

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, 23 JANUARY 2018** in the **TOWN HALL, CHURCH STREET, CLITHEROE**.

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 7 November 2017 and Sub-Committees held on 10 October 2017 and 14 November 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Revised Capital Programme 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 6. Revised Revenue Budget 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 7. Original Revenue Budget 2018/2019 – report of Director of Resources copy enclosed.
- ✓ 8. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 9. Concurrent Functions Grant Requests – report of Director of Resources – copy enclosed.

- ✓ 10. Peer Challenge Report – report of Chief Executive – copy enclosed.
- ✓ 11. Voluntary Organisation Grants – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 12. Treasury Management Monitoring 2017/2018 report of Director of Resources – copy enclosed.
- ✓ 13. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 14. Minutes of Budget Working Group held on 18 October 2017 - report of Director of Resources – copy enclosed.
- 15. References from Committees (if any).
- 16. Reports from Representatives on Outside Bodies (if any).

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

DECISION

- ✓ 17. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 18. References from Committee:
 - a) Personnel Committee – Update on the Appointment of Director of Planning and Economic Development- report of Chief Executive – copy enclosed.
- ✓ 19. Ribble Valley Homes – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 5

meeting date: 23 JANUARY 2018
title: REVISED CAPITAL PROGRAMME 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2017/18 revised estimate for this Committee's capital programme.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
- Other Considerations – none identified.

2 BACKGROUND

2.1 Five schemes, totalling £127,250, were approved by the Policy and Finance Committee and Full Council at their respective meetings in February 2017.

2.2 There have been several amendments to the 2017/18 original estimate capital programme:

- The budgets on four schemes in the 2016/17 capital programme, totalling £167,450, were confirmed as still required by this Committee but unlikely to be spent in the 2016/17 financial year, as at 2016/17 revised estimate stage. These budgets were moved into the 2017/18 capital programme budget, following approval by this Committee in January 2017.
- One scheme in the 2016/17 capital programme was not completed by 31 March 2017 and had unspent budget available at that date. The total unspent balance on this scheme, £6,650, is known as slippage. This slippage was transferred into the 2017/18 capital programme budget.
- One scheme, Economic Development Initiatives totalling £100,000, was transferred to the newly created Economic Development Committee in 2017/18, because the nature of the scheme is in line with the new Committee's objectives.
- Additional budget of £1,350 was approved by this Committee in September 2017 to finance additional costs on the ICT Infrastructure Refresh scheme.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of nine schemes was £202,700. This is shown at Annex 1.

2.4 Regular reports have been presented to this Committee on progress with the capital programme.

3 REVISING THE 2017/18 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £147,700 for eight schemes, which is a reduction of £55,000 from the previously approved capital budget.

- 3.2 The reduction is due to the Clitheroe Townscape Scheme being on hold, awaiting the final plans for the Clitheroe Market Development scheme. Given this, there is expected to be no expenditure on the scheme in 2017/18. A report will be brought to a future meeting of this Committee when plans are drawn up. It is recommended that the revised estimate is reduced to nil and the £55,000 budget is moved to 2018/19.
- 3.3 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Scheme transferred to Economic Development Committee £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Revised Estimate 2017/18 £	Budget Moved to 2018/19 £	Actual Expenditure including commitments as at end of December 2017 £
127,250	167,450	6,650	-100,000	1,350	202,700	147,700	55,000	29,278

- 3.4 At the end of December 2017 £29,278 had been spent or committed. This is only 19.8% of the full year capital programme budget for this Committee.
- 3.5 Three schemes have been completed, these being ICT Infrastructure Refresh, Council offices Re-roofing and Council Offices Replacement Windows and Rooflights.
- 3.6 The main reasons for the £118,422 underspend on the full year budget to date are:
- **Council chamber - tables and seating renewal scheme (-£11,250):** The tables and seating are being purchased through a supplier selected via a framework contract. Samples of chairs and tables from the preferred supplier will be considered by the member task and finish group in mid-January 2018, so they can select their preferred fabric types and colours before the order is placed. It is expected that the scheme will be completed by the end of the financial year.
 - **Civic suite upgrade (-£45,000):** Four quotes have been obtained for the civic suite upgrade equipment sound system, which is the main cost item on this scheme. The sound system from the preferred supplier will be demonstrated to the member task and finish group in mid-January 2018, for their agreement before an order is placed. Work will also be undertaken on new lighting. It is expected that the scheme will be completed by the end of the financial year.
 - **Replacement server for Revenues and Benefits (-£13,500):** ICT are awaiting technical and initial quote feedback from the main revenues system suppliers, before planning further quotes and the implementation approach. Given this, there is no planned end date at this stage and completion within the current financial year cannot be estimated with any certainty at this stage. If the scheme is not completed by year-end, then any unspent budget will be rolled forward at year-end to support spend in 2018/19.
 - **New Council telephone system (-£45,000):** An initial meeting and follow up telephone conference with a potential supplier have taken place. The potential supplier will now visit the Council and officers will then develop the system requirements. Following this, a detailed specification will be confirmed and quotes will be obtained. Given this, completion within the current financial year cannot be estimated with any certainty at this stage. If the scheme is not completed by year-end, then any unspent budget will be rolled forward at year-end to support spend in 2018/19.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £55,000 in the level of financing resources needed in 2017/18. This will be moved into the 2018/19 financial year.
- 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 The revised estimate for this Committee's 2017/18 capital programme is £147,700 for eight schemes, which is a reduction of £55,000 from the previously approved capital budget.

5.2 The Clitheroe Townscape scheme is on hold and it is recommended that the £55,000 budget (referred to at 5.1) on this scheme is moved to 2018/19 at revised estimate stage.

5.3 At the end of December 2017 £29,278 had been spent or committed. This is only 19.8% of the full year capital programme budget for this Committee.

5.4 Three schemes have already been completed. Of the other five schemes, it is estimated that three schemes may be completed in-year and the full completion of two of the schemes within the current financial year cannot be estimated with any certainty at this stage.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2017/18 revised estimate of £147,700 for this Committee's capital programme, as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF8-18/AC/AC
11 January 2018

For further background information please ask for Andrew Cook

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE – REVISED CAPITAL PROGRAMME 2017-18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Scheme Transferred to Economic Development Committee £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Revised Estimate 2017/18 £	Budget Moved to 2018/19 £	Actual Expenditure including commitments as at end of December 2017 £
OROOF	Council Offices – Re-roofing (retention)	0	7,910	0	0	0	7,910	7,910	0	7,902
WINDW	Council Offices – Replacement Windows and Rooflights (retention)	0	4,540	0	0	0	4,540	4,540	0	4,541
TNSCP	Clitheroe Townscape Scheme	0	55,000	0	0	0	55,000	0	55,000	0
ECDVI	Economic Development Initiatives	0	100,000	0	-100,000	0	0	0	0	0
RBSVR	Replacement server for Revenues and Benefits	13,500	0	0	0	0	13,500	13,500	0	0
PSEQP	Printing section equipment upgrade	12,500	0	0	0	0	12,500	12,500	0	8,835
CSEAT	Council chamber – Tables and Seating renewal scheme	11,250	0	0	0	0	11,250	11,250	0	0
PHONE	New Council telephone system	45,000	0	0	0	0	45,000	45,000	0	0
CSUPG	Civic suite upgrade	45,000	0	0	0	0	45,000	45,000	0	0
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)	0	0	6,650	0	1,350	8,000	8,000	0	8,000
Total Policy and Finance Committee		127,250	167,450	6,650	-100,000	1,350	202,700	147,700	55,000	29,278

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 23 JANUARY 2018
title: REVISED REVENUE BUDGET 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To agree a revised revenue budget for 2017/18 for this committee.

2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2017.

2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2016/17 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.

3.2 The 2017/18 budget included provision for pay at 1.1% and price increases of 1.5%.

3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.

3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.

3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.

3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that effect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2017/18

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2017/18	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2017/18
BYELE: District By-Elections	0	750	0	0	0	750
CEXEC: Chief Executives Department	0	-37,240	-570	37,810	0	0
CIVCF: Civic Functions	58,870	-2,960	0	-2,520	0	53,390
CIVST: Civic Suite	0	-2,760	-20	2,590	190	0
CLOFF: Council Offices	0	11,380		-12,460	1,080	0
CLTAX: Council Tax	340,780	12,860	0	-3,360	0	350,280
COMPR: Computer Services	0	12,950	0	-12,290	-660	0
CONTC: Contact Centre	0	-490	0	490	0	0
CORPM: Corporate Management	326,260			9,660		335,920
COSDM: Cost of Democracy	445,800	-8,130	-230	4,510	0	441,950
CSERV: Corporate services	180,470	-20	0	-14,730	0	165,720
DISTC: District Elections	0	3,720	0	0	0	3,720
ELADM: Election Administration	43,320			25,650		68,970

Cost Centre and Description	Original Estimate 2017/18	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2017/18
ELECT: Register of Electors	91,530	-6,100	-10,970	4,580		79,040
EMERG: Community Safety	59,570	-30	0	4,690	0	64,230
ESTAT: Estates	54,960	730	-750	-1,090	6,780	60,630
FLDRB: Flood Resilience Grants - Businesses	0	56,790	-56,790			0
FLDRH: Flood Resilience Grants - Households	0	212,890	-212,890			0
FMISC: Policy & Finance Miscellaneous	-54,740	-28,460	-48,230	4,630	0	-126,800
FSERV: Financial Services	0	12,380	10	-12,390	0	0
LANDC: Land Charges	17,260	470	900	490		19,120
LICSE: Licensing	24,980	-350	1,940	9,060		35,630
LSERV: Legal Services	0	11,120	0	-11,120	0	0
LUNCH: Luncheon Clubs	15,070			-1,050		14,020
NNDRC: National Non Domestic Rates	36,200	36,860	-44,840	2,130	0	30,350
OMDEV: Organisation & Member Development	0	13,630	120	-13,750	0	0
PERFM: Performance Reward Grants	55,010	-37,780		-730		16,500
REVUE: Revenues & Benefits	0	-6,840	0	6,840	0	0
SUPDF: Superannuation Deficiency Payments	97,920	-3,330	0	0	0	94,590

Cost Centre and Description	Original Estimate 2017/18	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2017/18
FGSUB: Grants & Subscriptions - Policy and Finance	160,560	-820	0	5,100	0	164,840
Grand Total	1,953,820	251,220	-372,320	32,740	7,390	1,872,850
Associated Movements in Earmarked Reserves						
FNBAL/H326 Performance Reward Grant (PRG) Reserve	-53,500	37,780				-15,720
FNBAL/H362 Individual Electoral Registration (IER) Reserve	-1,420		-7,060			-8,480
FNBAL/H230 Election Reserve	22,540		-4,470			18,070
FNBAL/H269 Revaluation Reserve	2,060					2,060
FNBAL/H337 Equipment Reserve	0		-12,320			-12,320
FNBAL/H326 Vat Shelter Reserve	158,000	47,650				205,650
FNBAL/H288 Supernannuation Adjustment Reserve	0	7,920				7,920
FNBAL/H262 IT Equipment reserve	0		-6,520			-6,520
Net after Movements in Earmarked Reserves	2,081,500	344,570	-402,690	32,740	7,390	2,063,510

4.2 The difference between the revised and original estimate is a decrease in net expenditure of £80,970 or a decrease in net expenditure of £17,990 after allowing for movements on earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2017/18 to DRAFT Revised Estimate 2017/18 £
CEXEC: Chief Executives Department	
Employee costs reduced due to the level of staff turnover experienced in Environmental Health, Building Control, Community Development, Regeneration and Forward Planning sections in year to date.	-30,890
CLOFF: Council Offices	
The budget for electricity usage has been increased as the meter readings for usage have increased.	10,270
CLTAX: Council Tax	
The cost of an upgrade to the ICON system has been allowed for in the budget. This is fully funded from an earmarked reserve established for this purpose.	12,320
COSDM: Cost of Democracy	
This adjustment reflects the change that was made to the timing of the annual uprating of allowances. This was not adjusted for in the 2017/18 original estimate.	-9,110
ELECT: Register of Electors	
Reduction in the budget for postages to better reflect current costs.	-10,110
Increase in budget provisions for employee and supplies & service costs to cover the additional costs of Individual Electoral Registration (IER)	10,690
Additional grant applied for and received in year to continue to support the additional costs involved in introducing electoral registration	-10,970
FLDRB/FLDRH: Flood grants - Business / Households	
Approved grants payable to Businesses and Households in respect of flood resilience measures. This is fully funded by the Government via Lancashire County Council - as shown below.	269,680

Description	Variance Original Estimate 2017/18 to DRAFT Revised Estimate 2017/18 £
Reimbursement of flood resilience grants from the Government via Lancashire County Council	-269,680
FMISC: Policy & Finance Miscellaneous	
Reduction in external audit fees budget to reflect the current level of audit fees now being charged.	-21,110
Forecast increase in income from the VAT Shelter arrangement with Ribble Valley Homes. This is based on latest estimates provided by them and reflects the arrangements put in place under the housing transfer agreement.	-47,650
FSERV: Financial Services	
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date.	15,320
LSERV: Legal Services	
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date. There is also an increase in superannuation costs as there has been an increase in the number of staff that are members of the pension scheme.	15,600
NNDRC: National Non Domestic Rates	
Additional budget included for professional legal fees incurred acting on Ribble Valley's behalf in a dispute regarding business rates. Compensation has been made in respect of these and past year costs (see below).	11,640
Additional income to reflect the compensation payment received for current year and past years in respect of professional fees incurred in a dispute over business rates. (see above)	-27,610
OMDEV: Organisation & Member Development	
New budget for payments made in respect of the apprenticeship levy. These payments are set aside and topped up by the government for us to draw-down to pay for apprenticeship level training.	11,700

Description	Variance Original Estimate 2017/18 to DRAFT Revised Estimate 2017/18 £
PERFM: Performance Reward Grants	
The Parish Grant scheme which fell under this cost centre is now coming to a close and this is reflected in the budget that has been set. After allowing for all commitments there remains just over £60K unallocated in the Performance Reward Grant earmarked reserve.	-37,780
Support Service Costs	
Overall net increase in support service costs.	32,740

6 CONCLUSION

6.1 The difference between the revised and original estimate is a decrease in net expenditure of £17,990 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see a decrease in net expenditure of £80,970 or £17,990 after movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2017/18.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF5-18/TH/AC
11 January 2018

For further background information please ask for Trudy Holderness

BACKGROUND PAPERS - None

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CEXEC: Chief Executives Department					
Employee costs reduced due to the level of staff turnover experienced in Environmental Health, Building Control, Community Development, Regeneration and Forward Planning sections in year to date.	-30,890				
Reduced lump sum superannuation payable as payment is now made upfront annually (previously monthly) resulting in a discounted amount payable.	-7,700				
Increase in the support service costs for accommodation and recharge from financial services due to changes in cost allocation.			8,610		
The reduction in overall net expenditure on this service is reflected in a consequential reduction in onward recharges to other services.			29,200		
Total Chief Executives Department					-780
CIVCF: Civic Functions					
Reduction in employee costs due to a reduction in contracted hours of the mayors' attendant post.	-3,060				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Reduction in support service costs mainly from legal services due to changes in cost allocation from this service			-2,520		
Total Civic functions					-5,580
CIVST: Civic Suite					
The provision for repair and maintenance has been reduced to reflect the future impact of programmed work at the civic suite in the 2017/18 capital programme.	-2,380				
Reduction in support costs from community services department due to changes in cost allocations from this service.			-1,130		
The reduction in overall net expenditure on this service is reflected in a consequential reduction in onward recharges to other services.			3,720		
Total Civic Suite					210
CLOFF: Council Offices					
The budget for electricity usage has been increased as the meter readings for usage have increased.	10,270				
Increase in provision for depreciation following a review of the value of the offices at the end of the 2016/17 financial year.				1,080	

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase in support service costs mainly from financial services and organisation and member development offset by a reduction from community services department due to changes in cost allocations from these services.			540		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-12,970		
Total Council Offices					-1,080
CLTAX: Council Tax					
The cost of an upgrade to the ICON system has been allowed for in the budget. This is fully funded from an earmarked reserve established for this purpose.	12,320				
Reduction in support service costs mainly from legal services and financial services due to changes in cost allocation from these services			-3,360		
Total Council Tax					8,960

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
COMPR: Computer Services					
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date.	2,620				
To complete the migration to the new infrastructure it was necessary to obtain a number of annual SQL server licenses. We also needed to migrate to a new mobile email solution. The additional costs of these has been funded by use of the ICT repairs and renewals earmarked reserve following approval by this committee in November 2017.	6,520				
The cost of Government Connect has increased due to an above inflationary increase in the data services charges from 2016/17 and 2017/18	2,430				
Reduction mainly in support service costs from financial services due to changes in cost allocations from this service.			-1,540		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-10,750		
Total Computer Services					-720

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CONTC: Contact Centre					
There is an increase in expenditure due to the lower level of staff turnover. However, there is also a lower superannuation past service charge due to a discounted charge being incurred as payments are now made in full at the start of the year rather than paying monthly.	-1,950				
Tuition fees budget has been increased to allow for detailed training following a significant upgrade to the customer relationship management system.	3,110				
Reduction in software maintenance cost due to committing to a longer term contract.	-1,780				
Increase in support service costs mainly from Financial Service and IT services due to changes in cost allocations from these services			3,840		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-3,350		
Total Contact Centre					-130

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CORPM: Corporate Management					
Increase in support service costs mainly from financial services and the Chief Executives department. This is partly offset by a reduction in the recharge from the contact centre. This is due to changes in cost allocations from these services.			9,660		
Total Corporate Management					9,660
CSERV: Corporate Services					
Reduction in support service costs mainly from organisation and member development service area due to changes in cost allocations from this service			-14,730		
Total Corporate services					-14,730
COSDM: Cost of Democracy					
This adjustment reflects the change that was made to the timing of the annual uprating of allowances. This was not adjusted for in the 2017/18 original estimate.	-9,110				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase in support service costs mainly from legal services, due to changes in cost allocations from this service. This is partly offset by an increase in the recharge for accommodation charges.			4,510		
Total cost of democracy					-4,600
DISTC: District Elections					
Cost incurred on the purchase of polling booths. This cost will be funded from the election earmarked reserve which is set aside for this purpose.	3,720				
Total District Elections					3,720
ELADM: Election Administration					
Increase in support service costs mainly from financial services, organisation and member development service and the Chief Executive's department. This is partly offset by a reduction in costs from legal services. These changes are due to changes in cost allocations.			25,650		
Total Election Administration					25,650

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
ELECT: Register of Electors					
Reduction in the budget for postages to better reflect current costs.	-10,110				
Increase in budget provisions for employee and supplies & service costs to cover the additional costs of Individual Electoral Registration (IER)	10,690				
50% of the software costs have been charged to the election held on behalf of LCC and also the General Election. This reduces the charge on this cost centre.	-6,070				
Additional grant applied for and received in year to continue to support the additional costs involved in introducing electoral registration		-10,970			
Increase in support service costs mainly from legal services due to changes in cost allocations from this service.			4,580		
Total Register of Electors					-11,880
EMERG: Community Safety					
Increase in support service costs mainly from the Chief Executive's department. This is due to changes in cost allocations from this service			4,690		
Total Community Safety					4,690

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
ESTAT: Estates					
Increase in provision for depreciation following a review of the value of assets at the end of the 2016/17 financial year.				6,780	
Reduction in support service costs from Community Services department, financial services and legal services due to changes in cost allocations from these services			-1,090		
Total Estates					5,690
FGSUB: Grants and Subscriptions - Policy & Finance					
There is an increase in support service costs from Financial services due to changes in cost allocations from this service			5,100		
Total Grants & Subscriptions					5,100
FLDRB/FLDRH: Flood grants - Businesses / Households					
Approved grants payable to Businesses and Households in respect of flood resilience measures. This is fully funded by the Government via Lancashire County Council - as shown below.	269,680				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Reimbursement of flood resilience grants from the Government via Lancashire County Council		-269,680			
Total Flood Grants					0
FMISC: Finance Miscellaneous					
Reduction in external audit fees budget to reflect the current level of audit fees now being charged.	-21,110				
Forecast increase in income from the VAT Shelter arrangement with Ribble Valley Homes. This is based on latest estimates provided by them and reflects the arrangements put in place under the housing transfer agreement.		-47,650			
The saving as a result paying the council's employer current service pension contributions in full at the beginning of the year (estimated to be £7,920) is reflected under this budget heading.	-7,920				
Increase in debt management costs mainly due to an increase in cost allocations from financial services			3,870		
Total Finance Miscellaneous					-72,810

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FSERV: Financial Services					
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date.	15,230				
Reduced lump sum superannuation payable as payment is now made upfront annually (previously monthly) resulting in a discounted amount payable.	-3,460				
Increase in the recharge for accommodation costs. Also support service costs from organisation and member development service and IT services have increased due to changes in cost allocations from these services			3,830		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-16,220		
Total Financial Services					-620
LUNCH: Luncheon Clubs					
There has been a reduction in support service costs recharged from the Chief Executive's department due to changes in cost allocations from this service			-1,050		
Total Luncheon Clubs					-1,050

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
LICSE: Licensing					
There has been a reduction in the level of licensing income, particularly from taxi licenses		1,940			
Increase in support service costs mainly from legal services due to changes in cost allocations from this service			9,060		
Total Licensing					11,000
LSERV: Legal Services					
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date. There is also an increase in superannuation costs as there has been an increase in the number of staff that are members of the pension scheme.	15,600				
Reduced lump sum superannuation payable as payment is now made upfront annually (previously monthly) resulting in a discounted amount payable.	-1,650				
Increase in income from charges made in respect of certain freedom of information requests		-1,550			

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase in the recharge for accommodation cost. Also support service costs from computer services has increased. This has been partly offset by a reduction in costs from the contact centre. This is due to changes in cost allocations from these services.			1,980		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-13,100		
Total Legal Services					1,280
NNDRC: National Non Domestic Rates					
A company has been engaged on a trial basis to help identify additional business rateable values that are not currently on the register. This is currently on a commission basis and should generate additional business rates income.	5,750				
Additional budget included for professional legal fees incurred acting on Ribble Valley's behalf in a dispute regarding business rates. Compensation has been made in respect of these and past year costs (see below).	11,640				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
This budget relates to business rates growth in the enterprise zone - this will be paid to the Lancashire Economic Partnership (LEP) via Lancashire County Council	19,530	-19,530			
Additional income to reflect the compensation payment received for current year and past years in respect of professional fees incurred in a dispute over business rates. (see above)		-27,610			
There has been an increase in support service costs, mainly from financial services. This is partly offset by a reduction in costs from legal services. This is due to changes in cost allocations from these services			2,130		
Total National Non Domestic Rates					-8,090
OMDEV: Organisation & Member Development					
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date.	3,670				
Reduced lump sum superannuation payable as payment is now made upfront annually (previously monthly) resulting in a discounted amount payable.	-1,790				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
New budget for payments made in respect of the apprenticeship levy. These payments are set aside and topped up by the government for us to draw-down to pay for apprenticeship level training.	11,700				
Reduction in support service costs due to changes in cost allocations, mainly from financial services. This is partly offset by an increase in the recharge of accommodation costs.			-4,220		
The increase in overall net expenditure on this service is reflected in a consequential increase in onward recharges to other services.			-9,520		
Total Organisation & Member Development					-160
PERFM: Performance reward grants					
The Parish Grant scheme which fell under this cost centre is now coming to a close and this is reflected in the budget that has been set. After allowing for all commitments there remains just over £60K unallocated in the Performance Reward Grant earmarked reserve.	-37,780				
Total Performance Reward Grant					-37,780

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
REVUE: Revenues & Benefits					
Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date.	-2,350				
Reduced lump sum superannuation payable as payment is now made upfront annually (previously monthly) resulting in a discounted amount payable.	-2,610				
Increase in the recharge for accommodation costs. Also support service costs in respect of the contact centre have increased. This is partly offset by a reduction in costs from financial services and organisation & member development services. This is due to changes in cost allocations from these services.			1,520		
The decrease in overall net expenditure on this service is reflected in a consequential decrease in onward recharges to other services.			5,320		
Total Revenues & Benefits					1,880

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
SUPDF: Superannuation Deficiency Payments					
Reduction in deficiency payment due to the reducing number of beneficiaries	-3,330				
Total Superannuation Deficiency Payments					-3,330
Other Variances	1,790	2,730	480	-470	4,530
Subtotal	251,220	-372,320	32,740	7,390	-80,970
MOVEMENT IN EARMARKED RESERVES					
FNBAL/H326 Performance Reward Grant (PRG) Reserve: Decrease in the contribution required to fund Parish Grants paid in 2017/18	37,780				37,780
FNBAL/H362 Individual Electoral Registration (IER) Reserve: Increase in contribution required from reserve to fund additional costs incurred for IER		-7,060			-7,060

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H230 Election Reserve: A contribution from the reserve is required to fund cost of purchase of Polling Booths and postage of poll cards for Longridge Town Council election in the year.		-4,470			-4,470
FNBAL/H262 IT repairs and renewal reserve: Contribution required to fund SQL Licences and migration to Blackberry Unified Enterprise Management system		-6,520			-6,520
FNBAL/H337 Equipment Reserve: Contribution from the reserve is required to fund ICON (Income System) upgrade		-12,320			-12,320
FNBAL/H288 Supernanuation Reserve: Contribution to reserve to equalise the difference between prepaid superannuation and estimate due	7,920				7,920

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H325 Vat Shelter Reserve: increase in contribution from reserve due to an increase in anticipated income received from Symphony Homes	47,650				47,650
Total Movement in Earmarked Reserves	93,350	-30,370	0	0	62,980
Total Movement	344,570	-402,690	32,740	7,390	-17,990

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
BYELE	District By-Elections	0	750	0	750
CEXEC	Chief Executives Department	610,003	593,973	0	0
CIVCF	Civic Functions	34,553	29,712	58,870	53,390
CIVST	Civic Suite	24,742	19,622	0	0
CLOFF	Council Offices	126,577	122,627	0	0
CLTAX	Council Tax	41,127	125,773	340,780	350,280
COMPR	Computer services	137,968	177,941	0	0
CONTC	Contact Centre	119,836	100,136	0	0
CORPM	Corporate Management	0	0	326,260	335,920
COSDM	Cost of Democracy	162,720	151,564	445,800	441,950
CSERV	Corporate Services	22,919	22,242	180,470	165,720
DISTC	District Elections	0	3,725	0	3,720
ELADM	Election Administration	0	0	43,320	68,970
ELECT	Register of Electors	40,667	38,878	91,530	79,040
EMERG	Community Safety	4,997	4,877	59,570	64,230
ESTAT	Estates	-18,921	-18,762	54,960	60,630
FGSUB	Grants & Subscriptions - Policy & Finance	125,895	125,402	160,560	164,840
FLDRB	Flood Resilience Grants - Businesses	0	44,735	0	0
FLDRH	Flood Resilience Grants - Households	0	171,214	0	0
FMISC	Policy & Finance Miscellaneous	23,302	31,946	-54,740	-126,800

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
FSERV	Financial Services	386,879	398,447	0	0
LANDC	Land Charges	-41,586	-41,159	17,260	19,120
LICSE	Licensing	-66,260	-71,549	24,980	35,630
LSERV	Legal Services	213,376	214,133	0	0
LUNCH	Luncheon Clubs	12,910	1,530	15,070	14,020
NNDRC	National Non Domestic Rates	8,574	-21,218	36,200	30,350
OMDEV	Organisation & Member Development	219,611	227,877	0	0
PERFM	Performance Reward Grants	13,648	19,633	55,010	16,500
REVUE	Revenues & Benefits	305,240	297,054	0	0
SUPDF	Superannuation Deficiency Payments	63,271	61,263	97,920	94,590
Committee Subtotal		2,572,048	2,832,366	1,953,820	1,872,850
Earmarked Reserves					
FNBAL/H326	Performance Reward Grants Reserve	-13,648	-19,633	-53,500	-15,720
FNBAL/H362	Individual Electoral Registration Reserve	-11,540	-13,048	-1,420	-8,480
FNBAL/H230	Election Reserve	22,540	18,064	22,540	18,070
FNBAL/H269	Revaluation Reserve	2,060	2,060	2,060	2,060
FNBAL/H337	Equipment Reserve	0	-9,748	0	-12,320
FNBAL/H321	Vat Shelter Reserve	0	0	158,000	205,650
FNBAL/H288	Superannuation Adjustment Reserve	0	0	0	7,920
FNBAL/H362	IT Repairs & Renewal Reserve	0	-6,520	0	-6,520
Subtotal Earmarked Reserves		-588	-28,825	127,680	190,660
Total		2,571,460	2,803,541	2,081,500	2,063,510

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7

meeting date: 23 JANUARY 2018
title: ORIGINAL REVENUE BUDGET 2018/19
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2018/19, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

- 2.1 In September we updated the Council's Budget Forecast which predicted budget gaps as follows: £774k in 2018/19, £956k in 2019/20, £1,139k in 2020/21.
- 2.2 In October 2016 this Council submitted an Efficiency Plan to the Government in order to secure a multi year finance settlement. We were notified on 16 November 2016 that we are now formally on the multi-year settlement and can expect to receive the allocations published as part of the 2016/17 local government finance settlement in 2017/18, 2018/19 and 2019/20.
- 2.3 On 19 December we were informed of the provisional Local Government Finance Settlement for 2018/19. As anticipated the figures provided previously in the multi-year settlement will be honoured. Additionally, the Government announced that our Rural Services Delivery Grant will not be reduced to £66,618 as previously indicated, but will instead remain at £86,603, as received in 2017/18.

3 BUDGET WORKING GROUP

- 3.1 The Budget Working Group have been undertaking detailed reviews over the past few months of the various funding streams of the council. These have particularly focused on Business Rates, New Homes Bonus and Council Tax. This will be further reviewed now that the full details of the individual committee budgets have been calculated, and once the Local Government Finance Settlement has been announced.

4 BUDGET PROCESS

- 4.1 Presented to committee for decision in October were the proposed fees and charges for 2018/19. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 4.2 Following a great deal of in-depth service analysis and meetings with regard to this committees budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.

4.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.

4.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2018/19 will also be approved.

5 2018/19 DRAFT REVENUE BUDGET

5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay and price increases at 2%.

5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each costs centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.
- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public

5.3 As you will see, the draft proposed budget for 2018/19 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2017/18:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 2%:** The budget forecast allows for inflation on pay and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven. In past years items included under the new 'Savings' heading were also included here.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column
- **DRAFT Original Estimate 2018/19:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

5.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2017/18 Original Estimate, to the DRAFT Original Estimate for 2018/19. Comments are also provided on the main variances.

6 COMMITTEE SERVICE ESTIMATES

6.1 **Cost Centre and Description** CEXEC: Chief Executives Department

The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. The Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety and provide the council's mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for Legal and Democratic Services are shown in a separate paragraph 6.20. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	1,038,100		20,770	-170	-18,340			1,040,360
Transport Related Expenditure	23,610		470	-200	-10			23,870
Supplies & Services	17,250		340	-10	1,160			18,740
Third Party Payments	0		0					0
Support Services	162,830					11,930		174,760
Total Expenditure	1,241,790	0	21,580	-380	-17,190	11,930	0	1,257,730
Other Grants and Contributions	-50		0			0		-50
Departmental Recharges	-1,229,650					-15,620		-1,245,270
Miscellaneous Recharges	-12,090					-320		-12,410
Total Income	-1,241,790	0	0	0	0	-15,940	0	-1,257,730
Net Expenditure	0	0	21,580	-380	-17,190	-4,010	0	0

CEXEC: Chief Executives Department

Commentary on Substantial Budget Changes

Employee related expenditure

There is a reduction in expenditure due to the anticipated impact of staff turnover. There is also a lower superannuation past service charge due to a discounted charge being incurred as payments are now made in full at the start of the year rather than paying monthly.

Supplies & Services

The increase is due to an increase in the purchase of equipment and postage costs, reflecting past spending profiles.

Support Services

The increase in support costs relates to a higher accommodation charge and support from financial services and organisation and member development, this is due to changes in cost allocations from these services.

Departmental/Miscellaneous Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.2 **Cost Centre and Description** CIVCF: Civic Functions

The costs included here relate to all mayoral expenditure including the mayoral and deputy mayoral allowances and costs incurred in relation to events, functions, mayoral transport and the cost of associated support services.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	12,360	0	240	10	-160	0	0	12,450
Premises Related Expenditure	610		10	0	190	0	0	810
Transport Related Expenditure	6,620		130	0	-290	0	0	6,460
Supplies & Services	21,610		440	0	-50	0	0	22,000
Support Services	17,670					830		18,500
Total Expenditure	58,870	0	820	10	-310	830	0	60,220
Net Expenditure	58,870	0	820	10	-310	830	0	60,220

**CIVCF Civic Functions
Commentary on substantial budget changes**

Support Services

Small increase in support cost from legal services & financial services due changes in cost allocations from these services

6.3 **Cost Centre and Description** CIVST: Civic Suite

All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	10,890	0	220	-10	-60	0	0	11,040
Premises Related Expenditure	26,560	0	520	-50	-4,360	0	0	22,670
Supplies & Services	1,950	0	30	0	180	0	0	2,160
Support Services	9,730	0			0	-970	0	8,760
Depreciation and Impairment	9,700	0			0	0	5,350	15,050
Total Expenditure	58,830	0	770	-60	-4,240	-970	5,350	59,680
Customer & Client Receipts	-4,320	0	-80	-420	280	0	0	-4,540
Departmental Recharges	-54,510	0			0	-630	0	-55,140
Total Income	-58,830	0	-80	-420	280	-630	0	-59,680
Net Expenditure	0	0	690	-480	-3,960	-1,600	5,350	0

CIVST: Civic Suite

Commentary on substantial budget changes

Premises related expenditure

The provision for repair and maintenance has been reduced to reflect the future impact of programmed work at the civic suite in the 2017/18 capital programme. Energy costs have also been reduced as a result of changes in usage and prices.

Depreciation

Depreciation charges have been increased reflecting the capital scheme for upgrading the civic suite, as referred to above.

Support Services

Reduction in support service costs, mainly from community services department, due to changes in cost allocation from this service.

Customer & Client receipts

A small decrease in function hire income is forecast based on average usage.

Departmental Recharges

The increase in net expenditure is also reflected in an increase recharges to other services.

6.4 **Cost Centre and Description** CLOFF: Council Offices

This budget is for the cost of our main council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	51,170		1,020	-150	-60			51,980
Premises Related Expenditure	146,210		2,920	1,840	13,310			164,280
Supplies & Services	8,600		180	-20	430			9,190
Third Party Payments	1,050		20					1,070
Support Services	21,420					970		22,390
Depreciation and Impairment	33,440						1,900	35,340
Total Expenditure	261,890	0	4,140	1,670	13,680	970	1,900	284,250
Customer & Client Receipts	-32,110		-640	-500				-33,250
Departmental Recharges	-229,780					-21,220		-251,000
Total Income	-261,890	0	-640	-500	0	-21,220	0	-284,250
Net Expenditure	0	0	3,500	1,170	13,680	-20,250	1,900	0

CLOFF: Council Offices

Commentary on Substantial Budget Changes

Premises Related Expenditure

The budget for electricity usage has been increased as the meter readings for usage have increased.

Depreciation and Impairment

Increase in provision for depreciation as the retention on the re-roofing and replacement windows capital scheme becomes due adding value to those components of the building

Departmental Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.5 **Cost Centre and Description**

CLTAX: Council Tax

This budget is for the cost of administration and collection of council tax. It includes the costs of maintaining the software, postages, bailiff fees, court costs, share of bank charges and support services costs. The support costs include staffing cost of the council tax section and also cashiers section, together with and the cost of support from financial services, computer services, legal services and organisation and member development. These are offset by income from court fees and summonses.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	74,070	0	1,490	-150	240	0	0	75,650
Support Services	342,650	0			0	6,860	0	349,510
Depreciation and Impairment	12,500	0			0	0	-12,500	0
Total Expenditure	429,220	0	1,490	-150	240	6,860	-12,500	425,160
Customer & Client Receipts	-85,970	0	-1,720	1,720	390	0	0	-85,580
Other Grants and Contributions	-2,470	0	-50	0	0	0	0	-2,520
Total Income	-88,440	0	-1,770	1,720	390	0	0	-88,100
Net Expenditure	340,780	0	-280	1,570	630	6,860	-12,500	337,060

CLTAX: Council Tax

Commentary on Substantial Budget Changes

Support Services

Increase in support costs from revenues and benefits offset by reduction in costs from legal and financial services due to changes in cost allocations from these services.

Depreciation and Impairment

Provision for depreciation has been removed as the council tax reduction module has become fully depreciated

6.6 Cost Centre and Description

COMPR: Computer Services

The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area. These costs are fully recharged to service users. Additionally, digital communications such as the corporate website and work on the main corporate social media accounts is undertaken within this service

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	178,940	0	3,570	-300	-4,120	0	0	178,090
Premises Related Expenditure	1,610		30		20	0	0	1,660
Transport Related Expenditure	210	0	0	0	-40	0	0	170
Supplies & Services	64,710	0	1,300	3,460	5,560	0	0	75,030
Support Services	36,890				0	850		37,740
Depreciation and Impairment	21,330				0	0	-11,100	10,230
Total Expenditure	303,690	0	4,900	3,160	1,420	850	-11,100	302,920
Departmental Recharges	-303,690					770		-302,920
Total Income	-303,690	0	0	0	0	770	0	-302,920
Net Expenditure	0	0	4,900	3,160	1,420	1,620	-11,100	0
Associated Movement in Earmarked Reserves	0	0	0	0	-3,970	0	0	-3,970
Net After Earmarked Reserves	0	0	4,900	3,160	-2,550	1,620	-11,100	-3,970

COMPR: Computer Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

There is a reduction in expenditure due to the anticipated impact of staff turnover. There is also a lower superannuation past service charge due to a discounted charge being incurred as payments are now made in full at the start of the year rather than paying monthly.

Supplies & Services

Increase in Government connect data charges above inflation and an increased cost of SQL licenses following the installation of new ICT infrastructure

Depreciation and Impairment

Decrease in depreciation charge as the final parts of the Converged Infrastructure capital scheme was completed in 2017/18.

Movement in earmarked reserves

As agreed at Policy and Finance Committee in November 2017, the increased cost of the SQL licences are to be funded from the IT repairs & renewal reserve

6.7 Cost Centre and Description

CONTC: Contact Centre

The contact centre acts as first point of contact for a range of front line services and provides the main telephony service. The budget includes the cost of employees within the service and the cost of maintaining a customer relationship management (CRM) system which helps manage the council's interaction with its customers. The service is supported by financial services, computer services and organisation and member development. The total cost of the section is then recharged to users on an activity basis.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	171,300	0	3,430	-110	-1,050	0	0	173,570
Transport Related Expenditure	330	0	10	0	0	0	0	340
Supplies & Services	22,150	-50	450	0	-10	0	0	22,540
Support Services	57,410					3,270		60,680
Total Expenditure	251,190	-50	3,890	-110	-1,060	3,270	0	257,130
Departmental Recharges	-251,190					-5,810	-130	-257,130
Total Income	-251,190	0	0	0	0	-5,810	-130	-257,130
Net Expenditure	0	-50	3,890	-110	-1,060	-2,540	-130	0

CONTC: Contact Centre

Commentary on Substantial Budget Changes

Employee Related Expenditure

There is a reduction in expenditure due to the anticipated impact of staff turnover.

Support Services

Increase in support costs mainly from recharges of accommodation costs and changes in recharges of time from financial services.

Depreciation and Impairment

Decrease in depreciation as the Customer Relationship Management (CRM) system purchased in 2011/12 has now been fully depreciated.

Departmental Recharges

Increase in net expenditure is reflected in increases in recharges to other services.

6.8 **Cost Centre and Description**

CORPM: Corporate Management

Corporate Management concerns those activities and costs that provide the infrastructure to allow services to be provided and the information that is required for public accountability. This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making, preparation of published accounts, publicity, estimating and accounting for precepts.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	326,260					14,280		340,540
Total Expenditure	326,260	0	0	0	0	14,280	0	340,540
Net Expenditure	326,260	0	0	0	0	14,280	0	340,540

CORPM: Corporate Management
Commentary on Substantial Budget Changes

Support Services
 Increase in support service costs mainly from financial services and the Chief Executive's department. This partly off-set by a reduction in the recharge from the contact centre. This is due to changes in cost allocations from these services.

6.9 **Cost Centre and Description** COSDM: Cost of Democracy

This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	3,460		60	10	230	0	0	3,760
Supplies & Services	240,950		4,820	-190	-6,920	0	0	238,660
Support Services	201,390				0	6,250	0	207,640
Total Expenditure	445,800	0	4,880	-180	-6,690	6,250	0	450,060
Net Expenditure	445,800	0	4,880	-180	-6,690	6,250	0	450,060

COSDM: Cost of Democracy

Commentary on Substantial Budget Changes

Supplies & Services

This adjustment reflects the change that was made to the timing of the annual uprating of allowances. This was not adjusted for in the 2017/18 original estimate.

Support Services

Increase in support service costs from legal services and financial services due to changes in cost allocations from these services. This is partly offset by a reduction in the recharge of accommodation costs.

6.10 **Cost Centre and Description**

CSERV: Corporate services

The cost of a small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications, which is recharged here from the Organisation and Member Development Cost Centre.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	30,990	0	620	70	-100	0	0	31,580
Support Services	149,480	0				4,720		154,200
Total Expenditure	180,470	0	620	70	-100	4,720	0	185,780
Net Expenditure	180,470	0	620	70	-100	4,720	0	185,780

CSERV: Corporate Services**Commentary on Substantial Budget Changes****Support Services**

Increase in support service costs from the organisation & member development service due to changes in cost allocations from this service.

6.11 **Cost Centre and Description**

ELADM: Election Administration

This budget is for the cost of administering elections to the council. It only covers the support service costs, which include staffing costs from financial services, legal services, Chief Executive's department and organisation and member development.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	43,320					-37,950		5,370
Total Expenditure	43,320	0	0	0	0	-37,950	0	5,370
Net Expenditure	43,320	0	0	0	0	-37,950	0	5,370

ELADM: Election Administration

Commentary on Substantial Budget Changes

Support Services

Reduction in support service costs from legal services, financial services, Chief Executive's department and also organisation & member development services due to changes in cost allocations from these services.

6.12 **Cost Centre and Description** ELECT: Register of Electors

The council has a statutory duty to compile and maintain a register of all those entitled to vote.

Canvassers collect information on individuals living in the Ribble Valley which together with information from pre-printed forms posted out, are used to compile a register. The budget covers employee costs, printing and stationery costs, software maintenance costs and postages. Once completed part of the register is available for sale. Recently there has been a move from household information to an individual register, this has been grant funded with an earmarked reserve set up to fund future costs.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	5,570		110	100	5,250			11,030
Supplies & Services	54,780		1,090	-130	-5,260			50,480
Support Services	32,480					13,490		45,970
Total Expenditure	92,830	0	1,200	-30	-10	13,490	0	107,480
Customer & Client Receipts	-1,300		-30					-1,330
Total Income	-1,300	0	-30	0	0	0	0	-1,330
Net Expenditure	91,530	0	1,170	-30	-10	13,490	0	106,150
Associated Movement in Earmarked Reserves	-1,420				1,420			0
Net After Earmarked Reserves	90,110	0	1,170	-30	1,410	13,490	0	106,150

ELECT: Register of Electors

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in the budget for canvassers and temporary staff to reflect the spending profiles for Individual Electoral Registration (IER)

Supplies & Services

Decrease in provision for postages partly offset by increases in printing and stationery, photocopying and software maintainance to reflect the spending profiles of IER.

Support Services

Increase in support costs from legal services due to changes in cost allocations from this service.

Associated Movement in Earmarked Reserves

Reduction in contribution from reserve as the earmarked reserve will have been fully utilised

6.13 Cost Centre and Description

EMERG: Community Safety

The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	10,310	0	210	-80	-40	0	0	10,400
Support Services	49,260				0	4,470	0	53,730
Total Expenditure	59,570	0	210	-80	-40	4,470	0	64,130
Net Expenditure	59,570	0	210	-80	-40	4,470	0	64,130

EMERG: Community Safety**Commentary on Substantial Budget Changes****Support Services**

Increase in support costs mainly from the Chief Executive's department due to changes in cost allocations.

6.14 **Cost Centre and Description** ESTAT: Estates

The council has many assets, which include land and property. Individual Heads of Service manage the properties that support their operations and the legal section support this work.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Premises Related Expenditure	9,430		190	-110				9,510
Supplies & Services	1,420		30					1,450
Support Services	35,780					-1,090		34,690
Depreciation and Impairment	48,310						6,780	55,090
Total Expenditure	94,940	0	220	-110	0	-1,090	6,780	100,740
Customer & Client Receipts	-39,980		-800	430	-80			-40,430
Total Income	-39,980	0	-800	430	-80	0	0	-40,430
Net Expenditure	54,960	0	-580	320	-80	-1,090	6,780	60,310

ESTAT: Estates

Commentary on Substantial Budget Changes

Support Services

Reduction in support costs from community services department, legal services and financial services due to changes in cost allocations.

Depreciation and Impairment

The increase in depreciation charge reflects the increase in asset values following the annual review of assets in the 2016/17 financial year.

6.15 **Cost Centre and Description**

FGSUB: Grants & Subscriptions - Policy and Finance

Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads and Local Government Association (subscription). In addition, the concurrent function grants (now merged together with the Parish Lengthsman grant under this heading) are allocated from this budget.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	13,130	0	260	-10	-820	0	0	12,560
Transfer Payments	145,100	0	2,900	-540	-100	0	0	147,360
Support Services	2,330	0			0	5,070	0	7,400
Total Expenditure	160,560	0	3,160	-550	-920	5,070	0	167,320
Net Expenditure	160,560	0	3,160	-550	-920	5,070	0	167,320

FGSUB: Grants & Subscriptions - Policy and Finance

Commentary on Substantial Budget Changes

Support Services

Increase in support costs from financial services due to changes in the time allocations from this service.

6.16 **Cost Centre and Description**

FMISC: Policy & Finance Miscellaneous

Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	1,060	0	20	0	-33,320	0	0	-32,240
Premises Related Expenditure	550	0	20	0	0	0	0	570
Supplies & Services	83,700	0	1,680	230	-28,480	0	0	57,130
Transfer Payments	280	0	10	0	0	0	0	290
Support Services	50,460	0			0	4,550	0	55,010
Depreciation and Impairment	0	0			0	0	0	0
Total Expenditure	136,050	0	1,730	230	-61,800	4,550	0	80,760
Customer & Client Receipts	-50	0	0	0	-150	0	0	-200
Other Grants and Contributions	-178,000	0	-3,560	2,760	49,920	0	0	-128,880
Miscellaneous Recharges	-12,740	0	-250	0	-60	0	0	-13,050
Total Income	-190,790	0	-3,810	2,760	49,710	0	0	-142,130
Net Expenditure	-54,740	0	-2,080	2,990	-12,090	4,550	0	-61,370
Associated Movement in Earmarked Reserves	160,060	0	50	0	-16,600	0	0	143,510
Net After Earmarked Reserves	105,320	0	-2,030	2,990	-28,690	4,550	0	82,140

FMISC: Policy & Finance Miscellaneous

Commentary on Substantial Budget Changes

Employee Related Expenditure

The saving as a result of paying the council's employer current service pension contributions in full at the beginning of the year (estimated to be £33,320) is reflected under this budget heading.

Supplies & Services

Reduction in external audit fees budget to reflect the current level of audit fees now being charged

Support Services

Increase in debt management costs due to changes in allocations from financial services

Other Grants and Contributions

Reduction in income from VAT shelter money paid by Symphony Homes. This is due to the reimbursement rate under the VAT shelter arrangements reducing from 75% to 40%.

Associated Movement in Earmarked Reserves

Reduction in contribution to VAT shelter reserve due to a reduction in the level of VAT shelter receipts to be set aside from Ribble Valley Homes. This is partly offset by the setting aside of the pensions saving in to the superannuation adjustment reserve.

6.17 Cost Centre and Description

FSERV: Financial Services

The Financial Services Section provides the Accountancy and Internal Audit services of the Council. The section is responsible for all matters of financial administration. The section's main tasks are the preparation of budgets, closure of the Council's accounts, payment of invoices, the collection of debt, the treasury management function, and also the achievement of the annual internal audit plan.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	596,310	0	11,920	-530	-3,120	0	0	604,580
Transport Related Expenditure	10,570	0	200	-180	420	0	0	11,010
Supplies & Services	47,490	0	940	20	-30	0	0	48,420
Support Services	83,260					4,780		88,040
Total Expenditure	737,630	0	13,060	-690	-2,730	4,780	0	752,050
Customer & Client Receipts	-1,160	0	-20	-10	10	0	0	-1,180
Other Grants and Contributions	-20	0	0	0	0	0	0	-20
Departmental Recharges	-727,630	0			0	-14,820	0	-742,450
Miscellaneous Recharges	-8,820					420		-8,400
Total Income	-737,630	0	-20	-10	10	-14,400	0	-752,050
Net Expenditure	0	0	13,040	-700	-2,720	-9,620	0	0

FSERV: Financial Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

Savings through staff turnover and the consequential appointment of staff at a different point on the incremental pay scale

Support Services

Increase in the recharge of accommodation costs. also the recharge of organisation & member development services has increased due to changes in time allocations.

Departmental Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.18 Cost Centre and Description

LANDC: Land Charges

The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	1,840		40		30			1,910
Supplies & Services	12,990		260		260			13,510
Support Services	83,230					2,040		85,270
Depreciation and Impairment	0							0
Total Expenditure	98,060	0	300	0	290	2,040	0	100,690
Government Grants	0		0					0
Customer & Client Receipts	-80,800		-1,620	-3,070	-180			-85,670
Total Income	-80,800	0	-1,620	-3,070	-180	0	0	-85,670
Net Expenditure	17,260	0	-1,320	-3,070	110	2,040	0	15,020

LANDC: Land Charges**Commentary on Substantial Budget Changes****Support Services**

Increase in support service costs from community service department, legal services and also organisation & member development service due to changes in time allocations.

6.19 **Cost Centre and Description**

LICSE: Licensing

The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	3,180		60		-100			3,140
Supplies & Services	21,400		430		110			21,940
Support Services	122,370					16,560		138,930
Total Expenditure	146,950	0	490	0	10	16,560	0	164,010
Customer & Client Receipts	-118,790		-2,370	1,290	2,050			-117,820
Other Grants and Contributions	-3,180		-60		100			-3,140
Total Income	-121,970	0	-2,430	1,290	2,150	0	0	-120,960
Net Expenditure	24,980	0	-1,940	1,290	2,160	16,560	0	43,050

LICSE: Licensing

Commentary on Substantial Budget Changes

Support Services
 Increase in support service costs from legal services due to changes in time allocation.

Customer & Client Receipts
 Based on previous three years income it is estimated that there will be an small increase in income mainly from taxi licenses

6.20 **Cost Centre and Description**

LSERV: Legal Services

The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.

The section also includes the direct costs of staff working on land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions. These are recharged according to staff time allocations

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	334,080	0	6,670	190	5,500	0	0	346,440
Transport Related Expenditure	6,380	0	120	-50	210	0	0	6,660
Supplies & Services	28,030	0	550	10	-1,150	0	0	27,440
Support Services	96,000	0			0	4,780	0	100,780
Total Expenditure	464,490	0	7,340	150	4,560	4,780	0	481,320
Customer & Client Receipts	-1,020	0	-20	-10	-280	0	0	-1,330
Other Grants and Contributions	-8,410	0	-170	-180	0	0	0	-8,760
Departmental Recharges	-452,940	0			0	-16,870	0	-469,810
Miscellaneous Recharges	-2,120					700		-1,420
Total Income	-464,490	0	-190	-190	-280	-16,170	0	-481,320
Net Expenditure	0	0	7,150	-40	4,280	-11,390	0	0

LSERV: Legal Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

Forecast increase in staffing costs due to the low level of staff turnover that has been experienced to date. There is also an increase in superannuation costs as there has been an increase in the number of staff that are members of the pension scheme.

Supplies & Services

Savings from printing & stationery and legal expenses to bring estimates in line with previous years spending profiles.

Support Services

Reduction in the recharge of accommodation costs. Also the recharge of support service costs from financial services, revenue services and the Chief Executive's department has fallen due to changes in time allocations.

Departmental Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.21 **Cost Centre and Description**

LUNCH: Luncheon Clubs

Financial support is provided by the Council to develop new and existing clubs to help them become self sustainable in the longer term

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Transfer Payments	12,910		260					13,170
Support Services	2,160					-1,050		1,110
Total Expenditure	15,070	0	260	0	0	-1,050	0	14,280
Net Expenditure	15,070	0	260	0	0	-1,050	0	14,280

LUNCH: Luncheon Clubs**Commentary on Substantial Budget Changes****Support Services**

Reduction in support costs from the Chief Executive's department due to changes in time allocations from this service

6.22 Cost Centre and Description

NNDRC: National Non Domestic Rates

The administration and collection of national non-domestic rates

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	10,960		220	-40	-40	0	0	11,100
Support Services	122,520				0	3,420	0	125,940
Total Expenditure	133,480	0	220	-40	-40	3,420	0	137,040
Government Grants	-91,850		-1,840	1,840	1,850	0	0	-90,000
Customer & Client Receipts	-5,260		-110	110	230	0	0	-5,030
Other Grants and Contributions	-170		0	0	0	0	0	-170
Total Income	-97,280	0	-1,950	1,950	2,080	0	0	-95,200
Net Expenditure	36,200	0	-1,730	1,910	2,040	3,420	0	41,840

Commentary on Substantial Budget Changes**Support Services**

Increase in support costs from financial services and revenues services. This is partly offset by a reduction in costs from legal services due to changes in time allocations.

Government Grants

The budget reflects a forecast reduction in the Cost of Collection grant

6.23 Cost Centre and Description

OMDEV: Organisation & Member Development

This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	339,800	0	6,800	0	10,560	0	0	357,160
Transport Related Expenditure	4,170	0	80	-60	1,260	0	0	5,450
Supplies & Services	36,200	0	720	-30	-90	0	0	36,800
Support Services	77,610	0			0	2,180	0	79,790
Depreciation and Impairment	0	0	0	0	0	0	8,670	8,670
Total Expenditure	457,780	0	7,600	-90	11,730	2,180	8,670	487,870
Customer & Client Receipts	-3,880	0	-80	0	120	0	0	-3,840
Departmental Recharges	-453,900	0			0	-30,130	0	-484,030
Total Income	-457,780	0	-80	0	120	-30,130	0	-487,870
Net Expenditure	0	0	7,520	-90	11,850	-27,950	8,670	0

OMDEV: Organisation & Member Development

Commentary on Substantial Budget Changes

Employee Related Expenditure

New budget for payments made in respect of the apprenticeship levy. These payments are set aside and topped up by the government for us to draw-down to pay for apprenticeship level training.

Transport Related Expenditure

Increase in leased car insurance and cost of leased car.

Support Services

Increase in the recharge of accomodation cost.

Depreciation

The cost relates to the estimated depreciation charged on the printing section equipment renewal capital scheme (2017/18) and new new telephone system capital scheme (2017/18)

Departmental Recharges

The increase in overall net expenditure is reflected in an increase in the recharges to other services.

6.24 **Cost Centre and Description**

PERFM: Performance Reward Grants

Residual budget relation to former Performance Reward Grant received by this Council. This budget has been used to fund various grants/community projects etc.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Transfer Payments	53,500		1,070	-1,070	-50,850			2,650
Support Services	1,510					-730		780
Total Expenditure	55,010	0	1,070	-1,070	-50,850	-730	0	3,430
Net Expenditure	55,010	0	1,070	-1,070	-50,850	-730	0	3,430
Associated Movement in Earmarked Reserves	-53,500				50,850			-2,650
Net After Earmarked Reserves	1,510	0	1,070	-1,070	0	-730	0	780

PERFM: Performance Reward Grants**Commentary on Substantial Budget Changes****Transfer Payments**

The Parish Grant scheme which fell under this cost centre is now coming to a close and this is reflected in the budget that has been set. After allowing for all commitments there remains just over £60K unallocated in the Performance Reward Grant earmarked reserve.

6.25 Cost Centre and Description

REVUE: Revenues & Benefits

Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual cost centres

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	494,450	0	9,900	-80	-4,570	0	0	499,700
Transport Related Expenditure	8,430	0	180	-70	80	0	0	8,620
Supplies & Services	28,190	-1,230	540	-110	-540	0	0	26,850
Support Services	150,440	0				7,940		158,380
Depreciation and Impairment	0						4,500	4,500
Total Expenditure	681,510	-1,230	10,620	-260	-5,030	7,940	4,500	698,050
Departmental Recharges	-680,770	0			0	-16,530	0	-697,300
Miscellaneous Recharges	-740					-10		-750
Total Income	-681,510	0	0	0	0	-16,540	0	-698,050
Net Expenditure	0	-1,230	10,620	-260	-5,030	-8,600	4,500	0

REVUE: Revenues & Benefits

Commentary on Substantial Budget Changes

Employee Related Expenditure

There is a reduction in expenditure due to the anticipated impact of staff turnover. There is also a lower superannuation past service charge due to a discounted charge being incurred as payments are now made in full at the start of the year rather than paying monthly.

Support Services

Increased recharge for accommodation costs. There is also an increase in the support service costs from the contact centre, partly offset by a reduction from financial service due to changes in time allocations.

Depreciation

The depreciation charge relates to depreciation due on the replacement of servers included in the 2017/18 capital programme.

Departmental Recharges

Increase in net expenditure is reflected in an increase in recharges to other services.

6.26 **Cost Centre and Description****SUPDF: Superannuation Deficiency Payments**

Cost here relate to historic liabilities arising from unfunded pension costs. It includes the cost of past added years' service, which is the cost of making up the years when employees retired early. Currently payments are made to Lancashire County Council and West Yorkshire pension funds. The budget also covers the cost of actuarial information of the pension fund.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	6,370		130	70	0	0	0	6,570
Third Party Payments	91,550		1,830	820	-3,170	0	0	91,030
Total Expenditure	97,920	0	1,960	890	-3,170	0	0	97,600
Net Expenditure	97,920	0	1,960	890	-3,170	0	0	97,600

SUPDF: Superannuation Deficiency Payments**Commentary on Substantial Budget Changes****Third Party Payments**

The reduction in cost is due to a decrease in the number of beneficiaries.

7 SUMMARIES

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

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
CEXEC: Chief Executives Department	0		21,580	-380	-17,190	-4,010		0
CIVCF: Civic Functions	58,870	0	820	10	-310	830	0	60,220
CIVST: Civic Suite	0	0	690	-480	-3,960	-1,600	5,350	0
CLOFF: Council Offices	0		3,500	1,170	13,680	-20,250	1,900	0
CLTAX: Council Tax	340,780	0	-280	1,570	630	6,860	-12,500	337,060
COMPR: Computer Services	0	0	4,900	3,160	1,420	1,620	-11,100	0
CONTC: Contact Centre	0	-50	3,890	-110	-1,060	-2,540	-130	0
CORPM: Corporate Management	326,260					14,280		340,540
COSDM: Cost of Democracy	445,800		4,880	-180	-6,690	6,250	0	450,060
CSERV: Corporate services	180,470	0	620	70	-100	4,720	0	185,780

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
ELADM: Election Administration	43,320					-37,950		5,370
ELECT: Register of Electors	91,530		1,170	-30	-10	13,490		106,150
EMERG: Community Safety	59,570	0	210	-80	-40	4,470	0	64,130
ESTAT: Estates	54,960		-580	320	-80	-1,090	6,780	60,310
FGSUB: Grants & Subscriptions - Policy and Finance	160,560	0	3,160	-550	-920	5,070	0	167,320
FMISC: Policy & Finance Miscellaneous	-54,740	0	-2,080	2,990	-12,090	4,550	0	-61,370
FSERV: Financial Services	0	0	13,040	-700	-2,720	-9,620	0	0
LANDC: Land Charges	17,260		-1,320	-3,070	110	2,040		15,020
LICSE: Licensing	24,980		-1,940	1,290	2,160	16,560		43,050
LSERV: Legal Services	0	0	7,150	-40	4,280	-11,390	0	0
LUNCH: Luncheon Clubs	15,070		260			-1,050		14,280

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
NNDRC: National Non Domestic Rates	36,200		-1,730	1,910	2,040	3,420	0	41,840
OMDEV: Organisation & Member Development	0	0	7,520	-90	11,850	-27,950	8,670	0
PERFM: Performance Reward Grants	55,010		1,070	-1,070	-50,850	-730		3,430
REVUE: Revenues & Benefits	0	-1,230	10,620	-260	-5,030	-8,600	4,500	0
SUPDF: Superannuation Deficiency Payments	97,920		1,960	890	-3,170	0	0	97,600
Grand Total	1,953,820	-1,280	79,110	6,340	-68,050	-42,620	3,470	1,930,790
Associated Movement in Earmarked Reserves	127,680	0	500	0	31,700	0	0	159,880
Net After Earmarked Reserves	2,081,500	-1,280	79,610	6,340	-36,350	-42,620	3,470	2,090,670

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	3,248,880	0	64,960	-970	-43,330	0	0	3,269,540
Premises Related Expenditure	184,970	0	3,690	1,680	9,160	0	0	199,500
Transport Related Expenditure	60,320	0	1,190	-560	1,630	0	0	62,580
Supplies & Services	830,880	-1,280	16,600	3,020	-35,590	0	0	813,630
Third Party Payments	92,600		1,850	820	-3,170	0	0	92,100
Transfer Payments	211,790	0	4,240	-1,610	-50,950	0	0	163,470
Support Services	2,278,460	0			0	77,450	0	2,355,910
Depreciation and Impairment	125,280	0	0	0	0	0	3,600	128,880
Total Expenditure	7,033,180	-1,280	92,530	2,380	-122,250	77,450	3,600	7,085,610
Government Grants	-91,850	0	-1,840	1,840	1,850	0	0	-90,000
Other Grants and Contributions	-192,300	0	-3,840	2,580	50,020	0	0	-143,540
Customer & Client Receipts	-374,640	0	-7,490	-460	2,390	0	0	-380,200
Departmental Recharges	-4,384,060	0			0	-120,860	-130	-4,505,050
Miscellaneous Recharges	-36,510	0	-250	0	-60	790	0	-36,030
Total Income	-5,079,360	0	-13,420	3,960	54,200	-120,070	-130	-5,154,820
Net Expenditure	1,953,820	-1,280	79,110	6,340	-68,050	-42,620	3,470	1,930,790
Associated Movement in Earmarked Reserves	127,680	0	500	0	31,700	0	0	159,880
Net After Earmarked Reserves	2,081,500	-1,280	79,610	6,340	-36,350	-42,620	3,470	2,090,670

8 EARMARKED RESERVES

- 8.1 In the Original Estimate for 2017/18 this committee planned to add £127,680 to earmarked reserves to support its expenditure in future years. Looking forward to 2018/19, the proposal included in the estimates is that this committee add £159,880 to earmarked reserves.
- 8.2 The table below provides a summary of the DRAFT Original Estimate for 2018/19 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	DRAFT Original Estimate 2018/19	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	1,930,790	
FNBAL/H326 Performance Reward Grant (PRG) Reserve	-2,650	Reserve established from money payable by Central Government for the achievement of targets contained within Local Area Agreements. This contribution from the reserve represents the estimated revenue expenditure in 2018/19, particularly in relation to parish grants.
FNBAL/H288 Superannuation Adjustment Reserve	33,320	Reserve established from set aside superannuation savings. This is as the payment will be made in full at the beginning of the year, rather than monthly, resulting in a lower amount due in year. This contribution to the reserve represents the estimated saving to be made in 2018/19.
FNBAL/H230 Election Fund	22,990	Reserve established from monies set aside on an annual basis to smooth out the cost of local elections. This contribution represents the annual contribution to the reserve for the financial year 2018/19.
FNBAL/H269 Revaluation Reserve	2,110	Reserve established from monies set aside on an annual basis to smooth out the costs of revaluation of assets carried out every five years. This contribution represents the annual contribution to the reserve for the financial year 2018/19

	DRAFT Original Estimate 2018/19	Reason for Movement on Earmarked Reserve
FNBAL/H326 VAT Shelter Reserve	108,080	As part of the housing stock transfer to a social housing landlord an VAT shelter agreement was established. The council receives an annual payment from the landlord which is set aside in a reserve. This contribution represents the annual contribution to the reserve for the financial year 2018/19.
FNBAL/H262 IT Repairs & Renewal Reserve	-3,970	Reserve established to fund future software and hardware upgrades As agreed at Policy and Finance Committee in November 2017, the increased cost of the SQL licences are to be funded from the IT repairs & renewal reserve
Committee Net Cost of Services after Movements on Earmarked Reserves	2,090,670	

9 KEY VARIATIONS

9.1 The net expenditure for this committee has increased by £9,170 after allowing for associated movements on earmarked reserves. The main reasons for this net decrease are summarised in the table below.

Description	Variance Original Estimate 2017/18 to DRAFT Original Estimate 2018/19 £
CEXEC: Chief Executives Department There is a reduction in expenditure due to the anticipated impact of staff turnover. There is also a lower superannuation past service charge due to a discounted charge being incurred as payments are now made in full at the start of the year rather than paying monthly.	-19,100
CLOFF: Council Offices The budget for electricity usage has been increased as the meter readings for usage have increased.	13,110
FMISC: Finance Miscellaneous Reduction in external audit fees budget to reflect the current level of audit fees now being charged.	-28,480
FMISC: Finance Miscellaneous Reduction in income from VAT shelter money paid by Symphony Homes. This is due to the reimbursement rate under the VAT shelter arrangements reducing from 75% to 40%.	49,920
FMISC: Finance Miscellaneous Supernnuation adjustment to bring total superannuation provision to agree with advance payment made. Surplus or deficit to be met from earmarked reserve.	-33,320
OMDEV: Oragnisation & Member Development New budget for payments made in respect of the apprenticeship levy. These payments are set aside and topped up by the government for us to draw-down to pay for apprenticeship level training.	11,930
PERFM: Performance Reward Grants The Parish Grant scheme which fell under this cost centre is now coming to a close and this is reflected in the budget that has been set. After allowing for all commitments there remains just over £60K unallocated in the Performance Reward Grant earmarked reserve.	-50,850
Inflation Provision for inflationary increases	85,950
Support Service Costs Reduction in support costs	-42,620

10 RISK ASSESSMENT

10.1 The approval of this report may have the following implications

- Resources: approval of the original budget for 2018/19 would see a decrease in net expenditure of £23,030 compared with the original budget for 2017/18 or an increase of £9,170 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

11 RECOMMENDED THAT COMMITTEE

11.1 Approve the revenue original estimate for 2018/19 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF6-18/TH/AC
11 January 2018

For further background information please ask for Trudy Holderness

BACKGROUND PAPERS - None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 23 JANUARY 2018
title: LOCAL TAXATION WRITE OFFS
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off certain Council Tax and Business Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

❖ *Council Ambitions/Community Objectives/Corporate Priorities*

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

2 BACKGROUND

2.1 No specific statute exists to give guidance on the circumstances under which debts, in general, can be written off other than the statute of limitations. We only write debts off where all avenues of debt recovery have been fully explored.

Business Rates

2.2 As a matter of law, we are under obligation to take reasonable steps to collect Business Rates debts.

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

Council Tax

2.4 As a matter of law, we are under an obligation to take reasonable steps to collect council tax debts.

2.5 We do this by various means, including summonses, Attachment of Earnings, Attachment of Benefits, Attachment of Allowances, distraint of goods, bankruptcy, Charging orders and committal warrants. However, there are some cases where debtors simply leave their property with arrears and where we have no forwarding address, or are declared bankrupt or are deceased with insufficient funds in the estate.

3 CURRENT POSITION

3.1 There is now one case where a company has been dissolved and one case where the company has been liquidated and therefore we need to write off these debts. Annex 1 shows details of the debts we are seeking approval to write off against the collection fund – these total £173.22 Council Tax and £60.00 costs and £2,357.62 business rate and £60 costs.

4 FINANCIAL IMPLICATIONS

- 4.1 Where Council Tax debts are written off the costs are borne by the Council Tax collection fund and therefore fall on Council Tax payers.
- 4.2 The cost of business rate write offs are met in part by central government 50% and in part by local government, i.e. ourselves 40%, the county council 9% and the fire and rescue authority 1%.
- 4.3 The total bad debts provision for business rates stood at £330,000 at 1 April 2017.

Central Government	50%	165,000
Ribble Valley Borough Council	40%	132,000
Lancashire County Council	9%	29,700
Lancashire Fire & Rescue Authority	1%	3,300
		£330,000

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £173.22 Council Tax and £60.00 costs £2,537.62 Business Rates and £60.00 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF2-18/ME/AC
5 January 2018

Write offs – NNDR

Year	Name		Amount £
DISSOLVED			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2016/17	The Myerscough (Samlesbury) Ltd	Myerscough Hotel, Balderstone, Blackburn	*990.21
Total			990.21

*includes £60 costs

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2016/17	Heritage Inns (Samlesbury) Ltd	Myerscough Hotel, Balderstone, Blackburn	1,427.41
TOTAL			1,427.41

Write offs – Council Tax

Year	Name		Amount £
DISSOLVED			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2016/17	The Myerscough (Samlesbury) Ltd	Myerscough Hotel, Balderstone, Blackburn	*233.22
Total			233.22

*includes £60 costs

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 23 JANUARY 2018
title: CONCURRENT FUNCTION GRANTS
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To consider the allocation of concurrent function grants for 2017/18.

1.2 Relevance to the Council's ambitions and Priorities:

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

2 BACKGROUND

2.1 In November 2017, this committee considered a revised Concurrent Function grant Scheme, which combined the previous Parish Lengthsman scheme with the concurrent function grant scheme.

2.2 We were unable to recommend any prescriptive changes without considering the funding requests against the total grant pot available.

2.3 The combined scheme continues to give grant assistance for those Parishes/Town Councils who provide services in their areas, which elsewhere are provided by the Borough Council

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

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

- 2.5 Support of the previous concurrent function grant scheme set at a rate of 25% of eligible net revenue expenditure in the previous year subject to the overall cost to the Borough Council not exceeding £20,000p.a.
- 2.6 The past Parish Lengthsman scheme only supported a selection of parishes based on a historic, and now ended Lancashire County Council Lengthsman scheme.
- 2.7 The combined annual revenue budget allocation of both schemes has been approved of £31,060.
- 3 ALLOCATION OF 2017/18 GRANT
- 3.1 In November all Parish Councils were sent a revised concurrent function grant application form for 2017/18. It included an invitation to apply for a grant, with applications to be received by the Borough Council by 23 December 2017.
- 3.2 24 applications were received, with revenue expenditure to be supported totalling £87,128 (See Annex1).
- 3.3 Having received the applications, we are now in a position to consider options for allocating the combined grant pot.

<p><u>Option 1</u></p> <p>100% of lengthsman grant as paid in 2016/17 (or 100% of actual parish lengthsman expenditure if lower than 2016/17 grant)</p> <p style="font-size: 2em;">+</p> <p>25% of eligible concurrent function expenditure Including parish lengthsman expenditure, if not previously receiving a parish lengthsman grant</p>
<p><u>Option 2</u></p> <p>75% of lengthsman grant as paid in 2016/17 (or 75% of actual parish lengthsman expenditure if lower than 2016/17 grant)</p> <p style="font-size: 2em;">+</p> <p>25% of eligible concurrent function expenditure Including parish lengthsman expenditure, if not previously receiving a parish lengthsman grant.</p>

- 3.4 The financial implications of these two options is that they are both within the budget provision of £31,060, details of which are shown in Annex 2, summarised in the table below.

2017/18	Option 1	Option 2
Transitional Parish Lengthsman Grant	8,788	6,591
25% of Revenue Expenditure	17,962	17,962
Total Grant Allocation for 2017/18	26,750	24,553

- 3.5 To facilitate the amalgamation of the two schemes this committee is asked to consider a transitional scheme for the previous parish lengthsman scheme, dependant on the option approved at 3.3. This being a stepped reduction in the grant paid as follows:

Transitional Scheme for previous Parish Lengthsman Grant				
	2017/18	2018/19	2019/20	2020/22+
Option 1	100%	75%	50%	25% thereafter
Option 2	75%	50%	25% thereafter	25%

NB All other eligible concurrent function expenditure will be supported at a rate of 25%

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – a total budget of £31,060 is available to fund the grants requested and the proposed expenditure is within this balance.
- Technical, environmental and legal – no implications identified
- Political – no implications identified
- Reputation - the matter covered links to the Council's ambitions and priorities to protect and enhance the existing environmental quality of our area.
- Equality and Diversity – the scheme is open to all parish and town councils.

5 RECOMMENDATION

- 5.1 Approve Option 1 or Option 2 for allocation of 2017/18 concurrent function grants as proposed in Annex 2.
- 5.2 Approve the transitional scheme for parish lengthsman grants as set out at 3.5.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF10-18/TH/AC
12 JANUARY 2018

CONCURRENT FUNCTION GRANT APPLICATIONS – 2017/18

Nos	Parish / Town Council	Burial Grounds	Footpaths	Footway Lighting	Litter Collection	Dog Waste Bins	Parks and Play Areas	Parish Lengthsman	Sub-Total	Less Other Funding	Net Expenditure
		£	£	£	£	£	£	£	£	£	£
	<i>Applications</i>										
1	Aighton Bailey/Chaigley						775	483	1,258		1,258
2	Barrow	145			178		824	2,910	4,057	-1,651	2,406
3	Billington & Langho	1,536					6,622	2,805	10,963		10,963
4	Bolton By Bowland						1,000	3,427	4,427		4,427
5	Bowland Forest(Higher)						1,819	598	2,417	-600	1,817
6	Chatburn				700		1,921		2,621		2,621
7	Chipping						2,453		2,453		2,453
8	Clitheroe		888		1,452		336	3,324	6,000		6,000
9	Gisburn						311	1,684	1,995		1,995
10	Grindleton		128					928	1,056		1,056
11	Longridge				7,525		295		7,820		7,820
12	Mellor	600			1,479		3,641		5,720		5,720
13	Newton in Bowland						439	1,288	1,727		1,727
14	Pendleton							300	300		300
15	Read				178	1,066	754	1,000	2,998		2,998
16	Ribchester						364	2,204	2,568		2,568
17	Rimington & Middop						1,250		1,250		1,250
18	Sabden	350	50			139	1,040	4,566	6,145		6,145
19	Simonstone				321			820	1,141		1,141
20	Waddington						2,866		2,866		2,866
21	West Bradford							1,376	1,376		1,376
22	Whalley	4,842					2,893	2,951	10,686		10,686
23	Wilpshire		2,679				595	3,795	7,069	-250	6,819
24	Wiswell	74	50				92	500	716		716
	Sub-Total	7,547	3,795	0	11,833	1,205	30,290	34,959	89,629	-2,501	87,128

OPTIONS FOR ALLOCATION CONCURRENT FUNCTION GRANT – 2017/18

Nos	Parish / Town Council	Option 1			Option 2			Grants paid 2016/17		
		Lengthsman Grant 100% £	Concurrent Function Grant £	Total £	Lengthsman Grant 75% £	Concurrent Function Grant £	Total £	Lengthsman Grant £	Concurrent Function Grant £	Total £
1	Aighton Bailey/Chaigley	0	315	315	0	315	315	0	565	565
2	Barrow	0	602	602	0	602	602	0	411	411
3	Billington & Langho	0	2,741	2,741	0	2,741	2,741	0	1,035	1,035
4	Bolton By Bowland	2,000	250	2,250	1,500	250	1,750	2,000	326	2,326
5	Bowland Forest(Higher)	0	454	454	0	454	454	0	499	499
6	Chatburn	0	655	655	0	655	655	0	589	589
7	Chipping	0	613	613	0	613	613	0	543	543
8	Clitheroe	0	1,500	1,500	0	1,500	1,500	0	750	750
9	Gisburn	1,000	78	1,078	750	78	828	1,000	277	1,277
10	Grindleton	0	264	264	0	264	264	0	284	284
11	Longridge	0	1,955	1,955	0	1,955	1,955	0	3,181	3,181
12	Mellor	0	1,430	1,430	0	1,430	1,430	0	919	919
13	Newton in Bowland	1,288	110	1,398	966	110	1,076	2,000	113	2,113
14	Pendleton	0	75	75	0	75	75	0	75	75
15	Read	0	750	750	0	750	750	0	747	747
16	Ribchester	0	642	642	0	642	642	0	379	379
17	Rimington & Middop	0	313	313	0	313	313	0	0	0
18	Sabden	2,000	395	2,395	1,500	395	1,895	2,000	1,249	3,249
19	Simonstone	0	285	285	0	285	285	0	78	78
20	Waddington	0	717	717	0	717	717	0	501	501
21	West Bradford	500	0	500	375	0	375	500	0	500
22	Whalley	2,000	1,934	3,934	1,500	1,934	3,434	2,000	1,524	3,524
23	Wilpshire	0	1,705	1,705	0	1,705	1,705	0	2,284	2,284
24	Wiswell	0	179	179	0	179	179	0	179	179
	Total	8,788	17,962	26,750	6,591	17,962	24,553	9,500	16,508	26,008

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 23RD JANUARY 2018
 title: CORPORATE PEER CHALLENGE REPORT
 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 present committee with the LGA Corporate Peer Challenge Feedback Report and to seek approval for its key recommendations.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – The scope of the Peer Challenge covered:
 - Corporate Priorities – understanding of local place and priority setting,
 - Other Considerations - leadership, governance, financial planning, and capacity to deliver.

2 BACKGROUND

- 2.1 As part of their 'sector led improvement' support to local government, the Local Government Association (LGA) offered the delivery of a Corporate Peer Challenge. Peer Challenges are designed to help Councils improve their performance.
- 2.2 The Peer Challenge team were onsite 20th – 22nd November 2017.
- 2.3 The core components that the team looked at were the issues of leadership, governance, corporate capacity and financial resilience. In addition the agreed scope of the Peer Challenge included:
1. Promoting local growth – this will likely explore how the council might better promote Ribble Valley as a place for businesses to start up and grow. This recognises the local challenges in many people commuting out of borough to work and will seek to examine how the council might better develop the borough as a place to work, not just reside.
 2. Balancing growth and housing – this will likely explore how the council can progress sustainable local development, including increasing the number of new homes (including affordable homes) being built in the context of the desire of many local people to limit the number of housing development in the borough.
- 2.4 A number of interviews and focus groups were organised at the request of the peer team. The peer team also reviewed a number of the Council's policies and strategies.

3 SUMMARY

- 3.1 The full LGA Corporate Peer Challenge Feedback Report can be found at Appendix A. In summary the peer team felt that "Ribble Valley Borough Council has much to be proud about. The council delivers good core services through a committed workforce achieving high levels of customer satisfaction and value for money. The council has a history of prudent financial management and remains in a comfortable position relative to the rest of the sector".
- 3.2 However, there were a number of suggestions and observations made within the report that have led to some key recommendations for the Council.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources - The Council is currently a subscriber to the LGA. The Corporate Peer Challenge was provided by the LGA at no charge. Officer time was required to help organise and support the Peer Challenge. Small cost of lunch and refreshments.
- Technical, Environmental and Legal – None identified.
- Political – None identified.
- Reputation – None identified.
- Equality & Diversity - None identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Receive the LGA Corporate Peer Challenge Feedback report.

5.2 Consider the key recommendations as set out in the report.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF:

For further information please ask for Michelle Haworth, extension 4421

Corporate Peer Challenge **Ribble Valley Borough Council**

20 – 22nd November 2017

Feedback Report

1. Executive Summary

Ribble Valley Borough Council has much to be proud about. The council delivers good core services through a committed workforce achieving high levels of customer satisfaction and value for money. The council has a history of prudent financial management and remains in a comfortable position relative to the rest of the sector. Council tax is low (the Band D charge is in the lower quartile nationally) debt levels are low, reserves are healthy and the taxbase has shown consistent growth. Council tax levels have been frozen for 7 out of the last 8 years. A restructure and service review undertaken in 2010 placed the council in a good position to respond to reductions in government funding.

The area comprises attractive towns and villages, beautiful countryside landscape and natural environmental assets. As a fully parished area, the council has developed positive relationships with parish councils. Levels of unemployment are low and the area ranks amongst the lowest nationally in the indices of deprivation. Levels of recorded crime are relatively low and the health of people is generally better than the England average. We found that the council is not complacent and recognises there are still significant issues to address including rural access to services, digitalisation, levels of smoking in pregnancy, road injuries/deaths and challenges associated with an ageing population. The council is an active and respected partner at both local and county level in relation to health and wellbeing.

The council is generally viewed by partners as good, stable but cautious with a low appetite for risk. The challenge now is how the council might better harness their relatively strong financial position to meet future financial challenges and ambitions for economic growth. This includes future appetite for risk, investment, innovation and income generation.

The council's ambitious political leadership has overseen a review of the Corporate Strategy, setting the council's vision and priorities to 2019. A proposed re-organisation of the council's planning, housing and economic development sections, a newly established economic development committee and the recruitment of a planning and economic development director demonstrate the Leadership's strong commitment to this plan. Much more needs to be done to engage staff and partner agencies to ensure clarity of vision and desired outcomes. This is necessary to engender wider shared understanding and ownership. Key to this will be recognising and valuing the good work that the council has already undertaken which provide the building blocks for the future. The proposed development of a new Corporate Strategy next year provides the opportunity to do this. There are also opportunities to strengthen engagement between the Leadership and Corporate Management Team in order to take the council forward positively.

We found many examples of innovative projects including the Samesbury Enterprise Zone, A59 growth corridor, Thwaites' development, Holmes Mill and Barrow Enterprise site. The council has helped develop the area as an attractive tourist and food destination including the annual Clitheroe Food Festival. The council would now benefit from developing a clear Economic Development Strategy with partners; this could help

bring focus on economic development priorities and be used to help raise the borough's economic profile both regionally and nationally.

The council adopted their Core Strategy in December 2014 which provides a vision and framework for meeting housing need. We found that the council have developed a good understanding of housing need with a strong focus on maintaining their 5 year housing land supply. We found recognition amongst community representatives and councillors of the significant challenges and pressures faced by those involved in the planning decision process in the context of a highly desirable rural location; there was much respect for their hard work and commitment.

We identified a desire to strengthen early engagement with developers in order to influence and shape developments to maximise community benefits. Engagement with communities and stakeholders in relation to site delivery and associated infrastructure was also a recurring theme. Opportunities to strengthen approaches to engagement and communication should be explored, particularly in relation to larger developments. This includes key messages around section 106 agreements and associated infrastructure, delivery, timing and any changes agreed. Opportunities to strengthen engagement with developers at implementation stage to ensure site delivery and associated infrastructure should also be explored. Holding the line on viability will be key.

2. Key recommendations

There are a range of suggestions and observations within the main section of the report that will inform some 'quick wins' and practical actions, in addition to the conversations on site, many of which provided ideas and examples of practice from other organisations. The following are the peer team's key recommendations to the Council:

1. **Strengthen engagement with staff and partners to ensure clarity of vision and desired outcomes in relation to the Corporate Strategy, priorities and initiatives.** The proposed development of a new plan next year provides the opportunity to do this. Early involvement and engagement relating to key initiatives and projects is paramount in fostering shared understanding and ownership. Recognising past successes and building on these will help contribute to future organisational success.
2. **Review the Performance Management Framework linked to the Corporate Strategy.** This will provide an opportunity to review key goals and KPIs linked to the Plan and identify opportunities to further strengthen corporate monitoring, including the role of committees.
3. **Review the resourcing of Corporate Strategy priorities.** This will include exploring capacity in key areas in order to deliver ambitions, exploring opportunities for further income generation and the council's own appetite for risk.
4. **Develop an Economic Development Strategy.** A real opportunity for the council to set out its economic development ambitions linked to the Lancashire Enterprise

Partnership and its own Corporate Strategy. The council is ideally placed to use its relatively strong economic position as a platform to secure greater influence and leadership both in Lancashire and the wider north-west region.

5. **Explore opportunities to strengthen early engagement with developers in order to maximise community benefits, as well as opportunities to strengthen community engagement/communication in relation to development.** During the peer challenge stakeholders raised issues associated with their perception of development and associated infrastructure delivery. The council would benefit from looking at ways it might strengthen early engagement with developers and community engagement to ensure maximum benefits for communities.
6. **Strengthen engagement between the Leadership and Corporate Management Team** – this includes the chairs of committees. Regular opportunities to meet will support the council in moving forward positively to deliver its ambitions and address challenges.

3. Summary of the Peer Challenge approach

The peer team

Peer challenges are delivered by experienced elected member and officer peers. The make-up of the peer team reflected your requirements and the focus of the peer challenge. Peers were selected on the basis of their relevant experience and expertise and agreed with you. The peers who delivered the peer challenge at Ribble Valley Borough Council were:

- Fiona Marshall – Chief Executive, Maldon District Council
- Councillor Chris Millar, Leader, Daventry District Council
- Charles Holmes, Head of Community Services, Allerdale Borough Council
- Tracy Darke, Head of Development Services, Warwick District Council
- Cindy Lowthian, Local Government Association and Peer Challenge Manager

Scope and focus

The peer team considered the following five questions which form the core components looked at by all Corporate Peer Challenges cover. These are the areas we believe are critical to councils' performance and improvement:

1. Understanding of the local place and priority setting: Does the council understand its local context and place and use that to inform a clear vision and set of priorities?
2. Leadership of Place: Does the council provide effective leadership of place through its elected members, officers and constructive relationships and partnerships with external stakeholders?
3. Organisational leadership and governance: Is there effective political and managerial leadership supported by good governance and decision-making

arrangements that respond to key challenges and enable change and transformation to be implemented?

4. Financial planning and viability: Does the council have a financial plan in place to ensure long term viability and is there evidence that it is being implemented successfully?
5. Capacity to deliver: Is organisational capacity aligned with priorities and does the council influence, enable and leverage external capacity to focus on agreed outcomes?

In addition to these questions, you asked the peer team to consider/review/provide feedback on the interconnected theme of local growth, housing and planning. The council have asked the peer team to provide observations and feedback on the following indicative themes:

1. **Promoting local growth** – this will likely explore how the council might better promote Ribble Valley as a place for businesses to start up and grow. This recognises the local challenges in many people commuting out of borough to work and will seek to examine how the council might better develop the borough as a place to work, not just reside
2. **Balancing growth and housing** – this will likely explore how the council can progress sustainable local development, including increasing the number of new homes (including affordable homes) being built in the context of the desire of many local people to limit the number of housing development in the borough

The peer challenge process

It is important to stress that this was not an inspection. Peer challenges are improvement focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team prepared for the peer challenge by reviewing a range of documents and information in order to ensure they were familiar with the Council and the challenges it is facing. The team then spent 3 days onsite at Ribble Valley Council, during which they:

- Spoke to more than 77 people including a range of council staff together with councillors and external partners and stakeholders.
- This included gathering information and views from more than 12 focus groups and additional research and reading. The Team also visited the Clitheroe Market Site.

- Collectively spent more than 20 days to determine their findings – the equivalent of one person spending more than 4 weeks at Ribble Valley Borough Council.

This report provides a summary of the peer team's findings. It builds on the feedback presentation provided by the peer team at the end of their on-site visit on 22 November 2017. In presenting feedback to you, they have done so as fellow local government officers and members, not professional consultants or inspectors. By its nature, the peer challenge is a snapshot in time. It is acknowledged that some of the feedback may be about things you are already addressing and progressing.

4. Feedback

4.1 Promoting local growth

- 4.2 The council has identified economic growth as a priority. We heard how the council is the lead authority in the county for the 'Lancashire Business Rate Pool'. This has seen substantial levels of growth on business rates since the start of the scheme. Under the pooling scheme, the retained levy for 2017/18 is circa £5m for Lancashire which means the council should benefit by extra income of £450,724. The council's leadership role in this is widely respected.
- 4.3 The council's Core Strategy and Corporate Strategy sets out a vision for the area as an area with exceptional environment sustained by vibrant market towns and thriving service centres. We saw how the council has a number of key developments in the borough supporting economic growth
- 4.4 The Lancashire Enterprise Zone of which the BAE Systems' site at Samlesbury is part of, is one of only 24 nationally, and is the centre of excellence for high technology manufacturing, generating jobs and growth for the whole county. Key projects also include the £8m Thwaites' development, Homes Mill Development, Fort Vale Engineering, Salthill Expansion and Time Technology Park.
- 4.5 We found recognition amongst members and officers of the key challenge associated with out-commuting of the borough's highly skilled/qualified workforce to higher earning employment elsewhere in the north-west. This has helped push up house prices making it more difficult for local young people and first time buyers to enter into the housing market. Excellent communication links that open up the borough to the rest of the country including the A59 which links to the M6 and access routes to the M65, facilitate this. Some local businesses cannot maintain wage levels that match property prices. We found an aspiration to address this through the Core Strategy which seeks to align jobs with homes in key areas with the potential to reduce out-commuting.
- 4.6 The council should be proud of the part it has played in ensuring the borough's recovery following the impact of Foot and Mouth in 2001. The council have harnessed local assets to ensure the borough's place as a tourist destination including a strong independent retail sector. There are a range of sports and outdoor pursuits including Gisburn Forest which attracts cycling enthusiasts from all over the county. There are 293 Biological Heritage Sites, 21 conservation areas and over 1000 listed buildings. The council launched the first Clitheroe Food Festival in 2009 which has since grown and attracts up to 20,000 people each year. Ribble Valley Wedding Heaven was launched in 2014 where venues and civil partnerships have come together to promote the area as a wedding destination.
- 4.7 The council's proposal to re-organise the planning, economic development and housing service areas into one section demonstrates the Leadership's commitment to further economic growth. This includes the new Economic Development committee and proposed appointment of a new Director.

- 4.8 Building on progress to date, the new Leadership has set out future economic development priorities within a policy document shared with senior officers in May 2017. These include development of commerce and industry on the A59 corridor, identification and development of industrial sites including those within the Core Strategy, improved transport infrastructure, Clitheroe town centre development including the market site and work to support business start-ups and growth. Continued development of tourism remains a key priority; a new Tourism Strategy was approved in September 2017. The overall aim is to create jobs and growth and increase the council's income.
- 4.9 There is now space to work with partners to better articulate these growth ambitions through a clear Economic Development Strategy that better reflects the borough's standing as a key player in the region. The Economic Development Committee will play a key part in overseeing this.
- 4.10 An Economic Development Strategy developed with partners should help prioritise resources and future investment in the key areas that will make a difference. With a direct link to the Core Strategy and Corporate Strategy this new strategy might include how to attract new and diverse industries, inward investment, marketing of key employment sites, higher value jobs for local people (harnessing good local educational outcomes) and branding. It should reflect the council's appetite for risk in terms of economic development investment going forward. It could be used to help raise the economic profile of the borough both regionally and nationally. The council's ambitious new leadership, along with the appointment of a new Economic Development Director and proposed restructure put the council in a good position to take this forward.
- 4.11 The renewed drive and focus on Economic Growth is likely to provide a number of potential development opportunities over the coming years. We would expect that the council engage in 'commercial reviews' following completion of major developments that it has initiated or led. This will provide an opportunity to build on success and better understand lessons to be learnt and built upon when engaging in future schemes. A good example of where this approach might be taken concerns the current market development in Clitheroe; there is an opportunity to build on what has worked well and what has worked less well to inform future approaches.
- 4.12 We found a commitment to work with local businesses to support economic growth ambitions. This includes 'Boost Lancashire'; the council is part of the growth hub providing a single gateway supporting businesses across the county. The council also continues to provide support, information and guidance directly to the 3 business group in Clitheroe, Longridge and Whalley, as well as links with other relevant business organisations. To take the next step, the council should consider developing a Business Engagement Framework. This could help provide a more structured approach to communication with local businesses on economic growth. It could serve to further strengthen understanding of local business priorities to inform economic growth in the borough.

4.13 **Balancing Growth and Housing**

- 4.14 The council have adopted their Core Strategy setting out the overall vision and approach to future planning policy for the next 15 years. Our view is that the council have developed a good understanding of housing need with a strong focus on maintaining their 5 year land supply, and regular reviews are done every 6 months rather than just annually. The Core Strategy requirement for 5,600 dwellings (280 per year) has been exceeded in the last 3 years.
- 4.15 Affordable housing targets are primarily being met through allocations, however, it is recognised that generally Ribble Valley has challenges in relation to providing affordable housing. This is particularly challenging with smaller developments coming forward that sit under the threshold of 10 dwellings. The council may wish to consider developing a policy relating to affordable housing delivery on smaller developments of under 10 dwellings. The council would need to provide evidence to demonstrate challenges associated with delivery of affordable housing in the borough and the affect this is having. Other councils have successfully done this (where house prices are significantly high).
- 4.16 To further support work to align jobs and affordable homes with the potential to reduce out commuting, the council may wish to consider utilising its own rural exception policy to promote/support community led affordable housing initiatives. Such schemes supported by local communities can provide affordable homes which are ring-fenced to local people and can be targeted to support young people in getting on the housing ladder. They are usually developed by, with and for a community led group and controlled and in some cases, owned by them. There are organisations that can provide support and guidance (see Locality).
- 4.17 We heard mixed views about neighbourhood plans. The council provides guidance for those parishes considering such plans including the offer of technical support and assistance and we saw this offer is promoted via the council's website. We learned of a recent example where a lot of work that had been put into the development of a neighbourhood plan which was then formally withdrawn following consideration of the Examiners Report. It is understandable that this may have disheartened many and put some off pursuing this route for their own areas. We would encourage the council to continue to share learning and offer support to parishes who wish to pursue such plans.
- 4.18 The council have prepared a Housing and Economic Development Plan Document (HED DPD) setting out more detailed policy coverage for housing and the economy to support implementation of the Core Strategy. We learned that this is on track with public examination to take place in early 2018.
- 4.19 We noted the senior leadership's commitment to ensure alignment between housing, the planning service and economic growth. The proposed appointment of a new Director of Planning and Economic Development demonstrates a renewed commitment to investing in the planning and economic development function to match the council's economic growth ambitions. The challenge now is how to

ensure continued capacity across the service is targeted towards actions that will achieve those ambitions

- 4.20 Many of those we spoke to expressed a desire to better maximise community benefit when engaging with developers on proposed schemes. We would encourage, through infrastructure planning and costing, that the council maximises the contributions to meet infrastructure needs arising from development. There may be opportunities to review the pre-application offer to developers, agents and architects to strengthen current approaches, including early engagement with councillors. Holding the line on viability, particularly in the face of demands around affordable housing, is key. Recognising there is often the opportunity to adjust the housing mix and/or tenure, which can deal with some of the gap on the viability to maintain affordable housing numbers, is also important.
- 4.21 Ongoing engagement with communities/stakeholders in relation to site delivery and associated infrastructure was also a recurring theme. Opportunities to strengthen approaches to engagement and communication in relation to enforcement would benefit from further exploration. This includes messages around section 106 agreements and associated infrastructure, delivery, timing and any changes agreed.
- 4.22 The council could explore opportunities to develop an 'implementation group' to take a programme based approach to oversee delivery of major sites with planning permission and associated infrastructure. A number of authorities employ Site Delivery Officers, who project manage major developments to ensure that the benefits from the development are fully explored and that the scheme is tracked to ensure it is meeting housing delivery targets. The council may find it beneficial to look at a similar approach.
- 4.23 Close monitoring of planning appeals will also allow the council to be robust in ensuring development is delivered in a planned way. This can be done by providing regular reports to planning committee (perhaps 6 monthly) to enable members to consider whether there are any common themes with those applications overturned so that lessons can be learnt.
- 4.24 Understanding of the local place and priority setting**
- 4.25 The area is the largest district in the county with a low population density and significant rural landscape. It comprises of attractive towns and villages, beautiful countryside landscape and natural environmental assets. Levels of deprivation and unemployment are low. Levels of recorded crime are relatively low and the health of people is generally better than the England average.
- 4.26 During our discussions with both members and officers we found that there are good levels of awareness of the significant issues that need addressing. These include social isolation in rural areas, access to services, digitalisation/access to broadband, levels of smoking during pregnancy, road injuries/deaths and challenges associated with an ageing population.

- 4.27 The council's Corporate Strategy covers the period 2015-2019 and is reviewed annually. We learned the council engaged widely on the strategy when it was first developed. This included feedback from the Ribble Valley Citizens' Panel, 2015 Perception Survey and analysis of local data.
- 4.28 The plan has recently undergone a review under the council's new Leadership who have sought to provide a steer on their ambitions of how the council will move forward over the coming years. This is about creating a stronger voice for the council both regionally and nationally with a focus on job creation and income generation. The Leadership has begun to engage staff and stakeholders on their ambitions for the future including team briefings, staff newsletter and, more recently, talks with teams from the Leader. We heard from a number of staff who had welcomed this.
- 4.29 But it is clear to us that more needs to be done to ensure clarity of vision and priorities. Key to this will be recognising and valuing the good work that the council has already undertaken which provide the building blocks for the future.
- 4.30 The council aim to develop a new Corporate Strategy next year. This provides an opportunity for the Leadership to develop a clear timetable of engagement with both staff and partners. This will help ensure wider ownership of the vision, ambitions and priorities. There are also opportunities to strengthen engagement between the Leadership and Corporate Management Team in order to take the council forward positively; the council should consider a 'top team development' session to begin to shape this work going forward.
- 4.31 The council has a corporate management framework in place to ensure delivery of the Corporate Strategy. Monitoring is via the Corporate Management Team, project updates via committees and an annual performance report to each committee. As part of the development of the new Corporate Strategy next year, the framework should be reviewed to ensure it is rooted in the priorities and ambitions of the council moving forward. There are also opportunities to review the monitoring information shared with committees to maintain clear governance, ownership and constructive challenge. Regular progress updates to staff and celebration of successes will help to keep the whole organisation engaged around delivery of the plan.
- 4.32 We considered how well the council is currently achieving priorities for local people within the context of service delivery. We looked at LG Inform data which shows that, on the whole, the council provides good core services which are good value for money relative to other councils. This is reflected in the council's latest perception survey (2015). Around 3 in 4 residents are satisfied with the council overall.
- 4.33 Leadership of Place (political and managerial)**
- 4.34 Across the board we found staff and members have pride in the borough and the council. We found evidence of the council providing strong leadership of place. This includes their role during the devastating floods in December 2015. All spoke

highly of the council's response including senior leaders and staff at all levels. It also includes their response to the Foot and Mouth disease crisis in 2001.

4.35 It is clear the council has built positive, constructive relationships with parish and town councils who spoke highly of their strong links with officers and members including Senior Leadership Team. The Chief Executive's attendance at the Parish and Town Council Liaison meeting is particularly welcomed. This work has helped enhance the council's understanding of local needs. The Parish Liaison meeting provides an opportunity for the council and other partners (for example health colleagues and county council) to share updates and seek feedback.

4.36 The council is generally viewed by partners as good, engaged and approachable and there are examples of good partnership working and links including health, housing and the voluntary sector. This includes co-location of Job Centre Plus within the council's buildings helping ensure local access to the service for residents.

4.37 The council's work in relation to health and wellbeing is well regarded. It is clear that the council is a trusted and respected partner on both local and Lancashire level health and wellbeing partnerships. The council is helping to shape local services around health and wellbeing priorities including work to become a 'Dementia Friendly' borough and council.

4.38 The council's Leadership should now build on this strong partnership foundation to realise their ambition of becoming a stronger voice regionally and nationally, particularly through the Local Enterprise Partnership (LEP). The council have a real opportunity to raise their profile through the LEP; stepping up to the plate to harness their relatively strong economic position to better influence and shape future work. In particular, discussions relating to the Strategic Economic Plan and Growth Deal for Lancashire.

4.39 The council have been part of ongoing discussions regarding a proposed Lancashire Combined Authority for over 2 years. The council, along with a number of other councils, have recently withdrawn following concerns about the proposed model, particularly voting powers relating to transport infrastructure. It is important that the council continues to work in partnership with the other councils in the region outside of any Combined Authority if it is to realise its ambitions for the borough, particularly the LEP.

4.40 Organisational leadership and governance

4.41 The council comprises 40 councillors in 24 wards with elections every 4 years. A committee system is in operation. Those we spoke to said that this works well for the borough, operating in an open, transparent and accountable way. The committees are structured to deliver council priorities including 5 service committees, an Accounts and Audit committee, a Personnel committee, a Licensing committee and the Parish Council Liaison committee. There is also a cross-party working group to support budget preparation and monitoring. All members are provided with copies of agendas. Agendas are split into items for

decision and items ‘for information’ to facilitate decision making and more focussed meetings.

- 4.42 The council’s constitution is reviewed annually. This allows the council to utilise learning to ensure that it remains fit for purpose for the future, supporting good governance across the council.
- 4.43 The arrival of the new Leader has brought about ‘change’ as he seeks to move the council forward to ensure continued economic growth and prosperity. This includes changes to the senior management structure. The relationships between members and officers, including communication and understanding of respective roles, will be key in helping the council move forward positively. To this end, the council may benefit from re-visiting its current Member Officer protocol to ensure continued understanding and buy in across the council.
- 4.44 To ensure continued cohesive leadership of the council in meeting the challenges ahead, the development of a standard approach to senior member and Corporate Leadership Team engagement should be considered. Investing this time together will support collaborative working. This might involve regular meetings e.g. quarterly, between the Leader, committee chairs and CLT. It could also involve a future programme of ‘top team days’ – particularly leading up to the development of the new Corporate Strategy next year.
- 4.45 Financial planning and viability**
- 4.46 The council has a history of prudent financial management reflected independently through the council’s auditors. Reserves are healthy, and debt levels are low.
- 4.47 The council set a net budget for committees, after allowing for capital adjustments, use of earmarked reserves, general fund balances and interest, of £6m for 2017/18. During 2016/17 the council spent £715,910 on capital schemes including an ICT infrastructure refresh, play area improvements and replacement vehicles and plant. The Medium Term Financial Strategy estimates capital spend to total over £5,339m between 2017/18 and 2021/22.
- 4.48 Overall, the council’s funding from government has reduced by 40% since 2010 but the council has maintained service levels with good rates of public satisfaction. Council tax is low (the Band D charge is in the lower quartile nationally) debt levels are low, reserves are healthy and the taxbase has shown consistent growth. Council tax levels have been frozen for 7 out of the last 8 years.
- 4.49 The challenge now is meeting future efficiency targets. The council’s Efficiency Plan has identified a potential further budget gap of £719K (2018/19) and £921K (2019/20). The loss of income of £430K arising from the former cost sharing arrangement with LCC for recycling has heightened this challenge.
- 4.50 The council has set out a plan to address future budgetary challenges through encouraging growth in the tax base, business expansion and enterprise, delivering cost effective and efficient services and reviewing sources of income available.

The council need to build on this to demonstrate what this means practically with clear business cases covering each area.

4.51 Some partners described the council's approach as good but cautious. To deliver future budgetary challenges and ambitions for growth, the council might consider reviewing its appetite for risk. This might include appetite for investment utilising the historically low borrowing rates available, development of a commercial strategy to support income generation and how the council might invest to attract additional external funding e.g. via the LEP. The council could also consider further investment into priority areas to ensure capacity going forward e.g. planning and economic development.

4.52 **Capacity to deliver**

4.53 The council has recently reviewed its organisational capacity to ensure delivery against strategic priorities. This has led to the establishment of an economic development committee. It has also led to the re-organisation of the council's planning, housing and economic development teams into one directorate and the recruitment of a new Planning and Economic Development Director. This is a positive step, but the council need to ensure continued, timely engagement of staff at all levels to ensure wider understanding and buy in. Ensuring capacity at all levels in the new directorate will also be key to success.

4.54 The peer team found staff to be helpful, committed and flexible in their approach to achieving the best outcomes for residents. There is a relatively low sickness absence and positive relationships with trade unions. Most of those we spoke to identified with organisational values around achieving excellence in relation to customer care and good access to services for local people. We also found numerous examples of teams working together to support each other, particularly during busy times. It was apparent to us that staff value the quality of life of working and/or living in the Ribble Valley. We learned how many staff have worked for the council over a number of years, providing a good organisational memory. The challenge now will be to ensure good 'succession planning' for the years to come.

4.55 There are good foundations in place regarding staff development, team meetings, appraisals and staff wellbeing. However, we found anecdotal evidence suggesting delivery of appraisals and one to ones may be patchy in some areas. The council should consider reviewing its current approach to ensure consistency across all teams.

4.56 There is also an opportunity to review the current appraisal system, including competency based approaches. This should be aligned to the development of a new Corporate Strategy next year so that the appraisal system is rooted firmly within the council's future priorities and ambitions and the type of council it wants to be.

4.57 The building blocks for good employee engagement are also in place including the staff newsletter and intranet. However the most recent staff survey has shown a

dip in morale. It is important that the council continues to engage staff at all levels of the organisation to ensure ownership of future ambitions and priorities. Feeding back to staff following the staff survey is key. The peer team also picked up some feedback in relation to perceptions that the current flexi time scheme may be too rigid in some parts, including approaches to home working. The council may wish to look more closely at this to understand if this is the case and if the current scheme is working in the best possible way for all concerned.

4.58 We were told that the council's policy and finance committee has set up a communications working group. This is overseeing a new website to promote the work of the council and the branding of the borough "as an excellent location to visit, live and spend time". The council may benefit from further work to review its use of ICT linked to its ambitions for the future. The peer team had a sense that some service areas may still rely quite heavily on paper copies of documents and files. If this is the case, could more be done to reduce the need for this which may have the potential to reduce the costs of printing as well as supporting the council's sustainability agenda?

Next steps

Immediate next steps

We appreciate the senior managerial and political leadership will want to reflect on these findings and suggestions in order to determine how the organisation wishes to take things forward.

As part of the peer challenge process, there is an offer of further activity to support this. The LGA is well placed to provide additional support, advice and guidance on a number of the areas for development and improvement and we would be happy to discuss this. Claire Hogan, Principal Adviser is the main contact between your authority and the Local Government Association (LGA). Her contact details are Claire.hogan@local.gov.uk

In the meantime we are keen to continue the relationship we have formed with the Council throughout the peer challenge. We will endeavour to provide signposting to examples of practice and further information and guidance about the issues we have raised in this report to help inform ongoing consideration.

Follow up visit

The LGA Corporate Peer Challenge process includes a follow up visit. The purpose of the visit is to help the Council assess the impact of the peer challenge and demonstrate the progress it has 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 necessarily involve all members of the original peer team. The timing of the visit is determined by the Council. Our expectation is that it will occur within the next 2 years.

Next Corporate Peer Challenge

The current LGA sector-led improvement support offer includes an expectation that all councils will have a Corporate Peer Challenge or Finance Peer Review every 4 to 5 years. It is therefore anticipated that the Council will commission their next Peer Challenge before November 2022.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 23 JANUARY 2018
title: VOLUNTARY GRANT APPLICATIONS 2018/19
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1. PURPOSE

- 1.1 To inform members of the process for approving the allocation of voluntary organisation grants for 2018/19.

2. BACKGROUND

- 2.1 The Council has a number of grant schemes in operation including recreation grants, culture grants and sports grants, administered by Community Committee. The voluntary organisations grant scheme is administered by this Committee.
- 2.2 A member working group considers the applications received and makes recommendations to this Committee regarding the allocation of funds to voluntary organisations on an annual basis.
- 2.3 The working group consists of 3 conservative members and 1 liberal democrat member of this committee.

3. APPLICATION PROCESS

- 3.1 The application process is now open and the closing date is 19 February 2018.

4. ALLOCATION OF 2018/19 GRANTS

- 4.1 The budget available for 2018/19 is £109,130.
- 4.2 This is a very popular grant scheme and the Council normally receive applications in excess of the funding available.
- 4.3 We will need to arrange a meeting of the working group following the closing date for members to consider the applications received and make recommendations to the next meeting of this committee on 20 March 2018.

5. RECOMMENDATION

- 5.1 Appoint the members of the working group to consider the 2018/19 Voluntary Organisation Grants

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF7-18/JP/AC
15 January 2018

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 12

18meeting date: 23 JANUARY 2018
title: TREASURY MANAGEMENT MONITORING
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2017 to 31 December 2017.

1.2 Relevance to the Council's ambitions and priorities:

- In accordance with the corporate strategy priority -“to ensure a well-managed Council, by maintaining critical financial management and controls.” This report provides members with information regarding the treasury management activities for the period.

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

1.4 In accordance with this policy committee should receive a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

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

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

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

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

2.5 How we invest these surplus funds is governed by the Council's Treasury Management policies and practices agreed and reported to Policy and Finance Committee and ultimately Full Council.

2.6 The main points being:

The Council maintains a list of organisations it will lend its surplus funds to, which is regularly reviewed. The current list is shown in section 7 of this report.

The Council has maximum limits for each bank or building society of £1.75m. The limit for the Debt Management Office (DMO), where the Government guarantees investments, is currently £5m and the limit for other Local Authorities, Police and Crime

Commissioners, Fire and Rescue Services and Transport Authorities is £2.5m per institution

The safety of our investments is paramount and not the requirement to maximise returns.

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

3 PUBLIC WORKS LOAN BOARD

3.1 In November, bank base interest rates increased to 0.50% after 15 months at its historic low of 0.25%.

3.2 This change in interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a slight increase in 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.

3.6 There are two types of loan according to interest rate that are available from the board:

- Fixed rate loans, on which the rate of interest is fixed for the life of the loan and interest is payable at half-yearly intervals;
- Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. The interval is at the choice of the borrower but once chosen remains the same for the life of the loan.

3.7 For each of the two types of loan according to interest rates, there are three types of loans by method of repayment or amortisation

- Annuity or Equal Repayments (ER): fixed half-yearly payment to include principal and interest; or
- Equal instalments of Principal (EIP): equal half-yearly instalments of principal together with interest on the balance outstanding at the time; or
- Maturity: half yearly payments of interest only with a single repayment of principal at the end of the term.

3.8 As mentioned in paragraph 3.2 all our PWLB debt is at fixed interest rates, two examples of the current PWLB fixed rates payable on loans are shown in the table below for information.

PWLB - Interest rates						
	Standard New Loan Rates			Certainty Rates		
Period (Years)	EIP	Annuity	Maturity	EIP	Annuity	Maturity
Over 9.5 not over 10	1.85 %	1.86 %	2.32 %	1.65 %	1.66 %	2.12 %
Over 24.5 not over 25	2.53 %	2.58 %	2.86 %	2.33 %	2.38 %	2.66 %

4 BORROWING REQUIREMENTS

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

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2017	170	7	177
Transactions - New Loans	0	0	0
- Repayments	-18	0	- 18
External debt at 31 December 2017	152	7	159

4.2 No temporary loans were taken out either in the period April to December 2017 or in the same period in 2016.

4.3 The half yearly instalment of interest due on the council's external debt has reduced from £4,949 in the period April to December 2016 to £4,121 in the period April to December 2017.

5 TEMPORARY INVESTMENTS

5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.

5.2 The average interest rate we received on all external investments for the period 1 April to 31 December 2017 was 0.27%

5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	Banks/Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2017	4,370	4,000	8,370
Transactions - New Investments	52,190	22,180	74,370
- Repayment of Investments	-51,835	-20,680	-72,515
Monies Invested as at 31 December 2017	4,725	5,500	10,225

5.4 The following investments were held as at 31 December 2017.

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
27 Nov'17	20	Bank of Scotland	Fixed 5 Feb'18	0.42	500	
28 Nov'17	169	Bank of Scotland	Fixed 5 Feb'18	0.42	500	
						1,000
4 Dec'17	154	Barclays Bank Plc	Fixed 5 Feb'18	0.29	500	
						500
22 Nov'17	54	Coventry BS	Fixed 5 Feb'18	0.35	475	
22 Nov'17	119	Coventry BS	Fixed 5 Feb'18	0.35	500	
						975
30 Nov'17	174	Nationwide BS	Fixed 28 Feb'18	0.38	1,500	
						1,500
28 Dec'17	188	HSBC Bank Plc	Fixed 3 Jan'18	0.35	750	
						750
31 Oct'17	152	Merthyr Tydfil County Borough Council	Fixed 22 Jan'18	0.25	1,500	
						1,500
30 Nov'17	173	Suffolk CC	Fixed 19 Feb'18	0.35	1,500	
						1,500
22 Dec'17	186	Newport City Council	Fixed 4 Jan'18	0.40	1,500	
						1,500
15 Nov'17	163	Dumfries & Galloway Council	Fixed 5 Feb'18	0.33	1,000	
						1,000
Total Investments as at 31 December 2017						10,225

5.4 The total interest received on the Council's external investments during the period was £14,718 compared with £19,931 in the previous year.

6 PRUDENTIAL INDICATORS

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

6.2 It was 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 2017.

- Upper limits on variable rate exposure. This indicator identifies a maximum limit for variable interest rates based upon the debt provision net of investments.
- Upper limits on fixed rate exposure. Similar to the previous indicators, this covers a maximum limit on fixed interest rates

- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.
- Total principal funds invested for a period longer than 364 days. These limits are set to reduce the need for early sale of an investment and are based on the availability of investments after each year-end

6.4 The limits set on interest rate exposures for 2017/18 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	6,976	159
Limits on Fixed Interest Rates	6,976	159
Limits on Variable Interest Rates	1,395	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2017/18 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	12.922
12 Months and Within 24 Months	20	0	5.867
24 Months and Within 5 Years	40	0	17.600
5 Years and Within 10 Years	30	0	28.334
10 Years and Above	90	0	35.278

- 6.6 The total principal funds invested for a period longer than 364 days was set at nil. This indicator is in place to ensure that the council is aware of the cash-flow implications of investing for periods of longer than 364 days. In lending surplus funds, the council must ensure that it can't be put in a position where it would be forced to realise any of its investments before their maturity. If this were to be the case, the council could find itself with a financial loss.
- 6.7 No investments (excluding our shareholding in the Local Government Bonds Agency (Local Capital Finance Company Ltd) have been made in the period for longer than 364 days.
- 6.8 Since the Prudential Code was last updated in 2011, the landscape for public service delivery has changed significantly following the sustained period of reduced public spending and the developing localism agenda.
- 6.9 A new code is expected to be published sometime early in 2018, and will reflect the increasing diversity in the sector and provide for streamlined reporting and indicators to encourage better understanding of local circumstances and improve decision making.
- 6.10 Key developments proposed for this new version of the Code include the introduction of more contextual reporting through the requirement to produce a Capital Strategy along with streamlined indicators.

- 6.11 The introduction of a capital strategy allows individual local authorities to give greater weight to local circumstances and explain their approach to borrowing and investment.
- 6.12 A report will be brought to a future meeting once the new Code has been released, and the Prudential Indicators that will be approved by Full Council at their meeting on 6 March 2018 (for 2018/19 financial year) will be based on the expected phasing in the introduction of the new Code.

7 LOCAL GOVERNMENT BONDS AGENCY

- 7.1 The Local Government Bonds Agency is a freestanding independent body owned by the local government sector that will raise money efficiently on the capital markets at regular intervals to on-lend to participating local authorities.
- 7.2 Participating authorities are those local authorities that have invested in the setting up of the Agency or have invested risk capital to capitalise the Agency and fund it through its early years of operations. The agency has been incorporated with the name Local Capital Finance Ltd.
- 7.3 The Agency will offer a viable alternative source of capital funding to councils, other than the Public Works Loans Board (PWLB). Historically we have used the PWLB for our long term borrowing. The Local Government Bonds Agency will be able to offer loans at better or at least equivalent rates to the PWLB and tailor packages to meet the particular needs of participating authorities.
- 7.4 Ribble Valley Borough Council has invested £10,000 in the agency. The Agency is owned by those local authorities that invested in its establishment and those that invest in its capitalisation during its first ten years of operations. Such authorities will become shareholders in the Agency and therefore we, as other authorities, will have our say in the way it is run.
- 7.5 The contribution that we have invested will be returned to us after 10 years of successful operations of the agency, together with interest which will be earned at commercial rates.

8 APPROVED ORGANISATIONS

- 8.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents S&P Global Ratings (previously Standard and Poor), and Moody's together with the Fitch ratings prior to investing any monies on a day-to-day basis. The full list of ratings for our approved institutions is shown at Annex 3, and is a snapshot as at 11 January 2018.
- 8.2 It has previously been approved that investments with Building Societies be limited to the top 8 building societies based on their total assets. However West Bromwich and Newcastle Building Societies have had their Fitch Rating withdrawn so have been removed from the approved list leaving the top 6 building societies based on their total assets.

Name	Current Ranking Nov 2017	Full Transaction Review Date	Fitch Rating	
			Long Term	Short Term
Nationwide	1	07/02/17	A+	F1
Yorkshire	2	08/05/17	A-	F1
Coventry	3	08/05/17	A	F1
Skipton	4	08/05/17	A-	F2
Leeds	5	08/05/17	A-	F1
Principality	6	08/05/17	BBB	F2

No change to ratings

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

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	07.02.17	A	F1
Barclays Bank Plc	28.09.17	A	F1
Bank of Scotland Plc	07.02.17	A+	F1
Co-operative Bank (The)*	04.09.17	B-	B
HSBC Bank Plc	28.09.17	AA-	F1+
Lloyds Bank Plc	07.02.17	A+	F1
National Westminster Bank Plc	29.09.17	BBB+	F2
Royal Bank of Scotland Plc (The)	28.09.17	BBB+	F2

* Changed since last reported

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

9 RECENT EVENTS

- 9.1 The Bank of England has announced that as discussions on the UK's future relationship with the EU continue it is consulting on an updated approach to authorising and supervising international banks and insurers, and it is issuing guidance on its approach to international counterparties.

- 9.2 The approach taken by the Bank of England presumes that there will continue to be a high degree of supervisory co-operation between the UK and the EU. Banks and insurers operating in the European Economic Area (EEA) may apply for authorisation to operate as a branch in the UK. This will not affect the current operations of banks and insurers from non-EEA countries.

10 EXPOSURE TO RISK

10.1 With the risks surrounding the UK's exit from the UK, it is imperative that we continue to protect the council's principal sums invested in order to minimise its exposure to risks.

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

Daily early morning meetings to discuss the latest position

- Lending arrangements
- A review of the Markets
- A review of our current investments and whether we consider they are still safe.
- Institution Ratings

Authorisation prior to investments with either the Director of Resources or the Head of Financial Services

Keep Leader/Chief Executive informed

Look to arrange new secure options for investments.

11 CONCLUSION

11.1 It is essential to minimise the risk to the principal sums that are invested. Through the careful investment of sums in line with the council's strategy the level of risk in our investments has been kept to a minimum.

11.2 Due to the continued uncertainty in the global economy, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF11-18/TH/AC
15 January 2018

For further information please ask for Trudy Holderness.

Background papers:

Bank of England news and events

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2017/18**

ANNEX 1

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 2017									
17-Mar-17	98	Lloyds Bank Plc	750,000	0.2000%	21-Apr-17	-750,000	-143.84	A+	F1
					Debtor		61.64		
17-Mar-17	192	Lloyds Bank Plc	1,000,000	0.2000%	21-Apr-17	-1,000,000	-191.78	A+	F1
					Debtor		82.19		
31-Jan-17	202	Dumfries & Galloway Council	1,000,000	0.2000%	28-Apr-17		-715.07		
				0.2000%	30-May-17	-1,000,000	-175.34		
					Debtor		493.15		
31-Jan-17	203	Stockport Met BC	1,500,000	0.2300%	10-Apr-17	-1,500,000	-652.19		
					Debtor		567.12		
30-Jan-17	204	Dumfries & Galloway Council	1,500,000	0.2600%	19-Apr-17		-844.11		
				0.2600%	22-May-17	-1,500,000	-271.23		
					Debtor		651.78		
01-Mar-17	221	Coventry BS	350,000	0.2100%	21-Apr-17		-102.70	A	F1
				0.1800%	15-May-17	-350,000	-41.42		
					Debtor		62.42		
13-Mar-17	225	Coventry BS	1,000,000	0.2100%	22-Apr-17	-1,000,000	-224.38	A	F1
					Debtor		109.32		
27-Mar-17	234	Coventry BS	400,000	0.1900%	13-Apr-17		-35.40	A	F1
				0.1800%	27-Apr-17	-400,000	-27.62		
					Debtor		10.41		
29-Mar-17	236	HSBC	170,000	0.1000%	13-Apr-17	-170,000	-6.99		
					Debtor		1.40		

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-17	237	Bank of Scotland	700,000	0.11000%	21-Apr-17	-700,000	-44.30	A	F1
					Debtor		2.11		
Monies invested @ 1 April 2017			8,370,000			-8,370,000	-1,434.83		
Investments made April 2017 to December 2017									
April'17									
03-Apr-17	1	HSBC	240,000	0.10000%	10-Apr-17	-240,000	-4.60	A+	F1
06-Apr-17	2	HSBC	110,000	0.10000%	13-Apr-17	-110,000	-2.11	AA-	F1+
10-Apr-17	3	HSBC	110,000	0.10000%	12-Apr-17	-110,000	-0.60	AA-	F1+
10-Apr-17	4	HSBC	400,000	0.10000%	13-Apr-17	-400,000	-3.29	AA-	F1+
10-Apr-17	5	HSBC	210,000	0.10000%	18-Apr-17	-210,000	-4.60	AA-	F1+
10-Apr-17	6	HSBC	110,000	0.10000%	19-Apr-17	-110,000	-2.71	AA-	F1+
10-Apr-17	7	Bank Of Scotland	360,000	0.11000%	27-Apr-17	-360,000	-18.44	A+	F1
11-Apr-17	8	HSBC	60,000	0.10000%	18-Apr-17	-60,000	-1.15	AA-	F1+
12-Apr-17	9	HSBC	175,000	0.10000%	18-Apr-17	-175,000	-2.88	AA-	F1+
13-Apr-17	10	HSBC	170,000	0.10000%	24-Apr-17	-170,000	-5.12	AA-	F1+
18-Apr-17	11	HSBC	200,000	0.10000%	19-Apr-17	-200,000	-0.55	AA-	F1+
18-Apr-17	12	HSBC	175,000	0.10000%	27-Apr-17	-175,000	-4.32	AA-	F1+
18-Apr-17	13	Bank Of Scotland	Rolled over	0.12000%	19-May-17		-54.53	A+	F1
19-May-17	13	Bank Of Scotland	535,000	0.12000%	19-Jun-17	-535,000	-54.53	A+	F1
19-Apr-17	14	HSBC	340,000	0.10000%	20-Apr-17	-340,000	-0.93	AA-	F1+
20-Apr-17	15	HSBC	385,000	0.10000%	21-Apr-17	-385,000	-1.05	AA-	F1+
21-Apr-17	16	HSBC	100,000	0.10000%	24-Apr-17	-100,000	-0.82	AA-	F1+
21-Apr-17	17	HSBC	280,000	0.10000%	08-May-17	-280,000	-13.04	AA-	F1+
24-Apr-17	18	HSBC	160,000	0.10000%	25-Apr-17	-160,000	-0.44	AA-	F1+
25-Apr-17	19	HSBC	130,000	0.10000%	26-Apr-17	-130,000	-0.36	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
			£	%		£	£		
25-Apr-17	20	Bank Of Scotland	Rolled over	0.12000%	30-May-17		-57.53	A+	F1
30-May-17	20	Bank Of Scotland	Rolled over	0.10000%	05-Jun-17		-8.22	A+	F1
05-Jun-17	20	Bank Of Scotland	Rolled over	0.10000%	12-Jun-17		-9.59	A+	F1
12-Jun-17	20	Bank Of Scotland	Rolled over	0.10000%	08-Aug-17		-117.12	A+	F1
08-Aug-17	20	Bank Of Scotland	Rolled over	0.10000%	18-Oct-17		-194.52	A+	F1
18-Oct-17	20	Bank Of Scotland	Rolled over	0.10000%	27-Nov-17		-120.55	A+	F1
27-Nov-17	20	Bank Of Scotland	500,000	0.10000%	Investment still held		-201.37	A+	F1
26-Apr-17	21	HSBC	100,000	0.10000%	27-Apr-17	-100,000	-0.27	AA-	F1+
26-Apr-17	22	HSBC	130,000	0.10000%	15-May-17	-130,000	-6.77	AA-	F1+
27-Apr-17	23	HSBC	240,000	0.10000%	28-Apr-17	-240,000	-0.66	AA-	F1+
28-Apr-17	24	Coventry BS	1,000,000	0.20000%	30-May-17	-1,000,000	-175.34	A	F1
28-Apr-17	25	HSBC	170,000	0.10000%	02-May-17	-170,000	-1.86	AA-	F1+
			6,390,000			-5,890,000	-1,069.87		
May'17									
02-May-17	26	HSBC	360,000	0.10000%	15-May-17	-360,000	-12.82	AA-	F1+
02-May-17	27	Thurrock Council	2,000,000	0.20000%	04-Jul-17	-2,000,000	-690.41		
04-May-17	28	HSBC	170,000	0.10000%	15-May-17	-170,000	-5.12	AA-	F1+
05-May-17	29	HSBC	100,000	0.10000%	08-May-17	-100,000	-0.82	AA-	F1+
08-May-17	30	Coventry BS	Rolled over	0.14000%	30-May-17		-32.91	A	F1
30-May-17	30	Coventry BS	390,000	0.15000%	04-Jul-17	-390,000	-56.10	A	F1
10-May-17	31	HSBC	120,000	0.10000%	19-May-17	-120,000	-2.96	AA-	F1+
12-May-17	32	HSBC	100,000	0.10000%	15-May-17	-100,000	-0.82	AA-	F1+
15-May-17	33	HSBC	830,000	0.10000%	16-May-17	-830,000	-2.27	AA-	F1+
16-May-17	34	Lloyds Bank Plc	Rolled over	0.11000%	12-Jun-17		-56.96	A+	F1
12-Jun-17	34	Lloyds Bank Plc	700,000	0.14000%	07-Aug-17	-700,000	-150.36		
16-May-17	35	HSBC	200,000	0.10000%	22-May-17	-200,000	-3.29	AA-	F1+
17-May-17	36	HSBC	100,000	0.10000%	19-May-17	-100,000	-0.55	AA-	F1+
18-May-17	37	HSBC	380,000	0.10000%	19-May-17	-380,000	-1.04	AA-	F1+
19-May-17	38	Lloyds Bank Plc	625,000	0.11000%	19-Jun-17	-625,000	-63.70	A+	F1
22-May-17	39	HSBC	500,000	0.10000%	30-May-17	-500,000	-10.96	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
			£	%		£	£		
24-May-17	40	HSBC	140,000	0.10000%	30-May-17	-140,000	-2.30	AA-	F1+
26-May-17	41	HSBC	80,000	0.10000%	30-May-17	-80,000	-0.88	AA-	F1+
30-May-17	42	HSBC	120,000	0.10000%	22-Jun-17	-120,000	-7.56	AA-	F1+
31-May-17	43	Bank Of Scotland	Rolled over	0.15000%	10-Jul-17		-98.63	A+	F1
10-Jul-17	43	Bank Of Scotland	Rolled over	0.17000%	04-Sep-17		-156.49	A+	F1
04-Sep-17	43	Bank Of Scotland	Rolled over	0.15000%	19-Oct-17	-600,000	-110.96	A+	F1
31-May-17	44	PCCC - West Yorks	1,000,000	0.16000%	04-Jul-17	-1,000,000	-149.04		
31-May-17	45	Dumfries & Galloway Council	1,500,000	0.18000%	19-Jul-17	-1,500,000	-362.47		
			9,415,000			-10,015,000	-1,979.42		
June'17									
01-Jun-17	46	HSBC	120,000	0.10000%	26-Jun-17	-120,000	-8.22	AA-	F1+
02-Jun-17	47	HSBC	240,000	0.10000%	05-Jun-17	-240,000	-1.97	AA-	F1+
05-Jun-17	48	HSBC	240,000	0.10000%	12-Jun-17	-240,000	-4.60	AA-	F1+
07-Jun-17	49	HSBC	200,000	0.10000%	12-Jun-17	-200,000	-2.74	AA-	F1+
09-Jun-17	50	HSBC	630,000	0.10000%	12-Jun-17	-630,000	-5.18	AA-	F1+
12-Jun-17	51	HSBC	240,000	0.10000%	03-Jul-17	-240,000	-13.81	AA-	F1+
14-Jun-17	52	HSBC	70,000	0.10000%	19-Jun-17	-70,000	-0.96	AA-	F1+
15-Jun-17	53	HSBC	270,000	0.10000%	19-Jun-17	-270,000	-2.96	AA-	F1+
19-Jun-17	54	Coventry BS	Rolled over	0.19000%	08-Aug-17		-123.63	A	F1
08-Aug-17	54	Coventry BS	Rolled over	0.12000%	13-Sep-17		-56.22	A	F1
13-Sep-17	54	Coventry BS	Rolled over	0.12000%	22-Nov-17		-109.32	A	F1
22-Nov-17	54	Coventry BS	475,000	0.12000%	Investment still held		-182.19	A	F1
20-Jun-17	55	HSBC	110,000	0.10000%	26-Jun-17	-110,000	-1.81	AA-	F1+
22-Jun-17	56	HSBC	90,000	0.10000%	04-Jul-17	-90,000	-2.96	AA-	F1+
26-Jun-17	57	HSBC	200,000	0.10000%	10-Jul-17	-200,000	-7.67	AA-	F1+
28-Jun-17	58	Coventry BS	Rolled over	0.18000%	08-Aug-17		-101.10	A	F1
08-Aug-17	58	Coventry BS	500,000	0.12000%	13-Sep-17	-500,000	-59.18	A	F1
28-Jun-17	59	HSBC	400,000	0.10000%	14-Jul-17	-400,000	-17.53	AA-	F1+
29-Jun-17	60	HSBC	100,000	0.10000%	30-Jun-17	-100,000	-0.27	AA-	F1+

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			£	%		£	£	LONG-TERM	SHORT-TERM
30-Jun-17	61	Eastleigh BC	2,000,000	0.14000%	08-Aug-17	-2,000,000	-299.18		
30-Jun-17	62	Barnsley MBC	1,280,000	0.14000%	21-Aug-17	-1,280,000	-255.30		
			7,165,000			-6,690,000	-1,256.80		
July'17									
03-Jul-17	63	HSBC	600,000	0.10000%	10-Jul-17	-600,000	-11.51	AA-	F1+
05-Jul-17	64	HSBC	100,000	0.10000%	10-Jul-17	-100,000	-1.37	AA-	F1+
07-Jul-17	65	HSBC	80,000	0.10000%	21-Jul-17	-80,000	-3.07	AA-	F1+
10-Jul-17	66	HSBC	340,000	0.10000%	17-Jul-17	-340,000	-6.52	AA-	F1+
11-Jul-17	67	HSBC	80,000	0.10000%	17-Jul-17	-80,000	-1.32	AA-	F1+
13-Jul-17	68	HSBC	125,000	0.10000%	14-Jul-17	-125,000	-0.34	AA-	F1+
14-Jul-17	69	HSBC	330,000	0.10000%	19-Jul-17	-330,000	-4.52	AA-	F1+
14-Jul-17	70	HSBC	150,000	0.10000%	24-Jul-17	-150,000	-4.11	AA-	F1+
17-Jul-17	71	HSBC	940,000	0.10000%	19-Jul-19	-940,000	-5.15	AA-	F1+
18-Jul-17	72	HSBC	80,000	0.10000%	21-Jul-17	-80,000	-0.66	AA-	F1+
19-Jul-17	73	Lloyds Bank Plc	1,000,000	0.18000%	19-Sep-17	-1,000,000	-305.76	A+	F1
19-Jul-17	74	HSBC	800,000	0.10000%	28-Jul-17	-800,000	-19.73	AA-	F1+
20-Jul-17	75	HSBC	60,000	0.10000%	28-Jul-17	-60,000	-1.32	AA-	F1+
21-Jul-17	76	HSBC	70,000	0.10000%	14-Aug-17	-70,000	-4.60		
24-Jul-17	77	HSBC	100,000	0.10000%	14-Aug-17	-100,000	-5.75		
25-Jul-17	78	Coventry BS	450,000	0.09000%	13-Sep-17	-450,000	-55.48	A	F1
26-Jul-17	79	HSBC	80,000	0.10000%	14-Aug-17	-80,000	-4.16	AA-	F1+
27-Jul-17	80	HSBC	115,000	0.10000%	28-Jul-17	-115,000	-0.32	AA-	F1+
28-Jul-17	81	Merthyr Tydil CBC	1,500,000	0.15000%	27-Oct-17	-1,500,000	-560.96		
28-Jul-17	82	HSBC	340,000	0.10000%	31-Jul-17	-340,000	-2.79	AA-	F1+
31-Jul-17	83	HSBC	100,000	0.10000%	07-Aug-17	-100,000	-1.92	AA-	F1+
31-Jul-17	84	HSBC	100,000	0.10000%	22-Aug-17	-100,000	-6.03	AA-	F1+
31-Jul-17	85	HSBC	100,000	0.10000%	04-Sep-17	-100,000	-9.59	AA-	F1+
31-Jul-17	86	DMO	3,000,000	0.10000%	08-Aug-17	-3,000,000	-65.75	AAA	
			10,640,000			-10,640,000	-1,082.73		
Aug'17									

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								LONG-TERM	SHORT-TERM
			£	%		£	£		
01-Aug-17	87	HSBC	165,000	0.10000%	07-Aug-17	-165,000	-2.71	AA-	F1+
03-Aug-17	88	HSBC	80,000	0.10000%	08-Aug-17	-80,000	-1.10	AA-	F1+
07-Aug-17	89	HSBC	500,000	0.10000%	08-Aug-17	-500,000	-1.37	AA-	F1+
08-Aug-17	90	Barclays Bank plc	1,750,000	0.16600%	18-Oct-17	-1,750,000	-565.08	A	F1
08-Aug-17	91	HSBC	400,000	0.10000%	15-Aug-17	-400,000	-7.67	AA-	F1+
09-Aug-17	92	HSBC	100,000	0.10000%	15-Aug-17	-100,000	-1.64	AA-	F1+
10-Aug-17	93	HSBC	130,000	0.10000%	15-Aug-17	-130,000	-1.78	AA-	F1+
11-Aug-17	94	HSBC	370,000	0.10000%	15-Aug-17	-370,000	-4.05	AA-	F1+
14-Aug-17	95	HSBC	260,000	0.10000%	15-Aug-17	-260,000	-0.71	AA-	F1+
15-Aug-17	96	Midlothian Council	1,500,000	0.13000%	18-Oct-17	-1,500,000	-341.92		
15-Aug-17	97	HSBC	90,000	0.10000%	18-Aug-17	-90,000	-0.74	AA-	F1+
16-Aug-17	98	HSBC	160,000	0.10000%	21-Aug-17	-160,000	-2.19	AA-	F1+
16-Aug-17	99	HSBC	160,000	0.10000%	11-Sep-17	-160,000	-11.40	AA-	F1+
17-Aug-17	100	HSBC	90,000	0.10000%	21-Aug-17	-90,000	-0.99	AA-	F1+
18-Aug-17	101	HSBC	90,000	0.10000%	21-Aug-17	-90,000	-0.74	AA-	F1+
21-Aug-17	102	HSBC	560,000	0.10000%	31-Aug-17	-560,000	-15.34	AA-	F1+
24-Aug-17	103	HSBC	90,000	0.10000%	31-Aug-17	-90,000	-1.73	AA-	F1+
29-Aug-17	104	Lloyds Bank Plc	Rolled Over	0.15000%	19-Oct-17		-157.19	A+	F1
19-Oct-17	104	Lloyds Bank Plc	750,000	0.22000%	29-Dec-17	-750,000	-320.96	A+	F1
29-Aug-17	105	HSBC	50,000	0.10000%	30-Aug-17	-50,000	-0.14	AA-	F1+
30-Aug-17	106	HSBC	190,000	0.10000%	31-Aug-17	-190,000	-0.52	AA-	F1+
31-Aug-17	107	DMO	2,000,000	0.10000%	13-Sep-17	-2,000,000	-71.23	AAA	
31-Aug-17	108	HSBC	650,000	0.10000%	04-Sep-17	-650,000	-7.12	A+	F1
31-Aug-17	109	Stockport MBC	Rolled Over	0.16000%	30-Oct-17		-315.62		
31-Aug-17	109	Stockport MBC	1,200,000	0.16000%	19-Dec-17	-1,200,000	-263.01		
			11,335,000			-11,335,000	-2,096.95		
Sept'17									
01-Sep-17	110	HSBC	180,000	0.1000%	04-Sep-17	-180,000	-1.48	AA-	F1+
04-Sep-17	111	HSBC	400,000	0.1000%	13-Sep-17	-400,000	-9.86	AA-	F1+

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			£	%		£	£	LONG-TERM	SHORT-TERM
06-Sep-17	112	HSBC	120,000	0.1000%	13-Sep-17	-120,000	-2.30	AA-	F1+
07-Sep-17	113	HSBC	120,000	0.1000%	13-Sep-17	-120,000	-1.97	AA-	F1+
08-Sep-17	114	HSBC	70,000	0.1000%	13-Sep-17	-70,000	-0.96	AA-	F1+
11-Sep-17	115	HSBC	110,000	0.1000%	13-Sep-17	-110,000	-0.60	AA-	F1+
13-Sep-17	116	Coventry BS	390,000	0.1800%	22-Nov-17	-390,000	-89.75	A	F1
15-Sep-17	117	HSBC	100,000	0.1000%	18-Sep-17	-100,000	-0.82	AA-	F1+
15-Sep-17	118	HSBC	150,000	0.1000%	22-Sep-17	-150,000	-2.88	AA-	F1+
15-Sep-17	119	Coventry BS	Rolled Over	0.0900%	25-Sep-17		-12.33	A	F1
25-Sep-17	119	Coventry BS	Rolled Over	0.1200%	22-Nov-17		-95.34	A	F1
22-Nov-17	119	Coventry BS	500,000	0.3500%	Investment still held		-191.78	A	F1
18-Sep-17	120	HSBC	115,000	0.1000%	19-Sep-17	-115,000	-0.32	AA-	F1+
19-Sep-17	121	HSBC	280,000	0.1000%	25-Sep-17	-280,000	-4.60	AA-	F1+
21-Sep-17	122	HSBC	90,000	0.0900%	28-Sep-17	-90,000	-1.55	AA-	F1+
22-Sep-17	123	HSBC	180,000	0.0900%	28-Sep-17	-180,000	-2.66	AA-	F1+
25-Sep-17	124	HSBC	300,000	0.1000%	28-Sep-17	-300,000	-2.47	AA-	F1+
27-Sep-17	125	HSBC	150,000	0.1000%	28-Sep-17	-150,000	-0.41	AA-	F1+
28-Sep-17	126	Bedford MDC	1,500,000	0.3000%	22-Nov-17	-1,500,000	-678.08		
28-Sep-17	127	HSBC	180,000	0.1000%	09-Oct-17	-180,000	-5.42	AA-	F1+
29-Sep-17	128	HSBC	160,000	0.1000%	13-Oct-17	-160,000	-5.52	AA-	F1+
			5,095,000			-4,595,000	-1,111.10		
Oct '17									
02-Oct-17	129	HSBC	500,000	0.09000%	09-Oct-17	-500,000	-8.63	F1+	AA-
02-Oct-17	130	HSBC	300,000	0.09000%	13-Oct-17	-300,000	-8.14	F1+	AA-
02-Oct-17	131	Bournemouth BC	1,700,000	0.13000%		-1,700,000	-308.79		
03-Oct-17	132	HSBC	80,000	0.10000%	09-Oct-17	-80,000	-1.32	F1+	AA-
05-Oct-17	133	HSBC	105,000	0.09000%	18-Oct-17	-105,000	-3.37	F1+	AA-
09-Oct-17	134	HSBC	270,000	0.09000%	18-Oct-17	-270,000	-5.99	F1+	AA-
11-Oct-17	135	HSBC	80,000	0.10000%	20-Oct-17	-80,000	-1.97	F1+	AA-

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								LONG-TERM	SHORT-TERM
			£	%		£	£		
12-Oct-17	136	HSBC	70,000	0.10000%	18-Oct-17	-70,000	-1.15	F1+	AA-
13-Oct-17	137	HSBC	445,000	0.10000%	18-Oct-17	-445,000	-6.10	F1+	AA-
16-Oct-17	138	HSBC	300,000	0.10000%	18-Oct-17	-300,000	-1.64	F1+	AA-
16-Oct-17	139	HSBC	300,000	0.10000%	19-Oct-17	-300,000	-2.47	F1+	AA-
17-Oct-17	140	HSBC	75,000	0.10000%	18-Oct-17	-75,000	-0.21	F1+	AA-
18-Oct-17	141	Barclays Bank plc	1,000,000	0.24700%	29-Dec-17	-1,000,000	-487.23	F1	A
18-Oct-17	142	HSBC	125,000	0.10000%	19-Oct-17	-125,000	-0.34	F1+	AA-
19-Oct-17	143	HSBC	50,000	0.10000%	20-Oct-17	-50,000	-0.14	F1+	AA-
19-Oct-17	144	HSBC	200,000	0.10000%	23-Oct-17	-200,000	-2.19	F1+	AA-
23-Oct-17	145	HSBC	200,000	0.10000%	24-Oct-17	-200,000	-0.55	F1+	AA-
24-Oct-17	146	HSBC	230,000	0.10000%	25-Oct-17	-230,000	-0.63	F1+	AA-
25-Oct-17	147	Bank Of Scotland	650,000	0.10000%	20-Nov-17	-650,000	-101.86	F1+	A
27-Oct-17	148	HSBC	110,000	0.10000%	06-Nov-17	-110,000	-3.01	F1+	AA-
27-Oct-17	149	Thurrock Council	1,500,000	0.19000%	29-Dec-17	-1,500,000	-491.92		
30-Oct-17	150	HSBC	145,000	0.05000%	06-Nov-17	-145,000	-1.39	F1+	AA-
30-Oct-17	151	HSBC	200,000	0.11000%	13-Nov-17	-200,000	-8.44	F1+	AA-
31-Oct-17	152	Merthyr Tydil CBC	1,500,000	0.25000%	Investment still held		-636.99		
31-Oct-17	153	Lloyds Bank Plc	750,000	0.22000%		-750,000	-235.07	F1+	AA-
31-Oct-17	154	Barclays Bank plc	Rolled Over	0.19200%	04-Dec-17		-89.42	F1	A
04-Dec-17	154	Barclays Bank plc	500,000	0.29000%	Investment still held		-111.23	F1	A
31-Oct-17	155	HSBC	300,000	0.19200%	20-Nov-17	-300,000	-21.37	F1	A
			11,685,000			-9,685,000	-2,541.56		
Nov'17									
01-Nov-17	156	HSBC	180,000	0.25000%	27-Nov-17	-180,000	-32.05	AA-	F1
03-Nov-17	157	HSBC	100,000	0.35000%	13-Nov-17	-100,000	-9.59	AA-	F1
06-Nov-17	158	HSBC	240,000	0.35000%	15-Nov-17	-240,000	-20.71	AA-	F1
08-Nov-17	159	HSBC	90,000	0.35000%	20-Nov-17	-90,000	-10.36	AA-	F1
10-Nov-17	160	HSBC	25,000	0.33000%	17-Nov-17	-25,000	-1.58	AA-	F1

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								LONG-TERM	SHORT-TERM
			£	%		£	£		
10-Nov-17	161	HSBC	235,000	0.33000%	15-Nov-17	-235,000	-10.62	AA-	F1
13-Nov-17	162	HSBC	200,000	0.35000%	15-Nov-17	-200,000	-3.84	AA-	F1
15-Nov-17	163	Dumfries & Galloway Council	1,000,000	0.33000%	Investment still held		-424.93		
16-Nov-17	164	HSBC	85,000	0.36000%	11-Dec-17	-85,000	-20.96	AA-	F1
17-Nov-17	165	HSBC	60,000	0.35000%	20-Nov-17	-60,000	-1.73	AA-	F1
20-Nov-17	166	HSBC	160,000	0.35000%	22-Nov-17	-160,000	-3.07	AA-	F1
21-Nov-17	167	HSBC	75,000	0.35000%	22-Nov-17	-75,000	-0.72	AA-	F1
22-Nov-17	168	HSBC	330,000	0.35000%	27-Nov-17	-330,000	-15.82	AA-	F1
28-Nov-17	169	Bank Of Scotland	500,000	0.42000%	Investment still held		-195.62	A	F1+
28-Nov-17	170	HSBC	200,000	0.35000%	04-Dec-17	-200,000	-11.51	AA-	F1
28-Nov-17	171	HSBC	150,000	0.35000%	11-Dec-17	-150,000	-18.70	AA-	F1
29-Nov-17	172	HSBC	120,000	0.35000%	18-Dec-17	-120,000	-21.86	AA-	F1
30-Nov-17	173	Suffolk CC	1,500,000	0.35000%	Investment still held		-460.27		
30-Nov-17	174	Nationwide BS	1,500,000	0.38000%	Investment still held		-499.73	A+	F1
			6,750,000			-2,250,000	-1,763.67		
Dec'17									
01-Dec-17	175	HSBC	220,000	0.35000%	22-Dec-17	-220,000	-44.30	AA-	F1
04-Dec-17	176	HSBC	90,000	0.35000%	18-Dec-17	-90,000	-12.08	AA-	F1
05-Dec-17	177	HSBC	100,000	0.35000%	11-Dec-17	-100,000	-4.79	AA-	F1
08-Dec-17	178	HSBC	95,000	0.35000%	22-Dec-17	-95,000	-12.75	AA-	F1
11-Dec-17	179	HSBC	150,000	0.35000%	18-Dec-17	-150,000	-10.07	AA-	F1
11-Dec-17	180	HSBC	170,000	0.35000%	22-Dec-17	-170,000	-17.93	AA-	F1
13-Dec-17	181	HSBC	115,000	0.35000%	18-Dec-17	-115,000	-5.51	AA-	F1
15-Dec-17	182	HSBC	550,000	0.35000%	18-Dec-17	-550,000	-15.82	AA-	F1
18-Dec-17	183	HSBC	500,000	0.35000%	22-Dec-17	-500,000	-19.18	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
			£	%		£	£		
18-Dec-17	184	HSBC	250,000	0.35000%	27-Dec-17	-250,000	-21.58	AA-	F1
19-Dec-17	185	HSBC	400,000	0.35000%	22-Dec-17	-400,000	-11.51	AA-	F1
21-Dec-17	186	HSBC	115,000	0.35000%	22-Dec-17	-115,000	-1.10	AA-	F1
22-Dec-17	186b	Newport City Council	1,500,000	0.40000%	Investment still held		-156.16		
22-Dec-17	187	HSBC	290,000	0.35000%	29-Dec-17	-290,000	-19.47	AA-	F1
28-Dec-17	188	HSBC	750,000	0.35000%	Investment still held		-28.77	AA-	F1
			5,295,000			-3,045,000	-381.02		
2017/18 Investments April 2017- December 2017			73,770,000			-64,145,000	-13,283.12		
Total Investments 2017/18 (including Brought Forward from 2016/17)			82,140,000			-72,515,000	-14,717.95		

POLICY AND FINANCE COMMITTEE

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

**POLICY AND FINANCE COMMITTEE
FULL RATING LIST OF APPROVED INSTITUTIONS AS AT 11 JANUARY 2018**

	S&P Global Ratings			Moody's			Fitch				Notes
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term	Outlook	
Building Societies											
Nationwide	A	A-1	Stable	Aa3	P-1	Stable	07/02/17	A+	F1	Stable	£1m Min
Yorkshire	-	-	-	A3	P-2	Stable	08/05/17	A-	F1	Stable	
Coventry	-	-	-	A2	P-1	Stable	08/05/17	A	F1	Stable	Sterling Brokers
Skipton	-	-	-	Baa1	P-2	Stable	08/05/17	A-	F1	Stable	
Leeds	-	-	-	A3	P-2	Stable	08/05/17	A-	F1	Stable	
Principality	-	-	-	Baa2	P-2	Stable	08/05/17	BBB+	F2	Stable	No Contact
Banks											
Santander UK Plc.	A	A-1	Stable	Aa3	P-1	Stable	07/02/17	A	F1	On Watch	
Barclays Bank Plc.	A-	A-1	Stable	A1	P-1	Negative	28/09/17	A	F1	On Watch	
Bank of Scotland Plc.	A	A-1	Positive	Aa3	P-1	Stable	07/02/17	A+	F1	Stable	
Co-operative Bank (The)	-	-	-	Caa2	NP	Positive	04/09/17	B-	B	Stable	£1m min
HSBC Bank Plc.	AA-	A-1+	Stable	Aa3	P-1	Negative	28/09/17	AA-	F1+	Stable	
Lloyds Bank Plc.	A	A-1	Positive	Aa3	P-1	Stable	07/02/17	A+	F1	Stable	£250k min
National Westminster Bank Plc.	BBB+	A-2	Positive	A2	P-1	Positive	29/09/17	BBB+	F2	On Watch	Current a/c required
Royal Bank of Scotland Plc.	BBB-	A-2	Stable	A2	P-1	Negative	28/09/17	BBB+	F2	Stable	Current a/c required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 13

meeting date: 23 JANUARY 2018
 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 processing times and overpayment recovery.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 10 January 2018:

	£000	£000	2017/18 %	2016/17 %
Balance Outstanding 1 April 2017		486		
NNDR amounts due	19,081			
Plus costs	3			
Transitional surcharge	702			
Write ons	38			
	19,824			
Less				
- Transitional relief	-681			
- Exemptions	-292			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,124			
- Small Business Rate Relief	-2,915			
- Revaluation 2017, Pub, SSB and Other reliefs	-144			
- Interest Due	0			
- Write Offs	-81			
	-5,237	14,587		
Total amount to recover		15,073		
Less cash received to 10 January 2018		-12,734	84.5	85.0
Amount Outstanding		2,339	15.5	15

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 December 2017 is 85.07% compared with 85.69% at 31 December 2016.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 10 January 2018:

	£000	£000	2017/18 %	2016/17 %
Balance Outstanding 1 April 2017		812		
Council Tax amounts due	43,256			
Plus costs	66			
Transitional relief	1			
Write ons	1			
	43,324			
Less - Exemptions	-540			
- Discounts	-3,772			
- Disabled banding reduction	-46			
- Council Tax Benefit	15			
- Local Council Tax Support	-1,772			
- Write offs	-12			
	-6,127	37,197		
Total amount to recover		38,009		
Less cash received to 10 January 2018		-33,050	87.0	86.9
Amount Outstanding		4,959	13	13.1

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 December 2017 is 87.51% compared to 87.58% at 31 December 2016.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 11 January 2018 is:

	£000	£000
Amount Outstanding 1 April 2017		825
Invoices Raised	2,302	
Plus costs	1	
		2,303
Less write offs		4
Total amount to recover		3,124
Less cash received to 11 January 2018		2,634
Amount outstanding		490

Aged Debtors	000s	%
< 30 days	89	18
30 - 59 days	46	9
60 - 89 days	13	3
90 - 119 days	4	1
120 - 149 days	13	3
150+ days	325	66
	490	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 2017/2018

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 October 2017 – 31 December 2017	Average Performance
10 days	7.36 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 October 2017 – 31 December 2017	Top grade 4 for all LA's 2007/08
23 days	19.12 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 October 2017 - 31 December 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.	87.50
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.	18.65
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.	1.39

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

PF3-18/ME/AC
11 January 2018

For further information please ask for Mark Edmondson.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 18 OCTOBER 2017

Present: Cllrs: P Elms (Chair), A Brown, A Knox, T Hill and S Hirst, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services.

1 Apologies

Cllrs: K Hind and J Rogerson

2 Minutes of meeting held on 27 September 2017

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

2.2 With reference to the item on New Homes Bonus, the Director of Resources gave an update on the latest position on the council taxbase for 2018/19 and the impact on the New Homes Bonus we may receive.

3 Business Rates

3.1 The Director of Resources took members through a report on the latest position regarding Business Rates. This included background on how the scheme has, and is evolving.

3.2 An update was given on the Lancashire Business Rates Pool, following a meeting that had been held the previous day. It had been agreed at the meeting of the Governing Body (Leaders at pool member councils) that the following next steps be taken with regard to the Lancashire Business Rates Pool 2018/19:

Submit a new application with Burnley re-joining, but conditional on making the point to DCLG that if the new application is not accepted, then the current pool would remain.

3.3 In context, the recommendation to the Governing Body from the Executive Body (S151 officers from pool member councils) had been unanimously that the pool should continue as currently (as for 2017/18) without change due to the level of risk involved.

3.4 Looking at Business Rates for this council for the current year 2017/18, the Director of Resources provided a detailed breakdown of the calculation of retained rates.

3.5 If estimates proved correct the council would be expecting a total income of £1,064,400 of which £275,514 would be in support of the revenue budget, the balance of £787,886 to be set aside in the Business Rates Volatility earmarked reserve.

3.6 A summary of growth since the inception of the retention system was given and this demonstrated how the Business Rates Volatility earmarked reserve had been built up to healthy levels that could now be relied upon.

3.7 As the Business Rates Volatility earmarked reserve was now in a robust position it was suggested that a greater level of business rates could now be used to support the revenue budget. It was estimated that up to a further £400k could be used – increasing potential total usage from £276k to £676k

3.8 It was suggested that now the budget working group had been provided with details of the position on both New Homes Bonus and Business Rates that a modelling of the position in the context of the budget forecast could be given to members for consideration at the next meeting. It was agreed that this would be the best way forward.

4 Draft Response to Consultation on Local Government Finance Settlement 2018/19

4.1 The consultation document had previously been circulated and discussed at the budget working group on 27 September where it was agreed that a suggested response would be brought back to this meeting.

4.2 The budget working group agreed with the suggested response.

5 Any Other Business

5.1 There were no additional items of business.

6 Date and Time of Next Meeting

6.1 The next meeting was agreed as Thursday 23 November 2017 at 4pm in Committee Room 1.