back to the Council on any areas of relevant interest in respect of the outside body they are appointed onto. The frequency of meetings for each Outside Body will be different in each case, so the expected workload will vary depending on which body the Member sits on.

**Does the council attract and retain members?**

The average number of candidates that stood for each contested seat at the Council's 2015 elections was 2, which suggests that the Council continues to attract Members to stand for election and subsequently become Borough Councillors.

There have been uncontested at Ribble Valley Borough Council. In the 2015 elections there was 1 uncontested seat.

Nine Members stood down in the 2015 elections. The majority of Members in the last three elections have stood again to contest their seats.

**Have there been any instances where the council has been unable to discharge its duties due to a lack of councillors?**

No.

**Do councillors have an individual or ward budget for allocation in their area? If so, how is such a system administered?**

No.

***Scrutiny functions***

**How do scrutiny arrangements operate in the authority? How many committees are there and what is their membership?**

In April 2008 the Council took the decision to amalgamate the two Overview and Scrutiny Committees (Services and Resources) and then following the reform of legislation allowing 'Committee based' Councils to remove the requirement to establish Scrutiny Committees, the Council in May 2012 deleted the Overview and Scrutiny Committee. This had the effect of reducing the number of Committee places by 24. The Council introduced a revised 'call-in' procedure with full Council acting as the appropriate scrutiny body.

***Representational role of councillors***

**In general terms, how do councillors carry out their representational roles with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?**

Councillors can opt to carry out their representational role within communities in any way which suits them. Generally this would consist of attending meetings of Parish Councils and responding to casework from residents. The majority of Members are very active in their communities and will spend time attending Parish Council meetings and a range of local forums and interest groups in their capacity as local Borough Councillor.

**How do councillors generally deal with casework? Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?**

Members operate in different ways depending on the individual; however, generally casework would initially be dealt with by a Member once a query is received by a resident. They would normally contact Council officers for assistance if they required technical advice or if the issue was an operational matter.

**What support do councillors receive in discharging their duties in relation to casework and representational role in their ward?**

Members receive no direct support in discharging these duties, although the advice of professional officers at the Borough Council is always available to Councillors and issues are often referred to officers as and when necessary in order to seek resolution.

**How do councillors engage with constituents? Do they hold surgeries, distribute newsletters, hold public meetings, write blogs etc?**

Councillors engage with their residents using all of the above methods, depending on the individual. Social media, such as Facebook and Twitter, is becoming a very popular way of Members engaging with their residents.

**How has the role of councillors changed since the council last considered how many elected members it should have?**

Social media and improved technology has meant that Members are more able to communicate with their communities, which has changed the way in which some Members operate as a Borough Councillor.

**Has the council put in place any mechanisms for councillors to interact with young people, those not on the electoral register or minority groups or their representative bodies?**

No formal mechanisms are in place to interact with young people or those not on the electoral register or minority groups, other than appointments to outside bodies that may provide links into representatives of these groups.

**Are councillors expected to attend meetings of community bodies such as parish councils or residents associations? If so, what is the level of their involvement and what role are they expected to play?**

Evidence suggests that there is an expectation for Borough Councillors to attend meetings of Parish Councils.

Most Borough Councillors make an effort to attend all, if not the majority, of meetings of the Parish Councils within their respective electoral wards. Their main role at these meetings is to ensure that Parish Councils are accurately informed of Borough Council issues. Some Councillors are expected to attend more than one Parish Council meeting if their ward includes more than one Parish Council. For example, the Gisburn, Rimington ward includes 7 Parishes.

## ***The future***

### ***Localism and policy development***

**What impact do you think the localism agenda might have on the scope and conduct of council business and how do you think this might affect the role of councillors?**



The Council already has effective working arrangements in place with localities and communities, specifically through Parish Councils and other community groups.

Members and officers meet regularly with representatives of Parish Councils formally through Parish Councils Liaison Committee meetings. Parishes are also consulted on specific proposals and informal liaison takes place frequently with Parishes on local issues.

**Does the Council have any plans to devolve responsibilities and/or assets to community organisations? Or does the council expect to take on more responsibilities in the medium to long term?**

The Council has actively empowered communities and Parish Councils by encouraging and enabling them to own and be responsible for facilities in their areas that are considered to be community assets, through a range of methods including advice from officers and community grant funding. This support and way of working with Parish Councils and community groups has long been an integral part of the culture of Ribble Valley Borough Council.

The Borough Council's only significant assets are those buildings it operates from.

### ***Service delivery***

**Have changes to the arrangements for local delivery of services led to significant changes to councillors' workloads? (For example control of housing stock or sharing services with neighbouring authorities)**

The Council has joint working and shared services arrangements in place with partner Councils for a limited number of services such as research and consultation. Members of Ribble Valley Borough Council still take the decisions. This has not, therefore, impacted the workload of Councillors.

The Council sold its housing stock in 2008.

**Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?**

Increasingly members are becoming involved in the Health Agenda. They are also responding to the impact of reductions in public expenditure by other agencies such as the County Council and the impact this is having on their constituents and rural communities.

### ***Finance***

**What has been the impact of recent financial constraints on the council's activities? Would a reduction in the scope and/or scale of council business warrant a reduction in the number of councillors?**

The Council has consistently had a Medium Term Financial Strategy in place which reflects the need to make significant efficiency savings. Savings targets have continually been met year on year, but this is an ongoing challenge.

The Council is seeking alternative and sustainable income streams and a number have already been identified.

There is no suggestion of a reduction in the scope and/or scale of Council business.

**If you are proposing a reduction in the number of councillors for your authority to what extent is this a reflection of reduced activity of the council overall, an anticipation of efficiency plans or a statement to local people? Or none of these things?**

The Council, in considering its Council size as part of the Boundary Commission's review, has agreed that a reduction in Councillors is not required.

It does have concerns that the rurality of the borough will put pressure on Councillors' ability to provide sufficient democratic representation for the rurally isolated residents and communities. The Council therefore recommends maintaining a Council size of 40 and strongly advises against any reduction below this figure.

<b>Name of ward</b>	<b>Number of cllrs per ward</b>	<b>Electorate 2016</b>	<b>Variance 2016</b>
Aighton, Bailey and Chaigley	1	1,118	-2%
Alston and Hothersall	2	2,108	-7%
Billington and Old Langho	2	2,366	4%
Bowland, Newton and Slaidburn	1	1,071	-6%
Chatburn	1	1,051	-7%
Chipping	1	1,110	-2%
Clayton-le-Dale with Ramsgreave	2	2,065	-9%
Derby and Thornley	2	2,325	2%
Dilworth	2	2,004	-12%
Edisford and Low Moor	2	2,568	13%
Gisburn, Rimington	1	1,099	-3%
Langho	2	1,852	-18%
Littlemoor	2	2,302	1%
Mellor	2	2,194	-3%
Primrose	2	2,523	11%
Read and Simonstone	2	2,046	-10%
Ribchester	1	1,241	9%
Sabden	1	1,183	4%
Salthill	2	2,269	0%
St. Mary's	2		
Waddington and West Bradford	2	2,469	9%
Whalley	2	2,970	31%
Wilpshire	2	2,067	-9%
Wiswell and Pendleton	1	1,280	13%

# Appendix A

## Attendance from May 2015 to May 2016

Invited	Attended	Average
40	38	95.00%
40	31	77.50%
40	35	87.50%
40	38	95.00%
40	33	82.50%
40	37	92.50%
15	13	86.67%
15	14	93.33%
15	13	86.67%
15	14	93.33%
15	12	80.00%
15	15	100.00%
15	14	93.33%
15	13	86.67%
15	12	80.00%
15	14	93.33%
15	15	100.00%
15	14	93.33%
15	13	86.67%
15	13	86.67%
15	13	86.67%
15	13	86.67%
9	8	88.89%
9	8	88.89%
9	7	77.78%
9	6	66.67%
9	6	66.67%
15	14	93.33%
15	14	93.33%
15	12	80.00%
15	14	93.33%
15	9	60.00%
15	13	86.67%
15	11	73.33%
15	13	86.67%
15	11	73.33%
15	12	80.00%
15	14	93.33%
15	13	86.67%
15	12	80.00%
15	12	80.00%
15	11	73.33%
15	10	66.67%
11	9	81.82%
11	9	81.82%
11	8	72.73%
11	7	63.64%
13	11	84.62%
13	9	69.23%
13	10	76.92%
13	10	76.92%
13	10	76.92%
		<b>81.92%</b>

**Average attendance**

## Parts 1 and 2 of the Constitution, May 2016

### **Article 2 - Members of the Council**

#### **2.1 Composition and Eligibility**

- (a) **Composition.** The Council will comprise 40 members, otherwise called councillors. One or more councillors will be elected by the voters of each ward in accordance with a scheme drawn up by the Local Government Commission and approved by the Secretary of State.
- (b) **Eligibility.** Only registered voters of the district or those living or working there will be eligible to hold the office of councillor.

#### **2.2 Election and Terms of Councillors**

The regular election of councillors will be held on the first Thursday in May every four years beginning in 2003. The terms of office of councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

#### **2.3 Roles and Functions of all Councillors**

- (a) **Key roles.** All councillors will:
  - (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
  - (ii) represent their communities and bring their views into the Council's decision making process i.e. become the advocate of and for their communities;
  - (iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
  - (iv) balance different interests identified within the ward or electoral division and represent the ward or electoral division as a whole;
  - (v) be involved in decision-making;
  - (vi) be available to represent the Council on other bodies; and
  - (vii) maintain the highest standards of conduct and ethics.
- (b) **Rights and Duties**
  - (i) Councillors will have such rights or access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
  - (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
  - (iii) For these purposes "confidential" and "exempt" information are defined in the "Rules with regard to access to meetings and related documents of the Council, its committees and subcommittees" in Part -5 of this Constitution.

## Appendix C

### Representatives on Outside Bodies

Armed Forces Champion	1 Member
Calderstones NHS Partnership	1 Member
Carer's Link	1 Member
Hanson Cement Liaison Committee	5 Members
Citizens' Advice Bureau	3 Members
Clitheroe Royal Grammar School Foundation Trust	1 Member
Forest of Bowland (Area of Outstanding Natural Beauty Advisory Committee)	1 Member
Hyndburn and Ribble Valley Council for Voluntary Services	1 Member
LGA General Assembly	2 Members
Health Scrutiny Committee (LCC)	1 Member
Health & Wellbeing Board (LCC)	1 Member
Lancashire Tourism Forum	1 Member
Lancashire Waste Partnership	1 Member
Langho Football Club	1 Member
Longridge Social Enterprise Group	1 Member
North West Employers' Organisation	2 Members
North West Regional Older Peoples Champion Network	1 Member
Pendle Club	2 Members
Police and Crime Panel	2 Members
Ribble Valley Community Transport	1 Member
Ribble Valley Community Safety Partnership	1 Member
Ribble Valley Homes	3 Members
Ribble Valley Sports & Recreation Association (Roefield Leisure Centre)	2 Members
Salesbury & Copster Green Commons Management Committee	3 Members
SPARSE – Sparsely Populated Authorities Group	1 Member
Tarmac Liaison Membership	4 Members
Whalley Educational Foundation Trust	1 Member

# Review process

Review Timetable	
Stage	Date
Council size LGBCE meeting	15 November 2016
Warding patterns consultation start	22 November 2016 – 30 January 2017
LGBCE meeting on draft recommendations	21 March 2017
Draft recommendations consultation	11 April – 19 June 2017
LGBCE meeting on final recommendations	15 August 2017
Final recommendations published	5 September 2017
Order laid	October 2017
Implementation at ordinary elections (full council)	May-2019

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

DECISION

Agenda Item No 12

meeting date: 6 SEPTEMBER 2016  
title: REFERENCE FROM COMMITTEE – THE REDEVELOPMENT OF  
RIBBLESDALE POOL CHANGING ROOMS AND RECEPTION  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a reference from Community Services Committee with regard to a potential loss of £70,000 income to Ribblesdale Pool as a consequence of the capital scheme to redevelop the changing rooms and reception

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The budget was approved by Special Policy and Finance Committee on 9 February 2016 and by Full Council on 1 March 2016.
- 2.2 Any revenue or capital expenditure over and above what has already been approved must be agreed by this Committee.

3 CAPITAL SCHEME FOR THE REDEVELOPMENT OF RIBBLESDALE POOL CHANGING ROOMS AND RECEPTION

- 3.1 This scheme was added to the Capital Programme outside the normal budget process to take advantage of a potential Sport England grant of £150,000 towards a total scheme of £209,000. Upon approval the remaining £59,000 was to be financed by the council using earmarked reserves.
- 3.2 The capital scheme originally anticipated that the redevelopment works would be completed over the usual scheduled closure during the Christmas period and consequently indicated little or no revenue impacts.
- 3.3 Following more detailed assessment it became apparent that the scheme could not be completed in the originally anticipated timeframe and instead may take 3 months. The potential revenue impact, particularly from lost income due to the extended closure period, was calculated to be in the region of £70,000.

4 COMMUNITY SERVICES COMMITTEE 23 AUGUST 2016

- 4.1 Community Services Committee considered a verbal update to an information report on the capital scheme for the Redevelopment of Ribblesdale Pool Changing Rooms and Reception (Information report attached at Annex 1).
- 4.2 The verbal update provided to members was to inform them of an anticipated revenue impact from the capital scheme due to the newly anticipated contract timeframe which would result in closure of the facility for three months.
- 4.3 Alternatives for keeping the facility open were discussed at Community Services Committee. This was with an appreciation that whilst this would be at a cost, it would help mitigate the revenue impact of the scheme. Furthermore, enabling the facility to continue in use would avoid potential loss of customers to other facilities in the surrounding area.

- 4.4 At its meeting, Community Services Committee resolved that committee:
1. *Refer to Policy and Finance Committee the potential loss of £70,000 income to Ribblesdale Pool during the redevelopment works; and*
  2. *Ask officers to examine carefully the options available for temporary changing accommodation with a view to keeping access open if financially, technically and safely possible.*

4.5 An update on the latest progress in reviewing options available for temporary changing accommodation will be provided to members at the meeting

## 5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the potential loss of £70,000 income to Ribblesdale Pool during the redevelopment works, being mindful of the further recommendation from Community Services Committee for officers to look at options available for temporary changing accommodation

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF52-16/LO/AC  
BACKGROUND PAPERS:



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 23 AUGUST 2016  
title: THE RE-DEVELOPMENT OF RIBBLESDALE POOL CHANGING ROOMS  
AND RECEPTION  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

## 1 PURPOSE

- 1.1 To outline the work planned for Ribblesdale Pool which will require a closure to complete.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Council Ambitions – Ensure access to services is available to all.
  - Community Objectives – The areas identified in the Community Strategy include; Health and older people, Facilities, Education and Economy, and Community Safety. Projects supported through Arts Development may contribute in partnership towards these core areas.
  - Corporate Priorities – To help make people's lives safer and healthier.
  - Other Considerations – To ensure the building stock is maintained in a suitable manner for the users of the facility.

## 2 BACKGROUND

- 2.1 Ribblesdale Pool was first opened in 29 April 1972 and, since that time, has had various improvements and renovations carried out (the last being in 2000, which saw a refurbishment of the changing rooms - cubicles, lockers, and tiling). However, these areas are now dated. The fabric itself, such as the tiles, has reached the point where cleaning alone cannot restore its original brightness.
- 2.2 The Council applied for, and has been granted, £150,000 from Sport England, to which the Council is adding £59,000 to give an overall budget of £209k. This will enable a comprehensive refurbishment of the changing rooms and foyer area to be completed.
- 2.3 The tiled floor in both changing rooms will be replaced with a vinyl-type surface, and lockers and cubicles will be changed. As a new £1 coin is imminent, the locks will be adaptable to the new coinage. A suspended ceiling and new lighting will also be installed.
- 2.4 In addition, the facilities for disabled people will be significantly improved, with two new changing rooms created. These will accommodate carers, if needed, with direct access to the poolside.
- 2.5 The location of the reception desk will also be changed, and the vending area increased.
- 2.6 The work will be designed, planned, and overseen, by the Council's own Engineering Services team. Tenders for the work are being sought from suitable contractors.

### 3 ISSUES

- 3.1 To carry out this extensive work will require a closure of approximately three months, starting on 5 December 2016. Apart from the pool hall and staff room, the building will be out of bounds to everyone, bar the contractor.
- 3.2 Options for providing alternative changing accommodation to maintain general public access to the pool have been explored, including: building a temporary walkway from the pool to the football changing rooms; hiring-in temporary changing rooms and linking them to the pool hall. Whilst all are viable, the cost of doing this work would be in excess of £25k; this would then reduce by an equivalent amount the scope of the work which can be carried out in the building. Consequently, they have not been deemed viable within the budget provision.
- 3.3 The clubs which use the pool have been contacted, and it is planned to give them limited access on the basis that they will have no changing accommodation, and only portable toilets to use. Because the clubs are preparing for competitions in the period following Christmas, they need to keep training, and are prepared to accept the limitations of the service in order to keep training. An adjustment on their normal hire fee will be considered, to reflect the reduced service standards available.
- 3.4 All staff unable to work at the pool because of the refurbishment will be fully utilised elsewhere in the Council.

### 4 RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources – There is £209k available for the project which will make cost control critical to ensure the work is brought in on-budget. The primary risk is, once refurbishment work commences, problems arise which will have to be addressed. Although a small contingency is allowed for in the budget, the capital sum available does not allow for significant extras.
- Technical, Environmental and Legal – The material removed will be recycled in accordance with recommended guidelines.
- Political – none
- Reputation – This is the Council's primary leisure facility, therefore, if the project runs over time, it will lead to dissatisfaction from users, and impact on the reputation of the Council. The closure itself will be problematical for users; however, the work is so extensive a partial closure would not work for the general public.

### 5 CONCLUSION

Ribblesdale Pool is a popular and well-used facility that is showing signs of wear and tear. Its original layout does not provide for 21<sup>st</sup> century requirements regarding provision for people with disabilities. The Council's investment, along with the 3:1 contribution from Sport England, should secure the continued provision of high-quality facilities for years to come.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Mark Beveridge 01200 414479  
Ref: Community Services 23 August 2016 / CW / IW

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

Agenda Item No. 14

meeting date: TUESDAY, 6 SEPTEMBER 2016  
 title: OMBUDSMAN ANNUAL REVIEW LETTER 2016  
 submitted by: CHIEF EXECUTIVE  
 principal author: HEAD OF LEGAL AND DEMOCRATIC SERVICE

### 1 PURPOSE

1.1 To inform Committee about referrals to the Local Government Ombudsman (LGO) for the period 1.4.15 to 31.3.16.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } The Council aims to be a well-managed Council.
- Corporate Priorities - } Complaints to the Ombudsman and the process of resolving complaints and responding to the Ombudsman's investigation, helps to improve the way the Council delivers services.
- Other Considerations - }

### 2 BACKGROUND

2.1 The Local Government Ombudsman Service publishes an annual review letter for each Council. A copy of this Council's annual review letter is attached as Appendix 1.

2.2 The annual review letter provides a summary of the following information:

- The number of complaints/enquiries made about this authority.
- The service area to which the complaint/enquiry relates.
- The Local Government Ombudsman's decision.
- When a complaint has been upheld, the extent of compliance with the recommendation.

2.3 As can be seen from the attached report, the Ombudsman was contacted 9 times during the year.

2.4 Four of the enquiries resulted in the Ombudsman making an assessment of the complaint. Two complaints were closed following these initial enquiries.

2.5 Two complaints were referred for investigation; one of which was upheld.

### 3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

- Resources – N/A.
- Technical, Environmental and Legal – N/A.

- Political – N/A.
- Reputation – N/A.
- Equality & Diversity – N/A.

#### 4 **CONCLUSION**

4.1 That Committee note the information as set out above.

DIANE RICE  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

Annual Review Letter 2016:

[www.lgo.ork.uk/information/centre/reports/annual-review-reports/interpreting-local-authority-statistics](http://www.lgo.ork.uk/information/centre/reports/annual-review-reports/interpreting-local-authority-statistics)

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

REF: DER/CMS/P&F/6 SEPT 16

# Local Government OMBUDSMAN

21 July 2016

*By email*

Marshal Scott  
Chief Executive  
Ribble Valley Borough Council

Dear Marshal Scott,

## **Annual Review Letter 2016**

I write to you with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2016.

The enclosed tables present the number of complaints and enquiries received and the decisions we made about your authority during the period. I hope that this information will prove helpful in assessing your authority's performance in handling complaints.

Last year we provided information on the number of complaints upheld and not upheld for the first time. In response to council feedback, this year we are providing additional information to focus the statistics more on the outcome from complaints rather than just the amounts received.

We provide a breakdown of the upheld investigations to show how they were remedied. This includes the number of cases where our recommendations remedied the fault and the number of cases where we decided your authority had offered a satisfactory remedy during the local complaints process. In these latter cases we provide reassurance that your authority had satisfactorily attempted to resolve the complaint before the person came to us. In addition, we provide a compliance rate for implementing our recommendations to remedy a fault.

I want to emphasise that these statistics comprise the data we hold, and may not necessarily align with the data your authority holds. For example, our numbers include enquiries from people we signpost back to the authority, but who may never contact you.

In line with usual practice, we are publishing our annual data for all authorities on our website, alongside an annual review of local government complaints. The aim of this is to be transparent and provide information that aids the scrutiny of local services.

### **Effective accountability for devolved authorities**

Local government is going through perhaps some of the biggest changes since the LGO was set up more than 40 years ago. The creation of combined authorities and an increase in the number of elected mayors will hugely affect the way local services are held to account. We have already started working with the early combined authorities to help develop principles for effective and accessible complaints systems.

We have also reviewed how we structure our casework teams to provide insight across the emerging combined authority structures. Responding to council feedback, this included reconfirming the Assistant Ombudsman responsible for relationship management with each authority, which we recently communicated to Link Officers through distribution of our manual for working with the LGO.

## **Supporting local scrutiny**

Our corporate strategy is based upon the twin pillars of remedying injustice and improving local public services. The numbers in our annual report demonstrate that we continue to improve the quality of our service in achieving swift redress.

To measure our progress against the objective to improve local services, in March we issued a survey to all councils. I was encouraged to find that 98% of respondents believed that our investigations have had an impact on improving local public services. I am confident that the continued publication of our decisions (alongside an improved facility to browse for them on our website), focus reports on key themes and the data in these annual review letters is helping the sector to learn from its mistakes and support better services for citizens.

The survey also demonstrated a significant proportion of councils are sharing the information we provide with elected members and scrutiny committees. I welcome this approach, and want to take this opportunity to encourage others to do so.

## **Complaint handling training**

We recently refreshed our Effective Complaint Handling courses for local authorities and introduced a new course for independent care providers. We trained over 700 people last year and feedback shows a 96% increase in the number of participants who felt confident in dealing with complaints following the course. To find out more, visit [www.lgo.org.uk/training](http://www.lgo.org.uk/training).

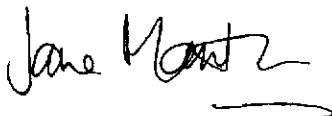
## **Ombudsman reform**

You will no doubt be aware that the government has announced the intention to produce draft legislation for the creation of a single ombudsman for public services in England. This is something we support, as it will provide the public with a clearer route to redress in an increasingly complex environment of public service delivery.

We will continue to support government in the realisation of the public service ombudsman, and are advising on the importance of maintaining our 40 years plus experience of working with local government and our understanding its unique accountability structures.

This will also be the last time I write with your annual review. My seven-year term of office as Local Government Ombudsman comes to an end in January 2017. The LGO has gone through extensive change since I took up post in 2010, becoming a much leaner and more focused organisation, and I am confident that it is well prepared for the challenges ahead.

Yours sincerely



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

**Local Authority Report:** Ribble Valley Borough Council  
**For the Period Ending:** 31/03/2016

For further information on how to interpret our statistics, please visit our website:  
<http://www.lgo.org.uk/information-centre/reports/annual-review-reports/interpreting-local-authority-statistics>

## Complaints and enquiries received

Adult Care Services	Benefits and Tax	Corporate and Other Services	Education and Children's Services	Environment Services	Highways and Transport	Housing	Planning and Development	Other	Total
0	2	2	0	1	0	0	4	0	9

## Decisions made

				Detailed Investigations			
Incomplete or Invalid	Advice Given	Referred back for Local Resolution	Closed After Initial Enquiries	Not Upheld	Upheld	Uphold Rate	Total
0	0	4	2	1	1	50%	8

### Notes

Our uphold rate is calculated in relation to the total number of detailed investigations.  
 The number of remedied complaints may not equal the number of upheld complaints. This is because, while we may uphold a complaint because we find fault, we may not always find grounds to say that fault caused injustice that ought to be remedied.  
 The compliance rate is the proportion of remedied complaints where our recommendations are believed to have been implemented.

### Complaints Remedied

by LGO	Satisfactorily by Authority before LGO Involvement	Compliance Rate
1	0	100%

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 15

meeting date: 6 SEPTEMBER 2016  
 title: CAPITAL MONITORING 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

## 1 PURPOSE

1.1 To provide Policy and Finance Committee (this Committee) with information relating to the progress of the approved capital programme for the period to the end of July 2016.

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 One scheme, totalling £100,000, was approved by the Policy and Finance Committee and Full Council at their respective meetings in February and March 2016.

2.2 In addition, there were four 2015/16 schemes that were not completed by the 31 March 2016 and had unspent budget available at that date. The total unspent balance on these schemes, £172,500, is known as slippage. This slippage has been transferred into the 2016/17 capital programme budget.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of five schemes is £272,500. This is shown at Annex 1.

## 3 CAPITAL MONITORING 2016/17

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of July 2016. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET			EXPENDITURE	
Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
100,000	172,500	272,500	4,526	-267,974

3.2 At the end of July 2016, £4,526 had been spent or committed. This is only 1.7% of the annual capital programme budget for this Committee.



3.3 The main reasons for the underspend on the full year budget to date are:

- **OROOF - Council Offices Re-roofing (-£11,591) and WINDW – Council Offices Replacement Windows and Rooflights (-£1,383):** Work has now been completed within budget on the combined Council Offices Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the scheme can only take place in 2017/18, so the remaining budget of £12,974 will be moved into 2017/18 at Revised Estimate stage.
- **ITSAN – ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement) (-£100,000):** No spend to date in-year. The estimated timeline is for the work to be put out to tender, bids received and the preferred contractor selected by late autumn 2016. This would allow the scheme to be completed by March 2017, as the refresh work is expected to take up to three months to complete. Tender documentation is currently being finalised.
- **TNSCP – Clitheroe Townscape Scheme (-£55,000):** There is no further progress on plans to spend the budget at this stage. The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme. A report will be brought to a future meeting of this Committee when plans are drawn up.
- **ECDVI – Economic Development Initiatives (-£100,000):** There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.

#### 4 CONCLUSION

- 4.1 At the end of July 2016, £4,526 had been spent or committed. This is only 1.7% of the annual capital programme budget for this Committee.
- 4.2 Work has been completed within budget on the combined contract for the Council Offices Re-roofing and Replacement Windows and Rooflights schemes. The outstanding retention payment cannot be paid until May 2017, so the remaining budget on these schemes will be moved into the 2017/18 capital programme budget.
- 4.3 The ICT Infrastructure Refresh work will be put out to tender, with work expected to be completed by year-end.
- 4.4 The Clitheroe Townscape scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme.
- 4.5 Expenditure will only take place on the Economic Development Initiatives scheme in-year if appropriate opportunities arise.

SENIOR ACCOUNTANT  
PF48-16/AC/AC  
26 August 2016

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.  
BACKGROUND PAPERS – None

## Policy and Finance Committee – Capital Programme 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variation as at end of July 2016 £
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)	100,000	0	100,000	0	-100,000
OROOF	Council Offices – Re-roofing	0	14,760	14,760	3,169	-11,591
WINDW	Council Offices – Replacement Windows and Rooflights	0	2,740	2,740	1,357	-1,383
TNSCP	Clitheroe Townscape Scheme	0	55,000	55,000	0	-55,000
ECDVI	Economic Development Initiatives	0	100,000	100,000	0	-100,000
	<b>Total Policy and Finance Committee</b>	<b>100,000</b>	<b>172,500</b>	<b>272,500</b>	<b>4,526</b>	<b>-267,974</b>

## Policy and Finance Committee Individual Scheme Details

### ITSAN – ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)

Service Area: ICT  
Head of Service: Lawson Oddie

#### Brief Description:

The scheme allows for the future corporately coordinated update of ICT equipment, including desktop and network with better business continuity resilience and improved data storage to meet increased use of ICT software functionality and to also potentially allow for more flexible working practices. The solutions are the implementation of:

1. Central storage area network that will allow for the consolidation of data storage, more resilient server infrastructure and a move towards high availability of server resources.
2. Investigate the use of G-Cloud or other cloud based services to enhance the Authority's disaster/business continuity procedures.
3. Replace ageing network infrastructure (network switches etc).

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

It would be envisaged that the scheme would be completed within the year, however there is always the option for the scheme to be phased over a couple of years, as there are discrete elements of the scheme that are not reliant on each other to be operational.

#### Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	100,000	0	-100,000
ANTICIPATED TOTAL SCHEME COST	100,000		

#### Financial Implications – REVENUE

This would be very difficult to quantify, as future technology available over time would likely offer different efficiencies than the technology available today.

#### Useful Economic Life

5 – 7 years.

#### Progress - Budget Holder Comments

*July 2016: No spend to date in-year. The estimated timeline is for the work to be put out to tender, bids received and the preferred contractor selected by late Autumn 2016. This would allow the scheme to be completed by March 2017, as the refresh work is expected to take up to three months to complete. Tender documentation is currently being finalised.*

*May 2016: The work will be put out to tender, as the budget is greater than £50k.*

## Policy and Finance Committee Individual Scheme Details

### OROOF - Council Offices – Re-roofing

Service Area: Council Offices  
Head of Service: Adrian Harper

#### Brief Description:

As the appearance of the Council Offices forms the first impression to any visitors or residents of the borough, it is essential that they are maintained to a high standard. Overall the building is in a fair external condition, however it is noted that since construction in 1980 only minor repairs to the roof have been carried out. Due to the general life expectancy of fixing nails being approximately 15-20 years it is recommended that the roof be re-slatted. Following the survey of the office roof, in October 2013, it has been noted that there are a number of slipped slates, missing slates and lead tie fixings already present on the roof, this suggesting that corrosion of the current fixings is present.

The scheme would involve the provision of scaffolding with a 4 phased programme to involve, stripping off all existing slates and battens, storing any undamaged slates for reuse, supply and fit breathable roofing felt with new soft wood treated battens, supply and install new insulation and refix slates.

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

April 2015: Tender and undertake programme of works.

June 2015: Commencement of works.

August 2015: Completion.

#### Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	0		
Slippage from 2015/16	14,760		
<b>Total Approved Budget 2016/17</b>	<b>14,760</b>	3,169	-11,591
Actual Expenditure 2015/16	152,739		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>167,499</b>		

#### Financial Implications – REVENUE

Existing service – no change.

#### Useful Economic Life

25 – 30 years.

#### Progress - Budget Holder Comments

*July 2016: All work is now completed on the combined Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the scheme can only take place in 2017/18, so the remaining budget will be moved into 2017/18 at Revised Estimate stage. The combined scheme will be completed within budget.*

**Policy and Finance Committee  
Individual Scheme Details**

*May 2016:* The work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes is complete. There is minor outstanding work to be completed internally on the link corridor frames/cladding. In addition, there is 5% contract retention for 12 months.

*March 2016:* The majority of the work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes was complete by year-end. Minor work outstanding at year-end related to link corridor roofing and windows. In addition, there is 5% contract retention for 12 months. Slippage of the 2015/16 underspend on these schemes is requested to fund the minor work outstanding and the retention payment.

*January 2016:* Work is currently in progress on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. It is expected to be completed by the year-end, weather permitting.

*September/October 2015:* The preferred contractor has been chosen for the combined Re-roofing and Replacement Windows and Roof Lights contract. The contract will be signed in October 2015. Provisional contract sums are within the combined budget of £256,400. Work will begin in autumn 2015 and is currently planned for completion in March 2016. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.

*July/August 2015:* The Council Offices - Re-roofing scheme and Council Offices - Replacement Windows and Rooflights scheme have been combined together in one contract. The contract has been put out to tender. The preferred contractor will be chosen, following tender evaluation, by September 2015. The timing of the works is to be confirmed with the preferred contractor when the contract is awarded. At this point in time, scheme completion is expected within 2015/16. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.

## Policy and Finance Committee Individual Scheme Details

### WINDW - Replacement Windows and Rooflights

Service Area: Council Offices  
Head of Service: Adrian Harper

**Brief Description:**

The aim of this scheme is to replace the remaining original timber framed windows and rooflights in the Church Walk Council Offices. The timber beading that surround the glass panels in the original windows are deteriorating, in some cases have detached from the frames. This has the potential to present a health and safety risk to members of public and staff which use the car parks below. Some of the windows are ill fitting and allow draughts and leaks. A number of the roof lights exhibit water ingress and have reached their renewal point. It is noted that it would take around 25 years to replace all of the windows under the current revenue funded maintenance approach. Hence the resubmission of this application for capital funding for an accelerated replacement programme.

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

April 2015: Specify and Tender.  
June 2015: Commencement of works.  
August 2015: Completion.

**Financial Implications – CAPITAL**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	0		
Slippage from 2015/16	2,740		
<b>Total Approved Budget 2016/17</b>	<b>2,740</b>	1,357	-1,383
Actual Expenditure 2015/16	86,157		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>88,897</b>		

**Financial Implications – REVENUE:**

£500 savings per year.

**Useful economic life:**

15 - 20 years.

**Progress - Budget Holder Comments**

*July 2016: All work is now completed on the combined Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work was completed. Thus,*

**Policy and Finance Committee  
Individual Scheme Details**

*financial completion of the scheme can only take place in 2017/18, so the remaining budget will be moved into 2017/18 at Revised Estimate stage. The combined scheme will be completed within budget.*

**May 2016:** *The work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes is complete. There is minor outstanding work to be completed internally on the link corridor frames/cladding. In addition, there is 5% contract retention for 12 months.*

**March 2016:** *The majority of the work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes was complete by year-end. Minor work outstanding at year-end related to link corridor roofing and windows. In addition, there is 5% contract retention for 12 months. Slippage of the 2015/16 underspend on these schemes is requested to fund the minor work outstanding and the retention payment.*

**January 2016:** *Work is currently in progress on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. It is expected to be completed by the year-end, weather permitting.*

**September/October 2015:** *The preferred contractor has been chosen for the combined Re-roofing and Replacement Windows and Roof Lights contract. The contract will be signed in October 2015. Provisional contract sums are within the combined budget of £256,400. Work will begin in autumn 2015 and is currently planned for completion in March 2016. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.*

**July/August 2015:** *The Council Offices - Re-roofing scheme and Council Offices - Replacement Windows and Rooflights scheme have been combined together in one contract. The contract has been put out to tender. The preferred contractor will be chosen, following tender evaluation, by September 2015. The timing of the works is to be confirmed with the preferred contractor when the contract is awarded. At this point in time, scheme completion is expected within 2015/16. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.*

## Policy and Finance Committee Individual Scheme Details

### TNSCP - Clitheroe Townscape Scheme

Service Area: Regeneration

Head of Service: Colin Hirst and Adrian Harper

**Brief Description:**

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

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

Anticipated design work: April 2015.

Anticipated start on site: May 2015

**Financial Implications – CAPITAL**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	0		
Slippage from 2015/16	55,000		
<b>Total Approved Budget 2016/17</b>	<b>55,000</b>	<b>0</b>	<b>-55,000</b>
Actual Expenditure 2015/16	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>55,000</b>		

**Financial Implications – REVENUE**

None.

**Useful Economic Life**

Not applicable.

**Progress - Budget Holder Comments**

*July 2016: There is no further progress on plans to spend the £55k budget at this stage. The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme. A report will be brought to a future meeting of this Committee when plans are drawn up.*

*May/June 2016: £55k slippage has been approved by Policy and Finance Committee, which is the non-LCC funded budget for this scheme. Policy and Finance Committee resolved that officers should take a report to a future meeting to suggest plans for use of the remaining £55k budget.*

*March 2016: Following in-year discussions with LCC it was confirmed that LCC would only commit the £60k funding effectively to core maintenance work, with an expectation that Ribble Valley's capital spend would be additional funding also to be spent on core maintenance. Enhanced town centre*



**Policy and Finance Committee  
Individual Scheme Details**

*improvements were the main focus of this scheme for Ribble Valley and as such it was not seen as appropriate for Ribble Valley's funding to be used in this way. Consequently, it is proposed that this scheme is reduced, following confirmation by LCC that the £60k funding is no longer available, and that officers consider what enhancement works could be achieved by the remaining budget in 2016/17.*

***January 2016:** The scheme is on hold whilst we seek to establish whether Lancashire County Council's funding contribution will support expenditure on enhanced town centre improvements, which is the aim of the scheme, rather than core maintenance work. If a way forward is not agreed with the County Council before year-end, the scheme budget will be moved into 2016/17 as slippage. There will be a need to re-assess the scheme if agreement is not reached on enhanced improvements.*

***September 2015:** The series of options worked up for this scheme, in conjunction with Lancashire County Council, are being considered and further discussions are taking place with the County Council on the way forward. At this stage, it is expected that work will be completed in the 2015/16 financial year.*

***July 2015:** A series of options have been worked up for this scheme, in conjunction with Lancashire County Council. These options will be considered and a way forward then agreed. At this stage, it is expected that work will be completed in the 2015/16 financial year.*

## 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:**

Key milestones will depend upon the individual projects developed.

**Financial Implications – CAPITAL**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	0		
Budget moved from 2015/16	100,000		
<b>Total Approved Budget 2016/17</b>	<b>100,000</b>	<b>0</b>	<b>-100,000</b>
Actual Expenditure 2015/16	0		
Actual Expenditure 2014/15	0		
Actual Expenditure 2013/14	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>100,000</b>		

**Financial Implications – REVENUE**

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

**Useful Economic Life**

Dependent upon the nature of the project.

**Progress - Budget Holder Comments**

*July 2016: There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.*

*May/June 2016: The one site acquisition proposal being seriously considered will not now go ahead, as resolved by Policy and Finance Committee. There are no other appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.*

**Policy and Finance Committee  
Individual Scheme Details**

*March 2016:* One site acquisition investment was being considered in 2015/16, but no confirmation was in place for the acquisition to go ahead at year-end. Slippage of the 2015/16 underspend is requested to fund both the pump prime costs associated with the site acquisition being considered and any further economic development opportunities that may arise.

*January 2016:* The site acquisition approved by this Committee in October 2015 is the one economic development opportunity in progress currently that will require investment support funding from the Economic Development Initiatives budget. At this stage, the actual timing of the site acquisition and any support costs to be funded from this budget is not confirmed. Any unused budget from 2015/16 will be moved into 2016/17 as slippage.

*September 2015:* The District Valuer has secured initial agreement with land owners on values and details are being progressed to acquire a site. Expenditure has been drawn from other revenue budgets to fund pre-investment works so far.

*July 2015:* The Council has instructed the District Valuer to negotiate the purchase of some land on one scheme and we are currently awaiting the outcome of this. Expenditure has been drawn from other revenue budgets to fund pre-investment works so far.

*September 2014:* The Council continues to seek land for potential economic development. Expenditure has been drawn from revenue budgets to fund pre-investment works to date.

*July 2014:* The Council continues to seek land for potential economic development.

*March 2014:* Projects have not reached a stage where capital is required. Expenditure has been drawn from other revenue budgets to fund pre-investment works.

*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.

*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.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 16

meeting date: 6 SEPTEMBER 2016  
title: OVERALL CAPITAL MONITORING 2016/17  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To provide members with information relating to the progress of the approved capital programme for the period to the end of July 2016.

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 In total, eleven new schemes, totalling £915,700, were approved for inclusion in the overall capital programme budget by the Policy and Finance Committee and Full Council at their respective meetings in February and March 2016.

2.2 Since approval of the budget it was confirmed that the Disabled Facilities Grants (DFGs) funding for 2016/17 was £273,220. The DFGs scheme budget was initially set at £161,000 on the basis that this would be changed to match the exact DFGs funding that was received. Therefore, the overall capital programme was increased by the difference of £112,220 to £1,027,920.

2.3 In addition, there were some 2015/16 capital schemes that were not completed by 31 March 2016 and had unspent budget available at that date. The total unspent balance on these schemes, £194,920, is known as slippage. This slippage has been transferred into the 2016/17 capital programme budget.

2.4 As a result of the above, the total approved budget for the overall capital programme of fifteen schemes is £1,222,840. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2016/17

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and variances to the end of July 2016. Annex 1 shows the full programme by scheme, including budget, expenditure and variances to the end of July 2016.

Committee	BUDGET			EXPENDITURE	
	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
Community Services	374,500	0	374,500	132,054	-242,446
Planning and Development	30,200	0	30,200	0	-30,200
Policy and Finance	100,000	172,500	272,500	4,526	-267,974
Health and Housing	523,220	22,420	545,640	53,346	-492,294
<b>OVERALL TOTAL</b>	<b>1,027,920</b>	<b>194,920</b>	<b>1,222,840</b>	<b>189,926</b>	<b>-1,032,914</b>

3.2 At the end of July 2016, £189,926 had been spent or committed. This is only 15.5% of the overall capital programme for 2016/17.

3.3 Orders have been placed for the four vehicles and plant purchase schemes on Community Committee. These schemes will be completed in-year.

3.4 The main reasons for the underspend on the full year budget to date are:

- RPIMP – Ribblesdale Pool Improvement Work (-£209,000):** External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.
- PLAYQ – Play Area Improvements 2016/17 (-£30,375):** Main improvements will be planned for September 2016 onwards, based on playground assessments after the summer school holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify such work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.
- PLANN - Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£30,200):** The scheme implementation and procurement plan is to be worked up between planning and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.
- ITSAN – ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement) (-£100,000):** The estimated timeline is for the work to be put out to tender, bids received and the preferred contractor selected by late Autumn 2016. This would allow the scheme to be completed by March 2017, as the refresh work is expected to take up to three months to complete.

- **OROOF - Council Offices Re-roofing (-£11,591) and WINDW – Council Offices Replacement Windows and Rooflights (-£1,383):** Work has now been completed within budget on the combined Council Offices Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work completion. Thus, financial completion of the scheme can only take place in 2017/18, so the remaining budget of £12,974 will be moved into 2017/18 at Revised Estimate stage.
- **LANGR – Landlord/Tenant Grants (-£83,330):** Committed expenditure at the end of July 2016 was NIL. However, two schemes have subsequently been approved in August 2016, totalling £31,800. There are three further applications currently being considered, against the remaining uncommitted budget of £51,530. Further applications may be received in-year.
- **DISCP – Disabled Facilities Grants (-£233,964):** Committed expenditure at the end of July 2016 was £53,346, based on three schemes approved prior to this financial year and nine schemes approved so far in 2016/17. There are a further eleven applications either being currently considered for approval or on the waiting list. Increased DFGs funding in 2016/17 means that all these schemes can be funded from the remaining 2016/17 budget. Further applications are expected in-year, but the budget may not be fully committed in-year, based on the level of applications received to date against the increased level of funding received from DCLG this year.
- **CMIMP – Clitheroe Market Improvements (-£175,000):** The Clitheroe Market Improvements scheme budget was initially approved in 2015, before the Clitheroe Market Development scheme plans were announced.
- **TNSCP – Clitheroe Townscape Scheme (-£55,000):** There is no further progress on plans to spend the budget at this stage. The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme.
- **ECDVI – Economic Development Initiatives (-£100,000):** There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.

#### 4 2017/18 PROVISIONAL CAPITAL PROGRAMME AMENDMENT

- 4.1 Members are asked to note the following for information.
- 4.2 One scheme approved in the provisional 2017/18 capital programme, Ribble Valley off-street car parks – upgrade of payment systems £20,550, was based on upgrading all car park payment machines to be able to accept the new £1 coin and also to accept chip and pin payments.
- 4.3 The introduction of the new £1 coin has been brought forward by the Royal Mint to March 2017. Therefore this element of the capital scheme has now been brought forward in to the 2016/17 financial year. As the value of that part of the scheme is estimated to be only £6,000 and therefore below the £10,000 de minimis for capital, this work will now be treated as revenue expenditure funded from earmarked reserves.
- 4.4 In addition, the chip and pin payments part of the scheme (£14,550) will now be deferred for twelve months to assess whether the recently introduced pay by phone system negates the need for this.

5 CONCLUSION

- 5.1 At the end of July 2016, £189,926 had been spent or committed. This is only 15.5% of the overall capital programme for 2016/17.
- 5.2 Based on estimates of progress on each scheme at this stage, eleven of the fifteen schemes are on track to be completed in-year. Please note the outstanding retention payment that covers two of these completed schemes (Council Offices Re-roofing and Council Offices Replacement Windows and Rooflights) cannot be paid until May 2017. Therefore, the remaining budget on these schemes will be moved into the 2017/18 capital programme budget.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF46-16/AC/AC  
26 August 2016

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS - None

## Overall Capital Programme 2016/17

Cost Centre	Schemes	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
<b>Community Committee</b>						
WVDHX	Replacement of Works Section Small Van – Ford Transit Toilet Van (PF09 DHX)	12,000	0	12,000	<b>11,082</b>	-918
PLAYQ	Play Area Improvements 2016/17	40,000	0	40,000	<b>9,625</b>	-30,375
FORKL	Replacement of Salthill Depot Multi Use Fork Lift Truck	16,000	0	16,000	<b>15,850</b>	-150
GVUKE	Replacement of John Deere Gang Mower Tractor (PN05 UKE)	46,000	0	46,000	<b>44,051</b>	-1,949
GVFRV	Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec	51,500	0	51,500	<b>51,446</b>	-54
RPIMP	Ribblesdale Pool Improvement Work ( <i>subject to securing external funding</i> )	209,000	0	209,000	<b>0</b>	-209,000
	<b>Total Community Committee</b>	<b>374,500</b>	<b>0</b>	<b>374,500</b>	<b>132,054</b>	<b>-242,446</b>
<b>Planning and Development Committee</b>						
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	30,200	0	30,200	<b>0</b>	-30,200
	<b>Total Planning and Development Committee</b>	<b>30,200</b>	<b>0</b>	<b>30,200</b>	<b>0</b>	<b>-30,200</b>



## Overall Capital Programme 2016/17

Cost Centre	Schemes	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
<b>Policy and Finance Committee</b>						
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)	100,000	0	100,000	0	-100,000
OROOF	Council Offices – Re-roofing	0	14,760	14,760	3,169	-11,591
WINDW	Council Offices – Replacement Windows and Rooflights	0	2,740	2,740	1,357	-1,383
TNSCP	Clitheroe Townscape Scheme	0	55,000	55,000	0	-55,000
ECDVI	Economic Development Initiatives	0	100,000	100,000	0	-100,000
	<b>Total Policy and Finance Committee</b>	<b>100,000</b>	<b>172,500</b>	<b>272,500</b>	<b>4,526</b>	<b>-267,974</b>
<b>Health and Housing Committee</b>						
DISCP	Disabled Facilities Grants	273,220	14,090	287,310	53,346	-233,964
LANGR	Landlord/Tenant Grants	75,000	8,330	83,330	0	-83,330
CMIMP	Clitheroe Market Improvements	175,000	0	175,000	0	-175,000
	<b>Total Health and Housing Committee</b>	<b>523,220</b>	<b>22,420</b>	<b>545,640</b>	<b>53,346</b>	<b>-492,294</b>
	<b>OVERALL TOTAL</b>	<b>1,027,920</b>	<b>194,920</b>	<b>1,222,840</b>	<b>189,926</b>	<b>-1,032,914</b>

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

Agenda Item No 17

meeting date: 6 SEPTEMBER 2016  
 title: REVENUE OUTTURN 2015/16  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: TRUDY HOLDERNESS

### 1 PURPOSE

1.1 To let you know the actual position for the revenue budget year ended 31 March 2016 for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

### 2 BACKGROUND

2.1 The Council's Statement of Accounts have now been audited and were approved by Accounts and Audit Committee on 17 August 2016.

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

### 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £87,684 on the net costs of services. After allowing for transfers to and from earmarked reserves this is increased to a net underspend of £103,359. Please note that underspends are denoted by figures with a minus symbol.

3.2 In the table below are a number of services with a net cost of 'nil'. This is where services are fully recharged out to other service areas, these cost centres are marked \*\*. There are a few services where income equals expenditure and these cost centres are marked \*\*\*.

Cost Centre	Cost Centre Name	Revised Estimate £	Actual £	Difference £
<b>OMDEV</b>	Organisation & Member Development **	0	0	0
<b>COMPR</b>	Computers **	0	0	0
<b>FSERV</b>	Financial Services**	0	0	0
<b>LSERV</b>	Legal Services **	0	0	0

Cost Centre	Cost Centre Name	Revised Estimate £	Actual £	Difference £
<b>REVUE</b>	Revenues and Benefits **	0	0	0
<b>CONTC</b>	Contact Centre**	0	0	0
<b>CIVST</b>	Civic Suite **	-640	0	640
<b>CLOFF</b>	Council Offices **	0	0	0
<b>CORPM</b>	Corporate Management	322,290	316,418	-5,872
<b>CEXEC</b>	Chief Executives Department **	0	0	0
<b>CSERV</b>	Corporate Services	189,990	176,373	-13,617
<b>CLTAX</b>	Council Tax	329,620	325,972	-3,648
<b>NNDRC</b>	National Non Domestic Rates	54,000	26,694	-27,306
<b>CIVCF</b>	Civic Functions	60,520	56,687	-3,833
<b>COSDM</b>	Cost of Democracy	416,920	403,121	-13,799
<b>ELADM</b>	Election Administration	55,900	54,719	-1,181
<b>DISTC</b>	District Elections	58,850	59,932	1,082
<b>PARIS</b>	Parish Elections	21,510	21,561	51
<b>ELECT</b>	Register of Electors	77,070	73,184	-3,886
<b>LUNCH</b>	Luncheon Clubs	13,380	5,106	-8,274
<b>LANDC</b>	Land Charges	4,000	-19,022	-23,022
<b>LICSE</b>	Licensing	6,030	6,065	35
<b>FLDRB</b>	Flood Resilience Grants – Businesses ***	0	0	0
<b>FLDRB</b>	Flood Grants – Storm Eva	12,720	12,164	-556
<b>FLOODS</b>	Flood Grants – Storm Desmond ***	0	0	0
<b>EMERG</b>	Community Safety	56,100	52,929	-3,171
<b>FMISC</b>	Policy & Finance Miscellaneous	-76,850	-60,843	16,007
<b>PERFM</b>	Performance Reward Grant	16,790	13,871	-2,919
<b>SUPDF</b>	Superannuation Deficiency Payment	110,390	109,840	-550
<b>ESTAT</b>	Estates	43,000	59,592	16,592
<b>FGSUB</b>	Grants and Subscriptions	146,350	138,369	-7,981
<b>ALBNM</b>	Albion Mill	870	8,615	7,745
<b>TOURB</b>	Tour of Britain Cycle Race	118,590	117,941	-649
<b>INDDV</b>	Economic Development	96,670	87,098	-9,572
<b>NET COST OF SERVICES</b>		<b>2,134,070</b>	<b>2,046,386</b>	<b>-87,684</b>

<b>ITEMS ADDED TO / (TAKEN FROM) BALANCES AND RESERVES</b>				
<b>FNBAL H230</b>	Election Fund	-58,480	-59,613	-1,133
<b>FNBAL H243</b>	Human Resources Development Reserve	0	-27,500	-27,500

<b>ITEMS ADDED TO / (TAKEN FROM) BALANCES AND RESERVES</b>				
<b>FNBAL H262</b>	IT Reserve	-7,610	-7,614	-4
<b>FNBAL H269</b>	Asset Valuation Reserve	2,000	2,000	0
<b>FNBAL H272</b>	Land Charges Restitution Reserve	17,950	44,085	26,135
<b>FNBAL H276</b>	Promotional Activities Reserve	-9,260	-9,260	0
<b>FNBAL H325</b>	Vat Shelter Reserve Fund	180,000	158,431	-21,569
<b>FNBAL H327</b>	Fleming Vat Reserve	-16,510	-16,029	481
<b>FNBAL H326</b>	Performance Reward Grant	-27,574	-24,509	3,065
<b>FNBAL H366</b>	Tour of Britain Reserve	-89,826	-89,826	0
<b>FNBAL H337</b>	Equipment Reserve	1,000	9,103	8,103
<b>FNBAL H340</b>	Insurance Reserve	0	-2,167	-2,167
<b>FNBAL H362</b>	Individual Electoral Registration	-7,180	-5,386	1,794
<b>COBAL H328</b>	Repairs Reserve	0	-5,000	-5,000
<b>CPBAL H330</b>	Capital Reserve	1,580	3,700	2,120
<b>NET BALANCES AND RESERVES</b>		<b>-13,910</b>	<b>-29,585</b>	<b>-15,675</b>
<b>NET EXPENDITURE</b>		<b>2,120,160</b>	<b>2,016,801</b>	<b>-103,359</b>

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

<b>SERVICE AREA</b>	<b>DESCRIPTION OF VARIANCE</b>	<b>AMOUNT £</b>
<b>CEXEC</b> Chief Executives	Reduced employee related expenses due to vacant Head of Environmental Health and Community Development officer posts and staff not undertaking professional qualification training	-10,036
<b>COMPR</b> Computer Services	There has been a reduction in expenditure on the purchase of equipment, hardware and software maintenance, the purchase of consumables and government connect costs. This is mainly due to replacement equipment not required, a maintenance contract for a print machine not renewed, the contingency provision for software maintenance and government connect costs not required and a continued reduction in computer consumables from fewer printers.	-11,291
<b>ESTAT</b> Estates	Overspend on repair and maintenance items and energy costs due to repairs to Dewhurst Rd, Langho and to retaining wall at Bentlea Rd, Gisburn and removal of gas meter from physiotherapy centre, Clitheroe. Partly funded by a contribution from repairs reserve fund.	11,127

SERVICE AREA	DESCRIPTION OF VARIANCE	AMOUNT £
<b>FMISC</b> Policy & Finance Miscellaneous	The level of capital works that fell within the VAT shelter arrangements was less than originally anticipated by Symphony Homes. The effect of which is a reduction in the contribution from Symphony homes and a lower contribution to the earmarked reserve for VAT shelter income	21,569
<b>LANDC</b> Land Charges	Payment in respect of the property searches litigation, in settlement of the costs claim commenced by the property search companies against local authorities to recover their costs of pursuing the substantive claims. Offset by an additional grant received from Department of Communities and Local Government to help cover the costs of court action taken in respect of charges made for information classified as environmental information for which no charge should be made. The net balance has been added to an earmarked reserve established for this purpose.	-26,135
<b>NNDRC</b> National Non Domestic Rates	No discretionary grants charged to the Council's revenue account in 2015/16. These are now borne by the Business Rates Account and the cost met accordingly to the shares of the Business Rates Retention Scheme.	-26,350
<b>OMDEV</b> Organisation & Member Development	Delays in implementing the corporate training plan and no staff currently undertaking professional qualification training (in this section) and reduced indirect employee expenses has resulted in an underspend. This was offset by an increase in staffing costs.	-14,288

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

#### 4 CONCLUSION

4.1 The comparison between actual and budgeted expenditure shows an underspend for the financial year 2015/16 of £87,684. After transfer to/from earmarked reserves this is increased to an underspend of £103,359.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF45-16/TH/AC  
29 July 2016

BACKGROUND PAPERS;  
Policy & Finance closedown working papers 2015/16

For further information please ask for Trudy Holderness.

## POLICY &amp; FINANCE COMMITTEE – VARIANCES 2015/16

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
<b>ALBNM : Albion Mill</b>					
Fall in income from rent of units due to 2 units being vacant for the period 6 November 2015 to 22 January and repairs to units.		6,648			
Albion Mill has in the past been classified as an investment asset and as such no depreciation was charged. Following a review of all investment assets they have been reclassified as operational and as such depreciation is charged.				1,467	
<b>Total Albion Mill</b>					<b>8,115</b>
<b>CEXEC : Chief Executives Department</b>					
Reduced employee related expenses due to vacant Head of Environmental Health and Community Development Officer posts and the budget for professional qualification training not being required	-10,036				
Reduced transport costs due to lower mileage claims from the Environmental Health section and a lease car not replaced.	-5,237				
Reduced printing and stationery, photocopying and postage costs reflecting a more economical use of printers and possibly move towards more electronic forms of communication. Also purchase of new / replacement equipment & materials and reference books not required	-4,249				

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Reduced support costs mainly from accommodation, computer services and organisation and member development due to a reduction in net expenditure in these services			-6,914		
The decrease in net expenditure is reflected in lower recharges to other services			26,555		
<b>Total Chief Executives Department</b>					<b>119</b>
<b>CIVCF : Civic Functions</b>					
Reduced running costs of mayoral car mainly due to a reduction in fuel costs.	-916				
Below average expenditure on refreshments and other civic entertainment expenses.	-2,489				
Reduced support costs mainly from legal services due to a reduction in net expenditure in this service			-514		
<b>Total Civic Functions</b>					<b>-3,919</b>
<b>CIVST : Civic Suite</b>					
The estimate for temporary cover for the civic suite attendant was based on 90hrs in the year, the actual cover required was only 18.75hrs for the year which has resulted in an underspend. There has also been no expenditure on training.	-827				
There has been an underspend on repair and maintenance costs.	-3,043				

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Expenditure on refreshments, protective clothing, laundry, printing and stationery and incidental expenses not required in the year.	-873				
The decrease in net expenditure is reflected in lower recharges to other services			5,621		
<b>Total Civic Suite</b>					<b>878</b>
<b>CLOFF : Council Offices</b>					
Reduced energy costs due to a below average usage of electricity and water. Also reduced ground maintenance costs.	-9,421				
Overspend on the purchase of equipment due to old CCTV recording equipment being replaced with a digital recording system.	1,809				
The decrease in net expenditure is reflected in lower recharges to other services			7,025		
<b>Total Council Offices</b>					<b>-587</b>
<b>CLTAX : Council Tax</b>					
Additional expenditure was incurred on providing council tax flood discounts to home owners as a result of floods caused by Storm Desmond and Storm Eva. This additional cost has been fully funded by a section 31 grant from the Department of Communities and Local Government.	89,401	-89,401			
Below average expenditure on supplies and service items, such as scanning, purchase of equipment, reference books, legal fees, bailiff fees, all-pay, statutory notices and court costs	-2,826				



	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Below average summonses income		6,020			
Reduced support costs mainly from revenue services and computer services reflecting a reduction in net expenditure in these services.			-6,470		
<b>Total Council Tax</b>					<b>-3,276</b>
<b>COMPR : Computer Services</b>					
The variance in employee related expenses was in respect of the provision for maternity cover and no training expenses were incurred.	-1,949				
There has been a reduction in expenditure on the purchase of equipment, hardware and software maintenance, the purchase of consumables and Government Connect costs. This is mainly due to replacement equipment not required, a maintenance contract for a print machine not renewed, the contingency provision for software maintenance and government connect costs not required and a continued reduction in computer consumables from fewer printers.	-11,291				
Reduced support costs mainly from organisation and member development due to a reduction in net expenditure in this service			-1,142		
The decrease in net expenditure is reflected in lower recharges to other services			14,237		
<b>Total Computer Services</b>					<b>-145</b>

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
<b>CONTC: Contact Centre</b>					
Reduced employee related cost due to vacant customer service advisor and modern apprentice posts and no training expenses.	-3,806				
Reduced support costs mainly from computer services due to a reduction in net expenditure in this service.			-1,260		
The decrease in net expenditure is reflected in lower recharges to other services			4,867		
<b>Total Contact Centre</b>					<b>-199</b>
<b>CORPM : Corporate Management</b>					
Reduced support costs mainly from community services, financial services and chief executives due to a reduction in net expenditure in this service			-5,872		
<b>Total Corporate Management</b>					<b>-5,872</b>
<b>COSDM : Cost of Democracy</b>					
Low level of travel and council meeting expenses and very little expenditure on equipment.	-5,320				
Reduced support costs mainly from accommodation costs, legal services and organisation and member development due to a reduction in net expenditure in these services.			-8,124		
<b>Total Cost of Democracy</b>					<b>-13,444</b>

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
<b>CSERV : Corporate Services</b>					
The 2015 spring edition of Ribble Valley News was delayed to allow maximum publicity for the Tour of Britain cycle race. Resources from the delay in producing the Ribble Valley News and promotional activities were set aside in an earmarked reserve at the end of 2014/15 to fund expenditure in 2015/16. These set aside resources were used to enhance the 2015/16 budget provision. However, they were not required as expenditure was met without the enhancement resulting in an underspend.	-9,807				
Reduced support costs mainly from organisation and member development due to reduction in net expenditure in this service			-3,820		
<b>Total Corporate Services</b>					<b>-13,627</b>
<b>DISTC: District Elections</b>					
Reduced employee related expenses compared to previous district elections mainly from salary costs, security, presiding officer, poll clerk fees and training expenses offset by increases in postal vote opening , counting and general supervision costs	-11,823				
Reduced premises related expenses mainly from rent of buildings	-4,635				
Increase in cost of preparation and transport of polling equipment, printing and postage of poll cards and postal vote packs	17,553				
<b>Total District Elections</b>					<b>1,095</b>

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
<b>ELECT: Register of Electors</b>					
Additional funding from Cabinet office in support of the increased financial burden of providing individual electoral registration		-2,980			
Reduced support costs mainly from legal services due to reduction in net expenditure in this service			-993		
<b>Total Register of Electors</b>					<b>-3,973</b>
<b>ELADM : Election Administration</b>					
Reduced support costs mainly from legal services due to reduction in net expenditure in this service			-1,181		
<b>Total Election Administration</b>					<b>-1,181</b>
<b>EMERG : Emergency Planning</b>					
Below average expenditure on the purchase of equipment and materials and provision for repairs / additional telephones lines not required. This was due to schemes being placed on hold due to flooding	-1,586				
Reduced support costs mainly from chief executives department due to reduction in net expenditure in this service			-1,585		
<b>Total Emergency Planning</b>					<b>-3171</b>
<b>ESTAT : Estates</b>					
Overspend on repair and maintenance items and energy costs due to repairs to Dewhurst Rd, Langho and to retaining wall at Bentlea Rd, Gisburn and removal of gas meter from physiotherapy centre, Clitheroe	11,127				
Additional income from sale of freehold land, this is added to capital earmarked reserve.		-2,209			

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Reduced support costs mainly from legal services due to reduction in net expenditure in this service			-734		
Increase in depreciation of buildings, this is due to the change in the categorising of investment assets which are not depreciated to operational assets, which are. It includes properties such as Townley Buildings, Longridge and 16-18 Lowergate, Clitheroe				7,425	
<b>Total Estates</b>					<b>15,609</b>
<b>FGSUB: Policy &amp; Finance Grants &amp; Subscriptions</b>					
Subscription to District Council network and contribution to young achievers awards not required.	-1,582				
Concurrent Function Grant budget not fully used, as not all parish councils applied for funding	-6,360				
<b>Total Policy &amp; Finance Grants &amp; Subscriptions</b>					<b>-7,942</b>
<b>FMISC : Policy &amp; Finance Miscellaneous</b>					
Additional expenditure in respect of 25% levy on Municipal Mutual Insurance, met from earmarked reserve	2,167				
Unexpected additional grant income from Department of Communities and Local Government in support of the additional burden of transparency, added to earmarked reserves to fund future expenditure.		-8,103			

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
The level of capital works that fell within the VAT shelter arrangements was less than originally anticipated by Symphony Homes. The effect of which is a reduction in the contribution from Symphony Homes and a lower contribution to the earmarked reserve for VAT shelter income		21,569			
Increase in debt management charge mainly as a result of an increase in the charge from District Valuer Office for reviewing the value of our assets				875	
<b>Total Policy &amp; Finance Miscellaneous</b>					<b>16,508</b>
<b>FSERV : Financial Services</b>					
There has been an underspend on training expenses as staff complete their professional qualification during the year and a lower level of other training being required	-1,137				
Reduced expenditure on supplies and service items such as the purchase of new / replacement equipment and materials were only partly needed in the year, printing and stationery costs have fallen due to the use of more economical colour printer / copier, reduction in the purchase of other publications due to a move to online resources.	-2,809				
Reduced support costs mainly from computer services and organisation and member development due to reduction in net expenditure in these services.			-3,579		
The decrease in net expenditure is reflected in lower recharges to other services			8,230		
<b>Total Financial Services</b>					<b>705</b>

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
<b>INDDV : Economic Development</b>					
The subscription and promotional activities budgets have been underspent mainly due to not subscribing to any new bodies and less promotional activities	-8,107				
Reduced support costs mainly from chief executive department due to reduction in net expenditure in this service.			-1,304		
<b>Total Economic Development</b>					<b>-9,411</b>
<b>LANDC : Land Charges</b>					
Payment in respect of the property searches litigation, in settlement of the costs claim commenced by the property search companies against local authorities to recover their costs of pursuing the substantive claims. Offset by an additional grant received from Department of Communities and Local Government to help cover the costs of court action taken in respect of charges made for information classified as environmental information for which no charge should be made. The net balance has been added to an earmarked reserve established for this purpose.	1,751	-27,886			
A fall in average number of Part I enquiries from 539 to 494 and part II enquires from 602 to 467 has resulted in less income than anticipated		5,517			
Reduced support costs mainly from legal services due to reduction in net expenditure in this service.			-1,866		
<b>Total Land Charges</b>					<b>-22,484</b>
<b>LICSE : Licencing</b>					
Reduced income from licences mainly due to income from taxi licenses being below average partly offset by an increase in the income from premises licences.		2,106			

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Reduced support costs mainly from legal services due to reduction in net expenditure in this service.			-1,974		
<b>Total Land Charges</b>					<b>-1974</b>
<b>LSERV : Legal Services</b>					
Reduced expenditure on training expenses due to no staff currently undertaking professional qualifications	-897				
Reduced expenditure on supplies and service items such as reference books, postages and legal fees due to no miscellaneous expenditure on books and below average expenditure on postages and legal fees	-5,923				
Reduced support costs mainly from computer services and organisation & member development due to a reduction in net expenditure in these services.			-3,899		
The decrease in net expenditure is reflected in lower recharges to other services			10,732		
<b>Total Legal Services</b>					<b>13</b>
<b>LUNCH : Luncheon Clubs</b>					
The low level of take-up in establishing new luncheon clubs has resulted in an underspend of available funding. The effect of reduced expenditure is a reduction in the contribution from LCC.	-16,397	8,284			
<b>Total Luncheon Clubs</b>					<b>-8,113</b>
<b>NNDRC : National Non Domestic Rates</b>					
No discretionary grants charged to the Council's revenue account during 2015/16. These are now borne by the Business Rates Account and the cost met accordingly to the shares of the Business Rates Retention Scheme.	-26,350				



	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Below average income from summonses.		1,160			
Reduced support costs mainly from revenues service due to a reduction in net expenditure in this service			-1,908		
<b>Total National Non Domestic Rates</b>					<b>-27,098</b>
<b>OMDEV : Organisation &amp; Member Development</b>					
Delays in implementing the corporate training plan and no staff within the section currently undertaking professional qualification training. This is offset by an increase in staffing costs.	-14,288				
The provision for the purchase of new / replacement equipment and materials was only partly needed in the year. Printing and stationery and photocopying charges costs have continued to fall as a consequence of the move to a colour printer / copier where the cost of toners is included in the copy charge. The cost of postages and telephone calls were also less than anticipated but mobile phone cost slightly more.	-6,635				
Reduced support costs mainly from accommodation charges and IT services due to a reduction in net expenditure in these services.			-2,019		
The decrease in net expenditure is reflected in lower recharges to other services			22,721		
<b>Total Organisation &amp; Member Development</b>					<b>-221</b>
<b>PERFM : Performance Reward Grants (PRG)</b>					

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Additional expenditure due to extension of project officer contract and parish council grants paid earlier than anticipated less element of cost of Tour of Britain Cycle race funded from PRG.	-5,797				
Less expenditure capitalised than anticipated	2,899				
<b>Total Performance Reward Grants</b>					<b>-2,898</b>
<b>REVUE : Revenues</b>					
Reduced employee related expenses mainly due to staff turnover within cashiers section and reduced training and professional subscription costs.	-2,941				
Reduced transport costs mainly due to lower levels of mileage travelled.	-1,301				
Reduced support costs mainly from accommodation, organisation and member development and contact centre charges			-4,298		
The decrease in net expenditure is reflected in lower recharges to other services			9,152		
<b>Total Revenues</b>					<b>612</b>
<b>FLOOD : Floods (Storm Desmond)</b>					
Expenditure on grant payments as a result of storm Desmond	11,500				
Contribution from DCLG – Bellwin Flood Scheme and Community Recovery Scheme		-11,717			
<b>Total Floods ( Storm Desmond)</b>					<b>-217</b>
<b>FGRNT : Flood Grants (Storm Eva)</b>					

	VARIANCE IN EXPENDITURE £	VARIANCE IN INCOME £	VARIANCE IN SUPPORT £	VARIANCE IN CAPITAL £	TOTAL VARIANCE £
Expenditure on staffing, emergency repairs and accommodation, hire of equipment, purchase of sandbags and flood grants as a result of Storm Eva	157,630				
Contribution from DCLG – Bellwin Flood Scheme and Community Recovery Scheme		-158,186			
<b>Total Flood Grants ( Storm Eva)</b>					<b>-556</b>
<b>Other</b>	-5,084	4,068	-15	1	-1,030
<b>Total Variances for Policy &amp; Finance Committee</b>	<b>100,095</b>	<b>-247,216</b>	<b>49,669</b>	<b>9,768</b>	<b>-87,684</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 6 SEPTEMBER 2016  
 title: OVERALL REVENUE OUTTURN 2015/16  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

## 1 PURPOSE

1.1 To report the revenue outturn for the year ending 31 March 2016

## 2 BACKGROUND

2.1 Our full Statement of Accounts were approved by the Director of Resources and reported to Accounts and Audit Committee on 29 June 2016. They have also been published on our website.

2.2 The Council's external auditors, Grant Thornton UK LLP, have now completed their audit of the accounts and approval of the final audited Statement of Accounts took place at Accounts and Audit Committee on 17 August 2016. We are required to publish our audited accounts by the end of September 2016 at the latest.

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

## 3 STATEMENT OF ACCOUNTS FOR 2015/16

3.1 Shown below is the final position for the 2015/16 financial year.

Committee	Original Estimate £'000	Revised Estimate £'000	Actual £'000	Original Estimate Compared to Actual £'000	Revised Estimate Compared to Actual £'000
Community Services	3,519	3,527	3,304	-215	-223
Policy & Finance	2,173	2,135	2,046	-127	-89
Planning & Development	629	530	473	-156	-57
Health & Housing	835	795	678	-157	-117
<b>Committee Expenditure</b>	<b>7,156</b>	<b>6,987</b>	<b>6,501</b>	<b>-655</b>	<b>-486</b>
Interest Payable	11	11	11	0	0
Parish Precepts	364	364	364	0	0
Interest Received	-25	-29	-34	-9	-5
<b>Net Operating Expenditure</b>	<b>7,506</b>	<b>7,333</b>	<b>6,842</b>	<b>-664</b>	<b>-491</b>
Precept from Collection Fund (including parish precepts)	-3,417	-3,417	-3,417	0	0
Collection Fund Surplus - Council Tax	-22	-22	-22	0	0

Committee	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Localisation of Council Tax Support - Parish Payment	11	11	11	0	0
New Homes Bonus	-969	-969	-969	0	0
New Homes Bonus - Returned Funding	0	-4	-4	-4	0
Council Tax Freeze Concession	-32	-32	-32	0	0
Revenue Support Grant	-1,011	-1,011	-1,011	0	0
Business Rates Baseline Funding	-1,229	-1,229	-1,229	0	0
Retained Rates Income	-249	-249	-249	0	0
Business Rates Levy	417	256	294	-123	38
S31 Grant	-617	-721	-693	-76	28
Retained Rates - Renewable Energy	0	0	-11	-11	-11
Collection Fund Deficit - Business Rates	46	46	46	0	0
<b>Deficit/(Surplus) for year</b>	<b>434</b>	<b>-8</b>	<b>-444</b>	<b>-878</b>	<b>-436</b>
Depreciation	-726	-841	-855	-129	-14
Minimum Revenue Provision	133	133	133	0	0
Net Transfer to/from earmarked reserves	309	546	591	282	45
<b>Deficit/(Surplus) for year</b>	<b>150</b>	<b>-170</b>	<b>-575</b>	<b>-725</b>	<b>-405</b>

3.2 You will see we have made a surplus of £575,000 during the year, compared with the Revised Estimate which showed a surplus of £170,000, and the Original Estimate which showed a deficit of £150,000. When the Revised Estimates were considered in January we explained the main differences between the Original and Revised Estimates. During the preparation of the revised estimate a number of changes were made to the budget:

Item	£'000
Net Decrease in Service Committee Costs	-169
Increase in Interest Received	-4
New Homes Bonus Returned Funding	-4
Decrease in Forecast Business Rates Levy	-161
Increased S31 Grants Receivable	-104
Increase in amount removed for Depreciation	-115
Increase in amount set aside in Earmarked Reserves	237
<b>Net increase in amount to take from balances for the year</b>	<b>-320</b>

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

- 3.3 During the 2014/15 financial year there are many variances that occur when we carry out our budget monitoring. The main variations affecting our final position compared with the **revised estimate** can be summarised as:

<b>Variation</b>	<b>£'000</b>
<b><u>Expenditure Variations</u></b>	
Direct Employee Costs	-36
Energy Costs	-27
Training	-32
Local Development Scheme	-44
Subscriptions	-17
Printing and Stationery	-13
Paper Penalty - Cost Sharing	-29
Tipping Charges	19
Promotional Activities	-24
Rent Allowance Payments	-32
Payment of Grants	-65
Flooding Immediate Reactive Costs	51
Payment of Flood Grants to Individuals (£500)	119
Council Tax Flood Rebate	89
Cleaning of Public Conveniences	-17
Vehicle Fuel Costs	-29
Staff Mileage and Other Travel Costs	-13
ICT and Telecommunications	-18
<b>Total Expenditure Variances</b>	<b>-118</b>
<b><u>Income Variations</u></b>	
Rent Allowances Grant	-20
Transparency Code Grant	-8
DWP Data Sharing Grant	-6
Flooding Immediate Reactive Costs - Bellwin Scheme Funding	-51
Flood Grant reimbursement	-119
S31 Council Tax Flood Rebate Funding	-89
Property Searches New Burdens Funding	-28
Planning Fee Income	20
Building Control Fee Income	8
Trade Waste Collection Income	-31

<b>Variation</b>	<b>£'000</b>
Edisford All Weather Pitch Income	-9
Sale of Equipment and Materials	-29
Car Parking Income	-15
<b>Total Income Variances</b>	<b>-377</b>
Other Variations	9
<b>Net Variation on Committee Expenditure</b>	<b>-486</b>
Increased Interest Received	-5
<b>Variation on Net Operating Expenditure</b>	<b>-491</b>
Decreased Business Rates Levy	38
Increased S31 Grants	28
Retained Rates - Renewable Energy	-11
<b>Variation on Deficit/(Surplus) for Year</b>	<b>-436</b>
Addition Depreciation (Reversal of)	-14
Extra Transfers to Earmarked Reserves	45
<b>Increase in amount to add to balances compared to Revised Estimate</b>	<b>-405</b>

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

<b>Variation</b>	<b>Reason</b>	<b>Amount £'000</b>
<b>Direct Employee Costs</b>	There have been a number of staff vacancies within the year, which have contributed to the underspend shown. This has particularly been in relation to Environmental Health, Housing and Regeneration, Planning and Engineering Services	-36
<b>Training</b>	There has been a low level of spend on training in a number of areas, but the majority of the variance relates to the low level of spend on centrally controlled corporate training within the year.	-32
<b>Local Development Scheme</b>	An underspend on the consultation on the issues and option stage of the allocations plan due to delays, as available resources have focused on updating information for cartography and producing subject papers. There is also a consequential matching impact on the amount released from earmarked reserves to fund this work.	-44

Variation	Reason	Amount £'000
<b>Rent Allowance Payments</b>	<p>Lower Rent Allowance payments than budgeted:</p> <ul style="list-style-type: none"> <li>• Due to housing benefit overpayments deductions recovered directly from on-going housing benefit entitlement on the benefits IT system before actual payments are made to claimants (-£82k in 2015/16) and rent allowance benefits paid out in respect of voluntary disregarding of war pension income (+£23k in 2015/16).</li> <li>• Due to the uncertainty around rent allowance benefit overpayments, the amount recovered from claimants in 2015/16 was lower than budgeted for. Therefore, net expenditure was higher than budgeted for (+£27k in 2015/16).</li> </ul>	-32
<b>Payment of Grants</b>	<p>There have been a number of grants where it has not been possible to incur expenditure prior to the end of the financial year. This has been particularly on Affordable Warmth/Warm Homes grants, Recreation and Culture Grants and Performance Reward Grants. Much of this has been set aside in earmarked reserves for use in 2015/16.</p> <p>There have also been no NNDR discretionary grant payments charged to the Council's revenue account 2015/16. These are now borne by the Collection Fund and the cost met according to the shares of the Business Rates Retention Scheme</p>	-65
<b>Trade Waste Collection Income</b>	<p>The closure of an alternative service provider has resulted in additional trade refuse income in year. However, there have also been some associated additional waste disposal costs</p>	-31

### **General Fund Balances**

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

	£
General Fund Balances: Brought forward at 1 April 2015	<b>2,103,114</b>
Surplus in 2015/16 added to General Fund Balances	<b>575,718</b>
General Fund Balances: Carried forward at 31 March 2016	<b>2,678,832</b>



### **Earmarked Reserves**

- 3.6 The net amount set aside to earmarked reserves (including both revenue and capital transactions) at 31 March was £64,035.

<b>Earmarked Reserves: Brought forward at 1 April 2015</b>	<b>5,941,467</b>
Net added to Earmarked Reserves for revenue purposes	590,757
Net taken from Earmarked Reserves for capital purposes	-526,722
<b>Earmarked Reserves: Carried forward at 31 March 2016</b>	<b>6,005,502</b>

### **Collection Fund**

- 3.7 With regard to council tax, the Collection Fund has made an in year surplus of £278,000. This is added to the surplus brought forward from 2014/15 of £320,000. The resulting overall surplus of £598,000 will be distributed pro-rata to the precepts from each authority, in future years.
- 3.8 On business rates, under the new accounting regime, the Collection Fund has made an in year loss of £698,000. This is largely due to a substantial increase in the provision for appeals on business rates. The provision for appeals is set following detailed analysis of appeals lodged with the Valuation Office Agency at the year end. These are assessed for the potential impact on the collection fund if successful. In 2015/16 the provision was increased by £704,300 to £1,171,500 (£99,000 increase to £467,200 in 2014/15)
- 3.9 The loss position is also partly due to the manner in which the government compensates council's for such reliefs/extensions as Small Business Rates Relief through the general fund.
- 3.10 Full details of the Collection Fund position can be seen at Annex 2

## 4 CONCLUSION

- 4.1 The final outturn of a **surplus of £575,000** means that we have added £405,000 **more** to general fund balances than was estimated when we prepared the Revised Estimates. There has also been £45,000 **less** (revenue only) added to earmarked reserves than forecast at revised estimate.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF50-16/LO/AC  
24 August 2016

## Earmarked Reserves – 2014/15

ANNEX 1

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<b><i>Reserves for Shorter Term Service Commitments</i></b>							
<b><u>Local Recreation Grants Fund</u></b> <i>Used to fund recreation grants</i>	20,546		-7,860	12,686	16,240		28,926
<b><u>Audit Reserve Fund</u></b> <i>Used for computer audit</i>	12,335			12,335			12,335
<b><u>Christmas Lights/RV in Bloom</u></b> <i>Available to fund contributions towards Christmas Lights and Ribble Valley in Bloom</i>	1,186			1,186		-350	836
<b><u>Community Enhancement</u></b> <i>Used to fund grants to local organisations</i>	11,419			11,419		-11,419	0
<b><u>Conservation Reserve</u></b> <i>To fund conservation schemes completed after the financial year end</i>	6,210			6,210		-6,210	0
<b><u>Market Town Enhancement</u></b> <i>To fund grants under Market Towns Enhancement Scheme</i>	8,372			8,372		-8,372	0
<b><u>Refuse Collection</u></b> <i>To fund refuse collection costs of bin replacements and other cost pressures</i>	93,323	58,266	-4,386	147,203	19,100	-115,984	50,319
<b><u>Clean Air Reserve</u></b> <i>To fund clean air survey work</i>	3,161		-480	2,681		-2,681	0
<b><u>Promotional Activities Reserve</u></b> <i>To fund planned publicity and promotional activities</i>	12,110	9,260	-12,110	9,260		-9,260	0
<b><u>Core Strategy Reserve</u></b> <i>To fund the production of the Core Strategy</i>	83,100		-60,647	22,453		-1,920	20,533
<b><u>Human Resource Development</u></b> <i>To provide for staff training commitments</i>	27,500			27,500		-27,500	0
<b><u>Clitheroe Food Festival</u></b> <i>Resources set aside to help support the costs associated with the Clitheroe Food Festival</i>		6,204		6,204	13,653		19,857
<b><u>Tour of Britain Reserve</u></b> <i>To fund the potential cost of hosting a stage of the Tour of Britain Cycle Race</i>		90,000	-174	89,826		-89,826	0
<b>Total Reserves for Shorter Term Service Commitments</b>	279,262	163,730	-85,657	357,335	48,993	-273,522	132,806

## Earmarked Reserves – 2014/15

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<b><u>Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs</u></b>							
<b><u>Elections Fund</u></b> <i>Used to fund borough elections held once every four years</i>	56,306	22,383		78,689	21,880	-81,493	19,076
<b><u>Revaluation of Assets Reserve</u></b> <i>To contribute towards the revaluation of the Council's assets every five years.</i>	8,000	2,000	-8,800	1,200	2,000		3,200
<b>Total Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs</b>	64,306	24,383	-8,800	79,889	23,880	-81,493	22,276
<b><u>Reserves for Trading or Business Units</u></b>							
<b><u>Building Control Fund</u></b> <i>Available to equalise net expenditure over a three year period</i>	-103,459	453		-103,006		-2,001	-105,007
<b>Total Reserves for Trading or Business Units</b>	-103,459	453	0	-103,006	0	-2,001	-105,007
<b><u>Reserves for Sums Set Aside for Major Schemes such as Capital Projects</u></b>							
<b><u>Capital</u></b> <i>Used to fund the capital programme</i>	653,919	215,825	-177,121	692,623	598,921	-526,722	764,822
<b><u>Clitheroe Cemetery Reserve</u></b> <i>To finance any future liabilities from the cemetery extension</i>	3,640			3,640		-3,640	0
<b><u>Civic Suite Reserve</u></b> <i>Resources set aside to fund future capital spend on the council chamber.</i>		11,420		11,420		-11,420	0
<b><u>ICT Repairs and Renewals</u></b> <i>To fund future software and hardware upgrades</i>	69,903	100,000		169,903		-7,614	162,289
<b><u>Vehicle &amp; Plant Repairs and Renewals Reserve</u></b> <i>Resources set aside to fund a repairs and renewals fund for the replacement of Vehicles and Plant</i>		300,000		300,000	46,000		346,000
<b>Total Reserves for Sums Set Aside for Major Schemes such as Capital Projects</b>	727,462	627,245	-177,121	1,177,586	644,921	-549,396	1,273,111

## Earmarked Reserves – 2014/15

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<b><u>Reserves for Longer Term Strategic or Corporate Items</u></b>							
<b><u>Concessionary Travel</u></b> <i>To fund the transfer of the administration of the scheme to upper tier local authorities</i>	40,026		-40,026	0			0
<b><u>VAT Shelter Reserve</u></b> <i>Funds received from the post LSVT VAT Shelter arrangements, partly used to contribute towards the future financing of the capital programme</i>	1,511,441	184,612	-86,000	1,610,053	158,431	-392,204	1,376,280
<b><u>Fleming VAT Claim</u></b> <i>VAT recovered from 'Fleming' claim challenge to HMRC</i>	239,926	13,027	-18,050	234,903		-39,106	195,797
<b><u>Insurance</u></b> <i>Available to meet any costs following demise of Municipal Mutual Insurance Company</i>	16,748			16,748		-2,167	14,581
<b><u>Repairs and Maintenance</u></b> <i>To fund emergency repairs and maintenance items, including legionella and asbestos abatement</i>	29,299	5,000		34,299	8,570	-5,000	37,869
<b><u>Post LSVT</u></b> <i>To fund any costs post LSVT which may arise, such as pension fund liabilities</i>	365,125		-36,512	328,613		-36,513	292,100
<b><u>Restructuring Reserve</u></b> <i>To fund costs resulting from restructuring reviews</i>	227,541			227,541			227,541
<b><u>Equipment Reserve</u></b> <i>To fund essential and urgent equipment requirements</i>	84,096	34,635	-25,171	93,560	41,053	-11,863	122,750
<b><u>Invest to Save Fund</u></b> <i>To fund future invest to save projects</i>	250,000			250,000			250,000
<b><u>Planning Reserve</u></b> <i>To fund any future potential planning issues</i>	178,020	55,110	-17,188	215,942		-59,204	156,738
<b><u>Housing Benefit Reserve</u></b> <i>To help meet the challenges facing the service in the coming years</i>	100,000			100,000			100,000

## Earmarked Reserves – 2014/15

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<b><u>Business Rates Volatility Reserve</u></b> <i>To provide some protection against business rates volatilities</i>	212,704	102,047		314,751	350,043		664,794
<b><u>New Homes Bonus Reserve</u></b> <i>To help finance future economic development capital schemes</i>	339,418	261,026	-95,029	505,415	292,551	-35,662	762,304
<b>Total Reserves for Longer Term Strategic or Corporate Items</b>	3,594,344	655,457	-317,976	3,931,825	850,648	-581,719	4,200,754
<b><u>Reserves for External Funding where Expenditure has yet to be Incurred</u></b>							
<b><u>Performance Reward Grant</u></b> <i>Performance Reward Grant received and to be used to finance Partnership posts</i>	302,874		-88,192	214,682		-139,565	75,117
<b><u>Forest of Bowland Reserve</u></b> <i>To fund access improvement schemes within the Ribble Valley section of the Forest of Bowland</i>	29,646			29,646		-29,646	0
<b><u>Land Charges Reserve</u></b> <i>To fund any potential restitution claims for personal search fees</i>	11,000		-6,526	4,474	72,406	-28,321	48,559
<b><u>Pendle Hill User Reserve</u></b> <i>To fund improvement schemes on Pendle Hill</i>	16,703	191	-3,247	13,647	30,337	-11,465	32,519
<b><u>Crime Reduction Partnership Reserve</u></b> <i>To fund cost of crime reduction initiatives</i>	29,950	11,770	-22,615	19,105	5,070		24,175
<b><u>Wellbeing and Health Equality</u></b> <i>To fund expenditure on Wellbeing and Health</i>	47,428			47,428		-47,428	0
<b><u>Exercise Referral Reserve</u></b> <i>To fund potential residual staffing costs</i>	6,433	13,750		20,183	790	-4,572	16,401
<b><u>Housing Related Grants Reserve</u></b> <i>Residual grant received, to be committed to future grant schemes</i>	26,202	20,876	-20,598	26,480	54,460	-22,930	58,010

## Earmarked Reserves – 2014/15

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Community Right to Bid/Challenge</u> <i>To fund any future costs under the Community Right to Bid and Community Right to Challenge Regulations</i>	29,822	16,402		46,224			46,224
<u>Grant Funded Sports Development</u> <i>To finance future Sports Development grant funded expenditure</i>	1,500	2,000		3,500	2,010		5,510
<u>Whalley Moor Reserve</u> <i>Grant received towards work at Whalley Moor Woodland</i>	4,970			4,970		-450	4,520
<u>Inspire III Reserve</u> <i>Grant received from DEFRA which will be used to fund future Inspire III work</i>	7,131		-7,131	0			0
<u>Individual Electoral Registration Reserve</u> <i>Grant received for the implementation of Individual Electoral Registration which will be used to fund this work</i>	17,024	37,276	-31,012	23,288	19,880	-25,266	17,902
<u>Neighbourhood Planning Reserve</u> <i>DCLG Neighbourhood Planning Grant received to fund future related expenditure</i>	0	10,000		10,000	5,000		15,000
<u>Repossession Prevention Fund Reserve</u> <i>Ring-fenced DCLG funded reserve to help prevent repossessions and homelessness.</i>	0	34,211		34,211		-5,720	28,491
<u>Parish Grant Reserve</u> <i>PRG resources set aside to fund the Parish Grant Scheme</i>	0			0	109,134		109,134
<b>Total Reserves for External Funding where Expenditure has yet to be Incurred</b>	<b>530,683</b>	<b>146,476</b>	<b>-179,321</b>	<b>497,838</b>	<b>299,087</b>	<b>-315,363</b>	<b>481,562</b>
<b>Total of all Earmarked Reserves</b>	<b>5,092,598</b>	<b>1,617,744</b>	<b>-768,875</b>	<b>5,941,467</b>	<b>1,867,529</b>	<b>-1,803,494</b>	<b>6,005,502</b>

## Collection Fund – 2015/16

2014/15 Total £'000		2015/16 Council Tax £'000	2015/16 Business Rates £'000	2015/16 Total £'000
	<b>Income</b>			
32,208	Income from Council Tax Payers	33,345		33,345
6	Transfers From General Fund - Council Tax Benefits	11		11
0	Transfers From General Fund - Flood Relief	90		90
2	Family Annexes Discount Grant (DCLG)	2		2
14,242	Income from Business Ratepayers		14,677	14,677
33	Release of Deferred Payments			0
37	Transitional Protection Payments			0
	Share of Estimated Deficit:			
0	- Lancashire County Council		58	58
0	- Ribble Valley Borough Council		10	10
0	- Police and Crime Commissioner (PCC) for Lancashire		46	46
0	- Lancashire Combined Fire Authority		1	1
<b>46,528</b>		<b>33,448</b>	<b>14,792</b>	<b>48,240</b>
	<b>Expenditure</b>			
	Precepts and Demands:			
23,696	- Lancashire County Council	24,519		24,519
3,369	- Ribble Valley Borough Council (including parishes)	3,417		3,417
3,336	- Police and Crime Commissioner (PCC) for Lancashire	3,452		3,452
1,362	- Lancashire Combined Fire Authority	1,408		1,408
	Business Rates			
6,987	- Central Government		7,255	7,255
1,258	- Lancashire County Council		1,306	1,306
5,589	- Ribble Valley Borough Council		5,804	5,804
140	- Lancashire Combined Fire Authority		145	145
88	Costs of Collection		90	90
0	Renewable Energy Schemes		11	11
	Share of Estimated Surplus:			
37	- Central Government			0
8	- Lancashire County Council	155		155
30	- Ribble Valley Borough Council	22		22
1	- Lancashire Combined Fire Authority	9		9
0	- Police and Crime Commissioner (PCC) for Lancashire	22		22
20	Transfers to General Fund - Council Tax Benefits	54		54
187	Provision for Bad/Doubtful Debts	112	144	256
10	Enterprise Zone		18	18
0	Transitional Protection Payments		13	13
99	Provision for Appeals		704	704
<b>46,217</b>		<b>33,170</b>	<b>15,490</b>	<b>48,660</b>
<b>311</b>	<b>(Deficit)/Surplus for the Year</b>	<b>278</b>	<b>-698</b>	<b>-420</b>
-212	(Deficit)/Surplus Brought Forward	320	-222	98
<b>99</b>	<b>Deficit Carried Forward</b>	<b>598</b>	<b>-920</b>	<b>-322</b>
	<b>Allocated to</b>			
-111	- Central Government	0	-460	-460
219	- Lancashire County Council	447	-83	364
-55	- Ribble Valley Borough Council	62	-368	-306
34	- Police and Crime Commissioner (PCC) for Lancashire	63	0	63
12	- Lancashire Combined Fire Authority	26	-9	17
<b>99</b>		<b>598</b>	<b>-920</b>	<b>-322</b>

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

Agenda Item No 19

meeting date: 6 SEPTEMBER 2016  
 title: REVENUE MONITORING 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: TRUDY HOLDERNESS

### 1 PURPOSE

1.1 To let you know the position for the first four 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 £15,597 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	960	8,850	10,827	1,977	G
INDDV	Economic development	96,650	2,271	1,113	-1,158	G
COMPR	Computer Services	0	97,839	98,804	965	G
LICSE	Licensing	-2,550	-22,492	-20,832	1,660	G
LANDC	Land Charges	25,430	-19,386	-9,561	9,825	R
FGSUB	Grants & Subscriptions – P & F	148,040	106,057	107,298	1,241	G
RURAL	Rural Area Delivery	107,254	0	0	0	G
CEXEC	Chief Executives Department	0	347,055	323,114	-23,941	R
CLTAX	Council Tax	344,690	32,049	-2,052	-34,101	R
NNDRC	National Non Domestic Rates	54,940	5,896	-10,346	-16,242	R
CORPM	Corporate Management	320,590	0	0	0	G
EMERG	Community Safety	57,270	3,034	2,090	-944	G
FLDRB	Flood Resilience Grants – Businesses	0	0	5,068	5,068	R
FLDRH	Flood Resilience Grants - Householders	0	0	64,860	64,860	R



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	
		£	£	£	£	
BYELE	District By-Elections	0	0	1,032	1,032	G
DISTC	District Elections	0	0	-781	-781	G
ELADM	Election Administration	55,560	0	0	0	G
ELECT	Register of Electors	93,600	16,423	1,983	-14,440	R
PARIS	Parish Elections	0	0	4,164	4,164	A
ESTAT	Estates	44,000	-10,823	-10,547	276	G
CIVCF	Civic Functions	60,870	27,578	27,029	-549	G
COSDM	Cost of Democracy	441,570	78,523	74,457	-4,066	A
FSERV	Financial Services	0	233,581	234,079	498	G
LUNCH	Luncheon Clubs	13,870	4,304	1,896	-2,408	A
CIVST	Civic Suite	0	18,210	14,803	-3,407	A
CLOFF	Council Offices	0	117,313	118,690	1,377	G
FMISC	Policy & Finance Miscellaneous	-56,730	7,707	7,887	180	G
PERFM	Performance Reward Grants	61,260	19,920	900	-19,020	R
SUPDF	Superannuation Deficiency Paym'ts	108,880	22,946	22,608	-338	G
LSERV	Legal Services	0	119,737	121,007	1,270	G
OMDEV	Organisation & Member Development	0	129,526	123,958	-5,568	R
CSERV	Corporate Services	181,050	14,704	13,901	-803	G
CONTC	Contact Centre	0	70,630	69,762	-868	G
REVUE	Revenues & Benefits	0	176,696	180,542	3,846	A
<b>Total net cost of services</b>		<b>2,157,204</b>	<b>1,608,148</b>	<b>1,577,753</b>	<b>-30,395</b>	

Items added to / (taken from) balances and reserves					
CTAXA	Rural Areas Delivery Grant	-107,254	-53,627	-53,627	0
FNBAL H230	Election Reserve Fund	22,210	0	-4,415	-4,415
FNBAL H269	Asset Revaluation Reserve	2,030	0	0	0
FNBAL H326	Performance Reward Grant	-59,780	-19,920	-900	19,020
FNBAL H362	Individual Electoral Registration Reserve	-11,540	-3,850	-3,657	193
FNBAL F719	Vat Shelter Reserve	180,000	0	0	0
<b>Net Balances and reserves</b>		<b>25,666</b>	<b>-77,397</b>	<b>-62,599</b>	<b>14,798</b>

<b>Net Expenditure</b>	<b>2,182,870</b>	<b>1,530,751</b>	<b>1,515,151</b>	<b>-15,597</b>
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- 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.

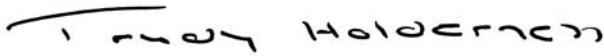
Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

- 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.

	Variance to end of July £
<b>CEXEC – Chief Executive Department</b> The large variance in staffing cost is mainly due to several vacant posts including a Building Surveyor, Community Development Officer, Pest Control Officer and Environmental Health Officer.	-23,524
<b>ELECT – Register of Electors</b> A section 31 grant has been received from the Cabinet Office to assist with the additional financial burden of individual electoral registration	-11,209

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £15,597 on the first four months of the financial year 2016/17 after transfers to / from earmarked reserves. However there are some large fluctuations that make up this net figure, some of which will be offset by future income / expenditure.



SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

BACKGROUND WORKING PAPERS

Policy & Finance budget monitoring working papers

PF47-16/TH/AC

15 August 2016

## POLICY &amp; FINANCE COMMITTEE

## RED VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
FLDRH/4678	Flood Resilience Grants - Households / Grants	0	0	64,860	64,860	R	Payment of grants to households affected by floods. Expenditure is fully grant funded, under the 'Property Resilience Scheme'. Monies will be drawn down from DCLG via LCC	No action at present, other than interim grant claim to be submitted
PERFM/4677	Performance Reward Grants / Grants to Precepting Bodies	59,780	19,920	900	-19,020	R	Only two grants have been paid to-date.	Budget to be reviewed when revised estimates are produced.
CEEXEC/0100/0108/0109	Chief Executive's Department / Pay, Ni, Super	963,300	320,137	296,613	-23,524	R	The large variance is the result of several vacant posts within the Department. It includes Community Development Officer, Building Surveyor, Pest Control Officer and Environmental Health Officer.	Budget to be reviewed when revised estimates are produced.
CLTAX/8649z	Council Tax / Storm Eva S31 Grant (Tranche 2)	0	0	-27,946	-27,946	R	Balance of section 31 Grant received in 2015/16 from the Department of Communities and Local Government (DCLG) carried forward to 2016/17. The grant is being used to cover the cost of Council Tax flood discounts given to flood affected households.	No action at present, DCLG will be undertaking a reconciliation exercise at the end of 2016, when any grant not required will be repaid, or any shortfall will be made good.

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
NNDRC/8720z	National Non Domestic Rates / Enterprise Zone - Business Rates	0	0	-17,772	-17,772	R	The income relates to retained business rates for 2015/16 that fall within the Enterprise Zone. It is payable to Lancashire County Council (LCC).	LCC will be pursued to ensure that thy invoice for the amount due.
REVUE/0100	Revenues & Benefits / Salaries	369,200	123,164	128,323	5,159	R	There has been a lower level of staff turnover experienced to date than that budgeted for.	Budget to be reviewed when revised estimates are produced.
ELECT/8050z	Register of Electors / Individual Electoral Registration Grant	0	0	-11,209	-11,209	R	Grant from cabinet office to support councils with the additional financial burden of individual electoral registration.	Budget to be reviewed when revised estimates are produced.
LANDC/3090	Land Charges / Legal	0	0	6,241	6,241	R	Payment in respect of the property searches litigation, in settlement of the costs claim commenced by the property search companies against local authorities to recover their costs of pursuing the substantive claims. To be funded from earmarked reserves.	Budget to be reviewed when revised estimates are produced.
LANDC/8408z	Land Charges / Search Fees	-79,680	-29,043	-23,386	5,657	R	Below average income received	Budget to be reviewed when revised estimates are produced.
FSERV/0100	Financial Services / Salaries	443,530	147,960	154,836	6,876	R	There has been a lower level of staff turnover experienced to date than that budgeted for.	Budget to be reviewed when revised estimates are produced.

## POLICY &amp; FINANCE COMMITTEE

## AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
ALBNM/8805I	Albion Mill / Land Rents	-34,500	-6,692	-3,571	3,121	A	The variance is due to arrears of rent.
FLDRB/4672	Flood Resilience Grants - Business / Grants	0	0	4,738	4,738	A	Payment of grants to businesses affected by floods. Expenditure is fully grant funded, under the 'Property Resilience Scheme'. Monies will be reimbursed from DCLG
LUNCH/4672	Luncheon Clubs / Grants	12,910	4,304	1,960	-2,344	A	No new luncheon clubs that require financial assistance have been established during the period.
CLOFF/2402	Council Offices / Repair & Maintenance - Building	30,490	10,170	12,274	2,104	A	The variance is mainly due to a commitment of £2k raised for periodic testing of electrical equipment.
CLOFF/2432	Council Offices / Electricity	20,140	6,712	13,765	7,053	A	The invoice for the period April to May is currently being disputed.
CLTAX/2971	Council Tax / Printing & Stationery	6,700	1,950	-1,239	-3,189	A	Underspend due to various one-off discounts and rebates on printed materials.
NNDRC/3090	National Non Domestic Rates / Legal Expenses	0	0	2,408	2,408	A	Professional fee incurred for acting on-behalf of the Council.

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/0100	Contact Centre / Salaries	129,630	43,244	45,260	2,016	A	There has been a lower level of staff turnover experienced to date than that budgeted for.
OMDEV/0100	Organisation & Member Development / Salaries	241,860	81,847	84,036	2,189	A	There has been a lower level of staff turnover experienced to date than that budgeted for.
OMDEV/1023	Organisation & Member Development / Corporate Training	15,080	5,028	1,790	-3,238	A	The training and development plan approved by corporate management team (CMT) is still to be implemented.
ELECT/2998	Register of Electors / Software Support	12,460	12,460	8,641	-3,819	A	Half of the annual system licence fee has been charged to Police Crime Commissioner and EU referendum elections thus resulting in a saving on this budget.
CEEXEC/2881	Chief Executives Department / Purchase of Equipment & Materials	3,060	1,020	3,754	2,734	A	The variance is due to improvements to the environmental services office.
FMISC/3013	Policy & Finance Miscellaneous / Subscription	0	0	2,295	2,295	A	Share of cost of subscribing to Cipfa's finance advisory network (FAN) for 2016/17. This will be funded from income yet to be received.
COMPR/0100	Computer Services / Salaries	125,010	41,700	44,913	3,213	A	There has been a lower level of staff turnover experienced to date than that budgeted for.
COMPR/2991	Computer Services / Communication Equipment	9,470	2,316	6,026	3,710	A	A licence purchase has been made which covers three years. Two years of this charge will be adjusted for ta year end, which will negate this variance.
COMPR/2998	Computer Services / Software Maintenance	28,940	16,799	14,073	-2,726	A	The contingency provision for software maintenance has not been required to date

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

Agenda Item No 20

meeting date: 6 SEPTEMBER 2016  
 title: OVERALL REVENUE MONITORING 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

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

### 2 ORIGINAL BUDGET 2016/17

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

	<b>Original Estimate 2016/17 £</b>
Committee Net Requirements	7,168,154
Capital Charges Adjustment	-702,780
<b>Committee Expenditure After Adjustments</b>	<b>6,465,374</b>
Other Items - Interest Payable	9,480
- Interest on balances	-28,730
- New Homes Bonus	-1,366,884
- Localisation of Council Tax Support: <i>Payments to Parishes</i>	5,750
- Transition Grant	-20,424
- Rural Areas Delivery Grants – Additional Funding	-107,254
- Retained Business Rates Income	-339,115
- Section 31 Grant for Business Rates	-528,416
- 10% of Retained Levy – Payable to LCC under Pooling	38,664
- Share of Business Rates Deficit on Collection Fund	420,692
<b>Expenditure After Other Items</b>	<b>4,549,137</b>
<b>Less Added to/(taken from) Earmarked Reserves</b>	
Elections	22,210
Building Control Fee Earning	-8,060
Performance Reward Grant	-59,780
IER Reserve	-11,540
Community Safety	-13,320
DEFRA Clean Air	-480
Revaluation Reserve	2,030



	<b>Original Estimate 2016/17 £</b>
Government Housing Grants Reserve	-14,190
Planning Reserve	-36,000
Post LSVT Pensions Reserve	-36,512
VAT Shelter	180,000
New Homes Bonus Reserve	579,923
Transition Grant Reserve	20,424
Business Rates Volatility Reserve	145,249
Taken From Revenue Balances	-200,000
<b>Net Expenditure</b>	<b>5,119,091</b>

### 3 ADDITIONAL REVENUE ITEM

3.1 The 2017/18 provisional **capital** programme included a scheme for the upgrade of the off street car park payment systems to ensure that all machines accept the new £1 coin and also chip and pin payments. The total of this capital scheme was £20,550.

3.2 The introduction of the new £1 coin has been brought forward by the Royal Mint to March 2017. Therefore this element of the scheme to allow the acceptance of the new £1 coins, estimated at £6,000, will now be funded from earmarked reserves in the 2016/17 **revenue** budget.

3.3 In addition, the chip and pin payments part of the scheme (£14,550) will now be deferred for twelve months to assess whether the recently introduced pay by phone system negates the need for this. The impact on the council's **revenue** budget is summarised in the table below:

	<b>Original Estimate 2016/17 £</b>	<b>Additional Revenue Item £</b>	<b>Restated Original Estimate £</b>
Committee Net Requirements	7,168,154	6,000	7,174,154
Capital Charges Adjustment	-702,780	0	-702,780
<b>Committee Expenditure After Adjustments</b>	<b>6,465,374</b>	<b>6,000</b>	<b>6,471,374</b>
Other Items	-1,916,237	0	-1,916,237
<b>Expenditure After Other Items</b>	<b>4,549,137</b>	<b>6,000</b>	<b>4,555,137</b>
Less Added to/(taken from) Earmarked Reserves	769,954	-6,000	763,954
To be Taken From Balances	-200,000	0	-200,000
<b>Net Expenditure</b>	<b>5,119,091</b>	<b>0</b>	<b>5,119,091</b>

#### 4 COMMENTS

3.1 Accountants are soon to start preparing the revised estimates for the current financial year. Regular budget monitoring is undertaken on a monthly basis. In addition committees are currently receiving monitoring reports up to the end of July 2016 in the current cycle.

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

#### 3.3 **Employees**

Position at end of July:

	£
Budget to the end of July	2,025,552
Actual to the end of July	2,029,031
<b>Difference as at the end of July</b>	<b>3,479</b>

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

- CEXEC: Chief Executives Department – This variance is the result of several vacant posts within the Department. It includes Community Development Officer, Building Surveyor, Pest Control Officer and Environmental Health Officer.
- EXREF: Exercise Referral Scheme – A prudent approach was taken when compiling the budget with no assumption made on the status of the 'Up and Active' contract. The budget therefore only allows for 2 permanent staff members as per the main Establishment List. However as the 'Up and Active' contract has since been won, there is now expenditure including salary payments to fixed term staff members employed as part of the contract. This will be offset by the contract income.

#### 3.4 **Fees and Charges**

Position at end of July:

	£
Budget to the end of July	-912,972
Actual to the end of July	-1,049,031
<b>Difference as at the end of July</b>	<b>-136,059</b>

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

- PLANG: Planning Control and Enforcement – Planning fee income can fluctuate greatly from one month to the next. As at the end of July there have been two large applications that have been received in the period, relating to Accrington Road, Whalley and Pendle Road, Clitheroe. These have largely contributed to the variance shown.

- TRREF: Trade Refuse – Additional customers have signed up for our waste collection service, particularly due to an alternative provider going into liquidation last year. There is the potential that some contracts may be cancelled as the year progresses and monies refunded. However, income is still anticipated to be in excess of the budget

### 3.5 **Interest**

Position at end of July:

	<b>£</b>
Budget to the end of July	-8,700
Actual to the end of July	-8,615
<b>Difference as at the end of July</b>	<b>85</b>

At this stage it is difficult to predict how our final interest figure will be in comparison to our budget for the year. It is anticipated that there will be a negative impact on our outturn as a result of the recent fall in base rate (in August) from 0.5% to 0.25%.

## 4 SUMMARY

4.1 In summary, the position is as follows:

	<b>£ 000</b>
Employees	3,479
Income	-136,059
Interest	85
<b>Total Net Savings/Underspend/Extra Income</b>	<b>-132,495</b>

## 5 CONCLUSION

5.1 Overall, the variances to the end of July are favourable, with a net saving/additional income of £132,495, based on the areas included within this report.

5.2 The main reasons for the variance are the increased income on Planning Fees and Trade Refuse. On employee costs actual spend is in line with budget overall, however there are two large compensating variances on the Chief Executives Department and the Exercise Referral Scheme.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

P49-16/LO/AC  
26 August 2016

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie.

# ANNEX 1

## Employees – April to July 2016

Cost Centre	Cost Centre Name	Original Estimate to end July 2016	Actual to end July 2016	Variance
ARTDV	Art Development	4,462	4,582	120
BCSAP	Building Control SAP Fees	38	20	-18
BYELE	District By-Elections	0	807	807
CEXEC	Chief Executives Department	329,203	305,709	-23,494
CIVCF	Civic Functions	4,226	4,151	-75
CIVST	Civic Suite	3,682	3,508	-174
CLMKT	Clitheroe Market	864	635	-229
CLOFF	Council Offices	15,279	16,165	886
COMMD	Community Services Department	367,086	365,871	-1,215
COMPR	Computer Services	53,202	55,831	2,629
CONTC	Contact Centre	53,512	55,857	2,345
COSDM	Cost of Democracy	1,382	1,343	-39
CPADM	Car Park Administration - Off Street	16,122	15,333	-789
DNHAM	Downham Toilets	88	80	-8
ELECT	Register of Electors	112	1,115	1,003
EXREF	Exercise Referral Scheme	13,608	34,153	20,545
FSERV	Financial Services	188,276	195,575	7,299
HGBEN	Housing Benefits	0	288	288
LSERV	Legal Services	105,798	104,450	-1,348
OMDEV	Organisation & Member Development	104,489	106,081	1,592
PAPER	Waste Paper and Card Collection	33,186	31,854	-1,332
PARIS	Parish Elections	0	970	970
PCADM	Public Conveniences Administration	1,726	1,703	-23
PKADM	Grounds Maintenance	77,207	80,180	2,973
PLATG	Platform Gallery and Visitor Information	23,084	25,905	2,821
RCOLL	Refuse Collection	239,094	232,528	-6,566
REVUE	Revenues & Benefits	155,809	160,502	4,693
RPOOL	Ribblesdale Pool	111,011	102,844	-8,167

**ANNEX 1****Employees – April to July 2016**

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Original Estimate to end July 2016</b>	<b>Actual to end July 2016</b>	<b>Variance</b>
SDEPO	Salthill Depot	7,132	7,348	216
STCLE	Street Cleansing	47,995	48,070	75
SUPDF	Superannuation Deficiency Payments	2,104	2,104	0
TFRST	Waste Transfer Station	7,938	7,839	-99
VEHCL	Vehicle Workshop	17,338	18,575	1,237
WKSAD	Works Administration	40,499	37,055	-3,444
		<b>2,025,552</b>	<b>2,029,031</b>	<b>3,479</b>

**ANNEX 2****Fees and Charges – April to July 2016**

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Original Estimate to end July 2016</b>	<b>Actual to end July 2016</b>	<b>Variance</b>
BCSAP	Building Control SAP Fees	-1,796	-410	1,386
BLDGC	Building Control	-65,452	-66,512	-1,060
CIVST	Civic Suite	-1,354	-2,938	-1,584
CLCEM	Clitheroe Cemetery	-13,080	-19,761	-6,681
CLMKT	Clitheroe Market	-107,424	-108,043	-619
COMMD	Community Services Department	-208	-127	81
DOGWD	Dog Warden & Pest Control	-6,512	-3,801	2,711
DRAIN	Private Drains	-496	-478	18
EALLW	Edisford All Weather Pitch	-5,331	-8,619	-3,288
EDPIC	Edisford Picnic Area	-430	-500	-70
ENVHT	Environmental Health Services	-6,912	-6,948	-36
EXREF	Exercise Referral Scheme	-624	-2,048	-1,424
FSERV	Financial Services	-372	-371	1
IMPGR	Improvement Grants	-2,420	0	2,420
LANDC	Land Charges	-29,043	-23,386	5,657
LICSE	Licensing	-28,522	-26,632	1,890
LSERV	Legal Services	0	-405	-405
MCAFE	Museum Cafe	-2,252	-2,600	-348
PLANG	Planning Control & Enforcement	-196,202	-219,909	-23,707
RCOLL	Refuse Collection	-8,102	-14,471	-6,369
RPOOL	Ribblesdale Pool	-124,435	-125,899	-1,464
RVPRK	Ribble Valley Parks	-1,427	-2,435	-1,008
SDEPO	Salthill Depot	-338	-230	108
SIGNS	Street Nameplates & Signs	-172	0	172
SPODV	Sports Development	-72	-563	-491
TRREF	Trade Refuse	-183,382	-278,819	-95,437
VARIOUS	Car Parks	-126,614	-133,126	-6,512
		<b>-912,972</b>	<b>-1,049,031</b>	<b>-136,059</b>

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 21

meeting date: 6 SEPTEMBER 2016  
title: TREASURY MANAGEMENT  
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 2016 to 31 July 2016.
- 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.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest.
- 2.5 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.
- 2.6 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 bank or building society of £1.75m. The limit for the Debt Management Office (DMO), where the Government guarantees investments, is currently £5m and the limit for other Local Authorities, Police and Crime Commissioners, Fire and Rescue Services and Transport Authorities is £2.5m per institution

- (iii) The safety of our investments is paramount and not the requirement to maximise returns.
- (i) 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 PUBLIC WORKS LOAN BOARD

- 3.1 Nationally, bank base interest rates recently changed from 0.5% to 0.25%, after remaining at the same level since March 2009.
- 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 From 1 November 2012, the Government reduced by 20 basis points (0.20%) the interest rates on loans from PWLB. 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.

### 4 BORROWING REQUIREMENTS

- 4.1 The movement on the Council's external borrowing can be summarised as follows.

	<b>PWLB £000</b>	<b>Other £000</b>	<b>Total £000</b>
External Debt at 1 April 2016	205	7	212
Transactions - New Loans	0	0	0
- Repayments	0	0	0
<b>External debt at 31 July 2016</b>	<b>205</b>	<b>7</b>	<b>212</b>

- 4.2 No temporary loans were taken out during April to July 2016, as was the case in 2015.
- 4.3 No interest has been paid on the Council's external debt during the periods April to July 2015 and 2016, as it does not become due until the half year instalment date on 30 September 2016.



## 5 TEMPORARY 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 2016 to 31 July 2016 was 0.326%, which was above the average local authority seven-day notice deposit rate of 0.30%.
- 5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	<b>Banks/Building Societies £000</b>	<b>Other Local Authorities £000</b>	<b>Total £000</b>
Monies Invested at 1 April 2016	4,430	1,600	6,030
Transactions - New Investments	26,922	3,125	30,047
- Repayment of Investments	-24,177	-3,225	-27,402
<b>Monies Invested as at 31 July 2016</b>	<b>7,175</b>	<b>1,500</b>	<b>8,675</b>

- 5.4 The following investments were held as at 31 July 2016.

<b>Date Invested</b>	<b>Nos.</b>	<b>Borrower</b>	<b>Notice</b>	<b>Rate %</b>	<b>£'000</b>	<b>£'000</b>
6 Jul'16	70	Barclays Bank Plc.	Fixed 11 Aug'16	0.321	1,000	
						1,000
20 Jun'16	24	Coventry Building Society	Fixed 11 Aug'16	0.410	500	
15 Jul'16	80	Coventry Building Society	Fixed 19 Sept'16	0.360	500	
25 Jul'16	85	Coventry Building Society	Fixed 5 Sept'16	0.360	500	
						1,500
28 Jul'16	87	Bank of Scotland	Fixed 19 Sept'16	0.430	900	
						900
13 Jun'16	227	Lloyds Bank Plc	Fixed 11 Aug'16	0.320	400	
7 Jul'16	73	Lloyds Bank Plc	Fixed 22 Aug'16	0.430	1,000	
						1,400
7 Jul'16	72	Debt Management Office	Fixed 11 Aug'16	0.250	1,500	
						1,500
18 Jul'16	81	HSBC Bank Plc	Fixed 8 Aug'16	0.160	190	
19 Jul'16	82	HSBC Bank Plc	Fixed 8 Aug'16	0.160	300	
20 Jul'16	83	HSBC Bank Plc	Fixed 8 Aug'16	0.160	100	
22 Jul'16	84	HSBC Bank Plc	Fixed 8 Aug'16	0.160	115	
27 Jul'16	86	HSBC Bank Plc	Fixed 19 Aug'16	0.160	80	
29 Jul'16	88	HSBC Bank Plc	Fixed 8 Aug'16	0.160	90	
						875
28 Jun'16	61	Stockport Met BC	Fixed 11 Aug'16	0.320	1,000	
						1,000

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
6 Jun'16	49	Dumfries & Galloway Council	Fixed 11 Aug'16	0.350	500	
						500
<b>Total Investments as at 31 July 2016</b>						<b>8,675</b>

5.5 The total interest received on the Council's external investments during the period was £8,572 compared with £7,955 in the previous year. There is a small impact anticipated on interest received for the remainder of the year following the fall in base rate to 0.25%.

## 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 April 2016.

- 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 2016/17 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	6,764	213
Limits on Fixed Interest Rates	6,764	213
Limits on Variable Interest Rates	1,353	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2016/17 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	16.65

	Upper Limit	Lower Limit	Current Actual
	%	%	%
12 Months and Within 24 Months	20	0	10.77
24 Months and Within 5 Years	40	0	14.67
5 Years and Within 10 Years	30	0	23.80
10 Years and Above	90	0	34.11

6.6 The total principal funds invested for a period longer than 364 days was set at nil. This indicator is in place to ensure that the council is aware of the cash-flow implications of investing for periods of longer than 364 days. In lending surplus funds, the council must ensure that it can't be put in a position where it would be forced to realise any of its investments before their maturity. If this were to be the case, the council could find itself with a financial loss.

6.7 No investments (excluding our shareholding in the Local Government Bonds Agency (Local Capital Finance Company Ltd) have been made in the period for longer than 364 days.

## 7 LOCAL GOVERNMENT BONDS AGENCY

7.1 The Local Government Bonds Agency is a freestanding independent body owned by the local government sector that will raise money efficiently on the capital markets at regular intervals to on-lend to participating local authorities.

7.2 Participating authorities are those local authorities that have invested in the setting up of the Agency or have invested risk capital to capitalise the Agency and fund it through its early years of operations. The agency has been incorporated with the name Local Capital Finance Ltd.

7.3 The Agency will offer a viable alternative source of capital funding to councils, other than the Public Works Loans Board (PWLB). Historically we have used the PWLB for our long term borrowing. The Local Government Bonds Agency will be able to offer loans at better or at least equivalent rates to the PWLB and tailor packages to meet the particular needs of participating authorities.

7.4 Ribble Valley Borough Council have invested £10,000 in the agency. The Agency is owned by those local authorities that invested in its establishment and those that invest in its capitalisation during its first ten years of operations. Such authorities will become shareholders in the Agency and therefore we, as other authorities, will have our say in the way it is run.

7.5 The contribution that we have invested will be returned to us after 10 years of successful operations of the agency, together with interest which will be earned at commercial rates. The contribution will also allow us access to more competitive long term borrowing rates.

## 8 APPROVED ORGANISATIONS

8.1 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 S&P Global Ratings (previously 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 16 August 2016.

- (iv) 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, recently we have looked at extending the number of building society to include Nottingham and Cumberland the next 2 building societies based on their total assets. However they were found not to be Fitch rated so have been disregarded.

8.2 The top 8 building societies based on their total assets are:

Name	Current Ranking July 2016	Full Transaction Review Date	Fitch Rating	
			Long Term	Short Term
Nationwide	1	25.05.16	A	F1
Yorkshire	2	26.05.16	A-	F1
Coventry	3	30.06.16	A	F1
Skipton*	4	26.05.16	A-	F2
Leeds	5	30.06.16	A-	F1
Principality	6	26.05.16	BBB+	F2
West Bromwich	7	Withdrawn from rating process		
Newcastle	8	30.06.16	BB+	B

\* Changed since last reported

8.3 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:

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc*	24.05.16	A	F1
Barclays Bank Plc	14.06.16	A	F1
Bank of Scotland Plc*	06.05.16	A+	F1
Co-operative Bank (The)*	19.11.15	B	B
HSBC Bank Plc	14.06.16	AA-	F1+
Lloyds Bank Plc*	06.05.16	A+	F1
National Westminster Bank Plc*	06.05.16	BBB+	F2
Royal Bank of Scotland Plc* (The)	06.05.16	BBB+	F2

\* No change since last reported

8.4 In addition to the building societies and banks we use for investments, also approved for use is other Local Authorities and the United Kingdom Debt Management Office, where the Government guarantees investments.

## 9 RECENT EVENTS

- 9.1 Public Sector Net Borrowing (PSNB) was stated to be £7.8 billion in June; £2.2 billion lower than in the previous year, and £1.7 billion below market expectations. A rise in central government receipts of £2.0 billion relative to the previous year was partly offset by a £0.8 billion rise in central government spending.
- 9.2 Borrowing by local authorities was £1.0 billion lower than last year while borrowing by public corporations was unchanged.
- 9.3 Almost all the data for June reflects economic activity prior to the EU referendum. This means that there is little firm evidence on how the referendum results might affect public finances this year.
- 9.4 Looking ahead, it is unlikely that the monthly public data will provide any clear signals about the impact of the referendum result for some time. However, the referendum result has, in itself, created a great deal of social-economic uncertainty which will present challenges to the whole of Local Government in the delivery of services and other economic development priorities.
- 9.5 At the beginning of August the Bank of England reduced the base rate to 0.25%, having been 0.5% for more than seven years. This new historic low will impact on our already diminished interest receipts, which are currently budgeted at a net £28,730 for 2016/17.

## 10 EXPOSURE TO RISK

- 10.1 It is imperative that we continue to protect the council's principal sums invested in order to minimise its exposure to risks.
- 10.2 To ensure our exposure is limited as far as possible, we have continued with the following measures:
- (i) Daily early morning meetings to discuss the latest position
    - Lending arrangements
    - A review of the Markets
    - A review of our current investments and whether we consider they are still safe.
    - Institution Ratings
  - (ii) Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
  - (iii) Keep Leader/Chief Executive informed
  - (iv) Look to arrange new secure options for investments

## 11 CONCLUSION

- 11.1 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.

- 11.2 With interest rates remaining at low levels, the amount of income received from investing surplus cash balances continues to be low, but higher than those attained for the same period in the 2015/16 financial year. This position is unlikely to continue after the recent cut in bank base interest rate to 0.25%.
- 11.3 Due to the continued movement in judgements made by rating agents, and the continued uncertainty in the global economy, 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

PF43-16/TH/AC  
16 August 2016

For further information please ask for Trudy Holderness.

Background papers: OB Commentary on the Public Sector Finances release: June 2016

**POLICY AND FINANCE COMMITTEE  
TEMPORARY INVESTMENT ACTIVITY – 2016/17**

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
<b>Investments brought forward 1 April 2016</b>									
29-Feb-16	158	Barclays Bank Plc	600,000	0.3450	11-Apr-16	-600,000	-238.19	A	F1
					Debtor		181.48		
17-Mar-16	182	Coventry BS	750,000	0.4100	21-Apr-15	-750,000	-294.86	A	F1
					Debtor		126.37		
17-Mar-16	185	Nationwide	1,500,000	0.2500	21-Apr-15	-1,500,000	-359.59	A	F1
					Debtor		154.11		
17-Mar-16	206	Coventry BS	500,000	0.4100	21-Apr-15	-500,000	-196.58	A	F1
					Debtor		84.25		
21-Mar-16	227	Lloyds Bank Plc	400,000	0.4000	18-Apr-15		-122.74	A	F1
18-Apr-16	227	Lloyds Bank Plc	Rolled Over	0.4300	19-May-16		-146.08	A	F1
19-May-16	227	Lloyds Bank Plc	Rolled Over	0.3100	13-Jun-16		-84.93	A	F1
13-Jun-16	227	Lloyds Bank Plc	Rolled Over	0.3200	Still Outstanding		-171.84	A	F1
					Debtor		48.22		
29-Mar-16	231	Wakefield Council	900,000	0.3500	03-May-16		-302.05	AA-	F1+
03-May-16	231	Wakefield Council	Rolled Over	0.3500	16-May-16	-900,000	-112.19	AA-	F1+
					Debtor		25.89		
31-Mar-16	232	Leeds City Council	700,000	0.3500	13-May-16	-700,000	-288.63	AA-	F1+
					Debtor		6.71		

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
31-Mar-16	233	HSBC	100,000	0.1600	11-Apr-16	-100,000	-4.82	A	F1
					Debtor		0.44		
31-Mar-16	234	HSBC	360,000	0.1600	18-Apr-16	-360,000	-28.41	AA-	F1+
					Debtor		1.58		
31-Mar-16	235	HSBC	120,000	0.1600	19-Apr-16	-120,000	-9.99	A	F1
					Debtor		0.53		
31-Mar-16	235	HSBC	100,000	0.1600	22-Apr-16	-100,000	-9.64	AA-	F1+
					Debtor		0.44		
<b>Monies invested @ 1 April 2016</b>			<b>6,030,000</b>			<b>-5,630,000</b>	<b>-1,740.52</b>		
<b>Investments Made April 2016 to July 2016</b>									
<b>April '16</b>									
01/04/2016	1	Lloyds Bank Plc	250,000	0.4000	21-Apr-16		-54.79	A+	F1
21/04/2016	1	Lloyds Bank Plc	Rolled Over	0.4000	19-May-16	-250,000	-76.71	A+	F1
05/04/2016	2	HSBC	80,000	0.1600	11-Apr-16	-80,000	-2.10	AA-	F1+
06/04/2016	3	HSBC	100,000	0.1600	11-Apr-16	-100,000	-2.19	AA-	F1+
07/04/2016	4	HSBC	60,000	0.1600	11-Apr-16	-60,000	-1.05	AA-	F1+
08/04/2016	5	HSBC	80,000	0.1600	11-Apr-16	-80,000	-1.05	AA-	F1+
11/04/2016	6	HSBC	100,000	0.1600	12-Apr-16	-100,000	-0.44	AA-	F1+
11/04/2016	7	HSBC	150,000	0.1600	18-Apr-16	-150,000	-4.60	AA-	F1+
11/04/2016	8	HSBC	300,000	0.1600	21-Apr-16	-300,000	-13.15	AA-	F1+
12/04/2016	9	HSBC	150,000	0.1600	13-Apr-16	-150,000	-0.66	AA-	F1+
13/04/2016	10	HSBC	85,000	0.1600	14-Apr-16	-85,000	-0.37	AA-	F1+
13/04/2016	11	HSBC	100,000	0.1600	18-Apr-16	-100,000	-2.19	AA-	F1+
14/04/2016	12	HSBC	75,000	0.1600	15-Apr-16	-75,000	-0.33	AA-	F1+
15/04/2016	13	Bank Of Scotland	500,000	0.4300	19-May-16	-500,000	-200.27	A+	F1
18/04/2016	14	HSBC	100,000	0.1600	25-Apr-16	-100,000	-3.07	AA-	F1+





DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
31-May-16	44	Bank Of Scotland	1,000,000	0.4500	19-Jul-16	-1,000,000	-604.11	A+	F1
31-May-16	45	HSBC	550,000	0.1600	06-Jun-16	-550,000	-14.47	AA-	F1+
			<b>9,136,000</b>			<b>-9,136,000</b>	<b>-3,290.24</b>		
<b>Jun'16</b>									
01-Jun-16	46	HSBC	190,000	0.1600	22-Jun-16	-190,000	-17.49	AA-	F1+
03-Jun-16	47	HSBC	78,000	0.1600	06-Jun-16	-78,000	-1.03	AA-	F1+
06-Jun-16	48	HSBC	300,000	0.1600	13-Jun-16	-300,000	-9.21	AA-	F1+
06-Jun-16	49	Dumfries and Galloway	500,000	0.3500	Still Outstanding		-268.49		
08-Jun-16	50	HSBC	100,000	0.1600	13-Jun-16	-100,000	-2.19	AA-	F1+
10-Jun-16	51	HSBC	310,000	0.1600	13-Jun-16	-310,000	-4.08	AA-	F1+
13-Jun-16	52	HSBC	90,000	0.1600	04-Jul-16	-90,000	-8.28	AA-	F1+
15-Jun-16	53	HSBC	200,000	0.1600	20-Jun-16	-200,000	-4.38	AA-	F1+
15-Jun-16	54	HSBC	160,000	0.1600	27-Jun-16	-160,000	-8.42	AA-	F1+
17-Jun-16	55	HSBC	146,000	0.1600	20-Jun-16	-146,000	-1.92	AA-	F1+
20-Jun-16	56	HSBC	70,000	0.1600	21-Jun-16	-70,000	-0.31	AA-	F1+
22-Jun-16	57	HSBC	250,000	0.1600	27-Jun-16	-250,000	-5.48	AA-	F1+
23-Jun-16	58	HSBC	70,000	0.1600	04-Jul-16	-70,000	-3.38	AA-	F1+
27-Jun-16	59	HSBC	430,000	0.1600	28-Jun-16	-430,000	-1.88	AA-	F1+
28-Jun-16	60	HSBC	370,000	0.1600	06-Jul-16	-370,000	-12.98	AA-	F1+
28-Jun-16	61	Stockport Met BC	1,000,000	0.3200	Still Outstanding		-298.08		
29-Jun-16	62	HSBC	60,000	0.1600	30-Jun-16	-60,000	-0.26	AA-	F1+
30-Jun-16	63	DMO	2,500,000	0.2500	07-Jul-16	-2,500,000	-119.86	AAA	
30-Jun-16	64	HSBC	200,000	0.1600	04-Jul-16	-200,000	-3.51	AA-	F1+
30-Jun-16	65	HSBC	200,000	0.1600	11-Jul-16	-200,000	-9.64	AA-	F1+
			<b>7,224,000</b>			<b>-5,724,000</b>	<b>-780.87</b>		
<b>July'16</b>									
01-Jul-16	66	HSBC	250,000	0.1600	06-Jul-16	-250,000	-5.48	AA-	F1+
04-Jul-16	67	HSBC	200,000	0.1600	18-Jul-16	-200,000	-12.27	AA-	F1+
04-Jul-16	68	HSBC	120,000	0.1600	22-Jul-16	-120,000	-9.47	AA-	F1+
05-Jul-16	69	HSBC	60,000	0.1600	06-Jul-16	-60,000	-0.26	AA-	F1+
06-Jul-16	70	Barclays Bank Plc	1,000,000	0.3210	Still Outstanding		-228.66	A	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
07-Jul-16	71	HSBC	100,000	0.1600	11-Jul-16	-100,000	-1.75	AA-	F1+
07-Jul-16	72	DMO	1,500,000	0.2500	Still Outstanding		-256.85	AAA	
07-Jul-16	73	Lloyds Bank Plc	1,000,000	0.4300	Still Outstanding		-294.52	A+	F1
08-Jul-16	74	HSBC	77,000	0.1600	19-Jul-16	-77,000	-3.71	AA-	F1+
11-Jul-16	75	HSBC	100,000	0.1600	19-Jul-16	-100,000	-3.51	AA-	F1+
11-Jul-16	76	HSBC	120,000	0.1600	25-Jul-16	-120,000	-7.36	AA-	F1+
12-Jul-16	77	HSBC	90,000	0.1600	25-Jul-16	-90,000	-5.13	AA-	F1+
14-Jul-16	78	HSBC	70,000	0.1600	15-Jul-16	-70,000	-0.31	AA-	F1+
15-Jul-16	79	HSBC	100,000	0.1600	19-Jul-16	-100,000	-1.75	AA-	F1+
15-Jul-16	80	Coventry BS	500,000	0.3600	Still Outstanding		-83.84	A	F1
18-Jul-16	81	HSBC	190,000	0.1600	Still Outstanding		-11.66	AA-	F1+
19-Jul-16	82	HSBC	300,000	0.1600	Still Outstanding		-17.10	AA-	F1+
20-Jul-16	83	HSBC	100,000	0.1600	Still Outstanding		-5.26	AA-	F1+
22-Jul-16	84	HSBC	115,000	0.1600	Still Outstanding		-5.04	AA-	F1+
25-Jul-16	85	Coventry BS	500,000	0.3600	Still Outstanding		-34.52	A	F1
27-Jul-16	86	HSBC	80,000	0.1600	Still Outstanding		-1.75	AA-	F1+
28-Jul-16	87	Bank Of Scotland	900,000	0.4300	Still Outstanding		-42.41	AA-	F1+
29-Jul-16	88	HSBC	90,000	0.1600	Still Outstanding		-1.18	AA-	F1+
			<b>7,562,000</b>			<b>-1,287,000</b>	<b>-1,033.79</b>		
<b>2016/17 Investments made April to July</b>			<b>30,047,000</b>			<b>-21,772,000</b>	<b>-6,831.76</b>		
<b>Total investments 2016/17 (included Investments brought forward from 2015/16)</b>			<b>36,077,000</b>			<b>-27,402,000</b>	<b>-8,572.28</b>		

## POLICY AND FINANCE COMMITTEE

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

**POLICY AND FINANCE COMMITTEE**  
**FULL RATING LIST OF APPROVED INSTITUTIONS AS AT 16 AUGUST 2016**

	S&P Global Ratings			Moody's			Full Review Date	Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook		Long Term	Short Term	Outlook	
<b>Building Societies</b>											
Nationwide	A	A-1	Negative	Aa3	P-1	Negative	25/05/16	A	F1	Positive	£1m min
Yorkshire	-	-	-	A3	P-2	Stable	26/05/16	A-	F1	Stable	Sterling Brokers
Coventry	-	-	-	A2	P-1	Negative	30/06/16	A	F1	Stable	
Skipton	-	-	-	Baa2	P-2	Stable	26/05/16	A-	F1	Stable	
Leeds	-	-	-	A2	P-1	Negative	30/06/16	A-	F1	Stable	3Mth
Principality	-	-	-	Baa3	P-3	Stable	26/05/16	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn – 13/10/14			30/06/16	BB+	B	Stable	No Contact
<b>Banks</b>											
Santander UK Plc.	A	A-1	Negative	Aa3	P-1	Negative	24/05/16	A	F1	Positive	
Barclays Bank Plc.	A-	A-2	Negative	A2	P-1	Negative	14/06/16	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Negative	A1	P-1	Stable	06/05/16	A+	F1	Stable	
Bradford & Bingley Bank Plc.	-	A-1	-	A1	P-1	Negative	Rating Withdrawn – 06/09/12			Not taking funds	
Co-operative Bank (The)	-	-	-	Caa2	NP	Positive	19/11/15	B	B	Stable	£1m min
HSBC Bank Plc.	AA-	A-1+	Negative	Aa2	P-1	Negative	14/06/16	AA-	F1+	Stable	
Lloyds Bank Plc.	A	A-1	Negative	A1	P-1	Stable	06/05/16	A+	F1	Stable	£250k
National Westminster Bank Plc.	BBB+	A-2	Stable	A3	P-2	Positive	06/05/16	BBB+	F2	Stable	Current a/c required
Northern Rock (Asset Management) Plc. (NRAM Plc)	-	-	-	Rating Withdrawn – 16/06/16			Rating Withdrawn – 06/09/12			No Contact	
Royal Bank of Scotland Plc.	BBB+	A-2	Stable	A3	P-2	Positive	06/05/16	BBB+	F2	Stable	Current a/c required

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 22

meeting date: 6 SEPTEMBER 2016  
title: TIMETABLE FOR BUDGET SETTING  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To inform you of the timetable for setting the 2017/18 budget.

### 2 BACKGROUND

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

### 3 BUDGET TIMETABLE

3.1 Attached at Annex 1 is a comprehensive timetable covering the main elements of the Council's budget setting progress together with key dates and responsibilities.

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

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

### 4 CONCLUSION

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

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

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF44-16/LO/AC  
24 August 2016

## Annex 1

Budget Timetable 2017/18 Task		Who?	When?
1	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	August to September 2016
2	Invite Capital Bids from Heads of Service	Head of Financial Services/ All Heads of Service	Wednesday 24 August 2016
3	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 5 September 2016
4	Consideration of Budget Forecast up to 2019/20	Policy and Finance Committee	Tuesday 6 September 2016
5	<b>Budget Working Group meeting:</b> - Consider Cost Pressures	Budget Working Group	Wednesday 14 September 2016
6	Finalise Revised Capital Programme for 2016/17	Head of Financial Services/ All Heads of Service	Wednesday 21 September 2016
7	Calculate Capital Charges	Senior Accountant (TH)	Friday 23 September 2016
8	Deadline for submission of responses to <b>Self-Sufficient Local Government: 100% Business Rates Retention - Consultation Document</b>	Budget Working Group/Director of Resources/Head of Financial Services	Monday 26 September 2016
9	Deadline for submission of Capital Bids by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 30 September 2016

## Annex 1

Budget Timetable 2017/18 Task		Who?	When?
10	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 30 September 2016
11	Calculation of Taxbase for council tax setting purposes for 2017/18	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 7 October 2016
12	Consideration of <b>Fees and Charges</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 30 September 2016. Distribution Monday 3 October 2016)</u></b>	Service Committees	Meeting Date: Tuesday 11 October 2016
13	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Planning and Development Committee</b> <b><u>(Date to Printing: Friday 30 September 2016. Distribution Monday 3 October 2016)</u></b>	Service Committees	Meeting Date: Thursday 13 October 2016
14	Deadline for submission of <b>Efficiency Plan to DCLG</b>	Budget Working Group/Director of Resources/Head of Financial Services	Friday 14 October 2016
15	<b>Proposed Budget Working Group meeting:</b> - Assess overall budget position and council tax base	Budget Working Group	Wednesday 19 October 2016
16	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Health and Housing Committee</b> <b><u>(Date to Printing: Friday 7 October 2016. Distribution Monday 10 October 2016)</u></b>	Service Committees	Meeting Date: Thursday 20 October 2016
17	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Policy and Finance Committee</b> <b><u>(Date to Printing: Friday 14 October 2016. Distribution Monday 17 October 2016)</u></b>	Service Committees	Meeting Date: Tuesday 25 October 2016
18	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 28 October 2016



## Annex 1

Budget Timetable 2017/18 Task		Who?	When?
19	Final Calculations of all Recharges	Accountants	Friday 4 November 2016
20	<b>Proposed Budget Working Group meeting:</b> - Guidance to Service Committees on their budgets	Budget Working Group	Wednesday 23 November 2016
21	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2016
22	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2016
23	Director of Resources to finalise council tax base	Director of Resources	December 2016
24	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 7 December 2016
25	Budget Reports for All Committees completed and passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Friday 9 December 2016
26	<b>Proposed Budget Working Group meeting:</b> - Consider Local Government Finance Settlement and latest budget position	Budget Working Group	Wednesday 14 December 2016
27	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2016
28	Deadline for receipt of parish precept letters	Accounting Technician	Friday 23 December 2016

## Annex 1

<b>Budget Timetable 2017/18 Task</b>		<b>Who?</b>	<b>When?</b>
<b>29</b>	Notify Lancashire County Council, Police and Crime Commissioner Lancashire and Lancashire Combined Fire Authority of the Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid-January 2017
<b>30</b>	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 23 December 2016. Distribution Tuesday 3 January 2017)</u></b>	Service Committees	Meeting Date: Tuesday 10 January 2017
<b>31</b>	<b>Proposed Budget Working Group</b> - Consider Overall Budget Position	Budget Working Group	Wednesday 11 January 2017
<b>32</b>	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Planning &amp; Development Committee</b> <b><u>(Date to Printing: Friday 23 December 2016. Distribution Tuesday 3 January 2017)</u></b>	Service Committees	Meeting Date: Thursday 12 January 2017
<b>33</b>	Proposed Special CMT to review budgets	CMT	Monday 16 January 2017
<b>34</b>	<b>Proposed Budget Working Group</b> - Consider Overall Budget Position	Budget Working Group	Wednesday 18 January 2017
<b>35</b>	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Health &amp; Housing Committee</b> <b><u>(Date to Printing: Friday 6 January 2017. Distribution Monday 9 January 2017)</u></b>	Service Committees	Meeting Date: Wednesday 18 January 2017
<b>36</b>	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Policy &amp; Finance Committee</b> <b><u>(Date to Printing: Friday 13 January 2017. Distribution Monday 16 January 2017)</u></b>	Service Committees	Meeting Date: Tuesday 24 January 2017
<b>37</b>	Settlement Debate in Parliament	Central Government	Early February 2017
<b>38</b>	Meeting of <b>Special Policy and Finance Committee</b> to approve budget and recommend Council Tax to Full Council <b><u>(Date to Printing: Friday 27 January 2017. Distribution Monday 30 January 2017)</u></b>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 7 February 2017

Budget Timetable 2017/18 Task		Who?	When?
39	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2017
40	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid-February 2017
41	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	By Friday 24 February 2017
42	<b>Full Council to agree Budget and set Council Tax (Date to Printing: Friday 17 February 2017. Distribution Monday 20 February 2017)</b>	Members	Meeting Date: Tuesday 28 February 2017
43	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2017
44	Entering of Approved Budget onto Financials system	All Accountants	January/February 2017
45	Production of Budget Book	Head of Financial Services	Mid-March 2017

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION
-------------

Agenda Item No 23

meeting date: 6 SEPTEMBER 2016  
 title: INSURANCE RENEWALS 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MICK AINSCOW

### 1 PURPOSE

1.1 To inform Committee of the insurance renewals for the period 20 June 2016 to 19 June 2017.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives

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

- Other considerations

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

### 2 RENEWALS

2.1 A tendering exercise for the Council's insurances was carried out in 2013, resulting in Zurich Municipal being appointed as our insurers on a five year long-term agreement effective from 20 June 2013.

2.2 The Council's insurances were renewed on 20 June 2016 under the terms of the long-term agreement.

2.3 Renewal terms for 2016/17 are as follows:

Policy	Premium		Increase/ Decrease £	%	Notes
	2015/2016 £	2016/17 £			
Material Damage (Fire)	13,666	14,729	1,063	7.8	<sup>1</sup>
Terrorism	2,344	2,513	169	7.2	
Business Interruption	1,790	1,870	80	4.5	
Theft	1,399	1,872	473	33.8	<sup>2</sup>
Money	598	645	47	7.9	
All Risks	4,760	4,834	74	1.6	
Public Liability	32,674	38,555	5,881	18	<sup>3</sup>
Professional Negligence	530	548	18	3.4	
Officials Indemnity	1,677	1,799	122	7.3	
Employers Liability	17,742	20,365	2,623	14.8	<sup>4</sup>
Libel and Slander	498	515	17	3.4	
Motor	39,753	39,822	69	0.2	
Engineering	7,016	7,334	318	4.5	
Fidelity Guarantee	1,849	2,020	171	9.2	
Land Charges	1,581	1,805	224	14.2	<sup>5</sup>
Personal Accident	956	1,019	63	6.6	
Public Health Act	332	359	27	8.1	

Policy	Premium		Increase/ Decrease £	%	Notes
	2015/2016 £	2016/17 £			
Computers	1,534	1,582	48	3.1	
	<b>130,699</b>	<b>142,186</b>	<b>11,487</b>	<b>8.8</b>	<sup>6</sup>

#### Notes

- <sup>1</sup> Revaluation exercise carried out in respect of public buildings resulting in increase in sum insured.
- <sup>2</sup> Increase reflects national trend rather than any claims from ourselves.
- <sup>3</sup> Increase in submitted claims – 7 in 2015/16 compared to 3 in 2014/15.
- <sup>4</sup> Claims outstanding back to 2012 still being negotiated by insurers.
- <sup>5</sup> National trend rather than any claims/issues from ourselves.
- <sup>6</sup> Insurance premium tax increased from 6% to 9.5% which accounts for approx. £4,300 of the total increase.

### 3 COMMENTS ON RENEWAL TERMS

- 3.1 Total cost of premiums for 2016/17 has risen by £11,487 (8.8%) on the previous year's figure. Public and employers liability premiums have risen due to an increase in claims submitted and also an increase in the potential settlement amounts of outstanding claims.
- 3.2 Our claims experience this year has been poor compared to previous years – claims submitted over the last 5 years are as follows:

	Liability	Motor	Property	Total
2011/12	4	11	1	16
2012/13	3	8	1	12
2013/14	6	5	3	14
2014/15	3	13	0	16
2015/16	7	23	0	30

We continue to ensure that we act on any cause around insurance claims, and take action to mitigate the possibility of future claims.

	Liability	Motor	Property	Total
Claims outstanding 20.06.15	5	2	0	7
Claims during year	7	23	0	30
Settled during year	5	17	0	22
Claims outstanding 19.06.16	7	8	0	15

### 4 RISK ASSESSMENT

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

- Resources – cost to the Council in defending any legal action as a result of a lack of insurance cover and cost of any premium increases as a result of poor claims history. The insurance cost for 2016/17 can be met from within existing resources.
- Technical, Environmental and Legal – the Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas, e.g. employers' liability.
- Political – no implications identified.
- Reputation – if the Council failed to comply with legislation or failed to adequately insure it would reflect badly on our reputation.
- Equality and Diversity – no implications identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Note the renewal of the Council's insurances for 2016/17.

PRINCIPAL AUDITOR

DIRECTOR OF RESOURCES

PF41-16/MA/AC  
24 August 2016

BACKGROUND PAPERS: *None*

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION
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Agenda Item No 24

meeting date: 6 SEPTEMBER 2016  
 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 22 August 2016:

	£000	£000	2016/17 %	2015/16 %
Balance Outstanding 1 April 2016		575		
NNDR amounts due	19,213			
Plus costs	3			
Transitional surcharge	0			
Write ons	49			
	<b>19,265</b>			
Less				
- Transitional relief	2			
- Exemptions	-431			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,086			
- Small Business Rate Relief	-2,052			
- Retail, Reoccupation, New Build, Discretionary Transitional Relief, and Flood Relief	-45			
- Interest Due	-0			
- Write Offs	-54			
	<b>-3,666</b>	15,599		
<b>Total amount to recover</b>		<b>16,174</b>		
Less cash received to 22 August 2016		-6,596	40.8	45.2
<b>Amount Outstanding</b>		<b>9,578</b>	<b>59.2</b>	<b>54.8</b>

NB The figures included in the table include not only those charges for 2016/17 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 July 2016 is 38.81% compared with 39.26% at 31 July 2015.

### 3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 22 August 2016:

	£000	£000	2016/17 %	2015/16 %
Balance Outstanding 1 April 2016		787		
Council Tax amounts due	41,155			
Plus costs	46			
Transitional relief	0			
Write ons	2			
	<b>41,203</b>			
Less - Exemptions	-477			
- Discounts	-3,697			
- Disabled banding reduction	-46			
- Council Tax Benefit	9			
- Local Council Tax Support	-1,835			
- Write offs	-6			
	<b>-6,052</b>	35,151		
<b>Total amount to recover</b>		<b>35,938</b>		
Less cash received to 22 August 2016		-14,506	40.4	40.4
<b>Amount Outstanding</b>		<b>21,432</b>	<b>59.6</b>	<b>59.6</b>

NB The figures included in the table include not only those charges for 2016/17 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 at 31 July 2016 is 40.00% compared to 39.95% at 31 July 2015.



#### 4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 26 August 2016 is:

	£000	£000
Amount Outstanding 1 April 2016		478
Invoices Raised	1,309	
Plus costs	1	
		<b>1,310</b>
Less write offs		0
<b>Total amount to recover</b>		<b>1,788</b>
Less cash received to 26 August 2016		1,175
<b>Amount outstanding</b>		<b>613</b>

Aged Debtors	000s	%
< 30 days	62	10
30 - 59 days	40	7
60 - 89 days	12	2
90 - 119 days	15	2
120 - 149 days	207	34
150+ days	277	45
	<b>613</b>	<b>100</b>

#### 5 HOUSING BENEFIT AND COUNCIL TAX SUPPORT 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 2016/2017*

The right time indicator measures the time taken to process HB/CTS new claims and change events; this includes changes in circumstances, interventions, fraud referrals and prints generated by the benefit department.

Target for year	Actual Performance 1 April 2016 –30 June 2016	Average Performance
10 days	7.3 days	20 days per IRRV

##### *New claims performance*

Target for year	Actual Performance 1 April 2016 –30 June 2016	Top grade 4 for all LA's 2007/08
23 days	21.1 days	Under 30 days

## 6 HOUSING BENEFIT OVERPAYMENTS

- 6.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. Performance for the period 1 April 2015 – 30 June 2016:

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.	64.45
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.	15.66
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.	0.57

## 7 LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18

- 7.1 The Government abolished Council Tax Benefit from April 2013 and local authorities were required to introduce their own Local Council Tax Support Scheme.
- 7.2 After consultation with residents we introduced a scheme based on Housing and Council Tax Benefit with a reduction of 12% in entitlement for working age claimants to cover the shortfall in funding from central government.
- 7.3 In its summer budget of 2015 the Government announced a number of welfare changes that would become effective from 1 April 2017 for the Housing Benefit Scheme.
- 7.4 In order to maintain the link between our Local Council Tax Support Scheme and the Housing Benefit scheme we are currently consulting residents on their views on continuing to align the scheme with Housing Benefit.
- 7.5 The consultation is due to run until 30 September 2016 and a further report will be brought with recommendations for our 2017/18 scheme later this year.

## 8 CONCLUSION

- 8.1 Note the continuing progress that we make in collecting these debts, and the performance of our Housing Benefit Section remains satisfactory.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF40-16/ME/AC  
23 August 2016

For further information please ask for Mark Edmondson.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 25

meeting date: 6 SEPTEMBER 2016  
 title: 2015/2016 YEAR-END PERFORMANCE INFORMATION  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

## 1 PURPOSE

- 1.1 This is the year-end report of 2015/2016 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

## 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee for 2015/16. Some notes have been provided to explain significant variances either between the outturn and the target or between 2015/2016 data and 2014/2015 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
  - Targets for service performance for the year 2015/2016 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 12 indicators that can be compared to target:
  - 83.33% (10) of PIs met target (green)
  - 16.67% (2) of PIs close to target (amber)
  - 0% (0) of PIs missed target (red)

- 2.6 Analysis shows that of the 13 indicators where performance trend can be compared over the years:
- 53.85% (7) of PIs improved
  - 0% (0) of PIs stayed the same
  - 46.15% (6) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council's website. In addition, some of the outturn performance information has not been collected/not yet available before this report was produced.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

### 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.1 In respect of PIs for Financial Services, Lawson Oddie, Head of Financial Services, has provided the following information regarding performance and targets:
- **PI FS7 – Percentage of Invoices paid within 30 days** - Variance from target not seen as significant.
- 3.2 In respect of PIs for Revenues and Benefits, Mark Edmondson, Head of Revenues and Benefits services, has provided the following information regarding performance and targets:
- **PI RB5 (BV9) - % of Council Tax collected** - Variance against target – Our Collection Rate has fallen only marginally from 98.8% in 2014/15 to 98.75% in 2015/16 and still remains one of the highest in the country.

### 4 CONCLUSION

- 4.1 Consider the 2015/2016 performance information provided relating to this committee.









PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

DIRECTOR OF RESOURCES







PF37-16/MH/AC  
22 August 2016

For further information please ask for Michelle Haworth, extension 4421





# APPENDIX 1

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



















## Legal Services Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI LD1 (BV179)	Standard searches carried out in 10 working days	76.71%	60.00%	96.73%	70.00%	75.00%	75.00%	75.00%			To improve performance.	
PI LD2	Turnout for local elections			67.9%	45%							
PI LD3	Number of corporate complaints received	14		12							Targets not required.	

## Financial Services Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI FS6	Accrued investment interest earned	£36369	£28790	£34184	£25260	£28730	£50000	£75000			Surplus funds shall be invested via the money market at the best rate of interest available, with the minimisation of risk to the capital sum. Target based on budget and MTFS	
PI FS7 (BV8)	% of invoices paid on time	98.17%	99.00%	98.58%	99.00%	99.00%	99.00%	99.00%			99% deemed to be an achievable target	

## Revenues and Benefits Services Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI RB1	CTAX direct debit take-up as a percentage of chargeable accounts	73.54%	72.4%	74.17%	73.6%	74.2%	74.3%	74.4%			To continue to increase DD take up	
PI RB3	NNDR Direct Debit take-up as a percentage of chargeable properties	56.15%	53.5%	56.98%	56.2%	57.1%	57.2%	57.3%			To continue to increase DD take up	
PI RB5 (BV9)	% of Council Tax collected	98.80%	99.00%	98.75%	98.90%	98.80%	98.90%	99.00%			Continuous improvement	
PI RB6 (BV10)	Percentage of Non-domestic Rates Collected	98.20%	98.00%	98.38%	98.25%	98.50%	98.60%	98.70%			Continuous improvement	
PI RB10 (BV79b1)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	81.62%	75.00%	77.66%	75.00%	75.00%	75.00%	75.00%			Targets set at 75% due to implementation of R7i and FERIS	
PI RB11 (BV79b2)	HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	48.22%	40.00%	42.94%	40.00%	40.00%	40.00%	40.00%			Target set at 40% due to implementation of FERIS and R7i	
PI RB12 (BV79b3)	Percentage of Over Payments Written Off in period (HB)	1.56%		1.72%							Targets not required	
PI RB13 (BV78a)	Speed of processing - new HB/CTB claims	20.3	23.0	22.3	23.0	23.0	23.0	23.0			Target set due to implementation of FERIS	
PI RB14 (NI 181)	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	8.5	11.0	7.1	11.0	11.0	11.0	10.0			Target set at 11.0 - backlogs will increase due to FERIS generating more work	

# MINUTES OF BUDGET WORKING GROUP MEETING

## HELD 1 FEBRUARY 2016

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

### 1 Apologies

None

### 2 Minutes of meeting held on 21 January 2016

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

### 3 Overall Revenue Budget 2016/17

3.1 The Director of Resources took members through a report on the Overall Revenue Budget for 2016/17, which was to be presented to the meeting of Special Policy and Finance Committee.

3.2 The report included the current years revised budget, the Local Government Finance Settlement 2016/17, the Collection Fund, The Revenue Budget 2016/17, Business Rates Retention.

3.3 The Budget Working Group were taken through a number of proposals, principally:

- Whether our council tax should be increased for 2016/17. The extra revenue gained by a £5 (or 3.6%) increase would be £110k each year. The Government's Spending Power projections assume we will increase our council tax by this amount in 2016/17.  
**The BWG recommended we increase our Band D council tax for 2016/17 by £5, therefore increasing it from £140.69 to £145.69.**
- How much of general fund balances should be used to finance the revenue budget shortfall? As per our MTFS we have estimated using £200k in 2016/17 to support revenue.  
**The BWG considered this and recommended that a maximum of £200k should be budgeted to be used.**
- Examination of how much business rates growth we can realistically expect to rely on. We have now completed our NNDR1 return for 2016/17 and expect to receive around £408k next year.  
**The BWG recommended using £263k of this to support the revenue budget, ie the same amount as this year**
- How much New Homes Bonus we can use to support the revenue budget. We have received notification in the Finance Settlement that our NHB allocation for next year will be £1,367k. We have already committed using £676k each year to support revenue. We need to consider how much of the balance (£691k) should be further used for revenue.  
**The BWG recommended we use a further amount of £110,896 to support our base revenue budget. This would mean we would be relying on a total of £786,961 for 2016/17.**

#### **4 Overall Capital Programme 2016-19**

- 4.1 Members were taken through a report on the capital programme which showed the progress made to date by CMT in their review of the schemes put forward and the resources available.
- 4.2 Originally there was £2.2m of schemes put forward, but with available resources of £481,000. This gave a shortfall in resources/excess schemes of £1,694,350. The capital programme had now been balanced based on the recommendations of CMT. This was as a result of identifying additional resources (£531,800) alternative methods of financing and the deletion of schemes (£1,162,550).
- 4.3 Following much discussion it was agreed that the Ribblesdale Pool Improvement Works scheme should be included in 2016/17 at £209,000, together with the potential external resources of £150,000 and the balance of £59,000 being funded from Fleming VAT Reserve.

#### **5 New Homes Bonus Consultation**

- 5.1 Members were provided with a report on the current position on the use of New Homes Bonus and also a copy of the Government's Technical Consultation, 'New Homes Bonus: Sharpening the Incentive'.
- 5.2 Members were asked to take away the report and to feedback any comments for inclusion in the council's response to the consultation. The deadline for responses to the Government was 10 March 2016.

#### **6 Any Other Business**

- 6.1 There were no further other items of business.

#### **7 Date and Time of Next Meeting**

The next meeting would be for the Business Rates Payers meeting on Tuesday 23 February at 3pm.



# MINUTES OF BUDGET WORKING GROUP MEETING

HELD 29 JUNE 2016

Present: Cllrs: Bibby, Elms, Hill, Hirst (Chair), Knox, Rogerson and Thompson, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services.

## 1 **Apologies**

None

## 2 **Minutes of meeting held on 1 February 2016**

- 2.1 Members approved the minutes of the last meeting of the Budget Working Group. The minute on the Overall Capital Programme 2016-19 was referred to. It was confirmed that approval had been received from Sport England for the £150,000 grant funding for the 2016/17 Ribblesdale Pool Improvement Works scheme.

## 3 **Budget Forecast Update**

- 3.1 The Director of Resources took members through an update report on the budget forecast. The report highlighted the issues around Business Rates Retention and also the Lancashire Business Rates Pool, the consultation on future changes to business rates retention and also the Local Government Grant Settlement in December 2015 and the offer of a four year settlement, which were subject to the provision of an Efficiency Statement.
- 3.2 The uncertainty that remained around the requirement for an Efficiency Statement was discussed, as was the four year settlement and the charging of an additional tariff in 2019/20 of £109K following the withdrawal of Revenue Support Grant in 2018/19.
- 3.3 The assumptions made in the Budget Forecast were outlined which resulted in some discussion around the withdrawal of Cost Sharing by Lancashire County Council in 2018/19.
- 3.4 The outcome of the EU Referendum and potential impacts were discussed as was the forecast return on investments in light of the referendum results and the resulting turbulent market at the time of the meeting.
- 3.5 A work programme was suggested within the report and it was agreed that this would be followed. The Leader also requested a seminar type meeting for all Members around October/November on the budget process.

## 4 **100 per cent retention of business rates: issues for consideration**

- 4.1 A number of documents had been circulated to members on the government's proposed 100 per cent retention of business rates. These provided an in-depth insight to the latest state of discussions and meetings and some of the key issues.
- 4.2 The Director of Resources provided a recap of the current position on business rates and a summary of the proposals that had been put forward.
- 4.3 There was a discussion on the council's potential exposure to a number of risks with 100 per cent business rates retention and the current level of uncertainty around any potential safeguards to be offered by the government.

## **5 Capital Outturn 2015/16**

- 5.1 A report on the capital outturn for the 2015/16 financial year was discussed. The Head of Financial Services took members through the details of the report and explained that the programme had largely been completed. There was slippage on a handful of schemes, being the Council Offices Roof and Windows scheme, Economic Development Initiatives scheme, Clitheroe Townscape scheme, Landlord/Tenant Grants scheme and the Disabled Facility Grants scheme. This slippage amounted to £194,920.

## **6 Revenue Outturn 2015/16**

- 6.1 A report on the Revenue Outturn 2015/16 was discussed. The Head of Financial Services took members through the details of the report, explaining the impact on the council's general balances and earmarked reserves. The major variances were also discussed, whilst it was explained that full details of these would be reported to service committees in the next cycle of meetings.
- 6.2 The final outturn position was that rather than taking £150,000 from general balances as forecast in the original estimate, and rather than the revised forecast of adding £170,000 to general balances, the council was actually adding £575,000 to general fund balances. This resulted in general fund balances at 31 March 2016 being £2.679m.
- 6.3 A discussion took place on the collection fund and the volatilities around business rates. The outturn position on the collection fund was also discussed, with an overall surplus of £598,000 on Council Tax carried forward and an overall deficit of £920,000 on Business Rates carried forward. The impact of appeals on the business rates position was explained. It was also explained that all precepting bodies take a share of the surplus/deficit and take from/reimburse the Collection Fund in future years.
- 6.4 Earmarked Reserves were also discussed, with £64,035 added to earmarked reserves, resulting in a balance at 31 March of £6.005m. The purpose and various categories of earmarked reserves were discussed.

## **7 Any Other Business**

- 7.1 The operation of the Voluntary Organisation Grants scheme was referred to and it was agreed that a report would be brought to a future meeting in order to discuss the format of the scheme for the next application round.

## **8 Date and Time of Next Meeting**

The next meeting was agreed as Wednesday 3 August 2016 at 4pm

# **RIBBLE VALLEY BOROUGH COUNCIL**

## **OUTSIDE BODY REPORT TO POLICY & FINANCE COMMITTEE**

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Agenda Item No. 27

meeting date: TUESDAY, 6 SEPTEMBER 2016  
title: VISIT TO THE NATIONAL MEMORIAL ARBORETUM  
submitted by: COUNCILLOR JIM WHITE - ARMED FORCES CHAMPION

### **1 PURPOSE**

1.1 The purpose of this report is to inform Members about the National Memorial Arboretum (NMA) and to ask Members to consider whether to support the dedication of a tree on behalf of residents of the Ribble Valley, in May 2017.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To engage with all our communities to ensure we deliver services to meet customer needs and expectations.
- Corporate Priorities – To seek to continually improve, ensuring that council services are customer focused.
- Other Considerations – To meet our ongoing Commitment to the Armed Forces Community Covenant in the Ribble Valley.

### **2 BACKGROUND**

2.1 The NMA is the UK's all-year round centre of remembrance. Spiritually uplifting, it honours the fallen, recognises sacrifice and service and fosters pride in our Country through over 340 memorials, plaques and visitor information. Set in superb grounds of 150 acres with over 30,000 maturing trees on the edge of the National Forrest at Arlewas near Lichfield, Staffordshire. The National Memorial Arboretum was established on ground kindly gifted by Tarmac with funding from the Millennium Commission and it is part of property managed by The Royal British Legion.

2.2 I visited on July 16 to gain further information and irrespective of the outcome of this report, am prepared to organise a non official visit to the NMA, at no cost or risk to the Council. This would be open to Councillors, Council staff and friends on a first come first served basis. There would be no official representation and would be at their own expense. (see attached Background Information).

### **2.3 MEMORIAL CHAPEL**

The NMA has a 120 seat max capacity Memorial Chapel. At 1100hrs each day a short pre-recorded service is played for which early entry is advised. The Chapel can also be booked by groups at no cost for a maximum 15 minute service of their own.

Organised visits can include a ceremony/service at the site of any plaque/tree planting.

Clergy can be arranged but are dependent on availability, so the visitors are advised to arrange for their own clergy to accompany them on this visit.

Buglers for the sounding of the last post and reveille are allowed – one could be provided from the Ribble Valley if required (cost if any to be confirmed).

## 2.4 TREE PLANTING

The NMA do not allow individual tree planting. They have their own trees which can be dedicated by visiting groups. The NMA will work with groups and provide soil and spade etc for any dedications and photo shoots.

Two areas/locations have been pointed out by the Grounds Administrator (Ref C):

- Location 1 - An area known as Watersmeet or area 71. This location is in the North of the NMA in a rugged area which is fairly wild and overlooks the location of the joining of the River Trent and River Tame. It is one of the furthest areas away from the main visitor area and may remind visitors from the Ribble Valley of our own rivers and surrounding countryside. The trees in place here are mostly well established and there is a busy train line close by which again may remind others of our own BR link.
- Location 2 - An area known as Cherry Tree Avenue or area 66. This location is fairly central and is a new avenue of Cherry trees leading to The Gulf War memorial. The area has a backdrop of a working quarry which may remind some of the Ribble Valley's traditional quarrying areas. In addition there is fairly large shed which might be suitable should the weather be inclement and would be an ideal photo shoot venue. RVBC would be able to choose a certain cherry tree although the norm is for the NMA to allocate the next in line.

## 2.5 PLAQUES

Plaques can be placed in the NMA to mark the dedication of a tree. There is a pre-order time of at least 12 weeks, and they must meet NMA criteria for design and wording. The NMA only allows its own design of plaque of which there are 2 choices. As a Council we could use our own Coat of Arms with appropriate wording. These are costed as follows:

- £650 A5 Oval 40 words and background colouring.
- £840 A4 rectangular plaque, (landscape or portrait) inscription 80 words and artwork. (The background colour is your choice and they can do more than one colour - the lettering is always the silver of the base metal but the artwork is coloured)

## 3. ISSUES

- 3.1 Committee is asked to consider whether Ribble Valley Borough Council should arrange the dedication of a tree at the NMA on behalf of Ribble Valley residents at an approximate cost, inclusive of a plaque of either £650 or £840.

If Committee supports this proposal the Mayor and Mayoress would attend the dedication to represent the Ribble Valley.

A private trip could be organised to be scheduled to coincide with the dedication ceremony.

#### 4 RISK ASSESSMENT

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

- Resources – There is no allocated budget for the visit.
- Technical, Environmental and legal – none identified.
- Political – none identified.
- Reputation – the Council has a reputation for supporting the Armed Forces and Civilian Emergency services.
- Equality & Diversity – the Council should be consistent in its considerations of all groups.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Consider whether to support the proposal set out at 3.1 in this report.

5.2 Request that officers ensure funding for the dedication of a tree at the NMA be added to items considered for inclusion in the Budget for 2017 of this Committee.

Submitted on behalf of  
COUNCILLOR J WHITE  
ARMED FORCES CHAMPION

- REFERENCES: A: <http://www.thenma.org.uk/>  
B: Meetings White/NMA staff 26 July 16  
C: Rachael Haynes Grounds Administrator NMA (Plaques and Locations)  
Tel 01283 245100 email [rhaynes@thenma.org.uk](mailto:rhaynes@thenma.org.uk)  
D: Claire Pickess AFM Administrator NMA (Visit Organiser)  
Tel 01283 245136 email [cpickiss@thenma.org.uk](mailto:cpickiss@thenma.org.uk)  
E: Background Information re visit.

## **BACKGROUND INFORMATION**

### **1 ENTRY AND PARKING**

- 1.1 There is no entry or parking costs for a coach, however a donation by individuals is recommended of £5 each. There is a £3 charge at a pay and display car park to visit in your own car.
- 1.2 Guide books cost £6.50 and visitor maps £3.

### **2 TRANSPORT**

- 2.1 There is no budget allocated for a visit so individuals will be expected to meet the transport cost. Cllr White has been quoted a cost of £400 for a 49 seater coach by one local coach firm (this included a £100 discount). This could work out at approximately £10 per person if 40 people were interested.
- 2.3 Mobility scooters at NMA are available at a cost of £5 each but these must be booked in advance of the visit. The NMA does not allow personal mobility scooters. Wheelchairs can be booked with a donation, but not all areas are accessible. The NMA has a very detailed Access statement on their website at Reference A.
- 2.4 The NMA has a 50 minute Land train at a cost of £5 per adult (£2 per child), that can be booked on arrival by individuals and is very popular.
- 2.5 Guided buggy tours can also be arranged on the day by individuals at a cost of £5 per adult (£2 per child).
- 2.6 A shuttle buggy can be provided on the day if requested in advance from the main area to a specific tree planting area at a cost to be arranged.

### **3 DOGS**

- 3.1 Only Guide Dogs are allowed.

### **4 REFRESHMENTS**

- 4.1 Picnic areas are located close to the main buildings, however, there are plenty of benches around the NMA with no restrictions for visitors.
- 4.2 A well-stocked self-service cafeteria and restaurant are open every day 0900-1700hrs.
- 4.3 Private group meals can be arranged if desired. Costings and menus can be discussed upon request but this would have an effect on the overall costings per person.

### **5 DATES, BOOKING AND TIMINGS**

- 5.1 A visit this year is not recommended. The main Armed Forces memorial is currently undergoing work (more names are being added by the stone mason), and a new restaurant, café, shop and visitor centre are under construction due for completion November 2016.

- 5.2 The NMA is a very popular location and booking and confirmation of visits/events must be made well in advance. In addition, a plaque would require a minimum 3 month lead time.
- 5.3 If Councillors wish to proceed a date of Saturday 6<sup>th</sup> May 2017 would be appropriate and available. This would be the last weekend in the current Mayor's year, and would leave plenty of time for arrangements to be made. The trees/flowers will be coming into bloom and the weather is more likely to be reasonable.
- 5.4 It takes approximately 2½ hours to travel to the NMA from the Ribble Valley. A 4 hour stay is recommended, so a 0900hrs departure time would see a return to Ribble Valley at approximately 1800hrs.