

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, 27 JUNE 2017** 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 28 March 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

5. Appointment of Working Groups under the remit of this Committee:
 - a) Budget Working Group (6 + 1)
 - b) Economic Development Working Group (6 + 1)
 - c) Market Redevelopment Working Group (7 + 2 + 1)
- ✓ 6. Creation of Economic Development Committee – report of Chief Executive – copy enclosed.
- ✓ 7. Lancashire Combined Authority – report of Chief Executive – copy enclosed.

- ✓ 8. Response to Local Government Boundary Commission Review – report of Director of Resources – copy enclosed.
- ✓ 9. Corporate Peer Challenge – report of Director of Resources – copy enclosed.
- ✓ 10. Update on Business Rates and Council Tax Flood Relief Scheme – report of Director of Resources – copy enclosed.
- ✓ 11. Capital Outturn 2016/17 – report of Director of Resources – copy enclosed.
- 12. References from Committee (if any).

INFORMATION ITEMS

- ✓ 13. Budget 2017: Business Rate Relief Schemes Update – report of Director of Resources – copy enclosed.
- ✓ 14. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 15. Overall Capital Outturn 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 16. Treasury Management Activities 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 17. Overall Revenue Outturn 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 18. Representatives on Outside Bodies 2017/18 – report of Chief Executive – copy enclosed.
- ✓ 19. Notes of Economic Development Working Group dated 20 February 2017 – copy enclosed.
- ✓ 20. Budget Working Group Minutes held on 25 January 2017.
- 21. Reports from Representatives on Outside Bodies (if any).

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

DISCUSSION

- ✓ 22. Business Rate Recovery Issues – report of Director of Resources – copy enclosed.

DECISION

- ✓ 23. Clitheroe Market Re-Development – report of Chief Executive – copy enclosed.
- ✓ 24. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 25. Council Departmental Restructure – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 6

meeting date: 27TH JUNE 2017
title: THE CREATION OF AN ECONOMIC DEVELOPMENT COMMITTEE
submitted by: CHIEF EXECUTIVE
principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To consider an amendment to the Council's committee structure in order to create an Economic Development Committee.

2 BACKGROUND

- 2.1 The Council takes Economic Development, Regeneration and Tourism very seriously and has had many successes over the years with both attracting new businesses into Ribble Valley and helping existing businesses to expand.
- 2.2 The Borough has a flourishing business economy and we have a good relationship with many businesses and business organisations.
- 2.3 We have also a good track record of promoting Ribble Valley as a tourist destination and had considerable success with events that attract visitors to Ribble Valley. Notable examples are the annual Clitheroe Food Festival and the Tour of Britain in 2015.
- 2.4 The Ribble Valley has also a very low level of unemployment.

3 CURRENT COMMITTEE STRUCTURE AND COUNCIL CONSTITUTION

- 3.1 In the current committee structure the Council has the:
- Policy and Finance Committee responsible for Economic Development. This is referred to in the Committee's Terms of Reference as set out below:
 - ◆ To formulate and implement the Council's regeneration and economic development plans.
 - Community Committee responsible for Tourism. This is referred to in the Committee's Terms of Reference as set out below:
 - ◆ To encourage the development of tourist activities throughout the Borough.
- 3.2 Policy and Finance Committee also established some years ago an Economic Development Working group to consider Economic issues in more detail.

4 CREATION OF AN ECONOMIC DEVELOPMENT COMMITTEE

- 4.1 I have been asked by the new political leadership to prepare a report for this committee which under the Councils' constitution can recommend to the Council a change to the committee structure. I have set out below the changes requested.

5 TERMS OF REFERENCE

- 5.1 The existing Terms of Reference set out concisely our role in supporting both Economic Development and Tourism. For the new committee I have split the existing terms of reference into more detail. These are set out below:-

- To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
- To formulate and implement the Council's regeneration and economic development plans.
- To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
- To develop a climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
- To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
- To consult with the representative organisations of business and employees, trade associations, residents and other interested parties.
- To maintain a special interest in promoting employment in the Borough.
- To promote and encourage tourism.

This would require the deletion of the existing Terms of Reference from:-

Policy and Finance Committee

To formulate and implement the Council's regeneration and economic development plans.

Community Committee

To encourage the development of tourist activities throughout the Borough.

6 FREQUENCY OF MEETING AND CHANGES TO POLITICAL BALANCE

- 6.1 It is proposed the committee meets 5 times a year which is the same frequency as all service committees. The committee timetable will require amendment to reflect this. The creation of a 15 member Economic Development Committee will also result in slight changes to the political balance calculation for the Council.

7 BUDGETS

- 7.1 If Committee and Council approve the Terms of Reference as set out in Section 5 of the report, the following budgets will transfer to the new Economic Development Committee. See Appendix 1.

From Policy and Finance Committee

Economic Development - Original budget 2017/18 £106,510

From Community Committee

Tourism and Events - Original budget 2017/18 £107,100

8 RISK ASSESSMENT

- 8.1 The approval of this report may have the following implications
- Resources - There will be an annual cost of £5,867 due to increases in Members Special Responsibility Allowances which will be funded from a transfer from General Fund balances this year and factored into next year's base budget. Officer support for the new committee will be met from existing resources but staff resources are becoming stretched with the increase in committees/working groups.

- Technical, Environmental and Legal – The Council’s constitution and governance arrangements will require amending to reflect the new Committee.
- Political – None identified.
- Reputation – None identified.
- Equality & Diversity - None identified.

9 RECOMMENDED THAT COMMITTEE

- 9.1 Recommend to Council the creation of an Economic Development Committee as set out above.

Marshal Scott

CHIEF EXECUTIVE

BACKGROUND PAPERS: Appendix 1 –

REF:

For further information please ask for Marshal Scott

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 7

meeting date: 27 JUNE 2017
 title: LANCASHIRE COMBINED AUTHORITY
 submitted by: CHIEF EXECUTIVE
 principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To consider our future involvement with the Lancashire Combined Authority.

2 BACKGROUND

- 2.1 The Council agreed in principle to become a member of the Lancashire Combined Authority at the Full Council meeting in April 2016.

Proposals to form the Combined Authority were subsequently sent to the Secretary of State for Communities and Local Government in June 2016.

In the interim it was agreed to form a Shadow Combined Authority for Lancashire with the Leaders of Blackpool and Chorley elected Chairman and Vice-Chairman respectively.

- 2.2 This Shadow Combined Authority has met on a number of occasions and Leaders are pleased with the results, particularly what can be achieved through working more closely together.

A number of meetings have also taken place with Ministers and Civil Servants to create the Combined Authority, but progress has been slow.

- 2.3 It was made clear by Government, however, that any significant devolution deal would require agreement to an elected Mayor for Lancashire.

3 LATEST BRITAIN

- 3.1 Of the Council's in Lancashire, Wyre was the only Council who didn't support joining the Combined Authority, more recently Fylde has also indicated they will not be joining.

No feedback has been received from Government for several months and it is unclear at this stage whether political changes in Local Government and indeed in Central Government, will result in increased devolution or the slowing down in what is already a very long-winded and torturous process.

On a positive note there certainly seems a willingness to work together across Lancashire to improve the Economic well-being of the County and there is a growing recognition that this might not be through a legally constituted Combined Authority.

4 RISK ASSESSMENT

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

- Resources – Officer resources have been made available by some authorities including Ribble Valley, in supporting the Combined Authority development on an 'in kind' basis. At this stage there are no financial implications if it went ahead.

As per the Scheme of Governance for the Combined Authority, if it went ahead, approval of the annual budget including decisions on any levies or other

demands for financial contribution from constituent authorities would be subject to unanimous agreements by the constituent members.

- Technical, Environmental and Legal – The powers to establish a Combined Authority are contained within the Local Democracy, Economic Development and Construction Act 2009 (“the Act”) and The Cities and Local Government Devolution Act 2016.

A constitution for the Combined Authority was also in the process of being developed. The Council’s own constitution would also need to be reviewed and any necessary amendments made if we became a member.

A Parliamentary Order is needed to establish a Combined Authority. There is no indication of when this would be.

- Political – None arising directly from this report.
- Reputation – None arising directly from this report.
- Equality & Diversity – None arising directly from this report.

5 RECOMMENDED THAT:-

5.1 The contents of this report are noted.

5.2 Consider our future involvement with the Lancashire Combined Authority.

CHIEF EXECUTIVE

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 8

meeting date: 27th JUNE 2017
 title: RESPONSE TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND'S RECOMMENDATIONS
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 The 3rd stage of the Local Government Boundary Commission for England's (LGBCE) review of Ribble Valley is to respond to the consultation on the recommendations made by the LGBCE. This report seeks approval for the draft response.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – The distribution of 40 Councillors has been considered -
- Corporate Priorities – ensuring electoral equality and community representation.
- Other Considerations -

2 BACKGROUND

2.1 The LGBCE confirmed that they agreed with the Council's size submission - this being 40 elected members.

2.2 The LGBCE launched a consultation process on 22nd November which ran until 30th January. This consultation asked for proposals to be put forward to devise wards in the borough which achieved electoral equality.

3 THE COUNCIL'S PROPOSALS

3.1 The Council's Boundary Review working group met several times and recognised that changes were required in order to gain electoral equality across the borough. The electoral forecast for 2022 is 48,027 which equates to 1,201 electors per Councillor (currently 1136).

3.2 The Council's submitted proposed warding structure for the Borough is set out below:-

Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Gisburn, Rimington	SK1	Gisburn	Gisburn	1115	1	-7%
	SK2	Horton	Horton			
	SL1	Middop	Rimington and Middop			
	SL2	Rimington	Rimington and Middop			
	SM1	Newsholme	Newsholme			
	SM2	Paythorne	Paythorne			
	SE	Gisburn Forest	Gisburn Forest			
Sabden	CJ	Sabden	Sabden	1164	1	-3%
Alston and Hothersall	CG	Alston	Longridge TC	2168	2	-10%
	CX1	Hothersall				
Ribchester	CX2	Ribchester	Ribchester	1192	1	-1%
Dilworth	CH1	Dilworth	Longridge TC	2192	2	-9%

Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Derby and Thornley	CH2	Derby	Longridge TC	2487	2	4%
	CN	Thornley	Thornley with Wheatley			
Chipping	SG	Bowland Forest HD	Forest of Bowland HD	1170	1	-3%
	CM1	Bowland	Bowland with Leagram			
	CM2	Leagram	Bowland with Leagram			
	CM3	Chipping	Chipping			

New Ward	Old Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Wiswell and Barrow	Wiswell and Pendleton	CQ	Barraclough	Pendleton	2292	2	-5%
		CR	Pendleton	Pendleton			
		CS	Wiswell	Wiswell			
		CT1	Barrow	Barrow			
	Whalley		Area around Eagle at Barrow, Lamb Roe, and Barrowlands	Whalley			
Chatburn	Chatburn	CO	Chatburn	Chatburn	1104	1	-8%
		CP1	Downham	Downham			
		CP2	Twiston	Twiston			
	Wiswell and Pendleton	CU1	Mearley	Mearley			
		CU2	Worston	Worston			
Grindleton and West Bradford	Waddington and West Bradford	SN	Grindleton 1	Grindleton	1237	1	3%
		SO	Grindleton 2	Grindleton			
		SP	West Bradford	West Bradford			
Hurst Green and Whitewell	Aighton, Bailey and Chaigley	CK	Hurst Green/ Stonyhurst	Aighton, Bailey and Chaigley	1089	1	-9%
		CL	Chaigley	Aighton, Bailey and Chaigley			
		CW	Dutton	Dutton			
	Bowland, Newton and Slaidburn	SH	Bowland Forest LD	Forest of Bowland LD			
Waddington, Bashall Eaves and Mitton	Aighton, Bailey and Chaigley	SA	Bashall Eaves	Bashall Eaves and Mitton	1228	1	2%
	Whalley	SB	Mitton	Bashall Eaves and Mitton			
	Waddington and West Bradford	SC	Waddington	Waddington			
	Whalley	CT2	Little Mitton	Bashall Eaves and Mitton			
Brockhall and Dinckley	Billington and Old Langho	DK	Brockhall and Old Langho	Billington and Langho	1116	1	-7%
	Langho	DG	Dinckley	Dinckley			
Billington and Langho	Billington and Old Langho	DE	Billington	Billington and Langho	2662	2	11%
	Langho	DF	Langho	Billington and Langho			
Clayton-le-Dale and Salesbury	Clayton-le-Dale with Ramsgreave	DH	Clayton-le-Dale	Clayton-le-Dale	1236	1	3%
		DI	Salesbury	Salesbury			
Mellor	Mellor	DA	Balderstone	Balderstone	2257	2	-6%
	Mellor	DB	Mellor	Mellor			
	Clayton-le-Dale with Ramsgreave	DC	Osbaldeston	Osbaldeston			
Wilpshire and Ramsgreave	Wilpshire	DJ	Wilpshire	Wilpshire	2586	2	8%
	Clayton-le-Dale with Ramsgreave	DD	Ramsgreave	Ramsgreave			

New Ward	Old Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Read and Simonstone	Read and Simonstone	CY	Simonstone	Simonstone	2053	2	-15%
		CI	Read	Read			
	Whalley		Area around Portfield Bar	Whalley			
Whalley Nethertown	Whalley	CV	Nethertown	Whalley	1310	1	9%
Whalley and Painter Wood	Whalley	CV	Whalley	Whalley	2377	2	-1%
	Billington and Old Langho		Area around Painter Wood and Whalley Road up to railway line	Billington and Langho			
Edisford and Low Moor	Edisford and Low Moor	CA	Edisford	Clitheroe TC	2529	2	5%
		CB	Low Moor	Clitheroe TC			
Littlemoor	Littlemoor	CE	Littlemoor	Clitheroe TC	2427	2	1%
Primrose	Primrose	CF	Primrose	Clitheroe TC	2644	2	10%
Salthill	Salthill	CD	Salthill	Clitheroe TC	2463	2	3%
St Mary's	St Mary's	CC	St Mary's	Clitheroe TC	2639	2	10%
Bowland	Bowland, Newton and Slaidburn	SD	Bolton-by-Bowland	Bolton-by-Bowland. Gisburn Forest and Sawley	1172	1	-2%
	Bowland, Newton and Slaidburn	SJ	Newton-in-Bowland	Newton-in-Bowland			
	Bowland, Newton and Slaidburn	SI1	Easington	Slaidburn and Easington			
	Bowland, Newton and Slaidburn	SI2	Slaidburn	Slaidburn and Easington			
	Waddington and West Bradford	SF	Sawley	Bolton-by-Bowland. Gisburn Forest and Sawley			

4 LGBCE RECOMMENDATIONS

- 4.1 Based on the proposals received the LGBCE put forward their recommendations on 11th April and launched a consultation on these.
- 4.2 The LGBCE's recommendations, summary report and link to full report, have previously been circulated to all members.
- 4.3 The summary report, maps and packs have been made available to Parish Councils and members of the public both online and as hard copies.

5 THE COUNCIL'S RESPONSE TO THE CONSULTATION

- 5.1 The closing date for the consultation was 19th June. Originally this date would have allowed a draft Council response to be approved by this committee on 6th June. However, the calling of the General Election resulted in the meeting date being put back.
- 5.2 The LGBCE agreed to the Council submitting a draft response to the consultation in order to meet the deadline of the 19th June and are happy to accept confirmation of committee's approval following this meeting.
- 5.3 The Council's draft response can be found attached at Appendix A.

6 NEXT STEPS

- 6.1 Following the submission of the Council's response the LGBCE will consider our views alongside all the other responses they have received. The LGBCE will then publish their final recommendations on 29th August 2017.

7 RISK ASSESSMENT

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

- Resources - None
- Technical, Environmental and Legal – None
- Political - None
- Reputation – None
- Equality & Diversity - None

8 RECOMMENDATION

- 8.1 Consider and approve the response to the LGBCE's recommendations.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF: MH/P&F/

For further information please ask for Michelle Haworth, extension 4421



RIBBLE VALLEY BOROUGH COUNCIL

please ask for:

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my ref: MH

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date: 16 June 2017

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Dear Sirs

ELECTORAL REVIEW OF RIBBLE VALLEY: DRAFT RECOMMENDATIONS CONSULTATION RESPONSE FROM RIBBLE VALLEY BOROUGH COUNCIL

I write with reference to the Local Government Boundary Commission's draft recommendations for new electoral arrangements for Ribble Valley Borough Council, which are out for consultation until 19th June 2017.

I enclose for your attention the Council's draft response to those recommendations, which have been agreed by the Council's Boundary Review Working Group. As discussed with David Owen the response is being considered at the Policy and Finance Committee on 27th June (the date of which has been moved due to the General Election) and we will write immediately following that meeting with the formal resolution.

Members are pleased that the draft recommendations are broadly aligned with the Council's earlier submission regarding warding patterns across the Borough. More specifically Council members' views are as follows:

NORTH

Council members are happy to accept the majority of draft recommendations for the warding patterns in the North area, which reflected the Council's original proposals with the exception of the Waddington and West Bradford proposals.

Waddington and West Bradford

The Council proposed a single-member ward composed of the parishes of West Bradford and Grindleton, and a single-member ward composed of the parishes of Waddington, Bashall Eaves, Great Mitton and Little Mitton. Both wards would have good levels of electoral equality by 2022.

The Commission has agreed with the proposal for a West Bradford and Grindleton ward, however, it has been named West Bradford. Council members expressed a unanimous preference to reject this name and to revert to the Council's proposed name of West Bradford and Grindleton as it reflects the names of the two villages and communities. The name also has a historical background.

The Council disagrees with the Commission's proposals for the Waddington ward (being a single-member Waddington ward, made up of the parishes of Waddington, Bashall Eaves and Bowland Forest Lower Division). The Council considers that the Commission's argument that this would better reflect the rural road network than would the Council's proposal is not a strong enough reason to amend the Council's proposal. The Council considers that keeping communities together is a stronger case – locals are used to these rural road networks and the stronger social connections, keeping communities together makes a stronger argument.

SOUTH WEST

Council members were pleased to note that the draft recommendations for the wards in the South West area of the borough have few variations to the Council's original proposals.

Hurst Green and Mitton

Council members are of the view that the Council's original proposals better reflected the identities and interests of both the Waddington and West Bradford and the Aighton, Bailey and Chaigley communities and residents. Our proposals ensured that the parish of Bashall Eaves and Mitton is brought together when forming the Hurst Green and Whitewell Ward.

We proposed that the current Aighton, Bailey and Chaigley ward be split – with Hurst Green and Stonyhurst combining with Chaigley, Dutton and Bowland Forest Lower Division to form a new single member ward. The Council wishes to revert to the Council's original proposal and propose that the ward be named Hurst Green and Whitewell.

CLITHEROE

Edisford and Low Moor, Littlemoor, Primrose, Salthill and St Mary's

Significant levels of current and forecast electoral inequality are indicated for most wards.

The Council proposed a warding pattern which would modify all of the town's wards in order to improve electoral equality whilst maintaining the reflection of community identities.

The Commission do not consider, however, that the Council's proposal would go far enough to improve electoral equality.

Littlemoor includes the Standen Strategic Development site and this is an identified growth area. Members felt that Littlemoor having a low variance of 1% in 5 years was acceptable as the ward will continue to grow beyond the five years. Electoral forecasts have allowed for 165 of the 1140 dwellings to be built in the next five years. The Council expects the remaining number of dwellings to be built in the following 5-10 years and made allowances for such in its proposals.

Council members are of the view that the Council's original proposals for all Clitheroe wards should be upheld.

WHALLEY AND SOUTH EAST

Council members were pleased to note that the draft recommendations for the wards of Sabden and Wiswell and Barrow have been agreed by the Commission.

East Whalley, Read and Simonstone, Whalley and Painter Wood, and Whalley Nethertown

The parishes of Great Mitton and Little Mitton currently lie within a Whalley ward which includes the whole of Whalley parish. Due to the scale of housing development in Whalley, which has established much of the need for this review, the Council agrees with the Commission that the ward for Whalley has to change in order to provide for reasonable levels of electoral equality.

The Council proposed that Great Mitton and Little Mitton be included in a ward with Bashall Eaves and Waddington. As stated previously we reject the commission's proposal for Great Mitton and Little Mitton and wish the commission to revert to the original proposal as this would bring all the parishes which share a joint parish council into one ward.

The Council proposed that the rural eastern part of Whalley parish be added to the current Read and Simonstone ward to improve electoral equality and recognised that the proposal would still leave that ward with 14% fewer electors per councillor than the average for the borough by 2022. The Council understands that the proposal would require the creation of a Whalley Town Council ward which would normally be considered unviable, having fewer than 100 electors by 2022. However, Members strongly and unanimously oppose the Commission's proposal for amending the Council's proposal by including part of Accrington Road which lies to the west of the A671, Sydney Avenue, The Cloisters and the site of a new housing development in the proposed Read and Simonstone ward.

A Full Planning Application was submitted in July 2016 for the housing development site on Accrington Road. This application is for a residential development comprising 17 bungalows, 12 houses, 20 apartments and 26 sheltered apartments together with access roads, car parking, landscaping, open space and flood compensation storage area. Members find it wholly inappropriate for the future electors on this site, who will mostly be elderly residents, to be faced with travelling such a distance to vote in Read and Simonstone when the Whalley and Painter Wood polling station would be a short walking distance.

Members strongly feel that the Commission's proposals would in no way reflect community identity. Electors on Accrington Road, Sydney Avenue, and The Cloisters are part of the village of Whalley and have no links to Read and Simonstone.

The Council therefore feels it is inappropriate to call the ward Whalley East, Read and Simonstone as only a very small number of electors are from the Whalley area.

(The Commission proposed that part of Accrington Road which lies to the west of the A671, Sydney Avenue, The Cloisters and the site of a new housing development be added to Read and Simonstone ward. The Council would like to point out that the maps provided didn't match the above proposals as Sydney Avenue and The Cloisters were not included in the Read and Simonstone ward proposal on the map.)

We agree that the Council's proposal for Whalley Nethertown should be amended so that the A59 be the eastern boundary of the ward rather than the railway line, meaning

that the eastern part of Mitton Road (and the Mitton Road new housing development) will form part of the proposed Whalley and Painter Wood ward. This will provide for greater electoral equality in these two wards.

The Council is happy with the modification to the Whalley and Painter Wood ward (that the western part of Longworth Road, Billington be included in this ward.)

Billington and Langho, and Brockhall and Dinckley

The Council proposed two two-member wards for this area having 13% more and 7% fewer electors per councillor than the average for the borough by 2022, respectively. As the Commission is not normally prepared to recommend this high level of electoral inequality, and consider the Council's proposed boundary between the two wards to be less distinct than that which can be based on the railway line and the A59, Council members were happy to accept the variations between these two proposed wards.

Should the Commission require any further information please do not hesitate to contact either myself or Michelle Haworth (michelle.haworth@ribblevalley.gov.uk).

Yours sincerely,

M. H. Scott

Marshal Scott
Chief Executive

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 9

meeting date: 27TH JUNE 2017
title: CORPORATE PEER CHALLENGE
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 The purpose of this report is to seek Committee's approval for the Council to take up the LGA's offer of a Corporate Peer Challenge.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – The scope of the Peer Challenge can be tailored to reflect local needs. We may, like many other
 - Corporate Priorities – authorities, wish the Peer Challenge to look at how
 - Other Considerations - well we perform in achieving Corporate Priorities.

2 BACKGROUND

- 2.1 As part of their 'sector led improvement' support to local government, the Local Government Association (LGA) offers the delivery of a Corporate Peer Challenge. The Peer Challenge is designed to help Councils improve their performance.
- 2.2 The scope of a Peer Challenge is agreed with each Council and, if required, tailored to reflect local needs and specific requirements. That said, there is a core component that looks at issues of leadership, governance, corporate capacity and financial resilience.
- 2.3 Fundamentally, the Peer Challenge is not an inspection like the former Comprehensive Performance Assessment (CPA) and Comprehensive Area Assessment (CAA). In particular, it is not currently a mandatory requirement but the LGA does encourage Councils to have a Peer Challenge as it is considered to be an effective tool for improvement in a Council's performance.
- 2.4 The Peer Challenge is conducted by senior/experienced officers (likely to led by a Chief Executive from another Council) and Councillors (who are likely to reflect the political make-up of the Council) supported by an LGA Peer Challenge Manager.
- 2.5 For district councils the Peer Challenge is generally conducted over a 3-day period and involves the Peer Challenge team reviewing the Council's policies, strategies, performance as well as having discussions with a range of focus groups, eg representatives of the private sector, voluntary sector etc.
- 2.6 Further details of the LGA's Corporate Peer Challenge offer along with various questions/answers are provided in the LGA's explanatory note at Appendix A.
- 2.7 In view of the recent changes in the political leadership of the Council, members may feel a Corporate Peer Challenge at this time is an ideal opportunity for the Council to have an external assessment of its present position as well as consider opportunities for any improvements that may be necessary given the challenges faced by the Council.
- 2.8 Subject to Committee's agreement to take up the offer of a Corporate Peer Challenge

and the availability of the Peer Challenge team, it is envisaged that the Peer Challenge would take place later in 2017 (the precise timing will be agreed with the LGA but generally their preference is for a 4 to 6 month lead in period from when the decision to have Peer Challenge is agreed).

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

- Resources - The Council is currently a subscriber to the LGA. The Corporate Peer Challenge is provided by the LGA at no additional cost to the Council. Some officer time would be required to help organise and support the Peer Challenge.
- Technical, Environmental and Legal – None identified.
- Political – None identified.
- Reputation – None identified.
- Equality & Diversity - None identified.

4 RECOMMENDED THAT COMMITTEE

4.1 Give approval for the Council to take up the LGA's offer of a Corporate Peer Challenge. A Corporate Peer Challenge will form part of the Council's continuous improvement work.

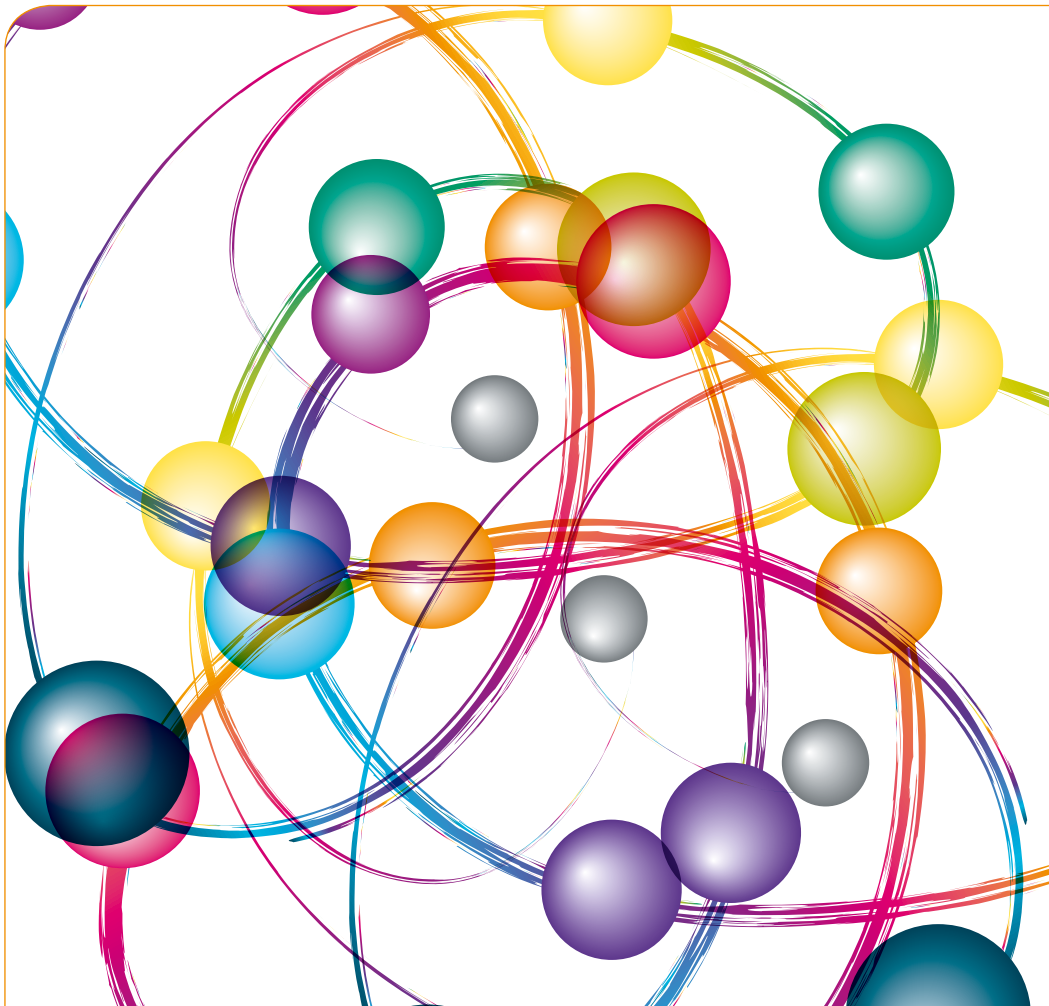
Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS: Appendix A – The LGA's Corporate Peer Challenge Offer
REF:

For further information please ask for Michelle Haworth, extension 4421

The LGA's corporate peer challenge offer



Introduction

Peer Challenge is a core element of the Local Government Association's sector-led improvement offer to local authorities, the approach to which is set out in 'Sector-led improvement in local government' (June 2012) and which has received high levels of support from councils who overwhelmingly endorse the key principles on which it is based:

- councils are responsible for their own performance
- stronger local accountability leads to further improvement
- councils have a sense of collective responsibility for performance in the sector as a whole
- the role of the Local Government Association (LGA) is to help councils by providing the necessary support.

The offer of support set out in 'Sector-led improvement in local government' is a core part of the LGA's offer to councils and includes a range of free of charge/subsidised tools and support for councils.

You can read more about sector-led improvement, the approach and our offer, at: <http://www.local.gov.uk/sector-led-improvement>

A major part of the support is the offer to each council and fire and rescue service to have a corporate peer challenge (at no charge) at a time of its choosing.

This document explains the corporate peer challenge offer in more detail. Further details about other similar offers are set out in Q17.

Peer challenges are managed and delivered by the sector for the sector. They are improvement focused; the scope will be agreed with the council and tailored to reflect their local needs and specific requirements.

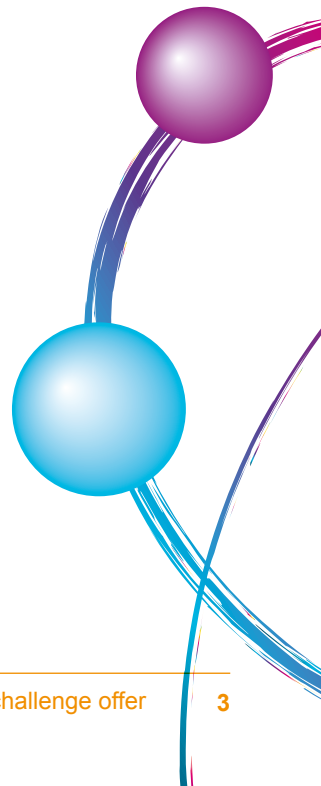
The peer team will involve peers from across the sector and beyond. Their ambition is to help your council respond to its local priorities and issues in its own way to greatest effect.

There are some design principles that it is important to understand:

- Peer challenge is not an inspection, it is a tool for improvement. Peer challenge is carried out to your specification aimed at improving, not judging, your council.
- Peer challenge should be undertaken at a time which most suits a council and focus on what is of most importance to a council.
- A scoping meeting at the outset involving a visit by LGA representatives will be an essential feature. The council's specific needs, the areas it wants to focus on, the make-

up of the team and the results it wants to achieve will be discussed and agreed.

- Peer Challenge should include some focus on leadership, governance, corporate capacity and financial resilience. These will form a core component of all corporate peer challenges.
- The process should be proportionate – minimising the burden (rather than making unnecessary demands that absorb capacity and divert attention) focusing on making appropriate preparation and maximising the benefits.



Overview

Q1: Do councils have to have a peer challenge?

Answer: We want to encourage all councils to take up this offer because experience demonstrates that a peer challenge every 4-5 years is an effective tool for improvement. Peer challenge is a tried, tested and trusted tool to support improvement. We know that during the comprehensive performance assessment (CPA) and comprehensive area assessment (CAA) era, councils that had a peer challenge improved their ratings to a greater extent than those that did not. An independent evaluation of the Corporate Peer Challenge programme 'Supporting Councils to Succeed' (January 2014) concluded that peer challenge has a positive impact for the council receiving it.

Q2: Does each peer challenge follow a standard template?

Answer: No, the focus of the peer challenge will be worked up with each council individually and will be flexible to your needs. The peer challenge will be pitched at a broad organisational level and we would not expect them to include in-depth service reviews since this would duplicate other services we provide. There is significant flexibility to enable the peer challenge to focus on those local priorities, outcomes and ambitions which are important locally.

This could for example include:

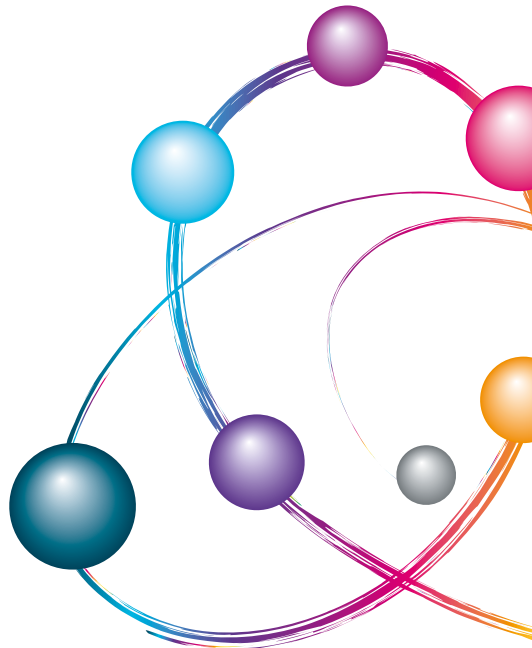
- productivity
- future organisational design options and transformation programmes
- shared services and joint arrangements
- local growth and the economy
- the voluntary and community sector
- working with statutory and other partners in the area.

Additionally the peer challenge will have some focus on leadership, financial resilience and corporate capacity (see Q6) – because we know these are key factors in council performance and improvement and this will help provide reassurance about future performance.

Q3: Who is it for?

Answer: Again, there is great flexibility. Depending on the focus of peer challenge it can be delivered:

- for a single council
- for two or more authorities, eg councils with shared management arrangements or a county council and one or more district councils
- for a group of councils within a sub region
- or with strategic partners; whichever most meets the council's needs.



Q4: When is it best to have a peer challenge?

Answer: There is no set time – it depends when it is best from your council’s perspective. It might be following a change of political control to help the new administration think through certain local challenges; it might be as new issues rise up the agenda as a result of local or national circumstances or it might be integrated within your normal business and review cycles. In short: whenever makes most sense to you.

The basis of the offer is that councils have a corporate peer challenge every 4-5 years.

We simply recommend that you plan ahead (between four to six month lead in period is ideal).

We want to help you get the peer team you want, at the time you need it – but our ability to deliver this will depend on the number of peer challenges scheduled for a similar time and the availability of suitable peers.

The more notice you can give us, the more likely we are to be able to meet your expectations.



The detail

Q5: I have booked up for a peer challenge – what is the next step?

Answer: One of the most important elements of the peer challenge (and what makes it so different from what went before) is the initial scoping meeting. It is key to success. We are not following a rigid set of key lines of enquiry (KLOE) or starting from an ideal local authority benchmark. The intention is that the peer challenge is flexible to focus on what is most important for councils locally – and this is the purpose of the initial scoping meeting.

We would like to meet with the leader and chief executive normally (four to six months) in advance of the peer challenge to discuss and agree:

- the main focus of the challenge
- the nature and composition of the peer team
- when it would be best to undertake the peer challenge
- the value and purpose of any preparatory work/material
- the nature and form of the feedback at the end of the peer challenge.

But this is not the only dialogue that will take place in advance of the on-site visit. Once the peer team is agreed it is really helpful if the respective leaders and chief executives make contact to discuss the forthcoming peer challenge and confirm their expectations. We encourage this as an important part of the preparation stage.

Q6: You say that you would expect each peer challenge to include some focus on leadership, financial resilience and corporate capacity. Why is that?

Answer: There will be a core component that looks at issues of leadership, governance, corporate capacity and financial resilience.

Councils continue to face unprecedented challenges as they seek to maintain front line services with sharply decreasing resources and there is no sign that this will get any easier in the near future.

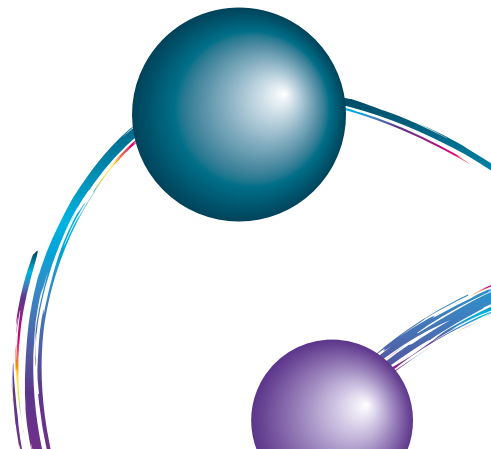
This presents a huge challenge for councils and the core element will help them check they have the capacity to continue to deliver their local priorities.

At the same time councils recognise that service or organisational failure is bad for local people and damages the reputation of the sector as a whole.

Councils wanted to find a way of managing that risk and of helping the sector to assure itself.

Peer challenge is one of the ways we will try to do this – but we will keep it focussed around the following key areas:

- understanding of the local place and priority setting
- leadership of place
- financial planning and viability
- organisational leadership and governance
- capacity to deliver



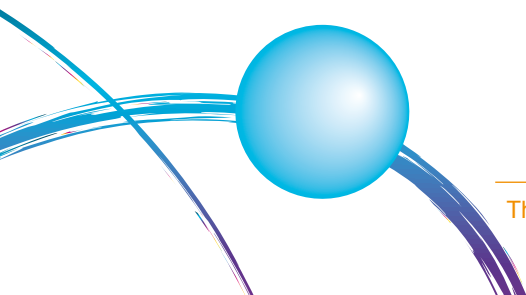
Q7: Will we need to provide you with lots of documentation in advance?

Answer: No. To avoid unnecessary burdens on councils we will ensure information and documentation requested is proportionate to the scope and focus of the peer challenge. We anticipate that virtually all of the background information the peer team needs should already be in existence and we will only ask you for other documents if these are considered essential, and only if we can't find them in the public domain. That said, the peer team will be better able to make a more effective contribution when they fully understand the issues involved – so you might find it worthwhile preparing a short 'position statement' about the main focus of the challenge. This is something that can be discussed at the scoping meeting, ensuring a proportionate approach.

Q8: Who delivers the peer challenge?

Answer: Peers will very much be at the heart of the process. From across the sector and beyond experienced officers and councillors as 'peers' will be used to ensure councils get the most appropriate challenge, support and ideas for their specific needs. Each peer challenge team will be drawn up in line with the council's needs and will reflect the main focus of the peer challenge. The composition of the teams will be agreed with councils.

Typically they will comprise senior and experienced officer and councillors. There is scope to involve other peers including from across the public, private or voluntary sectors depending on the focus of the peer challenge. So a team could include for example a business representative or civil servant. Each team will have an LGA peer challenge manager.



Q9: What does a typical peer challenge involve?

Answer: We are keen to explore new ways of working that reflect a shift in focus from a diagnostic approach based on past performance, to one designed to be forward looking, facilitative and problem solving – providing a robust challenge where this is needed. The peer team will undertake a short intensive period working with the council (usually three to four days) to gain a better understanding of the issues it is grappling with and to explore barriers, opportunities and potential areas for improvement. We can be flexible about how this time is used. Either way, time spent at the council will be interactive, involving meetings with political leaders and senior managers and discussion groups, including with staff and partners.

The council is very much in control of this process and will decide who it is best for the team to meet. All of which can be agreed at the scoping meeting.

Q10: What about citizen involvement in the process?

Answer: This is a question we would like to answer with you in the scoping meeting. It could be as simple as exploring the extent to which citizen views have informed priorities. We know that effective engagement of citizens and making the most of customer insight is a key element of successful councils. So one approach is to use the process to challenge the council to show it has a mandate for local difference based on true engagement.

Q11: How long does a peer challenge last?

Answer: Generally speaking, and based on past experience, we would expect for upper tier councils the peer challenge would involve four days on-site, whilst for district councils the challenge would last for three days. We can be flexible about this and will explore this at the scoping meeting.

Q12: How will the results of the peer challenge be fed back to the authority?

Answer: We will discuss and agree this with the council so that the approach is the best for them. But based on experience to date, we envisage that feedback will take place in a number of different ways:

- A roundtable feedback discussion on the final day on-site at the council involving an audience of the council's choosing. The team will share its views and offer advice on the core component and any additional areas of focus.
- A feedback report to the council outlining the main findings and conclusions, recommendations for improvement and innovation, and signposting examples of good practice and case study material.
- The offer of an improvement planning session, wider feedback event, or other activity to enable discussion and development of plans to take forward the feedback from the peer challenge.
- Whether some or all of these approaches are adopted experience demonstrates that an inclusive approach involving those outside the executive and senior management team can provide a firm basis for subsequent action.

The peer team will provide continuous feedback throughout the peer challenge process. The intelligence gained from the key leadership and corporate capacity research will be fed back into the LGA to inform the planning of future support. It will also contribute to our sector knowledge base which we need to continue to prove sector-led improvement works for local government.

Q13: Will the results of the peer challenge be published?

Answer: It is for the council itself to decide how it uses the feedback provided and if, when and in what form it plans to publish the results of the peer challenge. The LGA strongly encourages councils to publish the results and we know that most councils do so as part of their continuing commitment to be accountable to the communities they serve. One approach might be to publish a statement setting out the findings and recommendations of the peer challenge team along with any improvement actions the council has agreed to.

Most councils who have received a peer challenge have published the findings and more information on these is available on our website:
www.local.gov.uk/peer-challenge

Q14: Is that it? What happens after the challenge?

Answer: There is an expectation that the Council will commit to a follow up visit within two years after the peer challenge. The purpose of the visit is to help the council assess and demonstrate the impact of the peer challenge and the progress made against the areas of improvement and development identified by the peer team. It is a lighter-touch version of the original visit and does not have to involve all of the original peer team. The timing of the visit can be determined by the you.

In addition experience demonstrates that on-going dialogue with members of the peer team often develops and that this can be very valuable.

The LGA principal adviser responsible for your region will of course continue to maintain ongoing contact with your authority and make links to the support on offer from the LGA or other sector owned improvement bodies.

Finally we will also get feedback so we can continue to refine and improve our approach to peer challenge.

Q15: Peer challenge – what it is not

Answer: Our approach to peer challenge continues to evolve but seeks to retain the tried, tested and trusted peer review model:

- it is not a sector-owned form of inspection
- it does not deliver a scored assessment
- it is not a detailed service assessment
- it is not driven by external requirements or a standard set of KLOE
- it is not reported to government.

Ultimately this is your resource.

Our objective is to work with you to help you maximise the benefit; to help you define the scope and process so that it best meets your needs and the needs of your council and community, and to help improve your productivity and effectiveness.

Q16: How can I make sure my authority gets the most value out of the peer challenge?

Answer: See it as a tool for improvement and use the resource to focus on areas of perceived weakness or where you are facing a particular challenge.

Plan well in advance so you get the team that is right for you.

Be open and transparent. Don't try and stage manage the process – it is not an inspection.

Be inclusive – consider how you can secure ownership beyond the executive and senior management team.

Talk to other councils that have taken part to glean their insights into how best to plan and prepare to maximise the opportunity.

We also provide feedback on other council's experiences on our website: www.local.gov.uk/peer-challenge

Some other issues

Q17: I have heard that the LGA is offering other peer challenge/ reviews – can you explain how do they fit together?

Answer: We have a range of peer-led improvement support options available. Sometimes the funding routes are different and this may lead to slight differences in the terms of their availability.

- Corporate peer challenge: free peer challenge for each council and fire and rescue service at a time of their choosing. Focus to be agreed with the council but will include a small core element around leadership and corporate capacity (as described above).
- Safeguarding children and children in care peer reviews and diagnostics: In response to demand from local authorities and the commencement of the new Ofsted inspection framework, we are continuing to offer safeguarding peer reviews alongside care and safeguarding diagnostics, details of which can be found on our website at: <http://www.local.gov.uk/web/guest/peer-challenges/children-safeguarding>
- Health and wellbeing: the support offer focusses on a system-wide approach to developing effective leadership to integrate and devolve health and social care. The peer challenge offer is currently being reviewed and refreshed to support this.
- Adult social care peer challenge: Following the removal of national targets and assessments, councils are working through the

opportunities and challenges of self-regulation, improvement and innovation in adult social care. We continue to work with partners to develop and deliver a programme for sector-led support in adult services, including a peer challenge offer, more information about which can be found on our website at: <http://www.local.gov.uk/web/guest/peer-challenges/adults>

- Peer based finance offer: Our offer relies on making use of expertise in the sector, both officer and councillor peers. It currently includes a financial health check; a budget challenge; and tools to allow councils to assess their own financial position and consider opportunities and threats to their financial strategy. The offer continues to evolve.

- Other peer challenges: In addition, the LGA can offer a number of service specific peer challenges (including for housing, planning, highways, and community safety). Further details (including costs) can be found on our website at: <http://www.local.gov.uk/peer-challenges>
- Financial Peer Review: this dovetails closely with the Corporate Peer Challenge and looks at how councils are setting the strategy, making the decisions required and implementing the changes that will give them the best chance of balancing the books in the medium and long term. The review involves financially experienced peers and focuses on five areas including leadership, strategy, decision-making, outcomes and innovation. See more at: <http://www.local.gov.uk/peer-challenges/finance>

Q18: Colleagues tell me that being involved as a member of a peer team is a really good learning experience, how can I get involved?

Answer: It is. Peers tell us that they really enjoy being part of a peer team and value the opportunity this provides to see what is happening in other parts of the country. We know that the benefits of being a peer are wide, varied and sometimes personal. The publication 'Enabling learning, development and improvement' (July 2014) provides a series of insights and experiences from officers, councillors and others who have been peers. See: www.local.gov.uk/call-for-peers

For councillors in particular, it represents a chance to see another political culture at close quarters – unlike senior officers, many councillors do not have experience of serving in different parts of the country. In addition, it provides an opportunity for peers to share their own knowledge and expertise and to bring back learning for their own authority. We currently need more chief executives and senior officers to become peers – so if you are interested in finding out more please get in touch!

A final word. If we are to deliver such a significant commitment we need your help. We need councils to make available the high quality peers that are required. In order to ensure a cost-effective way of delivering such a commitment we also need you or your colleagues to invest time in being a peer and to book slots in advance over the coming three year period to have a peer challenge.

To discuss or enquire about a peer challenge at your council please contact the relevant LGA Principal Adviser:

East Midlands, North East & Yorkshire and the Humber:

Mark Edgell
Tel: 07747 636910
Email: mark.edgell@local.gov.uk

North West:

Gill Taylor
Tel: 07789 512173
Email: gill.taylor@local.gov.uk

East of England:

Gary Hughes
Tel: 07771 941337
Email: gary.hughes@local.gov.uk

Rachel Litherland
Tel. 07795 076834
Email: rachel.litherland@local.gov.uk

London:

Heather Wills
Tel: 07770 701188
Email: heather.wills@local.gov.uk

West Midlands:

Helen Murray
Tel: 07884 312235
Email: helen.murray@local.gov.uk

South West:

Andy Bates
Tel: 07919 562849
Email: andy.bates@local.gov.uk

South East (Buckinghamshire, Hampshire, IOW, Kent & West Sussex):

Heather Wills
Tel: 07770 701188
Email: heather.wills@local.gov.uk

South East (Berkshire, East Sussex, Oxfordshire & Surrey):

Mona Sehgal
Tel: 07795 291006
Email: mona.sehgal@local.gov.uk

For more information about how to become a peer please contact:

Paul Clarke

Programme Manager
(Local Government Support)
Tel: 07887 706960
Email: paul.clarke2@local.gov.uk



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We consider requests on an individual basis.

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

DECISION

Agenda Item No 10

meeting date: 27 JUNE 2017
title: UPDATE ON BUSINESS RATES AND COUNCIL TAX FLOOD RELIEF SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

- 1.1 To update Committee about the Flood Relief Schemes that were approved in January 2016 as a result of the flooding caused by storms Desmond and Eva in 2015.
- 1.2 To seek approval to extend the Council Tax Relief Scheme.

2 BACKGROUND

- 2.1 December 2015 was one of the wettest months on record in the United Kingdom. High water levels in the rivers and on land coupled with record rainfall meant the Ribble Valley had a number of flooding incidents throughout December.
- 2.2 On 29 December 2015 the Government announced a financial support package, which included both Business Rates and Council Tax Relief for those affected.
- 2.3 Formal approval of the 12 month Business Rates and Council Tax Relief Schemes was sought and granted at the Policy and Finance Committee meeting on 26 January 2016.
- 2.4 DCLG confirmed that they would continue to fund the relief for those householders who had not been able to return home after 24 December 2016 and as a result on 24 January 2017 this committee agreed to extend the relief to 31 March 2017 for those affected.

3 UPDATE

- 3.1 There are still four properties where the occupiers are still unable to return home.
- 3.2 As the Government have confirmed that they will continue to fund this relief we have extended the relief for those affected to 31 March 2018.
- 3.3 A revised Council Tax Relief Scheme with the end date extended until 31 March 2018 is attached at Annex A.

4 FINANCIAL IMPLICATIONS

- 4.1 Both the Business Rates and Council Tax Relief Schemes are fully funded by Central Government and therefore the only cost to Council Tax payers has been in the administration of the scheme.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the revised Council Tax Relief Scheme as set out at Annex A.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF31-17/ME/AC
13 June 2017

Ribble Valley BC Council Tax Flooding Relief Scheme

The Flooding Incident that this scheme applies to is where domestic properties have been flooded as a result of Storm Desmond or Storm Eva in Ribble Valley.

The definition to be used for this scheme is from the National Flood Emergency Framework for England. Therefore the definition of flooded properties is:

Properties Flooded are those properties where it is considered that the property has been flooded internally. i.e. water has entered the property:

- Basements and below ground level floors are included
- Garages are included if in the fabric of the building. Garages adjacent or separate from the main building are not included
- Includes occupied caravans and park homes but not tents

Minimum Relief for all properties affected

A 100% Council Tax discount will be applied to all properties that were flooded or were not liveable for any period of time for a minimum period of 3 months. This could include:

- Where gardens/adjoining land/outbuildings have been severely affected
- Where services such as sewerage, drainage, and electricity are severely affected
- Upper storey flats (above ground level) where accessibility or impacted services mean the property is unliveable.

Where possible this relief will be granted automatically and if, as a result of the relief being granted the Council Tax account goes into credit, a refund will be issued to the Council Tax payer.

Where residents have been required to move into temporary accommodation a parallel 100% discount will also apply where they become liable for Council Tax at the temporary accommodation. To access this discount residents will need to provide details of the temporary accommodation and confirmation that they are liable for Council Tax at that address.

Where a resident's property has been flooded or rendered unliveable due to multiple separate flooding events they will be allowed a discount in respect of each event. However the discounts will run concurrently, meaning that someone affected by both storms would see their discount apply for 3 months after they became affected by the second event.

Properties that are unoccupied for more than 3 months

A 100% Council Tax Discount will apply to all properties that have been flooded or rendered unliveable due to the flooding and which remain unoccupied for more than 3 months as a result of the flooding.

- The relief will apply for the period the property remains unoccupied and unliveable
- The relief will cease on reoccupation of the premises.
- An application will be required to be made to Ribble Valley Borough Council.
- The relief granted will not exceed 31st March 2018.

This also applies to any parallel discount that has been applied where residents have been required to move into temporary accommodation.

Affected properties that were unoccupied at the time of Storm Desmond or Storm Eva

Properties which were 2nd Homes at the time of the flooding will not be entitled to the relief. Other affected properties which were empty and unoccupied and which were flooded or became unliveable as a result of Storm Desmond or Storm Eva will be entitled to the relief for a maximum period of 3 months.

Where it is not possible to award the relief automatically further information/evidence may be required from the Council Tax payer before awarding the relief.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 27 JUNE 2017
title: CAPITAL OUTTURN 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 The purpose of this report is to review the final outturn of the 2016/17 capital programme for Policy and Finance Committee and to seek member approval for the slippage of some capital scheme budgets from the 2016/17 financial year to the 2017/18 financial year.

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 The capital programme total approved budget for this committee's five schemes was £272,500, after the addition of slippage from the 2016/17 financial year.

2.2 At revised estimate stage, the following changes were made to the capital programme:

- The budgets for the Clitheroe Townscape and Economic Development Initiatives schemes, totalling £155,000, were moved to the 2017/18 financial year.
- The 2016/17 budget required on the combined Council Offices Re-roofing and Council Offices Replacement Windows and Rooflights schemes was reduced by £12,970, from £17,500. This was because contract spend required in 2016/17 was only £4,530. The majority of the budget reduction in 2016/17 was due to the final £12,450 contract retention payment not being payable until May 2017. This resulted in £12,450 of budget being moved to the 2017/18 financial year.

2.3 This left a revised capital programme of £104,530, made up of three schemes.

2.4 During the financial year this committee has received reports monitoring the progress of the schemes within the programme.

2.5 As part of the closure of accounts process, capital programme expenditure has been capitalised and added to the balance sheet or charged to revenue where appropriate.

3 CAPITAL OUTTURN 2016/17

3.1 The table overleaf summarises the overall financial position on the capital schemes for this committee. It shows budget approvals, slippage from 2015/16, budget moved to 2017/18, actual expenditure in-year and slippage requested.

<i>BUDGET ANALYSIS</i>				<i>EXPENDITURE</i>	<i>SLIPPAGE</i>	
Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget Moved to 2017/18 £	Actual Expenditure 2016/17 £	Requested Slippage into 2017/18 £
100,000	172,500	272,500	104,530	167,450	123,990	6,650

3.2 Actual expenditure on the capital programme was £123,990, which was £19,460 higher than the revised estimate budget. The main reasons for this higher spend are as follows:

- **PRGCP – Performance Reward Grants (+£26,110):** The Council is required to capitalise 50% of the Performance Reward Grants (PRG) expenditure that is paid out each year, this being £26,110 in 2016/17. In essence this is purely an accounting adjustment, rather than an overspend, and the grants are fully funded from PRG grant monies that the Council have previously received.
- **ITSAN - ICT Infrastructure Refresh (-£6,646):** The IT consultant input required to complete the infrastructure refresh could not be scheduled in until early 2017/18. Slippage of £6,650 into 2017/18 is requested to help fund the IT consultant expenditure required. The IT consultant input cost in 2017/18 is £8,000. Given the slippage request of £6,650, then this scheme will overspend by £1,350 in 2017/18. This is just over 1% of the total scheme budget and is due to a small number of unforeseen peripheral items required as part of the scheme.

3.3 Annex 1 shows the full capital programme budget and expenditure in-year for each scheme and highlights the requested slippage.

4 SLIPPAGE

4.1 Where capital schemes are not financially complete at year-end and there is an unspent budget to be moved into the next financial year, this is known as slippage. For this Committee slippage of £6,650 is requested into 2017/18 for the ICT Infrastructure Refresh scheme.

4.2 Attached at Annex 2 is the request for slippage form. This Committee is asked to consider and approve the request.

5 RISK ASSESSMENT

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

- Resources – A sum of £6,650 has been set aside in the Council's capital resources to fund the requested slippage. The additional spend of £1,350 required on the ICT Infrastructure Refresh scheme in 2017/18 will be financed from the ICT repairs and renewals earmarked reserve.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

- 6.1 Actual expenditure on the capital programme was £123,990, which was £19,460 higher than the revised estimate budget. The main reason for this higher spend is because the Council is required to capitalise 50% of the Performance Reward Grants spend each year, this being £26,110 in 2016/17. This is purely an accounting adjustment and the grants are fully funded from grant monies that the Council have received.
- 6.2 The ICT Infrastructure Refresh Scheme was almost complete at year-end. Slippage of £6,650 is required to help fund the final expenditure on the scheme in 2017/18.
- 6.3 The contract work on the Council Offices Re-roofing and Council Offices Replacement Windows and Rooflights schemes was completed in-year.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Consider the request for slippage shown at Annex 2 and approve the slippage of £6,650 into the 2017/18 financial year for the ICT Infrastructure Refresh scheme.

SENIOR ACCOUNTANT
PF35-17/AC/AC
16 June 2017

DIRECTOR OF RESOURCES

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

POLICY AND FINANCE COMMITTEE
Capital Programme Outturn 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget Moved to 2017/18 £	Actual Expenditure 2016/17 £	Slippage into 2017/18 £
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network & Server Replacement)	100,000	0	100,000	100,000	0	93,354	6,650
OROOF	Council Offices – Re-roofing	0	14,760	14,760	3,170	7,910	3,169	0
WINDW	Council Offices – Replacement Windows and Rooflights	0	2,740	2,740	1,360	4,540	1,357	0
TNSCP	Clitheroe Townscape Scheme	0	55,000	55,000	0	55,000	0	0
ECDVI	Economic Development Initiatives	0	100,000	100,000	0	100,000	0	0
PRGCP	Performance Reward Grants	0	0	0	0	0	26,110	0
	Total Policy and Finance Committee	100,000	172,500	272,500	104,530	167,450	123,990	6,650

Request for slippage into 2017/18

Cost Centre and Scheme Title	ITSAN: ICT Infrastructure Refresh (Storage Area Network (SAN) and Network & Server Replacement)
Scheme Description	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.
Head of Service	Lawson Oddie
Year Originally Approved	2016/17 (Annual Scheme)
Revised Estimate 2016/17 for the Scheme	£100,000
Actual Expenditure in the Year 2016/17	£93,354
Variance - (Underspend) or Overspend	(£6,646)
Please provide full reasons for the (under) or over spend variance shown above?	The IT consultant input required to complete the infrastructure refresh could not be scheduled in until early 2017/18. The IT consultant input cost is £8,000. Given the slippage request of £6,650, then this scheme will overspend by £1,350. This is just over 1% of the total scheme budget and is due to a small number of unforeseen peripheral items required as part of the scheme.

Slippage Request

Please grant the amount of Budget Slippage from 2016/17 to 2017/18 requested.	£6,650
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	The IT consultant input required to complete the infrastructure refresh could not be scheduled in until early 2017/18 - the work was completed by early May 2017. The committee is asked to approve £6,650 slippage from 2016/17 to 2017/18. The IT consultant input cost is £8,000, so the additional budget of £1,350 will be financed from the ICT repairs and renewals earmarked reserve.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	By May 2017.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 13

meeting date: 27 JUNE 2017
title: BUDGET 2017: BUSINESS RATE RELIEF SCHEMES UPDATE
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To update members of the progress made regarding Business Rate relief schemes announced by the Chancellor in his budget on Wednesday 16 March 2017.

2 BACKGROUND

2.1 Business Rates are periodically revalued to take into account changes to business activity across the country. The latest revaluation came into effect on 1 April 2017.

2.2 The purpose of the revaluation is to ensure that business contribute their fair share of tax in different parts of the country and sectors of business activity.

2.3 In the run up to the March budget a number of groups made representations to the Government about the impact that the revaluation would have, in particular on those seeing the greatest increases in their rates payable.

3 MARCH 2017 BUDGET ANNOUNCEMENT

3.1 In his budget the Chancellor announced that he had listened to the representations made by the various bodies and had decided to provide additional relief to those businesses who had been most impacted by the revaluation.

3.2 Additional Relief would be made available in three instances:

- Small Businesses

As a result of the revaluation some small businesses, who currently receive Small Business Rate Relief (SBRR) or Rural Rate Relief (RRR) would experience significant increases in the amount of rates payable if as a result of the revaluation they no longer qualified for SBRR or RRR. Therefore the Chancellor announced that Local Authorities would be able to grant discretionary rates relief in such cases to ensure that those businesses losing SBRR or RRR would experience an increase in rates payable of no more than £600 per year or the matching cap on increases for small properties in the transitional relief scheme, whichever is greater. Detailed guidance was only issued in late May 2017 and we are awaiting further clarification.

- Pubs

Pubs with a rateable value of below £100,000 will receive a £1,000 discount on their bill. NB The Government stated that it would publish a consultation on the operation of the scheme shortly which will determine eligibility, but to date nothing has been forthcoming.

- Discretionary Relief Scheme

The Chancellor announced that he would make £300 million available to local authorities to support those businesses that face the steepest increases as a result of the revaluation. It will cover four years from 2017/18 as follows:

£175m in 2017/18
£85m in 2018/19
£35m in 2019/20
£5m in 2020/21

A consultation paper was published on 9 March 2017 about how this scheme will be implemented along with the proposed distribution of the £300 million. NB Ribble Valley Borough Council's proposed allocation is £179,000 i.e. £104,000 in 2017/18, £51,000 in 2018/19, £21,000 in 2019/20 and £3,000 in 2020/12. NB This consultation closed on 7 April 2017.

4 ISSUES

- 4.1 You recommended at your meeting on 28 March 2017 to delegate to the Director of Resources to devise and implement the new relief schemes to prevent any delay in their introduction.
- 4.2 However the announcement of the General Election on 8 June 2017 has resulted in a delay in any detailed guidance from Government that was originally expected in order to progress development of these new reliefs.
- 4.3 We have estimated that approximately 20 businesses will benefit from the SBRR/RRR additional relief, approximately 50 businesses will benefit from the Pubs relief (this will depend on the definition used to determine eligibility) and at this time without further detail we are unable to estimate how many business may benefit for the additional Discretionary Relief.
- 4.4 Once further detail is known we will contact those affected and invite them to apply for the SBRR/RRR and Pub schemes and publish our scheme inviting applications for the additional Discretionary Relief Scheme.

5 FINANCIAL IMPLICATIONS

- 5.1 The additional relief schemes for small businesses and pubs will not have a financial impact on this Council as the Government will compensate local authorities by a Section 31 grant for the additional relief granted.
- 5.2 As the additional Discretionary Relief Scheme will have a limited allocation it is important that we do not design a scheme that will result in more relief being granted than our allocation.

6 RECOMMEND THAT COMMITTEE

- 6.1 Note the information contained in this report.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF26-17/ME/AC
15 June 2017

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 14

meeting date: 27 JUNE 2017
 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 12 June 2017:

	£000	£000	2017/18 %	2016/17 %
Balance Outstanding 1 April 2017		486		
NNDR amounts due	18,976			
Plus costs	3			
Transitional surcharge	665			
Write ons	0			
	19,644			
Less				
- Transitional relief	-677			
- Exemptions	-223			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,118			
- Small Business Rate Relief	-2,810			
- Retail, Reoccupation, New Build, Discretionary Transitional Relief, and Flood Relief	0			
- Interest Due	0			
- Write Offs	0			
	-4,828	14,816		
Total amount to recover		15,302		
Less cash received to 12 June 2017		-3,315	21.7	21.3
Amount Outstanding		11,987	78.3	78.7

NB The figures included in the table include not only those charges for 2017/18 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 May 2017 is 21.07% compared with 20.87% at 31 May 2016.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 12 June 2017:

	£000	£000	2017/18 %	2016/17 %
Balance Outstanding 1 April 2017		812		
Council Tax amounts due	43,072			
Plus costs	39			
Transitional relief	0			
Write ons	0			
	43,111			
Less - Exemptions	-529			
- Discounts	-3,664			
- Disabled banding reduction	-47			
- Council Tax Benefit	7			
- Local Council Tax Support	-1,823			
- Write offs	-2			
	-6,058	37,053		
Total amount to recover		37,865		
Less cash received to 12 June 2017		-7,927	20.9	20.9
Amount Outstanding		29,938	79.1	79.1

NB The figures included in the table include not only those charges for 2017/18 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 May 2017 is 20.67% compared to 20.89% at 31 May 2016.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 19 June 2017 is:

	£000	£000
Amount Outstanding 1 April 2017		825
Invoices Raised	843	
Plus costs	0	
		843
Less write offs		0
Total amount to recover		1,668
Less cash received to 19 June 2017		971
Amount outstanding		697

Aged Debtors	000s	%
< 30 days	38	5
30 - 59 days	71	10
60 - 89 days	335	48
90 - 119 days	8	1
120 - 149 days	2	0
150+ days	243	35
	697	100

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 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 January 2017 – 31 March 2017	Average Performance
10 days	4.61 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 January 2017 – 31 March 2017	Top grade 4 for all LA's 2007/08
23 days	18.10 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 January 2017 - 31 March 2017:

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.	119.00
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	21.60
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	1.19

7 CONCLUSION

- 7.1 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

PF29-17/ME/AC
13 June 2017

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 15

meeting date: 27 JUNE 2017
 title: OVERALL CAPITAL OUTTURN 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with details of the capital programme outturn for all committees for the 2016/17 financial year.

2 BACKGROUND

2.1 The 2016/17 original capital programme for the Council consisted of eleven new schemes. Four further schemes were added to the 2016/17 capital programme following the approval of budget slippage from the 2015/16 financial year, resulting in a capital programme of fifteen schemes.

2.2 At revised estimate stage, the budgets for three schemes were moved to the 2017/18 financial year and one new scheme was added to the 2016/17 capital programme.

2.3 This meant that the 2016/17 revised capital programme consisted of thirteen schemes with a total budget of £961,705.

2.4 During the financial year all committees have received reports monitoring the progress of schemes within the programme.

2.5 All scheme expenditure has now been capitalised and added to our balance sheet or charged to revenue where appropriate.

3 CAPITAL PROGRAMME 2016/17 OUTTURN

3.1 The table below summarises the 2016/17 capital programme outturn for all committees. It shows the budget and expenditure for the year and highlights the schemes where slippage into 2017/18 was requested.

BUDGET ANALYSIS							ACTUAL	
Committee	Original Estimate 2016/17 £	Slippage from 2015/16 £	Additional Approvals 2016/17 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget Moved to 2017/18 £	Actual Expenditure 2016/17 £	Slippage into 2017/18 £
Community Services	374,500	0	68,425	442,925	440,955	0	416,094	23,600
Planning and Development	30,200	0	0	30,200	30,200	0	0	30,200
Policy and Finance	100,000	172,500	0	272,500	104,530	167,450	123,990	6,650
Health and Housing	523,220	22,420	0	545,640	386,020	175,000	175,825	210,190
TOTAL	1,027,920	194,920	68,425	1,291,265	961,705	342,450	715,909	270,640

Note - slippage is where unspent capital budget has been approved by committee to be moved into next year's capital programme.

- 3.2 During the year the Council spent £715,909 on thirteen capital schemes and performance reward grants, which was 74.4% of the revised estimate.
- 3.3 Of the thirteen schemes in the revised capital programme:
- Four were completed in 2016/17.
 - Five were substantially completed in 2016/17 and they will be fully completed in 2017/18.
 - One was not started in 2016/17. It will be started in 2017/18.
 - There have been underspends in 2016/17 on each of the three housing capital grant schemes. These grant schemes continue into 2017/18.
- 3.4 The main reasons for the £245,796 net in-year variance are as follows:

Variances that relate to slippage into 2017/18

- **DISCP - Disabled Facilities Grants (-£170,130):** Lower levels of Occupational Therapists referrals were received in-year when compared to the increased levels of funding received from central government in 2016/17. Also, some applications are rejected because applicants fail the means test.
- **PLANN - Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£30,200):** Scheme not started in 2016/17 - Towards the latter end of the financial year, officers decided not to implement all elements of the scheme until the ICT Infrastructure Refresh scheme was completed (see below) and the software provider had written the planning system update scripts.
- **LANGR - Landlord/Tenant Grants (-£25,525):** Two grant applications were withdrawn at a late stage in-year.
- **RPIMP - Ribblesdale Pool Improvement Work (-£16,821):** The work on the main contract was completed in 2016/17 and Ribblesdale Pool re-opened in March 2017. The main contract value was still to be finalised at year-end. In addition, the main contract retention payment cannot be paid until twelve months after financial completion of the main contract.
- **CWARM – Affordable Warmth - Capital Grants (-£14,540):** Lower levels of grant applications were received in-year when compared to the funding received from Lancashire County Council. In addition, the grant from LCC was only available from October onwards and the Council's Housing Energy officer post was vacant between October and March.
- **PLAYQ - Play Area Improvements 2016/17 (-£6,784):** Two planned elements of this scheme, Whalley Woodland bark mulch laying and painting of equipment across various play areas, were not completed in 2016/17. The work had been planned in early 2017 but availability of staff and unsuitable weather conditions meant that neither job could take place before the end of the financial year.
- **ITSAN - ICT Infrastructure Refresh (-£6,646):** The IT consultant input required to complete the infrastructure refresh could not be scheduled in until early 2017/18, so the work was not completed by the end of the financial year. The IT consultant input cost in 2017/18 is £8,000, so this scheme in total will have a minor overspend of £1,350 in 2017/18, given the slippage request of £6,650.

Accounting treatment of grant monies

- **PRGCP - Performance Reward Grants (+£26,110):** Set against the above underspends, the Council is required to capitalise 50% of the Performance Reward Grants (PRG) expenditure that is paid out each year, this being £26,110 in 2016/17. In essence this is purely an accounting adjustment, rather than an overspend, and the grants are fully funded from PRG grant monies that the Council have previously received.

3.5 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights the schemes where slippage into 2017/18 was requested.

4 RISK ASSESSMENT

4.1 The risks associated with this report are set down below:

- Resources – There are no additional financing requirements needed for the Council's 2016/17 capital programme. This is because £270,640 of capital resources have already been set aside to fund the slippage requested into 2017/18 on several schemes and the additional spend of £1,350 required on the ICT Infrastructure Refresh scheme in 2017/18 will be financed from the ICT repairs and renewals earmarked reserve.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

5.1 During the year the Council spent £715,909 on thirteen capital schemes and performance reward grants, which was 74.4% of the revised estimate budget.

5.2 Of the thirteen schemes in the revised capital programme:

- Four were completed in 2016/17.
- Five were substantially completed in 2016/17 and they will be fully completed in 2017/18.
- One was not started in 2016/17. It will be started in 2017/18.
- There have been underspends in 2016/17 on each of the three housing capital grant schemes. These grant schemes continue into 2017/18.

5.3 Slippage into 2017/18 has been requested on seven of the above schemes, totalling £270,640.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF34-17/AC/AC
16 June 2017

For further information please ask for Andrew Cook

Overall Capital Programme Outturn 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Additional Approvals 2016/17 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget Moved to 2017/18 £	Actual Expenditure 2016/17 £	Slippage into 2017/18 £
Community Services Committee									
WVDHX	Replacement of Works Section Small Van – Ford Transit Toilet Van (PF09 DHX)	12,000	0	0	12,000	12,000	0	10,802	0
PLAYQ	Play Area Improvements 2016/17	40,000	0	0	40,000	40,000	0	33,216	6,780
FORKL	Replacement of Salthill Depot Multi Use Fork Lift Truck	16,000	0	0	16,000	15,980	0	15,975	0
GVUKE	Replacement of John Deere Gang Mower Tractor (PN05 UKE)	46,000	0	0	46,000	44,050	0	44,051	0
GVFRV	Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec	51,500	0	0	51,500	51,500	0	51,446	0
RPIMP	Ribblesdale Pool Improvement Work	209,000	0	68,425	277,425	277,425	0	260,604	16,820
	Total Community Services Committee	374,500	0	68,425	442,925	440,955	0	416,094	23,600
Planning & Development Committee									
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	30,200	0	0	30,200	30,200	0	0	30,200
	Total Planning & Development Committee	30,200	0	0	30,200	30,200	0	0	30,200

Overall Capital Programme Outturn 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Additional Approvals 2016/17 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget Moved to 2017/18 £	Actual Expenditure 2016/17 £	Slippage into 2017/18 £
Policy and Finance Committee									
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network & Server Replacement)	100,000	0	0	100,000	100,000	0	93,354	6,650
OROOF	Council Offices – Re-roofing	0	14,760	0	14,760	3,170	7,910	3,169	0
WINDW	Council Offices – Replacement Windows and Rooflights	0	2,740	0	2,740	1,360	4,540	1,357	0
TNSCP	Clitheroe Townscape Scheme	0	55,000	0	55,000	0	55,000	0	0
ECDVI	Economic Development Initiatives	0	100,000	0	100,000	0	100,000	0	0
PRGCP	Performance Reward Grants	0	0	0	0	0	0	26,110	0
	Total Policy and Finance Committee	100,000	172,500	0	272,500	104,530	167,450	123,990	6,650
Health and Housing Committee									
CMIMP	Clitheroe Market Improvements	175,000	0	0	175,000	0	175,000	0	0
DISCP	Disabled Facilities Grants	273,220	14,090	0	287,310	287,310	0	117,180	170,130
LANGR	Landlord/Tenant Grants	75,000	8,330	0	83,330	83,330	0	57,805	25,520
CWARM	Affordable Warmth – Capital Grants	0	0	0	0	15,380	0	840	14,540
	Total Health and Housing Committee	523,220	22,420	0	545,640	386,020	175,000	175,825	210,190
	OVERALL TOTAL	1,027,920	194,920	68,425	1,291,265	961,705	342,450	715,909	270,640

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 16

meeting date: 27 JUNE 2017
title: TREASURY MANAGEMENT ACTIVITIES 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To inform you of our 2016/17 treasury management operations.

1.2 Relevance to the Council's ambitions and priorities:

- ❖ In accordance with the corporate strategy priority "to ensure a well-managed Council by maintaining critical financial management and controls." This report provides members with information regarding the treasury management activities for 2016/17.

1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.

1.4 In accordance with this policy committee should receive an annual report on its treasury management activities.

2 BACKGROUND

2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.

2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities and is much more likely at any point in time to have surplus funds to invest.

2.3 On a daily basis we assess our cash flow position. To do this we estimate the funds we expect to receive e.g. council tax payments, grants, fees and shares, and deduct any known payments we expect to make e.g. precepts, creditors and salaries.

2.4 On most days the Council is in a position where it has surplus funds available to invest.

2.5 How we invest these surplus funds is governed by the Council's Treasury Management policies and procedures agreed and reported to Policy and Finance Committee and ultimately Full Council. The main points being:

- (i) The Council maintains a list of organisations it will lend its surplus funds to that is regularly reviewed.
- (ii) The Council has maximum limits for each institution of £1.75m with the exception of the Debt Management office (DMO), with a limit of £5m, where investments are guaranteed by the Government and other local authorities, Police and Crime Commissioners, Fire and Rescues services and Transport Authorities with a limit of £2.5m.
- (iii) The safety of our investments is paramount and not the maximisation of returns.

- (iv) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail.

3 INFORMATION

- 3.1 After seven years remaining unchanged, the Bank of England base interest rate fell in 2016/17 from 0.50% to 0.25%.
- 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 are at fixed interest rates. However this will impact on future decisions that the Council may make to borrow from PWLB. It has also 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 movements of the Council's external debt for the period can be summarised as follows:

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2016	205	7	212
Transactions: New Loans	0	0	0
Repayments	-35	0	- 35
External debt at 31 March 2017	170	7	177

- 4.2 No temporary loans were taken out during 2016/17, as was the case in 2015/16.
- 4.3 The total interest paid on the Council's external debt was £9,484 compared to £11,140 all of which related to PWLB debt.

	Interest Paid	
	2015/16 £	2016/17 £
Public Works Loan Board	11,141	9,484
Temporary Loan	0	0
Total Interest Paid	11,141	9,484

5 INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest rate we received on all external investments for the period 1 April 2016 to 31 March 2017 was 0.244%, compared to 0.382% in 2015/16.
- 5.3 The movement in the Council's external investments are shown in annex 1 and can be summarised as follows:

	Banks/ Building Societies £000	Other Local Authorities £000	Total £000
Investments at 1 April 2016	4,430	1,600	6,030
Transactions – Investments	70,390	14,425	84,815
Repayments in year	-70,450	-12,025	-82,475
Investments at 31 March 2017	4,370	4,000	8,370

- 5.4 The following investments were held as at 31 March 2017.

Date Invested	Ref.	Borrower	Notice	Rate %	£'000	£'000
17-Mar-17	98	Lloyds Bank Plc	Fixed 21/04	0.20	750	
17-Mar-17	192	Lloyds Bank Plc	Fixed 21/04	0.20	1,000	
						1,750
1-Mar-17	221	Coventry BS	Fixed 21/04	0.21	350	
13-Mar-17	225	Coventry BS	Fixed 21/04	0.21	1,000	
27-Mar-17	234	Coventry BS	Fixed 21/04	0.19	400	
						1,750
29-Mar-17	236	HSBC	Fixed 13/04	0.10	170	
						170
31-Mar-17	237	Bank of Scotland	Fixed 21/04	0.11	700	
						700
31-Jan-17	203	Stockport Met BC	Fixed 10/04	0.23	1,500	
						1,500
31-Jan-17	202	Dumfries & Galloway Council	Fixed 28/04	0.30	1,000	
30-Jan-17	204	Dumfries & Galloway Council	Fixed 19/04	0.26	1,500	
						2,500
Total Investments as at 31 March 2017						8,370

- 5.5 The total interest received from investments and loans to outside bodies was £38,542 compared with £48,030 for the previous year. The reduction is mainly due to the fall in interest rates but also from a reduction in interest due on the loans from outside bodies as the principal outstanding is repaid.

The interest received was allocated as follows:

Interest Allocated to:	2015/16 £	2016/17 £
General Fund	34,184	22,308
Trusts and Bequests	13,846	16,234
	48,030	38,542

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

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 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 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	Actual £'000
Maximum Principal Sums Borrowed >364 days	6,764	195
Limits on Fixed Interest Rates (100%)	6,764	195
Limits on Variable Interest Rates (20%)	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 %	Actual %
Under 12 months	20	0	16.65
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.

6.8 No investments, excluding our shareholding in the Local Government Bonds Agency of £10,000 as previously agreed by this committee, 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 Ribble Valley Borough Council has invested £10,000 in the agency. The Agency which is owned by those local authorities that have invested in its establishment and those that invests in its capitalisation during its first ten years of operation. Such authorities become shareholders and therefore we, together with other authorities, will have a say in the way it is run.

7.4 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, but rates for new borrowing have started to increase over recent years. 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.

7.5 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.

8 CONCLUSION

8.1 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.

8.2 With interest rates at a new historic low this has impacted on our already diminishing interest receipts from investing surplus cash balances, with less income received in the year compared to the previous year.

8.3 Due to the continued uncertainty in the Eurozone and also the future Brexit negotiations and associated uncertainty, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT
PF32-17/TH/AC
7 JUNE 2017

DIRECTOR OF RESOURCES

**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
Investments brought forward 1 April 2016									
29-Feb-16	158	Barclays Bank Plc	600,000	0.345	11-Apr-16	-600,000	-238.19	A	F1
					Debtor		181.48		
17-Mar-16	182	Coventry BS	750,000	0.410	21-Apr-16	-750,000	-294.86	A	F1
					Debtor		126.37		
17-Mar-16	185	Nationwide	1,500,000	0.250	21-Apr-16	-1,500,000	-359.59	A	F1
					Debtor		154.11		
17-Mar-16	206	Coventry BS	500,000	0.410	21-Apr-16	-500,000	-196.58	A	F1
					Debtor		84.25		
21-Mar-16	227	Lloyds Bank Plc	400,000	0.400	18-Apr-16		-122.74	A	F1
18-Apr-16	227	Lloyds Bank Plc	Rolled Over	0.430	19-May-16		-146.08	A	F1
19-May-16	227	Lloyds Bank Plc	Rolled Over	0.310	13-Jun-16		-84.93	A	F1
13-Jun-16	227	Lloyds Bank Plc	Rolled Over	0.320	11-Aug-16	-400,000	-206.90	A	F1
					Debtor		48.22		
29-Mar-16	231	Wakefield Council	900,000	0.350	03-May-16		-302.05	AA-	F1+
03-May-16	231	Wakefield Council	Rolled Over	0.350	16-May-16	-900,000	-112.19	AA-	F1+
					Debtor		25.89		
31-Mar-16	232	Leeds City Council	700,000	0.350	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	0.160	11-Apr-16	-100,000	-4.82	A	F1
					Debtor		0.44		
31-Mar-16	234	HSBC	360,000	0.160	18-Apr-16	-360,000	-28.41	AA-	F1+
					Debtor		1.58		
31-Mar-16	235	HSBC	120,000	0.160	19-Apr-16	-120,000	-9.99	A	F1
					Debtor		0.53		
31-Mar-16	235	HSBC	100,000	0.160	22-Apr-16	-100,000	-9.64	AA-	F1+
					Debtor		0.44		
Monies invested @ 1 April 2016			6,030,000			-6,030,000	-1,775.58		
Investments Made April 2016 to March 2017									
April '16									
01/04/2016	1	Lloyds Bank Plc	250,000	0.400	21-Apr-16	0	-54.79	A+	F1
21/04/2016	1	Lloyds Bank Plc	Rolled Over	0.400	19-May-16	-250,000	-76.71	A+	F1
05/04/2016	2	HSBC	80,000	0.160	11-Apr-16	-80,000	-2.10	AA-	F1+
06/04/2016	3	HSBC	100,000	0.160	11-Apr-16	-100,000	-2.19	AA-	F1+
07/04/2016	4	HSBC	60,000	0.160	11-Apr-16	-60,000	-1.05	AA-	F1+
08/04/2016	5	HSBC	80,000	0.160	11-Apr-16	-80,000	-1.05	AA-	F1+
11/04/2016	6	HSBC	100,000	0.160	12-Apr-16	-100,000	-0.44	AA-	F1+
11/04/2016	7	HSBC	150,000	0.160	18-Apr-16	-150,000	-4.60	AA-	F1+
11/04/2016	8	HSBC	300,000	0.160	21-Apr-16	-300,000	-13.15	AA-	F1+
12/04/2016	9	HSBC	150,000	0.160	13-Apr-16	-150,000	-0.66	AA-	F1+
13/04/2016	10	HSBC	85,000	0.160	14-Apr-16	-85,000	-0.37	AA-	F1+
13/04/2016	11	HSBC	100,000	0.160	18-Apr-16	-100,000	-2.19	AA-	F1+
14/04/2016	12	HSBC	75,000	0.160	15-Apr-16	-75,000	-0.33	AA-	F1+
15/04/2016	13	Bank Of Scotland	500,000	0.430	19-May-16	-500,000	-200.27	A+	F1
18/04/2016	14	HSBC	100,000	0.160	25-Apr-16	-100,000	-3.07	AA-	F1+
19/04/2016	15	HSBC	160,000	0.160	21-Apr-16	-160,000	-1.40	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
20/04/2016	16	HSBC	170,000	0.160	25-Apr-16	-170,000	-3.73	AA-	F1+
22/04/2016	17	HSBC	150,000	0.160	09-May-16	-150,000	-11.18	AA-	F1+
22/04/2016	18	HSBC	450,000	0.160	25-Apr-16	-450,000	-5.92	AA-	F1+
25/04/2016	19	HSBC	240,000	0.160	16-May-16	-240,000	-22.09	AA-	F1+
25/04/2016	20	HSBC	450,000	0.160	26-Apr-16	-450,000	-1.97	AA-	F1+
26/04/2016	21	HSBC	540,000	0.160	03-May-16	-540,000	-16.57	AA-	F1+
27/04/2016	22	HSBC	60,000	0.160	28-Apr-16	-60,000	-0.26	AA-	F1+
28/04/2016	23	Coventry BS	600,000	0.420	13-Jun-16	-600,000	-317.59	A	F1
28/04/2016	24	Coventry BS	500,000	0.420	20-Jun-16	0	-304.93	A	F1
20/06/2016	24	Coventry BS	Rolled Over	0.410	11-Aug-16	0	-292.05	A	F1
11/08/2016	24	Coventry BS	Rolled Over	0.200	19-Sep-16	0	-106.85	A	F1
19/09/2016	24	Coventry BS	Rolled Over	0.220	25-Oct-16	-500,000	-108.49	A	F1
29/04/2016	25	Bank Of Scotland	675,000	0.460	20-Jun-16	-675,000	-442.36	A+	F1
			6,125,000			-6,125,000	-1,998.36		
May'16									
03-May-16	26	Barclays Bank Plc	1,500,000	0.443	06-Jul-16	-1,500,000	-1,165.15	A	F1
03-May-16	27	HSBC	460,000	0.160	04-May-16	-460,000	-2.02	AA-	F1+
03-May-16	28	HSBC	150,000	0.160	09-May-16	-150,000	-3.95	AA-	F1+
03-May-16	29	HSBC	100,000	0.160	20-May-16	-100,000	-7.45	AA-	F1+
03-May-16	30	HSBC	180,000	0.160	23-May-16	-180,000	-15.78	AA-	F1+
04-May-16	31	HSBC	500,000	0.160	16-May-16	-500,000	-26.30	AA-	F1+
06-May-16	32	HSBC	130,000	0.160	31-May-16	-130,000	-14.25	AA-	F1+
09-May-16	33	Lloyds Bank Plc	430,000	0.470	06-Jul-16	-430,000	-321.15	A+	F1
10-May-16	34	HSBC	60,000	0.160	19-May-16	-60,000	-2.37	AA-	F1+
12-May-16	35	HSBC	156,000	0.160	06-Jun-16	-156,000	-17.10	AA-	F1+
13-May-16	36	Leeds City Council	725,000	0.350	06-Jul-16	-725,000	-375.41	-	-
16-May-16	37	Leeds City Council	900,000	0.300	06-Jul-16	-900,000	-377.26	-	-
16-May-16	38	HSBC	650,000	0.160	23-May-16	-650,000	-19.95	AA-	F1+
18-May-16	39	HSBC	120,000	0.160	19-May-16	-120,000	-0.53	AA-	F1+
20-May-16	40	Coventry BS	475,000	0.410	11-Jul-16	-475,000	-277.45	A	F1
23-May-16	41	HSBC	770,000	0.160	31-May-16	-770,000	-27.00	AA-	F1+
25-May-16	42	HSBC	110,000	0.160	31-May-16	-110,000	-2.89	AA-	F1+
27-May-16	43	HSBC	170,000	0.160	17-Jun-16	-170,000	-15.65	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	0.450	19-Jul-16	-1,000,000	-604.11	A+	F1
31-May-16	45	HSBC	550,000	0.160	06-Jun-16	-550,000	-14.47	AA-	F1+
			9,136,000			-9,136,000	-3,290.24		
Jun'16									
01-Jun-16	46	HSBC	190,000	0.160	22-Jun-16	-190,000	-17.49	AA-	F1+
03-Jun-16	47	HSBC	78,000	0.160	06-Jun-16	-78,000	-1.03	AA-	F1+
06-Jun-16	48	HSBC	300,000	0.160	13-Jun-16	-300,000	-9.21	AA-	F1+
06-Jun-16	49	Dumfries and Galloway	500,000	0.350	11-Aug-16	-500,000	-316.44	-	-
08-Jun-16	50	HSBC	100,000	0.160	13-Jun-16	-100,000	-2.19	AA-	F1+
10-Jun-16	51	HSBC	310,000	0.160	13-Jun-16	-310,000	-4.08	AA-	F1+
13-Jun-16	52	HSBC	90,000	0.160	04-Jul-16	-90,000	-8.28	AA-	F1+
15-Jun-16	53	HSBC	200,000	0.160	20-Jun-16	-200,000	-4.38	AA-	F1+
15-Jun-16	54	HSBC	160,000	0.160	27-Jun-16	-160,000	-8.42	AA-	F1+
17-Jun-16	55	HSBC	146,000	0.160	20-Jun-16	-146,000	-1.92	AA-	F1+
20-Jun-16	56	HSBC	70,000	0.160	21-Jun-16	-70,000	-0.31	AA-	F1+
22-Jun-16	57	HSBC	250,000	0.160	27-Jun-16	-250,000	-5.48	AA-	F1+
23-Jun-16	58	HSBC	70,000	0.160	04-Jul-16	-70,000	-3.38	AA-	F1+
27-Jun-16	59	HSBC	430,000	0.160	28-Jun-16	-430,000	-1.88	AA-	F1+
28-Jun-16	60	HSBC	370,000	0.160	06-Jul-16	-370,000	-12.98	AA-	F1+
28-Jun-16	61	Stockport Met BC	1,000,000	0.320	11-Aug-16	-1,000,000	-385.75	-	-
29-Jun-16	62	HSBC	60,000	0.160	30-Jun-16	-60,000	-0.26	AA-	F1+
30-Jun-16	63	DMO	2,500,000	0.250	07-Jul-16	-2,500,000	-119.86	AAA	-
30-Jun-16	64	HSBC	200,000	0.160	04-Jul-16	-200,000	-3.51	AA-	F1+
30-Jun-16	65	HSBC	200,000	0.160	11-Jul-16	-200,000	-9.64	AA-	F1+
			7,224,000			-7,224,000	-916.49		
July'16									
01-Jul-16	66	HSBC	250,000	0.160	06-Jul-16	-250,000	-5.48	AA-	F1+
04-Jul-16	67	HSBC	200,000	0.160	18-Jul-16	-200,000	-12.27	AA-	F1+
04-Jul-16	68	HSBC	120,000	0.160	22-Jul-16	-120,000	-9.47	AA-	F1+
05-Jul-16	69	HSBC	60,000	0.160	06-Jul-16	-60,000	-0.26	AA-	F1+
06-Jul-16	70	Barclays Bank Plc	1,000,000	0.321	11-Aug-16	-1,000,000	-316.60	A	F1
07-Jul-16	71	HSBC	100,000	0.160	11-Jul-16	-100,000	-1.75	AA-	F1+
07-Jul-16	72	DMO	1,500,000	0.250	11-Aug-16	-1,500,000	-359.59	AAA	-

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	73	Lloyds Bank Plc	1,000,000	0.430	22-Aug-16	0	-541.92	A+	F1
22-Aug-16	73	Lloyds Bank Plc	Rolled Over	0.240	19-Oct-16	-1,000,000	-381.37	A+	F1
08-Jul-16	74	HSBC	77,000	0.160	19-Jul-16	-77,000	-3.71	AA-	F1+
11-Jul-16	75	HSBC	100,000	0.160	19-Jul-16	-100,000	-3.51	AA-	F1+
11-Jul-16	76	HSBC	120,000	0.160	25-Jul-16	-120,000	-7.36	AA-	F1+
12-Jul-16	77	HSBC	90,000	0.160	25-Jul-16	-90,000	-5.13	AA-	F1+
14-Jul-16	78	HSBC	70,000	0.160	15-Jul-16	-70,000	-0.31	AA-	F1+
15-Jul-16	79	HSBC	100,000	0.160	19-Jul-16	-100,000	-1.75	AA-	F1+
15-Jul-16	80	Coventry BS	500,000	0.360	19-Sep-16	0	-325.48	A	F1
19-Sep-16	80	Coventry BS	Rolled Over	0.220	25-Oct-16	-500,000	-108.49	A	F1
18-Jul-16	81	HSBC	190,000	0.160	08-Aug-16	-190,000	-17.49	AA-	F1+
19-Jul-16	82	HSBC	300,000	0.160	08-Aug-16	-300,000	-26.30	AA-	F1+
20-Jul-16	83	HSBC	100,000	0.160	08-Aug-16	-100,000	-8.33	AA-	F1+
22-Jul-16	84	HSBC	115,000	0.160	08-Aug-16	-115,000	-8.57	AA-	F1+
25-Jul-16	85	Coventry BS	500,000	0.360	05-Sep-16	0	-207.12	A	F1
05-Sep-16	85	Coventry BS	Rolled Over	0.220	25-Oct-16	-500,000	-150.68	A	F1
27-Jul-16	86	HSBC	80,000	0.160	19-Aug-16	-80,000	-8.07	AA-	F1+
28-Jul-16	87	Bank Of Scotland	900,000	0.430	19-Sep-16	0	-561.95	AA-	F1+
19-Sep-16	87	Bank Of Scotland	Rolled Over	0.270	30-Nov-16	-900,000	-479.34	AA-	F1+
29-Jul-16	88	HSBC	90,000	0.160	08-Aug-16	-90,000	-3.95	AA-	F1+
			7,562,000			-7,562,000	-3,556.25		
Aug'16									
01-Aug-16	89	Nationwide BS	1,000,000	0.420	21-Nov-16	-1,000,000	-1288.77	A	F1
01-Aug-16	90	Barclays Bank Plc	750,000	0.256	19-Sep-16	-750,000	-257.75	A	F1
01-Aug-16	91	HSBC	270,000	0.160	22-Aug-16	-270,000	-24.85	AA-	F1+
01-Aug-16	92	Bank Of Scotland	850,000	0.430	19-Sep-16	0	-490.67	AA-	F1+
19-Sep-16	92	Bank Of Scotland	Rolled Over	0.250	25-Oct-16	0	-209.59	AA-	F1+
25-Oct-16	93	Bank Of Scotland	Rolled Over	0.270	10-Jan-17	0	-484.15	AA-	F1+
10-Jan-16	93	Bank Of Scotland	Rolled Over	0.200	20-Feb-17	-850,000	-190.96	AA-	F1+
03-Aug-16	93	HSBC	100,000	0.060	11-Aug-16	-100,000	-1.32	AA-	F1+
04-Aug-16	94	HSBC	140,000	0.060	19-Aug-16	-140,000	-3.45	AA-	F1+
08-Aug-16	95	HSBC	300,000	0.060	11-Aug-16	-300,000	-1.48	AA-	F1+
10-Aug-16	96	HSBC	100,000	0.060	11-Aug-16	-100,000	-0.16	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
11-Aug-16	97	Barclays Bank Plc	800,000	0.102	19-Sep-16	0	-87.19	A	F1
19-Sep-16	97	Barclays Bank Plc	Rolled Over	0.080	25-Oct-16	-800,000	-63.12	A	F1
11-Aug-16	98	Lloyds Bank Plc	750,000	0.250	19-Sep-16	0	-200.34	A+	F1
19-Sep-16	98	Lloyds Bank Plc	Rolled Over	0.250	25-Oct-16	0	-184.93	A+	F1
25-Oct-16	98	Lloyds Bank Plc	Rolled Over	0.270	10-Jan-17	0	-427.19	A+	F1
10-Jan-17	98	Lloyds Bank Plc	Rolled Over	0.200	17-Mar-17	0	-271.23	A+	F1
17-Mar-17	98	Lloyds Bank Plc	Rolled Over	0.200	Investment still held	0	-61.64	A+	F1
11-Aug-16	99	HSBC	130,000	0.060	15-Aug-16	-130,000	-0.85	AA-	F1+
12-Aug-16	100	HSBC	250,000	0.060	15-Aug-16	-250,000	-1.23	AA-	F1+
15-Aug-16	101	HSBC	600,000	0.060	22-Aug-16	-600,000	-6.90	AA-	F1+
17-Aug-16	102	HSBC	390,000	0.060	22-Aug-16	-390,000	-3.21	AA-	F1+
19-Aug-16	103	HSBC	220,000	0.060	22-Aug-16	-220,000	-1.08	AA-	F1+
22-Aug-16	104	HSBC	350,000	0.060	05-Sep-16	-350,000	-8.05	AA-	F1+
23-Aug-16	105	HSBC	95,000	0.060	22-Sep-16	-95,000	-4.68	AA-	F1+
26-Aug-16	106	HSBC	150,000	0.060	26-Sep-16	-150,000	-7.64	AA-	F1+
30-Aug-16	107	HSBC	550,000	0.060	05-Sep-16	-550,000	-5.42	AA-	F1+
30-Aug-16	108	HSBC	250,000	0.060	12-Sep-16	-250,000	-5.34	AA-	F1+
31-Aug-16	109	DMO	2,900,000	0.150	19-Sep-16	-2,900,000	-226.44	AAA	-
			10,945,000			-10,195,000	-4,519.63		
Sept'16									
01-Sep-16	110	HSBC	180,000	0.060	05-Sep-16	-180,000	-1.18	AA-	F1+
05-Sep-16	111	HSBC	600,000	0.060	19-Sep-16	-600,000	-13.81	AA-	F1+
06-Sep-16	112	HSBC	80,000	0.060	03-Oct-16	-80,000	-3.55	AA-	F1+
08-Sep-16	113	HSBC	80,000	0.060	03-Oct-16	-80,000	-3.29	AA-	F1+
09-Sep-16	114	HSBC	260,000	0.060	03-Oct-16	-260,000	-10.26	AA-	F1+
12-Sep-16	115	HSBC	200,000	0.060	15-Sep-16	-200,000	-0.99	AA-	F1+
13-Sep-16	116	HSBC	80,000	0.060	15-Sep-16	-80,000	-0.26	AA-	F1+
15-Sep-16	117	HSBC	430,000	0.060	03-Oct-16	-430,000	-12.72	AA-	F1+
15-Sep-16	118	Barclays Bank Plc	200,000	0.050	17-Oct-16	-200,000	-8.77	A	F1
20-Sep-16	119	HSBC	115,000	0.060	22-Sep-16	-115,000	-0.38	AA-	F1+
22-Sep-16	120	HSBC	180,000	0.060	10-Oct-16	-180,000	-5.33	AA-	F1+
23-Sep-16	121	HSBC	110,000	0.060	14-Oct-16	-110,000	-3.80	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
27-Sep-16	122	HSBC	110,000	0.100	14-Oct-16	-110,000	-5.12	AA-	F1+
28-Sep-16	123	Barclays Bank Plc	900,000	0.225	19-Dec-16	0	-454.93	A	F1
19-Dec-16	123	Barclays Bank Plc	Rolled Over	0.120	15-Feb-17	0	-171.62	A	F1
15-Feb-17	123	Barclays Bank Plc	Rolled Over	0.102	17-Mar-17	-900,000	-75.45	A	F1
30-Sep-16	124	HSBC	100,000	0.060	21-Oct-16	-100,000	-3.45	AA-	F1+
30-Sep-16	125	HSBC	350,000	0.060	24-Oct-16	-350,000	-13.81	AA-	F1+
30-Sep-16	126	PCCO Manchester	2,500,000	0.200	25-Oct-16	0	-342.47	-	-
25-Oct-16	126	PCCO Manchester	Rolled Over	0.220	23-Jan-17	-2,500,000	-1,356.16	-	-
			6,475,000			-6,475,000	-2,487.35		
Oct'16									
03-Oct-16	127	HSBC	190,000	0.060	10-Oct-16	-190,000	-2.19	AA-	F1+
03-Oct-16	128	HSBC	190,000	0.060	14-Oct-16	-190,000	-3.44	AA-	F1+
05-Oct-16	129	HSBC	100,000	0.100	19-Oct-16	-100,000	-3.84	AA-	F1+
07-Oct-16	130	HSBC	80,000	0.060	07-Nov-16	-80,000	-4.08	AA-	F1+
10-Oct-16	131	HSBC	300,000	0.060	14-Oct-16	-300,000	-1.97	AA-	F1+
11-Oct-16	132	HSBC	90,000	0.060	18-Nov-16	-90,000	-5.62	AA-	F1+
12-Oct-16	133	HSBC	80,000	0.060	14-Oct-16	-80,000	-0.26	AA-	F1+
14-Oct-16	134	Coventry BS	250,000	0.180	25-Oct-16	-250,000	-13.56	A	F1
14-Oct-16	135	HSBC	530,000	0.060	17-Oct-16	-530,000	-2.61	AA-	F1+
17-Oct-16	136	Barnsley MBC	1,350,000	0.200	10-Jan-17	0	-628.77	-	-
10-Jan-17	136	Barnsley MBC	Rolled Over	0.160	17-Mar-17	-1,350,000	-390.58	-	-
18-Oct-16	137	HSBC	90,000	0.060	19-Oct-16	-90,000	-0.15	AA-	F1+
19-Oct-16	138	HSBC	150,000	0.060	07-Nov-16	-150,000	-4.68	AA-	F1+
19-Oct-16	139	HSBC	150,000	0.060	14-Nov-16	-150,000	-6.41	AA-	F1+
21-Oct-16	140	HSBC	120,000	0.060	24-Oct-16	-120,000	-0.59	AA-	F1+
24-Oct-16	141	HSBC	350,000	0.060	25-Oct-16	-350,000	-0.58	AA-	F1+
26-Oct-16	142	HSBC	80,000	0.060	28-Oct-16	-80,000	-0.26	AA-	F1+
28-Oct-16	143	Lloyds Bank Plc	1,000,000	0.293	19-Jan-17	-1,000,000	-666.27	A+	F1
28-Oct-16	144	HSBC	130,000	0.100	22-Nov-16	-130,000	-8.90	AA-	F1+
31-Oct-16	145	HSBC	290,000	0.060	07-Nov-16	-290,000	-3.34	AA-	F1+
31-Oct-16	146	HSBC	250,000	0.060	05-Dec-16	-250,000	-14.38	AA-	F1+
31-Oct-16	147	Coventry BS	750,000	0.220	19-Dec-16	0	-221.51	A	F1

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								LONG-TERM	SHORT-TERM
19-Dec-16	147	Coventry BS	Rolled Over	0.230	15-Feb-17	-750,000	-274.11	A	F1
31-Oct-16	148	Barking +Dagenham LBC	1,000,000	0.260	31-Jan-17	-1,000,000	-655.34	-	-
			7,520,000			-7,520,000	-2,913.44		
Nov'16									
01-Nov-16	149	HSBC	160,000	0.060	07-Nov-16	-160,000	-1.58	AA-	F1+
03-Nov-16	150	HSBC	100,000	0.060	28-Nov-16	-100,000	-4.11	AA-	F1+
04-Nov-16	151	HSBC	100,000	0.060	18-Nov-16	-100,000	-2.30	AA-	F1+
07-Nov-16	152	HSBC	200,000	0.060	14-Nov-16	-200,000	-2.30	AA-	F1+
07-Nov-16	153	HSBC	180,000	0.060	28-Nov-16	-180,000	-6.21	AA-	F1+
09-Nov-16	154	HSBC	125,000	0.060	12-Dec-16	-125,000	-6.78	AA-	F1+
11-Nov-16	155	HSBC	255,000	0.060	14-Nov-16	-255,000	-1.26	AA-	F1+
14-Nov-16	156	Coventry BS	550,000	0.230	23-Dec-16	-550,000	-135.16	A	F1
15-Nov-16	157	HSBC	375,000	0.060	21-Nov-16	-375,000	-3.70	AA-	F1+
18-Nov-16	158	HSBC	250,000	0.060	21-Nov-16	-250,000	-1.23	AA-	F1+
21-Nov-16	159	Thurrock BC	700,000	0.170	19-Dec-16	-700,000	-91.29	-	-
22-Nov-16	160	HSBC	175,000	0.060	23-Nov-16	-175,000	-0.29	AA-	F1+
23-Nov-16	161	HSBC	130,000	0.100	30-Nov-16	-130,000	-2.49	AA-	F1+
25-Nov-16	162	HSBC	85,000	0.100	28-Nov-16	-85,000	-0.70	AA-	F1+
28-Nov-16	163	Coventry BS	450,000	0.220	10-Jan-17		-116.63	A	F1
10-Jan-17	163	Coventry BS	Rolled Over	0.220	20-Feb-17	-450,000	-111.21	A	F1
28-Nov-16	164	HSBC	230,000	0.100	05-Dec-16	-230,000	-4.41	AA-	F1+
30-Nov-16	165	Bank Of Scotland	720,000	0.250	15-Feb-17	-720,000	-379.73	AA-	F1+
			4,785,000			-4,785,000	-871.38		
Dec'16									
01-Dec-16	166	HSBC	85,000	0.100	12-Dec-16	-85,000	-2.56	-	-
01-Dec-16	167	HSBC	100,000	0.100	22-Dec-16	-100,000	-5.75	AA-	F1+
05-Dec-16	168	HSBC	500,000	0.100	12-Dec-16	-500,000	-9.59	AA-	F1+
07-Dec-16	169	HSBC	80,000	0.100	23-Dec-16	-80,000	-3.51	AA-	F1+
09-Dec-16	170	HSBC	310,000	0.100	12-Dec-16	-310,000	-2.55	AA-	F1+
12-Dec-16	171	Barclays Bank Plc	850,000	0.193	15-Feb-17		-292.14	A	F1
15-Feb-17	171	Barclays Bank Plc	Rolled Over	0.102	17-Mar-17	-850,000	-71.26	A	F1
12-Dec-16	172	HSBC	150,000	0.100	09-Jan-17	-150,000	-11.51	AA-	F1+

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								LONG-TERM	SHORT-TERM
13-Dec-16	173	HSBC	100,000	0.100	15-Dec-16	-100,000	-0.55	AA-	F1+
15-Dec-16	174	HSBC	470,000	0.100	19-Dec-16	-470,000	-5.15	AA-	F1+
16-Dec-16	175	HSBC	100,000	0.100	23-Dec-16	-100,000	-1.92	AA-	F1+
19-Dec-16	176	HSBC	150,000	0.100	13-Jan-17	-150,000	-10.27	AA-	F1+
21-Dec-16	177	HSBC	130,000	0.100	13-Jan-17	-130,000	-8.19	AA-	F1+
23-Dec-16	178	Coventry BS	350,000	0.220	20-Feb-17	-350,000	-124.47	A	F1
			3,375,000			-3,375,000	-549.42		
Jan'17									
03-Jan-17	179	DMO	3,500,000	0.150	10-Jan-17	-3,500,000	-100.68	AAA	
03-Jan-17	180	HSBC	100,000	0.100	13-Jan-17	-100,000	-2.74	AA-	F1+
03-Jan-17	181	HSBC	150,000	0.100	16-Jan-17	-150,000	-5.34	AA-	F1+
03-Jan-17	182	HSBC	100,000	0.100	20-Jan-17	-100,000	-4.66	AA-	F1+
05-Jan-17	183	HSBC	58,000	0.100	09-Jan-17	-58,000	-0.64	AA-	F1+
09-Jan-17	184	HSBC	150,000	0.100	10-Jan-17	-150,000	-0.41	AA-	F1+
10-Jan-17	185	HSBC	100,000	0.100	13-Jan-17	-100,000	-0.82	AA-	F1+
10-Jan-17	186	HSBC	350,000	0.100	19-Jan-17	-350,000	-8.63	AA-	F1+
12-Jan-17	187	HSBC	115,000	0.100	06-Feb-17	-115,000	-7.88	AA-	F1+
13-Jan-17	188	HSBC	425,000	0.100	19-Jan-17	-425,000	-6.99	AA-	F1+
16-Jan-17	189	DMO	750,000	0.150	30-Jan-17	-750,000	-43.15	AAA	
17-Jan-17	190	HSBC	100,000	0.100	19-Jan-17	-100,000	-0.55	AA-	F1+
18-Jan-17	191	HSBC	85,000	0.100	19-Jan-17	-85,000	-0.23	AA-	F1+
19-Jan-17	192	Lloyds Bank Plc	1,000,000	0.200	17-Mar-17	0	-312.33	A+	F1
17-Mar-17	192	Lloyds Bank Plc	Rolled Over	0.200	Investment still held		-82.19	A+	F1
19-Jan-17	193	HSBC	90,000	0.100	13-Feb-17	-90,000	-6.16	AA-	F1+
23-Jan-17	194	Merthyr Tydfil CBC	1,750,000	0.200	20-Mar-17	-1,750,000	-536.99	-	-
23-Jan-17	195	HSBC	200,000	0.100	15-Feb-17	-200,000	-12.60	AA-	F1+
25-Jan-17	196	HSBC	90,000	0.100	13-Feb-17	-90,000	-4.68	AA-	F1+
25-Jan-17	197	HSBC	110,000	0.100	17-Feb-17	-110,000	-6.93	AA-	F1+
25-Jan-17	198	HSBC	100,000	0.100	22-Feb-17	-100,000	-7.67	AA-	F1+
25-Jan-17	199	HSBC	150,000	0.100	27-Feb-17	-150,000	-13.56	AA-	F1+
27-Jan-17	200	HSBC	150,000	0.100	06-Mar-17	-150,000	-15.62	AA-	F1+
27-Jan-17	201	HSBC	75,000	0.100	13-Mar-17	-75,000	-9.25	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-Jan-17	202	Dumfries and Galloway Council	1,000,000	0.300	Investment still held	0	-493.15	-	-
31-Jan-17	203	Stockport Met BC	1,500,000	0.230	Investment still held	0	-567.12	-	-
30-Jan-17	204	Dumfries and Galloway Council	1,500,000	0.260	Investment still held	0	-651.78	-	-
30-Jan-17	205	HSBC	100,000	0.100	06-Feb-17	-100,000	-1.92	AA-	F1+
31-Jan-17	206	DMO	1,350,000	0.150	15-Feb-17	-1,350,000	-83.22	AAA	-
			15,148,000			-10,148,000	-2,987.89		
Feb'17									
01-Feb-17	207	HSBC	160,000	0.100	17-Mar-17	-160,000	-19.29	AA-	F1+
03-Feb-17	208	HSBC	85,000	0.100	06-Feb-17	-85,000	-0.70	AA-	F1+
06-Feb-17	209	HSBC	100,000	0.100	22-Mar-17	-100,000	-12.05	AA-	F1+
06-Feb-17	210	HSBC	160,000	0.100	27-Mar-17	-160,000	-21.48	AA-	F1+
08-Feb-17	211	HSBC	150,000	0.100	15-Feb-17	-150,000	-2.88	AA-	F1+
13-Feb-17	212	HSBC	200,000	0.100	13-Mar-17	-200,000	-15.34	AA-	F1+
14-Feb-17	213	HSBC	70,000	0.100	15-Feb-17	-70,000	-0.19	AA-	F1+
15-Feb-17	214	HSBC	280,000	0.100	13-Mar-17	-280,000	-19.95	AA-	F1+
17-Feb-17	215	HSBC	100,000	0.100	20-Feb-17	-100,000	-0.82	AA-	F1+
20-Feb-17	216	HSBC	300,000	0.100	13-Mar-17	-300,000	-17.26	AA-	F1+
23-Feb-17	217	HSBC	90,000	0.100	13-Mar-17	-90,000	-4.44	AA-	F1+
27-Feb-17	218	HSBC	60,000	0.100	06-Mar-17	-60,000	-1.15	AA-	F1+
28-Feb-17	219	HSBC	175,000	0.100	01-Mar-17	-175,000	-0.48	AA-	F1+
			1,930,000			-1,930,000	-116.03		
Mar'17									
01-Mar-17	220	HSBC	60,000	0.100	06-Mar-17	-60,000	-0.82	AA-	F1+
01-Mar-17	221	Coventry BS	350,000	0.210	Investment still held	0	-62.42	A	F1
03-Mar-17	222	HSBC	60,000	0.100	06-Mar-17	-60,000	-0.49	AA-	F1+
06-Mar-17	223	HSBC	100,000	0.100	13-Mar-17	-100,000	-1.92	AA-	F1+
10-Mar-17	224	HSBC	80,000	0.100	13-Mar-17	-80,000	-0.66	AA-	F1+
13-Mar-17	225	Coventry BS	1,000,000	0.210	Investment still held	0	-109.32	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
14-Mar-17	226	HSBC	60,000	0.100	15-Mar-17	-60,000	-0.16	AA-	F1+
15-Mar-17	227	HSBC	425,000	0.100	17-Mar-17	-425,000	-2.33	AA-	F1+
17-Mar-17	228	HSBC	200,000	0.100	27-Mar-17	-200,000	-5.48	AA-	F1+
17-Mar-17	229	HSBC	210,000	0.100	31-Mar-17	-210,000	-8.05	AA-	F1+
20-Mar-17	230	HSBC	350,000	0.100	27-Mar-17	-350,000	-6.71	AA-	F1+
21-Mar-17	231	HSBC	60,000	0.100	22-Mar-17	-60,000	-0.16	AA-	F1+
22-Mar-17	232	HSBC	90,000	0.100	31-Mar-17	-90,000	-2.22	AA-	F1+
24-Mar-17	233	HSBC	75,000	0.100	31-Mar-17	-75,000	-1.44	AA-	F1+
27-Mar-17	234	Coventry BS	400,000	0.190	Investment still held	0	-10.41	A	F1
27-Mar-17	235	HSBC	200,000	0.100	31-Mar-17	-200,000	-2.19	AA-	F1+
29-Mar-17	236	HSBC	170,000	0.100	Investment still held	0	-1.40	AA-	F1+
31-Mar-17	237	Bank Of Scotland	700,000	0.110	Investment still held	0	-2.11	A+	F1
			4,590,000			-1,970,000	-218.29		
2016/17 Investments made April to March			84,815,000			-76,445,000	-24,424.77		
Total investments 2016/17 (included Investments brought forward from 2015/16)			90,845,000			-82,475,000	-26,200.35		

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 27 JUNE 2017
 title: OVERALL REVENUE OUTTURN 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the overall revenue outturn for the year ending 31 March 2017.

2 BACKGROUND

2.1 Our full Statement of Accounts were signed off for audit by the Director of Resources on 31 May 2017 and are now consequently subject to audit. Following conclusion of the audit and subject to any changes required, the Statement of Accounts will be submitted for approval to Accounts and Audit Committee on 26 July 2017. The Statement of Accounts as submitted to our external auditors Grant Thornton, have been published on our website (www.ribblevalley.gov.uk/soa).

2.2 The 2017/18 financial year will be the first where we are required to meet the new deadlines for release of our Statement of Accounts for external audit by the 31 May and approval following audit by 31 July.

2.3 We have undertaken to meet this deadline a year earlier and successfully published our Statement of Accounts subject to audit on our website on 1 June.

2.4 The outturn position for each of our committees will be reported in the next cycle of meetings and will include details of the variances against the budget estimate. This will help in the budget setting process for the 2018/19 financial year, and also in revising the estimate for the current financial year.

3 GENERAL FUND OUTTURN POSITION 2016/17

3.1 Shown below is the final position for the 2016/17 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	3,524	3,413	3,513	-11	100
Health & Housing	935	860	663	-272	-197
Planning & Development	552	493	365	-187	-128
Policy & Finance	2,157	2,094	1,922	-235	-172
Committee Expenditure	7,168	6,860	6,463	-705	-397
Interest Payable	9	9	9	0	0
Parish Precepts	377	377	377	0	0
Interest Received	-29	-21	-22	7	-1
Net Operating Expenditure	7,525	7,225	6,827	-698	-398

Committee	Original Estimate £'000	Revised Estimate £'000	Actual £'000	Original Estimate Compared to Actual £'000	Revised Estimate Compared to Actual £'000
Precept from Collection Fund (including parish precepts)	-3,585	-3,585	-3,585	0	0
Collection Fund Surplus - Council Tax	-48	-48	-48	0	0
Localisation of Council Tax Support - Parish Payment	6	6	6	0	0
Transition Grant	-20	-20	-20	0	0
New Homes Bonus	-1,367	-1,367	-1,367	0	0
New Homes Bonus - Returned Funding	0	0	-3	-3	-3
Rural Areas Delivery Grant	-107	-107	-107	0	0
Revenue Support Grant	-623	-623	-623	0	0
Business Rates Baseline Funding	-1,240	-1,240	-1,240	0	0
Retained Rates Income	-339	-339	-339	0	0
10% Retained Business Rates Levy - Paid to LCC	39	38	38	-1	0
S31 Grant	-528	-458	-462	66	-4
Retained Rates - Renewable Energy	0	-36	-33	-33	3
Collection Fund Deficit - Business Rates	420	420	420	0	0
Deficit/(Surplus) for year	133	-134	-536	-669	-402
Depreciation	-838	-856	-856	-18	0
Minimum Revenue Provision	135	134	134	-1	0
Net Transfer to/from earmarked reserves	770	864	1,220	450	356
Deficit/(Surplus) for year	200	8	-38	-238	-46

3.2 You will see we have made a surplus of £38,000 during the year, compared with the Revised Estimate which showed a deficit of £8,000, and the Original Estimate which showed a deficit of £200,000. When the Revised Estimates were considered in January we explained the main differences between the Original and Revised Estimates.

3.3 During the preparation of the revised estimate a number of changes were made to the budget:

Item	£'000
Net Decrease in Service Committee Costs	-315
Decrease in Interest Received	8
Decrease in Forecast 10% Retained Levy Payable to Lancashire County Council	-1
Decrease in S31 Grants Receivable	70
Increase in retained Rates from Renewable Energy	-36

Item	£'000
Increase in amount removed for Depreciation	-18
Reduction in Minimum Revenue Provision	-1
Increase in amount set aside in Earmarked Reserves	101
Net decrease in amount to take from balances for the year compare to the Original Estimate	-192

Final Position Compared to the Revised Estimate

- 3.4 During the 2016/17 financial year there are many variances that occur which are highlighted in our budget monitoring reports to committee. The main variations affecting our final position compared with the **revised estimate** can be summarised below. Favourable variances are denoted by values with a minus sign:

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000
<u>Expenditure Variations</u>			
Direct Employee Costs	85		85
Tuition Fees and Training	-14		-14
Electricity	15		15
Gas	-11		-11
Vehicle Repairs and Maintenance	91		91
Rural Areas Delivery Grant Expenditure	-107	107	0
Purchase of Equipment and Materials	-14	9	-5
Purchase of wheeled bins for onward sale	20		20
Cost Sharing Paper Penalty Charge	31		31
Printing and Stationery	-12		-12
Postages	-18	10	-8
Software Maintenance	-11	2	-9
Subscriptions	-10		-10
Inspection Fees	-11	10	-1
Tipping Charges	13		13
Promotional Activities and Ribble Valley News	-18	10	-8
Council Tax Flood Discount	70		70
Contribution Towards General Fund Rent Rebates	-13		-13
Rent Allowance Payments	-32		-32
Grants	-14		-14
Grants to Individuals	-80	1	-79

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000
Total Expenditure Variances	-40	149	109
<u>Income Variations</u>			
HRA Rent Rebate Grant	11		11
Storm Eva Flood S31 Grant	-70		-70
DCLG Community Housing Grant	-158	158	0
DCLG Custom and Self Build Grant	-15	15	0
DCLG Brownfield Register and PIP Grant	-15	15	0
Contributions and Donations Received	-17	14	-3
VAT Shelter Reimbursements	-43	43	0
Flood Resilience Funding S31 Grant (via LCC)	78		78
Sale of Vehicles	-10	10	0
Sale of Paper (see associated penalty charge above, under expenditure)	-31		-31
Sale of wheeled bins	-31		-31
Planning Fees	-35		-35
Commercial Trade Waste Collection	-23		-23
DCLG Property Searches New Burdens Grant	-5	5	0
Land Rents	14		14
Business Rates Volatility Reserve (no longer to be set aside)	0	-44	-44
Transition Grant (no longer to be set aside)	0	-20	-20
Total Income Variances	-348	196	-154
Other Variations	-7	11	4
Net Variation on Committee Expenditure	-397	356	-41
Increased Interest Received			-1
Variation on Net Operating Expenditure			-42
Increased New Homes Bonus Returned Funding			-3
Increased S31 Grants			-4
Retained Rates - Renewable Energy			3
Increase in amount to add to balances compared to Revised Estimate			-46

- 3.5 The reasons for the large variations listed above are given at Annex 1. As can be seen, a substantial proportion of these variations result in more transfers to our earmarked reserves. This is largely due to a high number of variances relating to grant income that has yet to be expended, and the required accounting treatment of the same through set aside in earmarked reserves for future use.

Committee Variances after Earmarked Reserves

- 3.6 The table below summarises the net position by committee and shows the overall variance on committees is -0.5% when compared to the revised estimate:

Committee	Revised Estimate	Revised Earmarked Reserves	Net at Revised Estimate	Actual	Actual Earmarked Reserves	Net Outturn	Net Variance	% Variance to Revised Estimate
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
Community Services	3,413	28	3,441	3,513	52	3,565	124	3.6%
Health & Housing	860	-29	831	663	130	793	-38	-4.6%
Planning & Development	493	7	500	365	80	445	-55	-11.0%
Policy & Finance	2,094	182	2,276	1,922	302	2,224	-52	-2.3%
Other Corporate Items		676	676		656	656	-20	-3.0%
Committee Expenditure	6,860	864	7,724	6,463	1,220	7,683	-41	-0.5%

General Fund Balances

- 3.7 As mentioned earlier in the report, we had originally planned to take £200,000 from general fund balances to help finance the 2016/17 spending plans. However, this was revised later in the year to taking £8,070 from general fund balances. The final position shows that the council has added £37,737 to general fund balances.

General Fund Balance	£'000
General Fund Balances: Brought forward at 1 April 2016	2,678,832
Surplus in 2016/17 added to General Fund Balances	37,737
General Fund Balances: Carried forward at 31 March 2017	2,716,569

Earmarked Reserves

- 3.8 With regard to earmarked reserves, in support of the revenue account and excluding capital transactions, we had originally planned to add £769,954. However, this was revised later in the year to adding £863,493 (after virements) to earmarked reserves. The final position shows that the council has added £1,220,067 to earmarked reserves for revenue purposes.
- 3.9 For capital purposes we took £440,364 from earmarked reserves to fund the capital programme. The overall net movement was £779,703 added to earmarked reserves. Full details of the movement on our earmarked reserves is shown at Annex 2

Earmarked Reserves		£
Earmarked Reserves: Brought forward at 1 April 2016		6,005,502
Net added to Earmarked Reserves for revenue purposes		1,220,067
Net taken from Earmarked Reserves for capital purposes		-440,364
Earmarked Reserves: Carried forward at 31 March 2017		6,785,205

- 3.10 Two of the larger in-year additions to earmarked reserves have been from the VAT Shelter arrangements (£200,561) and unused New Homes Bonus (£579,923). There have been other movements both in and out of our earmarked reserves.

Business Rates

To support our budget we use the business rates that we collect from within the borough. This consists of many elements and also the amount we received from one year to the next can be heavily influenced by external factors that are wholly out of our control. As a consequence of these uncertainties we operate a Business Rates Volatility Earmarked Reserve to cushion any impacts.

We use retained business rates at a baseline level set by the government, plus growth on business rates that has been realised. The council also receives a number of grants, known as Section 31 Grants, to compensate the council for business rates income lost as a result of measures introduced by the Government.

This Council is part of the Lancashire Business Rates Pool which began on 1 April 2016. In a Business Rate Pool, tariffs, top-ups, levies and safety nets can be combined. This can result in a significantly lower levy rate or even a zero levy rate meaning that more or all of the business rate growth can be retained within the pool area instead of being payable to the Government.

For this council, by being part of the Lancashire Business Rates Pool we were able to retain levy that would have otherwise been payable to central government of £376,130. Of this 10% (£37,613) was paid to Lancashire County Council under the governance arrangements of the pool, resulting in net retained levy of £338,517 for this council.

Finally, there was a deficit on the Collection fund for business rates, which the council is required to contribute to.

	£'000
Total Business Rates Income Forecast for 2016/17	-14,850
Less Payable to Central Government	7,425
Less Payable to Lancashire County Council	1,337
Less Payable to Lancashire Combined Fire Authority	148
Balance Retained by Ribble Valley Borough Council	-5,940
Less Tariff Payable to Central Government	4,361
Baseline Business Rates Income of £1,240,000 plus Growth of £339,000	-1,579
Business Rates retained on Renewable Energy Schemes	-33
Section 31 Grants <i>(To compensate the council for business rates income lost as a result of measures introduced by the Government)</i>	-462
Less 10% Retained Business Rates Levy Payable to Lancashire County Council	38
Less Business Rates Collection Fund Deficit	420
Overall Net Retained Business Rates Related Income	-1,616
Business Rates Income Used In-Year	
Baseline Business Rates Income	1,240
Use of Business Rates Growth	263
Total Business Rates Income Used In-Year	1,503
Balance set aside in the Business Rates Volatility Earmarked Reserve	113

Collection Fund

- 3.11 As billing authority, the council maintain a separate collection fund for the collection of and distribution of council tax and business rates.
- 3.12 With regard to council tax, each precepting body declares the precept that they require from the collection fund to support their services in February each year. This forms the basis for what we, as billing authority, then charge residents as council tax. Due to the change of circumstances for residents and changes to occupied property numbers, the actual amount of council tax collected from residents can be higher or lower than the total amount required to be paid to precepting bodies. This results in either a forecast surplus or deficit, which is declared in the following January each year and is either paid to or collected from precepting bodies in the following financial year.

3.13 For business rates, similar principles apply. Total forecast collectable rates are paid from the Collection Fund at fixed shares to Central Government, Ribble Valley Borough Council, Lancashire County Council and Lancashire Fire and Rescue. Due to the change of circumstances for businesses, the actual amount of business rates collected can be higher or lower than the total amount required to be paid out in fixed shares. This results in either a forecast surplus or deficit, which is declared in the following January each year and is either paid to or collected from Central Government, Ribble Valley Borough Council, Lancashire County Council and Lancashire Fire and Rescue in the following financial year.

3.14 Full details of the Collection Fund position can be seen at Annex 3

4 CONCLUSION

4.1 The final outturn of a **surplus of £38,000** means that we have added £46,000 **more** to general fund balances than was estimated when we prepared the Revised Estimates. There has also been £356,000 more (revenue only) added to earmarked reserves than forecast at revised estimate, which was largely due the accounting treatment required for grants received but yet to be spent.

4.2 In previous years we have experienced significant savings/extra income between the setting of the revised estimate and our outturn position which meant we have added large amounts to general fund balances/earmarked reserves.

4.3 However, for 2016/17 our net outturn is a variance of £46k which is very close to our predicted position when we set the revised estimate in January 2017.



HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF33-17/LO/AC
15 June 2017

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
<u>Expenditure Variations</u>				
Direct Employee Costs	85		85	<p>The variance shown has arisen largely due to the allowance for staff turnover that is built in to the revised estimate. In past years we have experienced underspends on some of our staffing budgets due to staff turnover at the latter end of the financial year.</p> <p>Unlike previous years, this year we allowed a 4% turnover allowance for the final three months of the year in order to help eliminate such variances, yet such staff turnover did not materialise this year, resulting in the overspend shown and reflecting the unpredictability of such items.</p>
Tuition Fees and Training	-14		-14	<p>The variance reflects a low spend on staff training in the year, particularly on departmental budgets.</p> <p>This also reflects an ebb in the number of staff currently undertaking professional qualification training, following the completion of such training by other staff in more recent years.</p>
Electricity	15		15	<p>This overspend is largely in relation to the council offices electricity supply. Following the recent replacement of the electricity meter our electricity supply charges have substantially increased. Following much investigative work (independently and by the supplier) our supplier has deemed that the previous meter must have been faulty.</p> <p>Our onward supply, including that in the current financial year (2017/18) will consequently exceed that which we currently have in the base budget.</p>
Gas	-11		-11	<p>Following a suspected metering issue with the gas supply at Ribblesdale Pool, the budget was left in the base budget at the same level as that which had been charged in past years.</p> <p>However, after inspection our supplier is confident that the meter is reading correctly.</p>

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
Vehicle Repairs and Maintenance	91		91	<p>This overspend is largely relating to our fleet of refuse vehicles and the higher than anticipated repair demands.</p> <p>There have been a number of sizeable repairs which have included some on a number of relatively young vehicles. Unfortunately, due to the nature of some of the repairs the vehicles have needed to be sent to the repaired externally.</p>
Rural Areas Delivery Grant Expenditure	-107	107	0	The Rural Areas Delivery Grant was set as an offsetting income and expenditure item in the budget. As the grant was not utilised in year, this has now been set aside in earmarked reserves for use in the current financial year (2017/18).
Purchase of Equipment and Materials	-14	9	-5	This is largely due to a low level of spend in year under planning of the Homes and Communities Agency grant and also a low level of spend on the Local Development scheme, which was to be funded from earmarked reserves – hence the associated variance
Purchase of wheeled bins for onward sale	20		20	This is expenditure incurred in year on the purchase of new and replacement wheeled bins. A large proportion of this costs is in relation to new housing and the procurement of bins for the onward purchase by householders. There is an associated income below under the income variances.
Cost Sharing Paper Penalty Charge	31		31	<p>This is a penalty charge which is payable to Lancashire County Council under the penalty charges under Cost Sharing.</p> <p>This relates to the increased income that has been experienced from the sale of waste paper (this income variance is shown below under income variances)</p>
Printing and Stationery	-12		-12	A large proportion of the savings here relate to a contribution received from LCC for the insertion of the council tax leaflet with council tax bills. Also a credit has been received from the previous supplier of our printing services for annual council tax billing.

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
Postages	-18	10	-8	<p>A refund has been received in year towards the tourism services postages following a challenge on past charges from a distributor.</p> <p>There has also been an overall lower level of charges for postal services in year. Particularly, electoral registration costs were lower than allowed for.</p>
Software Maintenance	-11	2	-9	<p>Provision for support of the Northgate MVM system was no longer required, resulting in a proportion of the underspend shown. This in turn impacted on the set aside to the ringfenced building control earmarked reserve.</p>
Subscriptions	-10		-10	<p>There are currently no subscription charges through the economic development service, but a budget was allowed for at revised estimate time.</p> <p>It was proposed to use this budget in year to fund any valuations on potential industrial development sites and advice on purchasing sites – but there have been no such costs incurred.</p>
Inspection Fees	-11	10	-1	<p>The largest proportion of this variance relates to a budget that was established in the revised estimate for the Local Development scheme for legal advice. This expenditure was to be funded from an earmarked reserve set aside for this purpose.</p> <p>This spend did not occur in year which has resulted in the variance shown and the associated impact on the earmarked reserve.</p>
Tipping Charges	13		13	<p>This variance is associated with a further increase in income due to a growth in our customer base for trade waste collection. This variance relates to the consequential increase in our costs for tipping away such trade waste, and is more than offset by the additional income received.</p>

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
Promotional Activities and Ribble Valley News	-18	10	-8	<p>This underspend relates to both the budget for the production of the Ribble Valley News publication and also for activities under Crime and Disorder services.</p> <p>The spring publication of the Ribble Valley News was delayed until 2017/18 resulting in part of the underspend.</p> <p>The balance largely relates to the funded Crime and Disorder Service and the unspent funding has been set aside in an earmarked reserve,</p>
Council Tax Flood Discount	70		70	This item of expenditure is fully offset by the associated funding that is also shown below under the income variations
Contribution Towards General Fund Rent Rebates	-13		-13	There was less rent rebate Housing Benefits related occupancy at the Council's homeless hostel than budgeted for.
Rent Allowance Payments	-32		-32	<p>A prudent rent allowance Housing Benefits payments budget was set at revised estimate.</p> <p>Actual payments made in-year were less than budgeted for, after adjusting for non-cash transactions and recovery of overpayments (actual was 0.46% less than the £6.9m budgeted for).</p>
Grants	-14		-14	<p>No change was made to the budget for grants that were available for establishing new luncheon clubs.</p> <p>As only few clubs have been established the provision has remained unspent.</p>
Grants to Individuals	-80	1	-79	<p>This variance largely relates to Flood Resilience Grants that were paid in year.</p> <p>This expenditure variance is offset by the associated funding that is also shown below under the income variations</p>
Total Expenditure Variances	-40	149	109	

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
<u>Income Variations</u>				
HRA Rent Rebate Grant	11		11	Less Housing Benefit subsidy grant has been received than budgeted for – which reflects that less rent rebates have been paid out in relation to the Council's homeless hostel, reflected in the expenditure variance above (Contribution Towards General Fund Rent Rebates).
Storm Eva Flood S31 Grant	-70		-70	This item of income is fully offset by the associated spend that is also shown above under the expenditure variations
DCLG Community Housing Grant	-158	158	0	Community Housing Fund grant received from DCLG in late 2016/17. This was not budgeted for. There was no spend in 2016/17, as community-led housing plans have to be developed in conjunction with local communities/parishes before spending is undertaken over the next five years. This has been set aside in earmarked reserves for future use.
DCLG Custom and Self Build Grant	-15	15	0	<p>This grant was received by the council in March 2017 and was unknown about at the time of setting the budget. This has been set aside in earmarked reserves for future use.</p> <p>The grant is to provide support to the council towards expenditure in relation to the requirement for authorities to give suitable development permission to enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in their area under the Self-build and Custom Housebuilding Act 2015.</p>
DCLG Brownfield Register and PIP Grant	-15	15	0	<p>This grant was received by the council in March 2017 and was unknown about at the time of setting the budget. This has been set aside in earmarked reserves for future use.</p> <p>Under the regulations each local planning authority is obligated to prepare, maintain, and publish a register of previously developed land that is suitable for residential use.</p>

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
Contributions and Donations Received	-17	14	-3	<p>This variance largely relates to income received in regard Pendle Hill from Pendle Hill Landscape Partnership.</p> <p>This grant funding has been set aside for use to support future expenditure on landscape restoration projects.</p>
VAT Shelter Reimbursements	-43	43	0	<p>Income in excess of that indicated by Ribble Valley Homes at the time of setting the revised estimate has been received at year end under the VAT shelter arrangements.</p> <p>As with all VAT shelter receipts this has been set aside in the VAT Shelter earmarked reserve (largely used to support the capital programme)</p>
Flood Resilience Funding S31 Grant (via LCC)	78		78	<p>This variance relates to the funding that was received in year for Flood Resilience Grants that were paid in year.</p> <p>This income variance is offset by the associated spend that is also shown above under the expenditure variations</p>
Sale of Vehicles	-10	10	0	<p>A number of vehicles have been sold in year which individually fell below the de minimis level for treatment as a capital receipt.</p> <p>However, in line with past practice and due to the low levels of capital resources, the sale proceeds were credited to the revenue account and have been set aside in the capital earmarked reserve to support the capital programme in future years.</p>
Sale of Paper (see associated penalty charge above, under expenditure)	-31		-31	<p>Increased Income from the sale of waste paper.</p> <p>This is offset in full by a penalty charge which is payable to Lancashire County Council under the penalty charges under Cost Sharing (this expenditure variance is shown above under expenditure variances).</p>
Sale of wheeled bins	-31		-31	<p>This is income received in year from the sale of new and replacement wheeled bins.</p> <p>A large proportion of this income relates to new housing and the onward sale of wheeled bins. There is an associated expense above under the expenditure variances.</p>

KEY VARIANCES

Variation	Committee Variance £'000	Impact on Earmarked Reserves £'000	Net Variance £'000	Variance Description
Planning Fees	-35		-35	Above average income was received from planning fees over the period December 2016 to March 2017, resulting in the variance shown.
Commercial Trade Waste Collection	-23		-23	This variance relates to a further increase in income due to a growth in our customer base. Part of this additional income is offset by additional tipping charges expenditure that we incur as a consequence of the additional weight of waste collected. This is shown as the £13k variance under expenditure variances.
DCLG Property Searches New Burdens Grant	-5	5	0	This was an unexpected grant received after estimates were prepared and relates to property searches. This has been set aside in earmarked reserves for future use when associated expenditure is incurred.
Land Rents	14		14	This relates to lower levels of income received from the use of football pitches. Also there has been a fall in income from the Albion Mill industrial unit site in Clitheroe due to unit vacancies.
Business Rates Volatility Reserve (no longer to be set aside)	0	-44	-44	At revised estimate it was planned to set aside funds in to the Business Rates Volatility Reserve due to the removal of associated items from the base budget. It has since been decided that such items will be better left to support the general fund balance.
Transition Grant (no longer to be set aside)	0	-20	-20	At revised estimate it was planned to set aside the Transition Grant in to an earmarked reserve. It has since been decided that it will be better left to support the general fund balance.
Total Income Variances	-348	196	-154	
Other Variations	-7	11	4	
Net Variation on Committee Expenditure	-397	356	-41	

EARMARKED RESERVES

General Fund	Balance at 31 March 2016 £	Transfers In 2016/17 £	Transfers Out 2016/17 £	Balance at 31 March 2017 £
Reserves for Shorter Term Service Commitments				
<u>Local Recreation Grants Fund</u> <i>Used to fund various Community Services Committee grants</i>	28,926	8,943		37,869
<u>Audit Reserve Fund</u> <i>Used for computer audit</i>	12,335			12,335
<u>Christmas Lights/RV in Bloom</u> <i>Available to fund contributions towards Christmas Lights and Ribble Valley in Bloom</i>	836		-836	0
<u>Refuse Collection</u> <i>To fund refuse collection costs of bin replacements and other cost pressures</i>	50,319	17,955	-8,546	59,728
<u>Core Strategy Reserve</u> <i>To fund the production of the Core Strategy</i>	20,533		-20,533	0
<u>Clitheroe Food Festival</u> <i>Resources set aside to help support the costs associated with the Clitheroe Food Festival</i>	19,857	6,056		25,913
Total Reserves for Shorter Term Service Commitments	132,806	32,954	-29,915	135,845
Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs				
<u>Elections Fund</u> <i>Used to fund borough elections held once every four years</i>	19,076	22,448	-5,195	36,329
<u>Revaluation of Assets Reserve</u> <i>To contribute towards the revaluation of the Council's assets every five years.</i>	3,200	2,030		5,230
Total Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs	22,276	24,478	-5,195	41,559
Reserves for Trading or Business Units				
<u>Building Control Fund</u> <i>Available to equalise net expenditure over a three year period</i>	-105,007	61,175		-43,832
Total Reserves for Trading or Business Units	-105,007	61,175	0	-43,832

EARMARKED RESERVES

General Fund	Balance at 31 March 2016 £	Transfers In 2016/17 £	Transfers Out 2016/17 £	Balance at 31 March 2017 £
Reserves for Sums Set Aside for Major Schemes such as Capital Projects				
Capital <i>Used to fund the capital programme</i>	764,822	499,444	-442,845	821,421
ICT Repairs and Renewals <i>To fund future software and hardware upgrades</i>	162,289	15,910	-6,800	171,399
Vehicle & Plant Repairs and Renewals Reserve <i>Resources set aside to fund a repairs and renewals fund for the replacement of Vehicles and Plant</i>	346,000	46,000		392,000
Total Reserves for Sums Set Aside for Major Schemes such as Capital Projects	1,273,111	561,354	-449,645	1,384,820
Reserves for Longer Term Strategic or Corporate Items				
VAT Shelter Reserve <i>Funds received from the post LSVT VAT Shelter arrangements, partly used to contribute towards the future financing of the capital programme</i>	1,376,280	200,561	-276,526	1,300,315
Fleming VAT Claim <i>VAT recovered from 'Fleming' claim challenge to HMRC</i>	195,797		-123,585	72,212
Insurance <i>Available to meet any costs following demise of Municipal Mutual Insurance Company</i>	14,581			14,581
Repairs and Maintenance <i>To fund emergency repairs and maintenance items, including legionella and asbestos abatement</i>	37,869		-8,570	29,299
Post LSVT <i>To fund any costs post LSVT which may arise, such as pension fund liabilities</i>	292,100		-36,512	255,588
Restructuring Reserve <i>To fund costs resulting from restructuring reviews</i>	227,541			227,541
Equipment Reserve <i>To fund essential and urgent equipment requirements</i>	122,750	26,916	-34,533	115,133

EARMARKED RESERVES

General Fund	Balance at 31 March 2016 £	Transfers In 2016/17 £	Transfers Out 2016/17 £	Balance at 31 March 2017 £
<u>Invest to Save Fund</u> <i>To fund future invest to save projects</i>	250,000			250,000
<u>Planning Reserve</u> <i>To fund any future potential planning issues</i>	156,738		-8,193	148,545
<u>Housing Benefit Reserve</u> <i>To help meet the challenges facing the service in the coming years</i>	100,000			100,000
<u>Business Rates Volatility Reserve</u> <i>To provide some protection against business rates volatilities</i>	664,794	338,518	-225,702	777,610
<u>New Homes Bonus Reserve</u> <i>To help finance future economic development capital schemes</i>	762,304	579,923	-63,749	1,278,478
Total Reserves for Longer Term Strategic or Corporate Items	4,200,754	1,145,918	-777,370	4,569,302
Reserves for External Funding where Expenditure has yet to be Incurred				
<u>Performance Reward Grant</u> <i>Performance Reward Grant received and to be used to finance Partnership posts</i>	75,117		-7,540	67,577
<u>Land Charges Reserve</u> <i>To fund any potential restitution claims for personal search fees</i>	48,559	5,172	-6,937	46,794
<u>Pendle Hill User Reserve</u> <i>To fund improvement schemes on Pendle Hill</i>	32,519	14,000	-2,450	44,069
<u>Crime Reduction Partnership Reserve</u> <i>To fund cost of crime reduction initiatives</i>	24,175	5,702		29,877
<u>Exercise Referral Reserve</u> <i>To fund potential residual staffing costs</i>	16,401		-2,040	14,361
<u>Housing Related Grants Reserve</u> <i>Residual grant received, to be committed to future grant schemes</i>	58,010	157,532	-28,138	187,404
<u>Planning Related Grants Reserve</u> <i>Residual grant received, to be committed to future grant schemes</i>	0	35,495		35,495

EARMARKED RESERVES

General Fund	Balance at 31 March 2016 £	Transfers In 2016/17 £	Transfers Out 2016/17 £	Balance at 31 March 2017 £
<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>	46,224		-1,100	45,124
<u>Grant Funded Sports Development</u> <i>To finance future Sports Development grant funded expenditure</i>	5,510		-4,910	600
<u>Whalley Moor Reserve</u> <i>Grant received towards work at Whalley Moor Woodland</i>	4,520			4,520
<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>	17,902	12,977	-22,676	8,203
<u>Rural Services Reserve</u> <i>Grant received with the purpose of supporting rural services</i>	0	105,544		105,544
<u>Neighbourhood Planning Reserve</u> <i>DCLG Neighbourhood Planning Grant received to fund future related expenditure</i>	15,000			15,000
<u>Repossession Prevention Fund Reserve</u> <i>Ring-fenced DCLG funded reserve to help prevent repossessions and homelessness.</i>	28,491			28,491
<u>Parish Grant Reserve</u> <i>PRG resources set aside to fund the Parish Grant Scheme</i>	109,134		-44,682	64,452
Total Reserves for External Funding where Expenditure has yet to be Incurred	481,562	336,422	-120,473	697,511
Total of all Earmarked Reserves	6,005,502	2,162,302	-1,382,598	6,785,206

COLLECTION FUND

2015/16 Total £'000		2016/17 Council Tax £'000	2016/17 Business Rates £'000	2016/17 Total £'000
	Income			
33,345	Income from Council Tax Payers	35,025		35,025
11	Transfers From General Fund - Council Tax Benefits	1		1
90	Transfers From General Fund - Flood Relief	98		98
2	Family Annexes Discount Grant (DCLG)	4		4
14,677	Income from Business Ratepayers		15,228	15,228
	Share of Estimated Deficit:			
58	- Central Government		526	
10	- Lancashire County Council		95	95
46	- Ribble Valley Borough Council		420	420
1	- Lancashire Combined Fire Authority		10	10
48,240		35,128	16,279	50,881
	Expenditure			
	Precepts and Demands:			
24,519	- Lancashire County Council	25,875		25,875
3,417	- Ribble Valley Borough Council (including parishes)	3,585		3,585
3,452	- Police and Crime Commissioner (PCC) for Lancashire	3,573		3,573
1,408	- Lancashire Combined Fire Authority	1,443		1,443
	Business Rates			
7,255	- Central Government		7,425	7,425
1,306	- Lancashire County Council		1,336	1,336
5,804	- Ribble Valley Borough Council		5,940	5,940
145	- Lancashire Combined Fire Authority		149	149
	Share of Estimated Surplus:			
155	- Lancashire County Council	343		343
22	- Ribble Valley Borough Council	48		48
9	- Lancashire Combined Fire Authority	20		20
22	- Police and Crime Commissioner (PCC) for Lancashire	48		48
54	Transfers to General Fund - Council Tax Benefits	64		64
90	Costs of Collection		90	90
11	Renewable Energy Schemes		33	33
256	Provision for Bad/Doubtful Debts	21	86	107
18	Enterprise Zone		20	20
13	Transitional Protection Payments		96	96
704	Provision for Appeals		97	97
48,660		35,020	15,272	50,292
-420	(Deficit)/Surplus for the Year	108	1,007	589
98	(Deficit)/Surplus Brought Forward	598	-920	-322
-322	Deficit Carried Forward	706	87	267
	Allocated to			
-460	- Central Government		43	43
364	- Lancashire County Council	530	8	538
-306	- Ribble Valley Borough Council	73	35	108
63	- Police and Crime Commissioner (PCC) for Lancashire	73		73
17	- Lancashire Combined Fire Authority	30	1	31
-322		706	87	793

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 18

meeting date: 27 June 2017
 title: REPRESENTATIVES ON OUTSIDE BODIES 2017/18
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

- 1.1 To inform members of the outside bodies that are under the remit of the Policy & Finance committee and their membership.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – to be a well managed council providing effective services.
 - Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
 - Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

- 2.1 At the annual meeting each year the Council makes nominations to various outside bodies.
- 2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

- 3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 9 May 2017.

Armed Forces Champion	Cllr Jim White
Clitheroe Royal Grammar School	Cllr Stephen Atkinson
Citizen's Advice Bureau	Cllrs Sue Hind, Graham Geldard and Mary Robinson
Hyndburn & Ribble Valley Council for Voluntary Services	Cllr Richard Newmark
LGA General Assembly	Cllrs Ken Hind and Allan Knox
Police & Crime Panel	Cllrs Terry Hill & Paul Elms

Ribble Valley Community Safety Partnership	Cllr Robert Thompson
Ribble Valley Community Transport	Cllr Ian Sayers
SPARSE	Cllr Richard Sherras
Whalley Educational Foundation Trust	Joyce Holgate

3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2017/18.
- Technical, Environmental and Legal – no significant risks identified
- Political) the Council’s representation on a number of these bodies is important
- Reputation) to both it’s political and reputational relationship with wider partnerships
- Equality & Diversity - no significant risks identified

5 CONCLUSION

5.1 Members note the outside bodies under the remit of this committee and their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 9.5.17

REF: CE/OMH/P&F/27.6.17

For further information please ask for Olwen Heap, extension 4408

NOTES OF THE ECONOMIC DEVELOPMENT WORKING GROUP HELD ON MONDAY, 20 FEBRUARY 2017 AT 4PM

PRESENT:

Councillors: T Hill – Chairman
S Atkinson
K Hind
J Rogerson
R Thompson

Officers: C Hirst
C Matthews

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor L Graves.

MINUTES

The minutes of the meeting held on 6 June 2016 were agreed as a correct record.

RURAL DEVELOPMENT PROGRAMME IN ENGLAND

Craig circulated a fact sheet regarding the programme which provides money for projects to improve agriculture, the environment and rural life. It is an EU initiative that is committed to run until 2020 regardless of Brexit.

There are 4 elements

- £3.1bn – environmental – managed through DEFRA
- £141m – countryside productivity – managed through DEFRA
- £177m – growth programme – managed through LEPs
- £138m – LEADER programme – managed by a Local Action Group

Approximately £4m of the LEADER programme will come to Lancashire and is available to local businesses, communities, farmers, foresters and land managers and will be used primarily for job creation and growth.

There have been 68 expressions of interest so far in Lancashire and North Bowland – the area into which Ribble Valley falls. There is an eligibility criteria to meet; is only for capital funding and micro/small businesses with less than 10 employees. The market towns of Clitheroe and Barnoldswick also qualify. It takes approximately 6 months to get through the application process.

UPDATE ON MAIN CENTRE ACTIVITIES

Clitheroe – there are currently very few empty properties on the high street with interest already being shown in the ‘soon to become vacant’ Yorkshire Bank. Colin gave an update on the White Horse, York Street; the Labour Exchange building on Lowergate and the old hospital site on Chatburn Road.

Longridge – currently no issues for the high street and retail. Liaison with the business group still proves difficult. It was highlighted by the Longridge councillors that the night time economy is struggling and that provision of employment is falling behind the housing.

Whalley – concern that the approved TRO scheme for the high street has still not progressed. Colin updated the group regarding the Whalley Arms and car park.

EMPLOYMENT LAND

Thwaites – planning permission has now been granted for this scheme at Mellor Brook and pre-commencement conditions are being discussed. It is anticipated it will be open for business within 12 months.

BAe – the research centre had been opened and is of very high quality and being used by both UCLAN and Lancaster University for both training and educational purposes. All infrastructure of link roads is now complete. There may be more demand than space.

Barrow – an appeal was recently been won to keep this earmarked site as employment land rather than housing and as such now needs marketing. The group felt that as this particular piece of land has a ransom strip that we should also be looking for suitable land elsewhere on the A59 corridor to use as our employment site. It was recognised that there are planning constraints to consider but members were concerned that economic growth was facilitated. Colin agreed to prepare a discussion paper on the topic.

COMBINED AUTHORITY ECONOMIC WORKING GROUP

This officer group had been re-formed and was looking to provide an overview on projects across Lancashire as well as developing pipeline projects. This was a useful group to be part of even if the Combined Authority does not go ahead.

CONSULTATION ON THE INDUSTRIAL STRATEGY

Colin/Craig would send a link to the group so that individual councillors could look at the document and feedback comments. A report would be presented to Policy & Finance committee on 28 March 2017 with a draft response. Responses to the document were due by 17 April 2017.

LEP UPDATE

A £70m investment.

Melissa would be inviting local businesses in Ribble Valley to sessions about the Boost Project.

The working group approved supporting the RV Business Network Awards again this year.

Colin showed a short video entitled 'We are Lancashire – The Place for Growth'. The group asked that this be made available on the RV website as a link.

DATE OF NEXT MEETING

The next meeting to be arrange for **Thursday 30 March at 4.30pm** in Committee Room 1.

The meeting closed at 6.00pm.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 25 JANUARY 2017

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

1 Apologies

Cllrs: Rogerson

2 Minutes of meeting held on 11 January 2017

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

3 Revenue Budget 2016/17 and 2017/18 – latest position

3.1 The Director of Resources took members through a report which gave the very latest position for the Revenue Budget 2016/17 and 2017/18.

3.2 The report addressed the 4 areas that had been considered by Budget Working Group at the previous meeting on 11 January 2017:

1. **How much of general fund balances should we use to finance the revenue budget shortfall?**

BWG considered this and recommended that a maximum of £250k should be budgeted to be used, recognising that we have an excellent record of achieving budgetary savings throughout the year.

2. **Examination of how much business rates growth we can realistically expect to rely on – At the time of the meeting on 11 January we were unclear how much income from Business Rates we would receive next year. This was due to the fact we were not in a position to complete our NNDR1 return for 2017/18. This was due to the fact we were not in a position to complete our NNDR1 return for 2017/18. This was particularly due to the rating revaluation on April 2017.**

BWG agreed that we consider this when we have produced our draft NNDR1 for 2017/18.

3. **How much New Homes Bonus we can use to support the revenue budget – our allocation for next year is expected to be £1.571m. We have already committed to using £787k each year to support revenue. We need to consider how much of the balance should be used for revenue or capital.**

BWG agreed to consider this at their meeting on 25 January but recognised the uncertainty of relying on NHB funding for future years given the changes announced to the scheme.

4. **Whether our council tax should be increased for 2017/18 – A discussion took place regarding the level of council Tax for next year.**

BWG agreed to consider this further

- 3.3 Based on the responses previously received, and with the provision of further budget updates, a number of proposals were put before Budget Working Group for consideration. These consisted of a council tax freeze; an increase in council tax of 1.99%; and an increase in council tax of £5 at Band D equivalent.
- 3.4 A proposal was made by BWG to freeze the council tax for 2017/18 and this was recommended for submission to the special meeting of Policy and Finance Committee on 7 February 2017.

4 Five Year Capital Programme 2017/18 – 2021/22

- 4.1 Members were taken through a report on the capital programme which showed a proposed five year capital programme which was fully funded.
- 4.2 An amendment that was discussed and agreed at the previous night's meeting of Policy and Finance Committee was referred to, which related to the bringing forward of two schemes for the Council Chamber from 2018/19 to 2017/18, together with the associated financing.
- 4.3 Members were in agreement with the proposed five year capital programme, with the amendments of the previous night's Policy and Finance Committee and recommended it for submission to the special meeting of Policy and Finance Committee on 7 February 2017.

5 Any Other Business

- 5.1 There were no other items of business

6 Date and Time of Next Meeting

This would be the Business Rate Payers' Meeting. Members would be contacted to organise the date and time.