

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 5

meeting date: 20 NOVEMBER 2018
title: REGULATION OF INVESTIGATORY POWERS ACT 2000 ("RIPA")
submitted by: CHIEF EXECUTIVE
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1. PURPOSE

1.1 To seek Committees approval of the updated RIPA policy and the appointment of a replacement Senior Responsible Officer and to report to Committee upon the Council's use of its powers under the Regulation of Investigatory Powers Act 2000.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To prevent and/or detect crime or disorder, whilst respecting individuals rights under the European Convention on Human Rights ("**ECHR**") and the Human Rights Act 1998 ("**HRA**"), and ensuring compliance with the Regulation of Investigatory Powers Act 2000 ("**RIPA**").
- Community Objectives – None.
- Corporate Priorities – None.
- Other Considerations – None.

2. BACKGROUND

2.1 RIPA came into force on 25 September 2000; its aim is to strike a balance between protecting individuals' rights under Article 8 ECHR and the HRA and the need for investigatory powers to protect the interests of society as a whole. RIPA allows the Council to carry out directed surveillance and/or use covert human intelligence sources ("**CHIS**") lawfully if it is authorised in accordance with the provisions of RIPA, it is necessary for the purpose of preventing or detecting crime or disorder, it is proportionate to the aims, which it seeks to achieve, and any authorisation receives judicial approval.

3. ISSUES

3.1 The Council has a policy which sets out how it will deal with RIPA. This policy was last reviewed and approved by Committee in November 2017. In August 2018 the Home Office revised its codes of practice for Covert Surveillance and Property Interference. The Council has therefore amended its RIPA policy to take account of these amendments. A copy of the revised policy is enclosed as Appendix1. The amendments are shown in track changes for ease of reference. The main sections which have been amended are:

- **Private Information** - further information and guidance has been provided in the Code on what constitutes private or non-private information and this has been

reflected in the amendments to these paragraphs of the Policy (see paragraphs 3.7-3.10 of the Policy).

- **Social Media and internet** - Substantial new sections have been added to the Code providing detailed guidance and examples. This has been reflected in the Policy (paragraphs 3.11-3.16 of the Policy)
- **Drones** – A new section has been added to the Code providing guidance on the use of ariel surveillance devices. This has been included in the Policy (paragraphs 3.17 of the Policy).
- **Surveillance not core function** – A section has been added to the Codes relating to covert surveillance for ‘non RIPA purposes’. This has been reflected in the Policy (paragraphs 3.5-3.6 of the Policy).
- **Authorisation** – A new section has been added to the Code requiring applicants to present the circumstances in a fair and balanced manner. This requirement has been added to the Policy (paragraph 2.11 of the Policy).
- **Collateral intrusion** – Further guidance is included on the position is collateral intrusion is unavoidable and the information which should be provided to ensure that the authorising officer is properly informed when making their decision (paragraphs 5.7-5.8 of the Policy).
- **Senior Responsible Officer** – The section of the Code detailing the role of the Senior Responsible Officer has been altered substantially and includes amendments to the role and responsibilities. These have been reflected in the Policy (see paragraph
- **Error Reporting** – A new requirement has been placed upon the Council to review errors and to report relevant errors. The Policy has been amended to include this. (paragraph 8.1 of the Policy)

3.2 The Head of Legal Services has also been replaced as Senior Responsible Officer as there is currently a vacancy for the Solicitor’s position. The Council’s new Director of Planning and Economic Development has also been added as an authorising officer.

3.3 Committee also approved the reporting of the Council’s use of RIPA to elected members on a six monthly basis as an information report. The Council has over the last several years not used RIPA and this trend has continued with there being no use in the last 6 months.

4. RISK ASSESSMENT

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

- Resources – None
- Technical, Environmental and Legal – None

- Political – None.
- Reputation – Reporting its usage of RIPA to elected members and reviewing its policy as recommended demonstrates the Council’s commitment to its proper usage of its powers.

5. RECOMMENDED THAT COMMITTEE

- 5.1 Approve the revised RIPA Policy and recommend it be adopted by Full Council;
- 5.2 Approve the appointment of the Council’s Head of Legal and Democratic Services as the Senior Responsible Officer for RIPA;
- 5.3 Approve the appointment of the Director of Economic Development and Planning as an Authorising Officer for RIPA; and
- 5.3 Note the usage of RIPA during the period June 2018 to November 2018.

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BACKGROUND PAPERS

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

Corporate Policy in Respect of Regulation of Investigatory Powers Act 2000 (“RIPA”)



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

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1. INTRODUCTION

- 1.1 This Corporate Policy is based upon the requirements of the Regulation of Investigatory Powers Act 2000 (“**RIPA**”), the Home Office’s Code of Practice for Covert Surveillance and property interference, and Covert Human Intelligence Sources (“**CHIS**”) (“**Codes**”), and the Home Office guidance for local authorities in England and Wales on the judicial approval process for RIPA and the crime threshold for directed surveillance (“**Guidance**”).
- 1.2 Ribble Valley Borough Council (the “**Council**”) has also taken into account and incorporated the guidance given by the Office of Surveillance Commissioners in its report dated 4 June 2008, 21 August 2011, and 10 August 2014 and the Investigatory Powers Commissioner on 14 August 2017 and is grateful to them for providing this.
- 1.3 On 18 November 2008 the Head of Legal and Democratic Services was authorised by the Council’s Policy and Finance Committee to carry out periodic reviews of this policy and to amend it to the extent necessary to keep it up to date and in line with the Home Office’s Codes of Practice. As recommended in the Codes an annual report will be taken to the Council’s Policy and Finance Committee, which will contain such detail to enable Committee to determine that the Council’s policy is fit for purpose. There will also be 6 monthly reports to Committee on the level of RIPA activity or inactivity.
- 1.4 Whilst this policy provides guidance it is not intended to be an authoritative source on the provisions of RIPA. All Officers must therefore make reference to RIPA itself and to the Codes, and the Guidance for an authoritative position.
- 1.5 Should any Officer be uncertain in respect of any aspect of RIPA, the authorising procedures set out in this policy, or at all, they should contact the legal department of the Council immediately.
- 1.6 The Council’s Head of Legal and Democratic Services is the RIPA Senior Responsible Officer and as such is responsible for:
- The integrity of the process in place within the Council to authorise directed surveillance and CHIS;
 - Compliance with Part II of the 2000 and with the Codes;

- Oversight of the reporting of errors to the Investigatory Powers Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors;
- Engagement with the Investigatory Powers Commissioner and inspectors who support the Commissioner when they conduct their inspections;
- Where necessary, overseeing the implementation of any post – inspection action plans recommended or approved by a Judicial Commissioner, and

Ensuring that all authorising officers are of an appropriate standard, addressing any recommendations and concerns in the inspection reports prepared by the Investigatory Powers Commissioner². **LEGISLATIVE BACKGROUND**

2.1 The Human Rights Act 1998 (the “**HRA**”) incorporated the European Convention on Human Rights (the “**ECHR**”) into domestic law.

2.2 Article 8 of the ECHR provides that:

“1. *Everyone has the right to respect for his private and family life, his home and his correspondence.*

2. *There shall be no interference by a public authority with the exercise of this right except such as is **in accordance with the law** and is **necessary** in a democratic society in the interests of national security, public safety or the economic well being of the country, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others.” [Emphasis added]*

2.3 There is therefore a qualified right for interference with individual’s rights under Article 8 if it is:

2.3.1 done in accordance with the law;

2.3.2 necessary; and/or

2.3.3 proportionate.

- 2.4 Any individual undertaking surveillance and/or using CHIS on behalf of the Council will therefore be breaching a person's human rights unless that surveillance is authorised in accordance with the law, is necessary for one of the reasons set out above, and is proportionate.
- 2.5 This could have serious implications for the Council, not only in terms of its reputation, but could also potentially render any evidence gathered during the surveillance inadmissible in criminal proceedings, leave the Council open to civil proceedings for a breach of an individual's human rights, and/or lead to a complaint being made to the Ombudsman. To avoid such a situation arising therefore, Officers must not carry out either Surveillance and/or CHIS unless the provisions of paragraph 2.3 are complied with.

In accordance with the law – RIPA

- 2.6 RIPA came into force on 25 September 2000, with the Codes subsequently coming into force pursuant to Section 71 of RIPA. The aim of RIPA was to strike a balance between protecting individuals' rights under Article 8 ECHR and the HRA and the need for investigatory powers to protect the interests of society as a whole. It therefore allows interference with individuals' rights in certain circumstances.

Necessity

- 2.7 It should be noted that pursuant to the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Statutory Instrument No. 2010/521 ("**RIPA Order 2010**") a local authority, (and hence the Council) **can only rely on Section 28 (3) (b) of RIPA as a ground for its interference being necessary**. Therefore, under RIPA any interference can **only** be necessary if it is "***for the purpose of preventing or detecting crime where the offence is punishable by a maximum term of at least six months imprisonment.***"
- 2.8 Regulation 7A of the 2010 RIPA Order (as amended by the 2012 RIPA Order SI 2012/1500) introduced this further limitation so that Authorising Officers may only authorise surveillance in respect of a criminal offence which is punishable by a maximum term of at least 6 months imprisonment or which constitutes an offence under section 146, 147 or 147A of the Licensing Act 2003 (sale of alcohol to children)

or section 7 of the Children and Young Persons Act 1933 (sale of tobacco to children under 18 years old).

- 2.9 However, not all applications for the purpose set out above will be necessary. The Authorising Officer **must** be satisfied that it is necessary in all the circumstances. A judgment will have to be made on a case-by-case basis. Generally any such interference will not be necessary if there is an alternative **overt** method which could be used to obtain the information. Authorising Officers should therefore satisfy themselves that all other methods have either been exhausted or are not practicable. Authorising Officers should also take care to record in the authorisation their reasoning as to why the action is necessary.

Proportionate

- 2.10 Once it has been established that such interference is necessary it must then be considered whether it is **proportionate** to what is to be achieved. The Authorising Officer should consider the following elements of proportionality (as set out in paragraph 4.7 of the Code):
- 2.10.1 Balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
- 2.10.2 Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
- 2.10.3 Considering whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the information sought; and
- 2.10.4 Evidencing as far as reasonably practicable what other methods had been considered and why they were not implemented, or have been implemented unsuccessfully.
- 2.11 Authorising Officers should also take care to record within the authorisation form the reasons why they consider the action proportionate and must ensure that the case for the authorisation is presented in the application in a fair and balanced way. In

particular, all reasonable efforts should be made to take into account information which weakens the case for the authorisation.

Judicial Approval

2.12 Following authorisation by an Authorising Officer judicial approval must be obtained prior to any surveillance being undertaken. Section 32A(2) of RIPA states that “*The authorisation is not to take effect until such time (if any) as the relevant judicial authority has made an order approving the grant of the authorisation.*”

2.13 Section 32A(3) of RIPA further provides that:

“(3) The relevant judicial authority may give approval under this section to the granting of an authorisation under section 28 if, and only if, the relevant judicial authority is satisfied that-

at the time of the grant-
there were reasonable grounds for believing that the requirements of section 28(2) were satisfied in relation to the authorisation, and
the relevant conditions were satisfied in relation to the authorisation, and
at the time when the relevant judicial authority is considering the matter, there remain reasonable grounds for believing that the requirements of section 28(2) are satisfied in relation to the authorisation.

(4) For the purposes of subsection (3) the relevant conditions are –

(a) in relation to a grant by an individual holding an office, rank or position in a local authority in England or Wales, that-
the individual was a designated person for the purposes of section 28,
the grant of the authorisation was not in breach of any restrictions imposed by virtue of section 30(3), and
any other conditions that may be provided for by an order made by the Secretary of State were satisfied,.....”.

2.14 The procedure for making an application for judicial approval is contained in *The Magistrates’ Court (Regulation of Investigatory Powers) Rules 2012 (SI 2012/2563*, and is explained further in the Guidance.

3. SURVEILLANCE

What is surveillance?

3.1 Surveillance includes:

3.1.1 Monitoring, observing, or listening to persons, watching or following their movements, their conversations or their activities or communications;

3.1.2 Recording anything mentioned above in the course of authorised surveillance; and/or

3.1.3 Surveillance, by or with, the assistance of a surveillance device.

3.2 Surveillance can be either overt or covert.

Overt Surveillance

3.3 The vast majority of surveillance, which the Council carries out, will be overt and will involve Officers and employees noting events in the course of their normal daily duties. This will not fall within the scope of RIPA and will not require an authorisation. For example, a dog warden who notes an offence being committed as he/she carries out their daily routine will not require RIPA authorisation as this is an immediate response to events.

Covert Surveillance

3.4 Covert surveillance is defined in section 26(9)(a) of RIPA. It provides that *“surveillance is covert if, and only if, it is carried out in a manner that is calculated to ensure that persons who are subject to the surveillance are unaware that it is or may be taking place”*.

Surveillance not relating to specified grounds or core functions

3.5 An authorisations for directed surveillance is only appropriate for the purposes of a specific investigation or operation, insofar as that investigation or operation is necessary on the grounds specified in RIPA (Section 28(3)). Covert surveillance for any other general purposes should be conducted under other legislation, if relevant and an authorisation under Part II of RIPA should not be sought.

3.6 These core functions referred to are the 'specific public functions undertaken by the Council in contrast to the 'ordinary functions' which are those undertaken by all authorities (e.g employment issues, contractual arrangements etc). These ordinary functions are covered by the Data Protection Act 2018 and the Information Commissioners Employment Practices Code.

RIPA Part II

3.7 RIPA Part II applies to the following conduct:

3.5.1 Directed Surveillance

3.5.2 Intrusive surveillance

3.5.3 Covert Human Intelligence Sources

Directed Surveillance (Section 26(2) RIPA)

3.8 **Section 26(2)** defines directed surveillance as surveillance, which is:

3.8.1 Covert but not intrusive;

3.8.2 Undertaken for the purpose of a specific operation;

3.8.3 Undertaken in such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); or

3.8.5 Otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of surveillance.

3.9 **Section 26(10)** defines "private information" in relation to a person as "*including any information relating to his private or family life*".

Private information should be taken generally to include any aspect of a person's private or personal relationship with others, including family and professional or business relationships. Family should be treated as extending beyond the formal relationships created by marriage or civil partnerships.

- 3.10 Information which is non-private may include publicly available information such as books, newspapers, journals, TV and radio broadcasts, newswires, web sites, mapping imagery, academic articles, conference proceedings, business reports, and more. Such information may also include commercially available data where a fee may be charged, and any data which is available on request or made available at a meeting to a member of the public. Non-private data will also include the attributes of inanimate objects such as the class to which a cargo ship belongs.
- 3.11 Private life considerations are particularly likely to arise if several records are to be analysed together in order to establish, for example, a pattern of behaviour, or if one or more pieces of information (whether or not available in the public domain) are covertly (or in some cases overtly) obtained for the purpose of making a permanent record about a person or for subsequent data processing to generate further information. In such circumstances, the totality of information gleaned may constitute covert surveillance, a directed surveillance authorisation may be considered.
- 3.12 Private Information may include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a directed surveillance authorisation is appropriate.

Online Covert Activity

- 3.13 The growth of the internet and the extent of the information which is now available online have presented new opportunities for the Council to view or gather information which may assist it in preventing or detecting crime.
- 3.14 Much of the information can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. However, it should be noted that if the study of an individual's online

presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered.

- 3.15 In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if no further steps are taken to conceal the activity. Conversely, if reasonable steps have been taken to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be required.
- 3.16 Depending on the online platform there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.
- 3.17 Where information about an individual is placed on a publicly accessible database, such as Companies House, which is commonly known to be available to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.
- 3.18 Paragraph 3.16 of the Code sets out useful guidance on the factors to consider when determining whether authorisation should be sought for accessing information on a website as part of a covert investigation or operation. These include:
- Whether the investigation or research is directed towards an individual or organisation;

- Whether it is likely to result in obtaining private information about a person or group of people (taking account of the guidance at paragraph 3.6 above);
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;
- Whether the information obtained will be recorded and retained;
- Whether the information is likely to provide an observer with a pattern of lifestyle;
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);
- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.

Ariel Covert Surveillance

3.19 Where surveillance using airborne crafts or devices, i.e drones, is planned, the same considerations outlined in chapters 3 and 5 of this code should be made to determine whether a surveillance authorisation is appropriate. When considering whether such surveillance is covert, consideration should be given to the reduced visibility of a craft or device at altitude.

Intrusive Surveillance (Section 26(3)-(6))

3.20 **Section 26(3)** defines surveillance as intrusive if and only if it is covert surveillance that:

3.20.1 Is carried out in relation to anything taking place on any residential premises or in any private vehicle; and

3.20.2 involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

3.21 Pursuant to **Section 26 (5)** surveillance which:

3.21.1 Is carried out by means of a surveillance device in relation to anything taking place on a residential premises or in any private vehicle, but

3.21.2 Is carried out without that device being present on the premises or in the vehicle.

is not intrusive **unless** the device is such that it consistently provides information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the vehicle.

3.22 Please note that there is **NO** provision for a local authority to authorise intrusive surveillance.

4. COVERT INTELLIGENCE SOURCES (“CHIS”)

Who is a CHIS?

4.1 **Section 26(8)** of RIPA defines a CHIS as a person who:

(a) Establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within (b) & (c) below;

(b) covertly uses such a relationship to obtain information or to provide access to any information to another person; or

(c) covertly discloses information obtained by the use of such a relationship, or as a consequence of the existence of such a relationship.

4.2 This is defined further within **Section 26(9)(b)&(c)** so that:

4.2.1 A **purpose** will only be covert if, and only if, it is carried out in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the purpose.

- 4.2.2 A **relationship** is used **covertly**, and information obtained is **disclosed covertly**, if and only if it is used or, as the case may be, disclosed in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the use or disclosure in question.
- 4.3 Hence, there is no use of CHIS if a member of the public offers information to the Council that may be material to an investigation of an offence, but there would be if the Council then asked that person to obtain further information.

Authorising a CHIS

- 4.4 An authorisation **must** be obtained for CHIS in the same way as for directed surveillance. A detailed explanation of the authorisation process is contained in **Section 5** below. However, in addition, to the process for considering whether an authorisation is justified, a CHIS should not be authorised if it does not comply with the requirements of **Section 29(5)** of RIPA.
- 4.5 **Section 29(5)** requires that:
- 4.5.1 There will at all times be a person holding an office, rank, or position with the relevant investigating authority who will have **day to day responsibility for dealing with the source** on behalf of that authority, and **for the source's security and welfare ("Handler")**;
- 4.5.2 There will at all times be another person holding an office, rank or position with the relevant investigating authority who will have **general oversight** of the use made of the source ("**Controller**");
- 4.5.3 There will at all times be another person holding an office, rank or position with the relevant investigating authority who will have responsibility for **maintaining a record** of the use made of the source;
- 4.5.4 The records relating to the source that are maintained by the relevant investigating authority will always contain particulars of all such matters (if any) as may be specified for the purposes of this paragraph in regulations made by the Secretary of State (**see below**); and

4.5.5 The records maintained by the relevant investigating authority that disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons.

4.6 With regard to paragraph 4.5.4 above the regulations are set out in the Regulation of Investigatory Powers (Source Records) Regulations 2000. These regulations can be found at www.security.homeoffice.gov.uk/ripa/legislation/ripa-statutory-instruments, and **must** be referred to by Officers.

Security and Welfare

Before authorising the use of conduct of a CHIS the authorising officer should ensure that a risk assessment is carried out to determine the risk to the CHIS of any tasking and the likely consequences should the role of CHIS become known.

The ongoing security and welfare of the CHIS, after cancellation of the authorisation should also be considered at the outset. Also consideration should be given to the management of any requirement to disclose information tending to reveal the existence or identity of a CHIS to, or at court.

The Handler will be responsible for bringing to the attention of the Controller any concerns about the personal circumstances of the CHIS in so far as they might affect:

- The validity of the risk assessment;
- The conduct of the CHIS; and
- The safety and welfare of the CHIS.

Where appropriate concerns about such matters must be considered by the authorising officer, and a decision taken on whether or not to allow the authorisation to continue.

Vulnerable Individuals

4.7 A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age, illness and who is or may be

unable to take care of himself, or unable to protect himself against significant harm or exploitation.

Vulnerable individuals should only be authorised to act as a source in the most exceptional circumstances, and the Chief Executive may only give such an authorisation.

Juvenile sources

- 4.8 There are also special safeguards with regard to the use or conduct of juvenile sources (under 18 years).
- 4.9 A source under 16 years of age **must not** be authorised to give information against his parents or any person who has parental responsibility for him.
- 4.10 There are also further requirements within the Regulation of Investigatory Powers (Juveniles) Order 2000 (SI No. 2793), and in other cases authorisations should not be granted unless these provisions are complied with. A copy of this can be also be found at www.security.homeoffice.gov.uk/ripa/legislation/ripa-statutory-instruments, and must be referred to by all Officers
- 4.11 The duration of such an authorisation is **one month** instead of 12 months.
- 4.12 Notwithstanding the above, the Council has not to date utilised these powers and considers that it is rare that they would be used in the future. As such **only the Chief Executive** may authorise any application for the use of CHIS and Officers should contact the legal department before making any application.

5. AUTHORISATION PROCESS

- 5.1 Directed surveillance and/or the use of CHIS shall be lawful for all purposes, if the conduct is properly and legitimately authorised and an Officer's conduct is in accordance with the authorisation.
- 5.2 Therefore all officers must obtain an authorisation from an Authorising Officer and Judicial approval before undertaking either directed surveillance and/or the use of

CHIS, to ensure that it is lawful. A flowchart setting out the steps to be taken is contained at page 17 of the Guidance which can be found at **Appendix 3**.

5.3 Authorisations will only be given where:

5.3.1 The directed surveillance and/or the use of CHIS is necessary in the interests of preventing or detecting crime or disorder where the offence is punishable by a maximum term of at least six months imprisonment; and

5.3.2 It is proportionate to the objective which it is intended to achieve.

5.4 The Authorising Officer **must** satisfy himself of this before granting the authorisation.

5.5 In particular the Authorising Officer must consider whether the activity could be carried out in an overt or less intrusive manner. If it could then this should be the preferred method.

Collateral Intrusion

5.6 Before granting an authorisation an Authorising Officer **must** take into account the risk of intrusion into the privacy of persons other than those who are directly the subjects of the investigation or operation.

5.7 Wherever practicable measures should also be taken, to avoid or minimise unnecessary intrusion into the lives of those people. Where such collateral intrusion is unavoidable, the activities may still be authorised, provided this intrusion is considered proportionate to what is sought to be achieved. The same proportionality tests should be applied to anticipated collateral intrusion as to intrusion into the privacy of the intended subject of the surveillance.

5.8 All applications must include an assessment of the risk of collateral intrusion in the application form. To ensure that the Authorising Officer is properly able to consider this the application should include:

- The scope of the anticipated surveillance;

- The likelihood that any equipment or software deployed may cause intrusion on persons or property other than the subject of the application..

Confidential Information

- 5.9 RIPA does not provide any special protection for “confidential information”.
- 5.10 Notwithstanding this, special care should be taken where the subject of the investigation or operation might reasonably expect a high degree of privacy or where confidential information may be involved.
- 5.11 Confidential information includes, matters subject to legal privilege, confidential personal information or confidential journalistic material.
- 5.12 For example special care should be taken with **surveillance** where it would be possible to acquire knowledge of discussions between a minister of religion and an individual relating to the latter’s spiritual welfare, or where matters of medical or journalistic confidentiality or legal privilege may be involved.
- 5.13 In cases where through the use of surveillance and/or CHIS, confidential information may be obtained, **only** the Chief Executive, or in his absence, a Director, may give authorisation.

Application Forms

- 5.14 All applications and authorisations **must** be made/granted on the relevant Home Office forms. Electronic copies of these forms are available on the Home Office website at <https://www.gov.uk/government/collections/ripa-forms--2>

If an officer has difficulty obtaining the correct form they should contact the Legal Department.

Content of Application

- 5.15 The applicant must ensure that each application contains a **unique reference number** (“URN”). This must be inserted into the box at the top right hand corner of

the relevant form. This should include a reference to their department, the year, and the number of the application during that year. Authorising Officers should not authorise any application, which does not contain this.

- 5.16 Applicants must also ensure that they complete all boxes within the forms. If done properly this will ensure compliance with RIPA's requirements. However, to ensure that there is full compliance the details of RIPA's requirements are set out below.

Application for Directed Surveillance

- 5.17 A written application for directed surveillance should include:

- 5.17.1 the reason(s) why the authorisation is necessary in the particular case and the ground(s) on which it is considered necessary pursuant to Section 28(3) of the Act. As set above the only ground on which the Council can now rely is "*for the purpose of preventing or detecting crime or disorder*".
- 5.17.2 the reasons why the surveillance is considered proportionate to what it seeks to achieve;
- 5.17.3 the nature of the surveillance;
- 5.17.4 the identities, where known of those to be the subject of the surveillance;
- 5.17.5 an explanation of the information, which it is desired to obtain as a result of the surveillance;
- 5.17.6 the details of any collateral intrusion and why the intrusion is justified;
- 5.17.7 the details of any confidential information that is likely to be obtained as a consequence of the surveillance;
- 5.17.8 the level of authority required (or recommended where that is different) for the surveillance; and

5.17.9 a subsequent record of whether authorisation was given or refused, by whom, and the date and time.

Application for the use of CHIS

5.18 An application for the use or conduct of a source should include:

5.18.1 the reasons why the authorisation is necessary, and the grounds listed in section 29(3). Again, the only ground upon which the Council can rely is *“for the purpose of preventing or detecting crime where the offence is punishable by a maximum term of at least six months imprisonment”*;

5.18.2 the reasons why the authorisation is considered proportionate to what it seeks to achieve;

5.18.3 the purpose for which the source will be tasked or deployed;

5.18.4 where a specific investigation or operation is involved, the nature of that investigation or operation;

5.18.5 the nature of what the source will be tasked to do;

5.18.6 the level of authority required (or recommended where different);

5.18.7 the details of any potential collateral intrusion and why the intrusion is justified;

5.18.8 the details of any confidential information that is likely to be obtained as a consequence of the authorisation; and

5.18.9 a subsequent record of whether authority was given or refused, by whom and the time and date.

Duration Of Authorisations

Directed Surveillance

- 5.19 A written authorisation granted by an Authorising Officer will cease to have effect (unless renewed) at the end of a period of **three months** beginning with the day on which it took effect.

CHIS

- 5.20 A written authorisation will unless renewed cease to have effect at the end of a period of **twelve months** beginning with the day on which it took effect.

Reviews

- 5.21 Regular reviews should be carried out to assess the need for the authorisation to continue. Reviews should take place frequently if the source of surveillance provides confidential information or involves collateral intrusion.
- 5.22 The Authorising Officer must decide how frequently and when the reviews should take place. This should be as frequently as is considered necessary and practicable.
- 5.23 The Authorising Officer must use the appropriate form to complete the review, and the results of the review should be recorded in the central record of authorisations and retained for at least 3 years. Authorisations may be renewed more than once, if necessary and proportionate, and provided they continue to meet the criteria for authorisation.

Renewals

- 5.24 If at any time before an authorisation ceases to have effect an Authorising Officer considers it necessary for the authorisation to continue for the purpose for which it was given he may renew it for:

5.28.1 3 months (Directed Surveillance)

5.28.2 12 months CHIS

- 5.25 The renewal will take effect at the time at which, or the day on which the authorisation would have ceased to have effect but for the renewal.
- 5.26 An application for renewal of an authorisation should not be made until shortly before the authorisation is due to cease to have effect.
- 5.27 Any person who would be entitled to grant a new authorisation is able to renew an authorisation.
- 5.28 An authorisation can be renewed more than once as long as it continues to meet the criteria for authorisation.
- 5.29 The application for renewal must include:

Directed Surveillance

- Whether this is the first renewal of an authorisation on which the authorisation has been renewed previously;
- Any significant changes to the information included in the initial application;
- The reasons why the authorisation for directed surveillance should continue;
- The content and value to the investigation or operation of the information so far obtained by the surveillance; and
- The results of regular reviews of the investigation or operation.

CHIS

- Whether this is the first renewal or every occasion on which the authorisation has been renewed previously;
- Any significant changes to the information in the original application;
- The reasons why it is necessary to continue to use the source;

- The use made of the source in the period since the grant or, as the case may be, latest renewal of the authorisation;
- The tasks given to the source during that period and the information obtained from the conduct or use of the source; and
- The results of regular reviews of the use of the source.

5.30 **As with new applications judicial approval must also be sought after the Authorising Officer gives authorisation.**

Cancellations

5.31 The Authorising Officer who granted or last renewed the authorisation **must** cancel it if he is satisfied that it no longer meets the criteria under which it was first granted.

5.32 The Authorising Officer must complete the relevant form to do so and pass the information to the legal department to be included on the central register.

5.33 In addition, when the decision is taken to stop surveillance, an immediate instruction must be given to those involved to stop all surveillance of the subject(s). The date and time when such an instruction was given should be recorded in the central register and on the cancellation form.

5.34 There is no requirement for any further details to be recorded when cancelling a directed surveillance authorisation but effective practice suggests that a record should be retained detailing the product obtained from the surveillance and whether or not objectives were achieved.

6. AUTHORISING OFFICERS

6.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 SI 2010 No. 521 provides that the Director, Head of Service, Service Managers, or equivalent officer may give authorisations for directed surveillance and CHIS under RIPA.

6.2 In light of the infrequent use made of RIPA and CHIS and based on advice given by the OSC, Ribble Valley Borough Council has resolved that it will have four Authorising Officers who will be the Chief Executive, Director of Community Services, Director of Resources and Director of Planning and Economic Development. These Officers will receive regular training to enable them to deal properly with all authorisations.

6.3 Moreover, applicants must submit their application to an Authorising Officer, from outside of their department.

7. RECORDS AND CENTRAL REGISTER

7.1 The Council's Legal Department will maintain a central record of all authorisations. This will be updated whenever an authorisation is granted, renewed, or cancelled.

7.2 The record will be retained for a period of at least **three years** from the end of the authorisation and will contain the following information:

7.2.1 the type of authorisation;

7.2.2 the date the authorisation was given;

7.2.3 Name and rank/grade of the authorising officer,

7.2.4 the unique reference number (URN) of the investigation or operation;

7.2.5 the title of the investigation or operation, including a brief description and names of subjects, if known;

7.2.6 details of attendances at the magistrates' court to include the date of attendances at court, the determining magistrate, the decision of the court and the time and date of that decision;

7.2.7 the dates of any reviews;

- 7.2.8 if the authorisation is renewed, when it was renewed and who authorised the renewal, including the name and rank/grade of the Authorising Officer;
 - 7.2.9 whether the investigation or operation is likely to result in obtaining confidential information as defined in this code of practice;
 - 7.2.10 whether the authorisation was granted by an individual directly involved in the investigation; and
 - 7.2.11 the date the authorisation was cancelled.
- 7.3 In respect of each step in the procedure Authorising Officers **must** retain all original documentation and **must** give to the legal department a copy of the following information:
- 7.3.1 the application, and authorisation together with any supplementary documentation and notification of the approval given by the authorising officer;
 - 7.3.2 a record of the period over which the surveillance has taken place;
 - 7.3.3 the frequency of reviews prescribed by the authorising officer;
 - 7.3.4 a record of the result of each review of the authorisation;
 - 7.3.5 the renewal of an authorisation, given together with the supporting documentation submitted when the renewal was requested;
 - 7.3.6 the date and time when any instruction to cease surveillance was given; and
 - 7.3.7 the date and time when any other instruction was given by the authorising officer.
 - 7.3.8 A copy of the order approving or otherwise the grant or renewal of an authorisation from a Justice of the Peace (JP).

7.4 For the avoidance of doubt the information set out above must be passed to the legal department contemporaneously to ensure that the Council's central record can be maintained and that the Council can therefore ensure that all authorisations are reviewed and cancelled in accordance with RIPA.

8 ERRORS

8.1 The Council's Senior Responsible Officer will undertake a regular review of errors and a written record will be made of this review. In the event that relevant errors occurs, the Council's Senior Responsible Officer will notify the Investigatory Powers Commissioner as soon as practicable and no later than 10 working days after it has been established that the error occurred and will have regard to Section 8 of the Code in doing so.

9. INFORMATION

9.1 The Council will have regard to the guidance provided in the Code with regard to the relevant legislation, guidance and the Code when handling, storing, or disseminating information.

10. COMPLAINTS

10.1 Complaints about the Council's use of investigatory powers can be made to:

The Investigatory Powers Tribunal
PO Box 33220
London SW1H 9ZQ

10. APPENDICES

1.	Code of Practice on Covert Surveillance - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/742041/201800802_CSPI_code.pdf
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2.	Code of Practice on Covert Human Intelligence Sources - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/742042/20180802_CHIS_code_.pdf
3.	Home Office Guidance to local authorities in England and Wales on the judicial approval process for RIPA and the crime threshold for directed surveillance – *www.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 6

meeting date: 20 NOVEMBER 2018
title: ONLINE PAYMENT GATEWAY
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To seek approval to expand our on-line payments facility.

2 BACKGROUND

2.1 Our ICT Strategy for 2018/19 to 2021/22 was approved at Policy and Finance committee on 19 June 2018.

2.2 The strategy is designed to support 5 principles which mirror aspects of the Governments Transformation Strategy:

- Business Transformation.
- Grow the Right People, Skills and Culture.
- Build Better Tools, Processes and Governance for Officers.
- Make Better Use of Data.
- Improve Performance and Security.

2.3 An action plan was developed for each Service and the Revenues and Benefits Action plan includes the development of online forms.

2.4 We already take payment online for anything that we issue a bill for, e.g. Council Tax, Business Rates, Sundry debtors etc.

2.5 The Council however is facing an increasing demand from residents to be able to pay for other goods and services online e.g. car parking permits, special collections and pest control.

3 LICENCES

3.1 To enable this to be implemented we will need to purchase two licenses that will allow our Payment system (Civica Icon) to communicate with our online forms system (Firmstep).

3.2 The Paylink License from Civica Icon will initially cost £2,950 and have an annual hosting fee of £590.

3.3 The Payment Connector License and Gazetteer functionality required from Firmstep will initially cost £4,098 and have an annual cost of £1,500.

4 BENEFITS

4.1 The purchase of these licenses will enable us to provide a better service to our residents by giving them the ability to request and pay for goods and services provided by the council 24 hours a day 7 days a week as they already can do for Council Tax and Business Rates.

4.2 The process of channel shifting these requests will free up time within the Customer Service section and Back Office to enable a more efficient service to be provided to residents.

4.3 It will also provide the functionality to enable the council to introduce other charges for goods and services if required.

5 FINANCIAL IMPLCATIONS

5.1 As indicated above the cost of purchasing the required licences will be £7,048 initially with annual charges of £2,090. It is proposed that the initial purchase of the licences would be funded from the ICT Reserve, with future annual support costs to be brought into the revenue budget as a new cost.

6 CONCLUSION

6.1 The demand to purchase goods and services online is increasing all the time.

6.2 Ribble Valley Borough Council service users cannot currently pay for goods and services online where they haven't received a bill.

6.3 Heads of Service are enthusiastic to make use of this new functionality to enable them to streamline how residents pay for goods and services and free up staff time to concentrate on providing those goods and services.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources – The cost of purchasing the licences is initially £7,048 with annual charges of £2,090. The set up cost will be met from the ICT earmarked reserve and the annual licence charge will need to be incorporated into our budget.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – With the increase use of online payments in general our failure to allow residents and service users to pay for goods and services online could negatively impact on the council's reputation.
- Equality & Diversity – None.

8 RECOMMEND THAT COMMITTEE

8.1 Approve the purchase of these licences with an initial up from cost of £7,048 and annual costs of £2,090 to enable this functionality to be rolled out across council services where appropriate.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF66-18/ME/AC
20 November 2018

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 7

meeting date: 20 NOVEMBER 2018
title: LOCAL COUNCIL TAX SUPPORT SCHEME 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To seek approval for our Local Council Tax Support (LCTS) scheme for 2019/20.

2 BACKGROUND AND INFORMATION

2.1 You will recall that, as part of the package of welfare reform measures, the Government decided to abolish Council Tax Benefit from 1 April 2013 and replace it with locally determined schemes of council tax support. In doing so the Government reduced the funding available, to local councils to pay for this support, from 100% subsidy to a grant of only 90%. This grant was rolled into mainstream local authority funding which has since been reduced significantly

2.2 The Council agreed a Local Council Tax Support Scheme which came into effect on 1 April 2013. Our scheme matched the previous Council Tax Benefit scheme but was set to cap the maximum reduction in support for working age claimants to 12% each year. Late in the day the Government announced a one off transition grant for those authorities who agreed to set the maximum reduction at 8.5%. This Council agreed to accept the grant and hence limit the reduction to 8.5% for 2013/14. As the transition grant was for one year only however our reduction in support to working age claimants reverted back to the agreed percentage set of 12%. We consulted extensively on this scheme and it was broadly supported.

2.3 Our scheme is 147 pages long and can be found at the following link www.ribblevalley.gov.uk/counciltaxsupport

2.4 The Local Government Finance Bill imposes a duty on billing authorities to consider whether to revise or replace its scheme by **11 March (changed from 31 January in 2018) each year** and to consult with major precepting authorities i.e. LCC/Fire and Police authorities and other persons likely to have an interest in the scheme if any significant changes are proposed.

3 OUR SCHEME

3.1 The first bills containing Local Council Tax Support were issued in March 2013.

3.2 Our scheme has been updated by minor amendments each year to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.

3.3 We currently grant approximately £1.8 million in LCTS to 2,057 claimants, 1,081 who are pensioners and 976 who are working age.

3.4 Our experiences so far have shown that this debt is much harder to collect than other Council Tax liability and we have seen a significant increase in the number of reminders issued and subsequently the number of Council Tax payers that we have had to take recovery action against. However given the sensible approach that was decided by this committee to limit the reduction to reasonable levels I am confident that we will be able to continue to collect the sums due at almost the same rates as other Council Tax.

4 REVISING OUR SCHEME FOR 2019/20

- 4.1 Members need to make a final decision on our scheme for 2019/20 in order to make a recommendation to Full Council.
- 4.2 We are not proposing any significant changes other than Maintaining and Uprating Income disregards, non-dependent deductions, applicable amounts and premiums in line with Housing Benefit as we do each year.

5 RECOMMEND THAT COMMITTEE

- 5.1 Recommend to Full Council the approval of our local council tax support scheme for 2019/20 as set out in the report.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF64-18/ME/AC
7 November 2018

For further background information please ask for Mark Edmondson

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 8

meeting date: 20 NOVEMBER 2018
title: COUNCIL TAX BASE 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To inform members of the council tax base for 2019/20

2 BACKGROUND

2.1 The council tax base is set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which council tax is chargeable in an area or part of an area.

2.2 To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. These are then multiplied by the authority's estimated collection rate for the year.

2.3 The tax base is used for the purposes of calculating the band d council tax for the billing authority and also major precepting authorities and parish councils.

3 LOCAL GOVERNMENT FINANCE ACT 2012

3.1 The *Local Government Finance Act 2012* allowed changes to the discounts on council tax for second homes and empty properties. From 1 April 2013, second homes may be charged 100% of their normal rate of council tax, instead of the previous maximum of 90%. "Unoccupied and substantially unfurnished" properties are subject to a discount of anything between 0% and 100% of their council tax, at the discretion of the billing authority. Properties undergoing "major repair work" or "structural alteration", which are vacant, can be subject to a discount of any amount between 0% and 100%, for a maximum of 12 months.

3.2 The full 50% discount must be retained on a second home where the liable person is required as part of his/her employment to live in job-related accommodation.

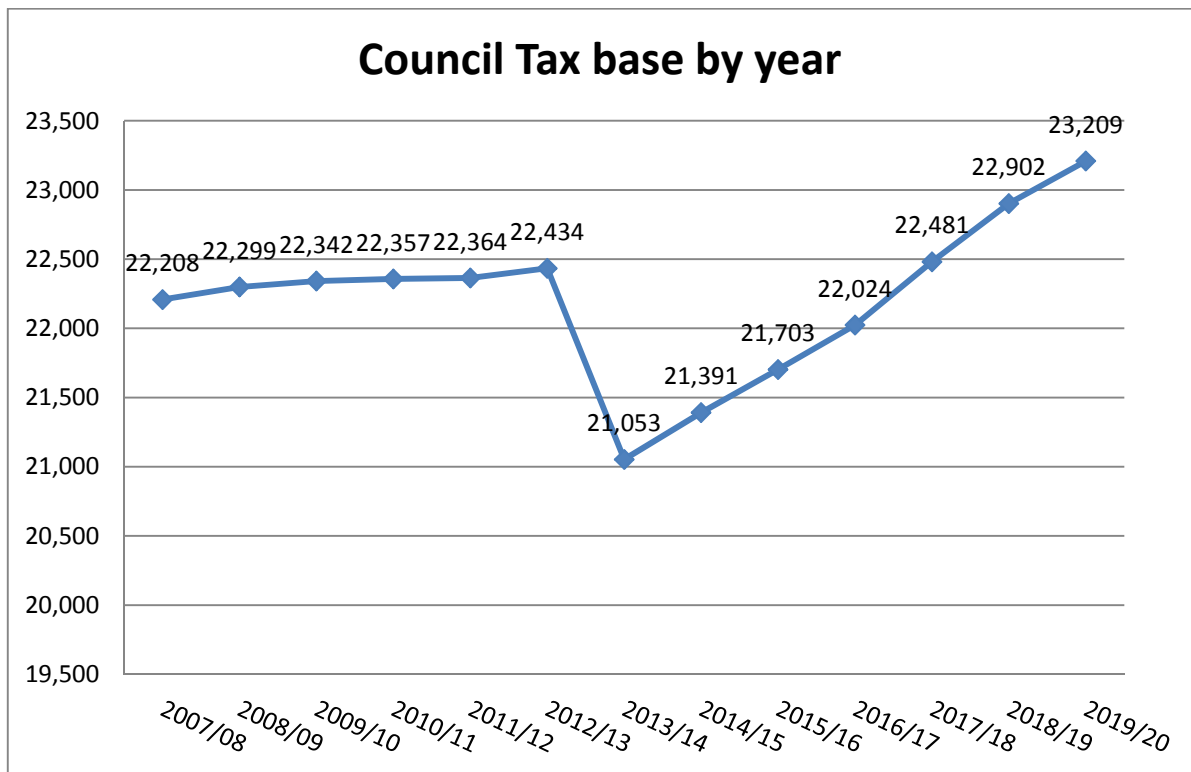
3.3 From 1 April 2013, local authorities can also set an 'empty homes premium' for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability.

3.4 In 2013/14, i.e. the first year of the new changes, the Council agreed to leave the rates of our current discounts/exemptions unchanged.

3.5 From 2014/15 however the Council, after detailed consideration, implemented the following change:

- For long term empty properties (empty from 6 months upto 2 years) remove the current 50% discount i.e. owners are liable for the full 100% council tax due.

- 4 THE RATING (PROPERTY IN COMMON OCCUPATION) AND COUNCIL TAX (EMPTY DWELLINGS) ACT 2018
 - 4.1 Legislation has recently received royal assent on 1st November 2018 that will allow Billing Authorities greater freedoms in the charges that are levied on long term empty homes. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 will increase the premium that Billing Authorities can impose on properties that have been vacant i.e. unoccupied and unfurnished for more than two years from 50% to 100%.
 - 4.2 Furthermore from 1st April 2020 for properties that have been vacant for more than 5 years the premium can be increased to 200% and from 1 April 2021 the premium can be increased to 300% for properties that have been unoccupied for more than 10 years.
 - 4.3 It is important to note that this legislation does not apply to second homes or properties that are exempt from Council Tax e.g. where a property may be unoccupied because the owner has passed away or gone into a nursing home etc. There are currently 198 properties that are classed as being vacant for more than 6 months, that are not second homes or exempt from Council Tax. For these properties a full Council Tax charge is levied but we do not currently also charge a premium. However it should be noted that only 92 (26 of which are on the Calderstones hospital site) of these have been unoccupied for more than 2 years. Furthermore if we were to take advantage of this new flexibility this Council would only retain 9% of any extra council tax revenues raised.
 - 4.4 The Budget Working Group considered the new powers at their meeting on 7 November 2018 and recommend that the Council do not introduce any changes for the forthcoming year but perhaps reconsider in the future depending on the experience of other local authorities introducing the new premiums.
- 5 COUNCIL TAX BASE 2019/20
 - 5.1 Our calculation has now been carried out across all of our parishes and has resulted in an overall tax base of 23,209 for 2019/20 of which is an increase of 1.3% on the tax base for 2018/19 of 22,902.
 - 5.2 Our overall tax base is shown by parish in Annex 1.
- 6 MOVEMENT IN OUR TAX BASE SINCE 2007/08
 - 6.1 The following graph shows the movement in our overall tax base by year since 2007/08.



6.2 Our tax base rose steadily for the period 2007/08 to 2012/13. In 2013/14 local council tax support schemes (LCTS) were determined which replaced the national council tax benefit scheme. The impact of new local council tax support is that the amount awarded now appears as a discount against the claimant's council tax bill. As discounts impact on the council's tax base this meant overall our tax base fell significantly in 2013/14 as a direct result of the implementation of our scheme. Overall our tax base fell by 1,486.

6.3 From 2013/14 you can see our tax base has increased significantly by 1.5%– 2% each year, though the increase for next year is slightly lower at 1.3%.

7 CONCLUSION

7.1 Our council tax base has increased steadily over the period 2007/18 to 2013/14 however since then we have averaged increases of 1.5% to 2% each year.

8 RECOMMENDED THAT

8.1 Do not introduce the new council tax premiums on long term empty homes as allowed for in recent changes in legislation.

8.2 Approve the Council Tax Base 2019/20.

DIRECTOR OF RESOURCES

PF67-18/JP/AC
9 November 2018

	2019/20 taxbase	2018/19 taxbase	difference
Aighton, Bailey & Chaigley	442	446	-4
Balderstone	198	197	1
Barrow	484	449	35
Bashall Eaves, Great Mitton & Little Mitton	203	205	-2
Billington & Langho	2,141	2,124	17
Bolton by Bowland, Gisburn Forest & Sawley	493	488	5
Bowland Forest (High)	73	70	3
Bowland Forest (Low)	79	79	0
Bowland with Leagram	80	86	-6
Chatburn	379	380	-1
Chipping	490	488	2
Clayton le Dale	514	510	4
Clitheroe	5,372	5,225	147
Dinckley	47	44	3
Downham	49	48	1
Dutton	106	105	1
Gisburn	218	211	7
Grindleton	362	360	2
Horton	46	47	-1
Hothersall	69	73	-4
Longridge	2,804	2,772	32
Mearley	9	8	1
Mellor	995	1,000	-5
Newsholme	18	20	-2
Newton	142	146	-4
Osbaldeston	110	111	-1
Paythorne	45	43	2
Pendleton	106	106	0
Ramsgreave	280	280	0
Read	562	564	-2
Ribchester	658	661	-3
Rimington & Middop	242	239	3
Sabden	521	524	-3
Salesbury	191	193	-2
Simonstone	496	497	-1
Slaidburn & Easington	148	150	-2
Thornley with Wheatley	169	167	2
Twiston	37	35	2
Waddington	454	456	-2
West Bradford	368	362	6
Whalley	1,699	1,627	72
Wilpshire	1,082	1,078	4
Wiswell	183	183	0
Worston	45	45	0
	23,209	22,902	307

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 20 NOVEMBER 2018
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VAL TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2019.

2 BACKGROUND

- 2.1 The council's fees and charges are reviewed on an annual basis as part of the budget setting process. These proposals are the first stage in the review of this committee's budget for the forthcoming 2019/20 financial year.
- 2.2 The council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2019/20 by this amount as a minimum.
- 2.3 After applying this percentage increase, proposed charges have generally been rounded up or down. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.4 This report requests that members consider proposals for the increase in fees and charges for this committee's service. Such charges would be implemented with effect from 1st April 2019.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2018, the Budget Working Group considered the overall three-year Budget Forecast. In summary the forecast shows a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.
- 3.2 The forecast includes an overall increase in income from fees and charges of 2%. Service committees are requested to review their fees and charges in order to achieve this targeted income.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £199,120. A 2% increase on this total would therefore generate £3,980.

4 REVIEW OF FEES AND CHARGES

- 4.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:

- Budget holders are provided with an indication of the fees and charges factoring in a 2% increase.
- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 2% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2019 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2018/19
- an estimate of the level of 2018/19 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2019
- an indication of the potential income that may be achieved in 2019/20, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2018/19 to 2019/20
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

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

4.5 Work is still underway on forecasting income budget levels for 2019/20 and such budget proposals will be reported back to this committee in January 2019 for approval.

4.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £2,390, an overall increase of 1.2%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2019/ 20. As a result of this the full 2% target increase in fees and charges for this committee will not quite be met, but with a shortfall of just £1,590.

5 RISK ASSESSMENT

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

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

6 CONCLUSION

- 6.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 6.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 2.0%. If you agree with the increase in charges, this committee will only marginally fall short of this target.

7 RECOMMENDATION THAT COMMITTEE

- 7.1 Approve the proposed fees and charges as set out in Annex 1.

TEMPORARY SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF69-18/VT/AC
9 November 2018

For further information please ask for Valerie Taylor extension 4433

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
				£	£	£	£	%
Search Certificate	LANDC/8408z	Non Vatable	01-Apr-18	20.30	11,830.00	20.80	12,120.00	2.46

Part I Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-18	129.20	61,750.00	131.80	62,990.00	2.01
Part II Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-18	26.40	6,580.00	27.00	6,730.00	2.27
Part II (Question 22)	LANDC/8408n	VAT Inclusive	01-Apr-18	29.30	5,160.00	29.90	5,270.00	2.05
Express Service	LANDC/8408n	VAT Inclusive	01-Apr-18	202.00	270.00	206.00	280.00	1.98
Additional Questions	LANDC/8408n	VAT Inclusive	01-Apr-18	12.80	80.00	13.00	80.00	1.56

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge	
				£	£	£	£	%	
Section 106 Agreement Review and Completion	- 20 houses or less	CEXEC/8402z	Non Vatable	01-Apr-18	389.00	1,620.00	396.80	1,650.00	2.01
	- more than 20 houses	CEXEC/8402z	Non Vatable	01-Apr-18	730.00	2,180.00	744.60	2,220.00	2.00
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-18	16.60	190.00	17.00	190.00	2.41

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

CIVIC SUITE - CIVST		Ledger Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
All organisations to be charged without exception									
Tea and coffee included if required - food charged extra at cost									
COMMITTEE ROOMS 1 AND 2							-		
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-18	35.00	160.00	35.70	160.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	60.00	2,230.00	61.20	2,270.00	2.00
COUNCIL CHAMBER							-		
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	80.00	700.00	81.60	710.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	135.00	1,300.00	137.70	1,330.00	2.00
FOYER AREA ONLY									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-17	20.00	50.00	20.40	50.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	35.00	0.00	35.70	-	2.00
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £12.70							-		
ALL AREAS - COMMERCIAL ORGANISATIONS - 100% SURCHARGE									

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

GARAGES - ESTAT		Ledger Code	VAT	Date of last change	Current charge 2018/19 £	Budgeted Income Net of VAT for 2018/19 £	Proposed Charges for 2019/20 2% Inflation £	Indication of Potential Income Net of VAT for 2019/20 £	Percentage Increase in Charge %
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	890.00	136.40	910.00	2.02
	A, B, C, D, E, F, G, H								
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	2,890.00	136.40	2,950.00	2.02
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25								
Mersey Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	1,560.00	136.40	1,590.00	2.02
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13								
Victoria Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	670.00	136.40	680.00	2.02
	1, 2, 3, 4, 5, 6								
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-18	201.00	170.00	205.10	170.00	2.04
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-18	453.90	7,570.00	463.00	7,720.00	2.00
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31								

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Charge from 1st April 2017	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
			£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	60.00	60.00	85,580.00	60.00	85,580.00	0.00
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	Non Vatable	60.00	60.00	5,030.00	60.00	5,030.00	0.00

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge	
				£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-18	0.40	660.00	0.50	830.00	25.00
	- A4 Continuation Sheet	8227n	VAT Inclusive	01-Apr-18	0.40		0.50		25.00
	- A1 Plan	8227n	VAT Inclusive	01-Apr-18	8.60		8.80		2.33
	- A0 Plan	8227n	VAT Inclusive	01-Apr-18	8.70		8.90		2.30
	- A3 Copies	8227n	VAT Inclusive	01-Apr-18	0.90		1.00		11.11
	- A2 Copies	8227n	VAT Inclusive	01-Apr-18	8.50		8.70		2.35
Total income from fees and charges set by this committee						199,120.00		201,510.00	
Overall extra income generated								2,390.00	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 10

meeting date: 20 NOVEMBER 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 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.

3 CURRENT POSITION

3.1 There is one case where a company has been dissolved and therefore we need to write off this debt. Annex 1 shows details of the debt we are seeking approval to write off against the collection fund – this totals £12,601.64 business rates and £60.00 costs.

4 FINANCIAL IMPLICATIONS

4.1 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%.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve writing off £12,601.64 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

PF62-18/ME/AC
6 November 2018

Write offs – NNDR

*includes £60 costs

Year	Name	Property	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.			
2017/18	Greet Someone Happy Ltd	4 Castle Street, Clitheroe	*2,980.69
2016/17			7,139.00
2015/16			2,541.95
TOTAL			12,661.64

*includes £60 costs

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 20 NOVEMBER 2018
title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To recommend the proposed future five-year capital programme (2019/20 to 2023/24) for this Committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2018, for the financial years 2019/20 to 2022/23. Also, new bids received from Heads of Service for 2023/24 are presented for consideration. No bids have previously been requested for 2023/24.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids.

3 REVIEW OF THE CAPITAL PROGRAMME 2019/20 TO 2022/23

- 3.1 For this Committee there were originally five schemes approved for the financial years 2019/20 to 2022/23, totalling £403,500. No proposed amendments to the previously approved 2019/20 to 2022/23 capital programme were put forward by Heads of Service.
- 3.2 The five schemes in the 2019/20 to 2022/23 capital programme are shown in Annex 1.

4 NEW CAPITAL BIDS FOR 2023/24

- 4.1 Heads of Service were also asked to put forward new bids for 2023/24. For this Committee, seven new bids have been submitted for 2023/24, totalling £222,000. Please note, Heads of Service have requested that the following new scheme bids are approved in the capital programme for 2019/20, rather than 2023/24. For the purposes of this report these three bids are listed under 2023/24:
- BID 5: Committee Administration IT System - 2023/24 bid is £21,700 and this would reduce to £20,100 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
 - BID 6: Replacement PCs - 2023/24 bid is £51,000 and this would reduce to £47,100 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
 - BID 7: E-Recruitment System - 2023/24 bid is £22,500 and this would reduce to £20,800 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
- 4.2 A summary listing of the 2023/24 new scheme bids is shown in Annex 2 (including the three bids shown above) and detailed information for each new scheme bid is shown in Annex 3.

4.3 Committee should therefore consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.

4.4 Please note that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2019/20 TO 2023/24

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also those bids that have been received from Heads of Service for 2023/24 (subject to approval).

2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
45,000	0	0	358,500	222,000	625,500

6 RISK ASSESSMENT

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

- Resources – The **new bids** that have been submitted for this Committee would require funding of £222,000.
- 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.

7 CONCLUSION

7.1 There are currently five schemes in the capital programme for this Committee for the period 2019/20 to 2022/23, totalling £403,500.

7.2 There have been seven new capital scheme bids for 2023/24, totalling £222,000.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed five-year capital programme for 2019/20 to 2023/24 above and agree any amendments they wish to make.

8.2 Recommend to Policy and Finance Committee a future five-year capital programme for this Committee's services.

SENIOR ACCOUNTANT
PF74-18/AC/AC
12 November 2018

DIRECTOR OF RESOURCES

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

Policy and Finance Committee
Previously Approved Capital Programme 2019/20 to 2022/23

ANNEX 1

POLICY AND FINANCE COMMITTEE	2019/20 £	2020/21 £	2021/22 £	2022/23 £	TOTAL £
Re-design of the Corporate Website	30,000				30,000
Corporate Firewall	15,000				15,000
Dewhurst Road, Langho – Resurfacing Works				68,500	68,500
Brookfoot Footbridge, Ribchester – Replacement of Bridge				110,000	110,000
ICT Infrastructure Refresh				180,000	180,000
Previously Approved Capital Programme for Policy and Finance Committee	45,000	0	0	358,500	403,500

Policy and Finance Committee
Summary of New Capital Bids for 2023/24

Schemes	2023/24 £
BID 1: Painting of the Council Offices	31,100
BID 2: Revenues and Benefits Replacement Server	27,400
BID 3: Cyber Security Solutions Refresh	58,300
BID 4: Replacement Air Conditioning Units in the Server Room	10,000
BID 5: Committee Administration IT System <i>Requested that this be considered for 2019/20 at £20,100</i>	21,700
BID 6: Replacement PCs <i>Requested that this be considered for 2019/20 at £47,100</i>	51,000
BID 7: E-Recruitment System <i>Requested that this be considered for 2019/20 at £20,800</i>	22,500
Total of 2023/24 New Bids for Policy and Finance Committee	222,000

Policy and Finance Committee
2023/24 New Capital Bids

BID 1: Painting of the Council Offices
Service Area: Council Offices
Submitted by: Adrian Harper

Brief Description of the Scheme:

It has been noted over the last few years that the paintwork in the council offices in many areas has become dated and worn. To improve the aesthetics of the offices it is proposed that the internal areas of the building are re-painted.

Revenue Implications:

None identified.

Timescale for Completion:

18 weeks.

Any Risks to Completion:

None identified.

Capital Cost:

Cost Element	2023/24 £
Contractors	30,300
Internal Staff Time	800
Total Capital Cost of Scheme	31,100

Policy and Finance Committee
2023/24 New Capital Bids

BID 2:	Revenues and Benefits Replacement Server
Service Area:	Revenues
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

This scheme allows for the future replacement of the server which hosts the Council's Revenues and Benefits system. The server is currently being replaced in the 2018/19 capital programme - this replacement will be 5 years old in 2023/24.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The bid assumes at this time that there will remain a status quo in service provision and software provider.

Risks in year for the scheme would be around time pressures and any other commitments with regard to the ICT team.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	17,800
Fees (External)	9,600
Total Capital Cost of Scheme	27,400

Policy and Finance Committee
2023/24 New Capital Bids

BID 3: Cyber Security Solutions Refresh

Service Area: ICT

Submitted by: Lawson Oddie

Brief Description of the Scheme:

This costing is based on the refresh of the following current technologies:

- Firewall, £20,000.
- Web\Mail Proxy, £15,000.
- Anti-Virus, £15,000.

As cyber security is a rapidly evolving area, the solutions available in 2023 may be vastly different to our current solutions. We will monitor best practice within the field of Cyber Security and revise the capital bid each year up to 2023 to reflect this. Thus, this bid is a best guess broad estimate at this stage.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

Cyber security is a rapidly evolving area and therefore the solutions available in 2023 may be vastly different to our current solutions.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	58,300
Total Capital Cost of Scheme	58,300

Policy and Finance Committee
2023/24 New Capital Bids

BID 4:	Replacement Air Conditioning Units in Server Room
Service Area:	ICT
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The current air conditioning equipment installed in the server room will be 8 years old by 2023. This equipment runs non-stop 24/7 and it is vital that this equipment is fully functional in order to keep the server room at an optimal temperature and humidity.

The scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. Thus, we will revise the capital bid prior to 2023 to reflect this and this bid is a best guess broad estimate at this stage.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The bid assumes at this time that there will remain a status quo in ICT service provision and that we continue to require a server room.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	10,000
Total Capital Cost of Scheme	10,000

Policy and Finance Committee

2023/24 New Capital Bids

BID 5:	Committee Administration IT System
Service Area:	Committee Services
Submitted by:	Diane Rice

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £20,100 if included in the 2019/20 capital programme.

This system will provide web-based access, storage and management of Council documents for members and officers.

Members will be able to:

- set up bespoke access to the committee papers and other documents that suits their individual needs;
- add in personal notes on documents;
- store all this information on their iPads; and
- link in with social media communication channels.

A small number of additional iPads will support committee administration in the Civic Suite.

The scheme will also potentially streamline committee admin, reducing costs for printing and delivery, moving away from paper based committee documents.

Revenue Implications:

Year 1: Restricted App annual costs, £3,400.

Year 2 onwards: Annual support and maintenance and Restricted App annual costs, £11,100.

Note A: If bid is brought forward to 2019/20 the revenue costs will be £3,100 in Year 1 and £10,300 for Year 2 onwards.

Note B: Possible future printing and delivery reduced costs but no accurate estimate available.

Timescale for Completion:

2023/24.

Any Risks to Completion:

Technological advances may mean a different solution is required in 2023/24.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	21,700
Total Capital Cost of Scheme	21,700

Policy and Finance Committee

2023/24 New Capital Bids

BID 6:	Replacement PCs
Service Area:	ICT
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £47,100 if included in the 2019/20 capital programme.

We have just recently had notification that extended support for Windows 7 will cease on 14 January 2020. Without such support we are unable to operate such PCs on the council network. Based on our current desktops this move to Windows 10 will affect 169 PCs and the majority (115) will either not support Windows 10 or the performance would be very poor.

Whilst some PC replacements can be accommodated in the lead up to January 2020, some other PCs will be approaching end of life.

This bid proposes the replacement of 115 PCs with those of a specification that should help assure an anticipated usable life of around 5 years.

Further considerations and planning may require a change in the phasing of these replacements and PC specifications. It is hoped to undertake some of this more detailed work over the next month.

Revenue Implications:

None identified.

Timescale for Completion:

Required to be in place by January 2020.

Any Risks to Completion:

Available ICT team resources - This is a very sizeable project and ideally work should begin in April 2019 for completion by January 2020.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	51,000
Total Capital Cost of Scheme	51,000

Policy and Finance Committee
2023/24 New Capital Bids

BID 7:	E-Recruitment System
Service Area:	Human Resources
Submitted by:	Michelle Smith

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £20,800 if included in the 2019/20 capital programme.

To seek options to enhance and e-enable our recruitment systems. We are looking for a complete 'end-to-end' product covering all aspects of the recruitment process from creation of a vacancy through to the appointment of a new member of staff.

The costings in this initial bid are based on a quote for one option. The costings may change once the detailed requirements for the system are finalised.

Revenue Implications:

The annual maintenance fee is based on 2023/24 prices = £2,900.

If the scheme is implemented in 2019/20, the annual maintenance fee will be £2,700, based on 2019/20 prices.

Timescale for Completion:

December 2019.

Any Risks to Completion:

Potential issues around compatibility and interface with existing HR and Payroll system. Any such issues may require bespoke software development which could incur additional costs.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	15,500
Fees (External)	7,000
Total Capital Cost of Scheme	22,500

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 12

meeting date: TUESDAY, 20 NOVEMBER 2018
 title: OMBUDSMAN ANNUAL REVIEW LETTER 2018
 submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
 principal author: DIANE RICE - HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

1.1 To inform Committee about referrals to the Local Government Ombudsman (LGO) for the period 1.4.17 to 31.3.18.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

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

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

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

2.3 As can be seen from the attached report, the Ombudsman was contacted about this council on seven occasions.

2.4 Whilst seven complaints were received, only six were determined during the period 1 April 2017 to 31 March 2018. The decisions made by the Ombudsman were as follows:

- One complaint was dismissed as incomplete or invalid.
- Two complaints were referred back to the Council for local resolution.
- Two complaints were closed after initial enquiries by the Ombudsman.
- One complaint was upheld.

2.5 It should be noted that one complaint is classified as Adult Care Services – whilst the Council's role does not in general include the provision of adult care services, the Council does provide some related services eg disabled facilities grants.

3 RISK ASSESSMENT

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

- Resources – N/A.
- Technical, Environmental and Legal – N/A.
- Political – N/A.
- Reputation – N/A.
- Equality & Diversity – N/A.

4 CONCLUSION

4.1 That Committee note the information as set out above.

DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Annual Review Letter 2018:

www.lgo.ork.uk/information/centre/reports/annual-review-reports/interpreting-local-authority-statistics

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

REF: DER/CMS/P&F/20 NOV 18

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 13

meeting date: TUESDAY, 20 NOVEMBER 2018
title: COMMUNITY SAFETY UPDATE
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: DILYS DAY - PARTNERSHIP OFFICER

1 PURPOSE

1.1 To keep members informed of relevant Community Safety Partnership activities.

1.2 Relevance to the Council's ambitions and priorities:

- Community Safety – The Community Safety Partnership exists to ensure that safety priorities are supported continuing to make the borough a safe place in which to live.

2. INFORMATION

2.1 Members received a report in relation to the Corporate Strategy at its meeting on 19 June 2018. (Minute 109 refers). Priority 3 of this strategy is to help make people's lives safer and healthier. To deliver against this priority the Council has in place the Community Safety Partnership (CSP) which comprises a number of local public agencies and partners from the voluntary sector to help understand and coordinate work around community safety. The Corporate Strategy identifies as an action that the council will continue to work with our Community Safety Partnership, ensuring that low crime levels are maintained, by tackling crime, anti-social behaviour and fear of crime.

2.2 Anti- social behaviour in some locations across the borough has been identified as an issue of concern by members and is a matter kept under review through the CSP. Consequently a number of targeted initiatives have been undertaken to help address issues. The summary attached as Appendix 1 to this report provides an update on recent measures.

DILYS DAY
PARTNERSHIP OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

Community Safety Update ASB Activities – October 2018

Youth Activities

1. Longridge

The combination of activities that were started to engage the young people in Longridge appear to have had a positive impact on the incidence of youth nuisance in the town. Police statistics report that ASB is down, and the neighbourhood policing team agree that there has been less trouble reported since the series of measures was implemented.

The youth project that was delivered by Longridge Community Arts stopped short of delivering the 'Club Night' due to concerns that it may have attracted problem individuals. The team had started to positively engage with the more challenging young people, and would like to continue the work by different means – most likely detached youth work in the weekday evenings, and a proposal is being developed.

The Kicks Football programme being delivered at Longridge High School by Preston North End FC will continue, and it has gained momentum engaging up to 20 young people at the Friday sessions.

Longridge Community Gym is also delivering a youth gym (which is now at capacity) on a Friday, and this is being complimented by a boxing club which has been funded by LANPAC.

The partnership continues to work with Lisa Murdock from the town's high schools on the UCAN project. Lisa secured additional funds (via LANPAC and the Town Council) to deliver two more hard hitting programmes, in addition to building strong links with the residents at Park House where much of the trouble has centred. The project has been recognised to be making a significant difference to the boys that have been engaged in the activity, so much so, that they have stayed out of trouble in school and are progressing their studies rather than being excluded to the pupil referral unit.

Lisa's role at St Cecelia's will end at Christmas, and she hopes to secure additional funds to devote more time to the project.

There is now an established Youth Activities group in Longridge made up of key stakeholders in the youth problems around the town, including RV police, schools, Children and Families' Wellbeing Service (CFW) service, Preston police and Preston CSP and this works collaboratively to stay abreast of the situation, and to develop activities as required.

2. Clitheroe & Villages

Working with the CFW and Pro Sport, a football programme ran in the castle grounds over the summer, encouraging the young people to get involved rather than just staying in groups around the bowling green. This had a fluctuating attendance, but it had the effect of being a useful distraction.

The Premier Kicks programme being delivered by Burnley FC in the Community at the castle will re-start over the next few weeks, and will build links with the youth club based at the Zone to deliver a more inclusive offer.

The experienced youth engagement workers will deliver sports activities on the MUGA at the Castle to bring life to the area, in an attempt to divert the attention of the young people who may otherwise be involved in antisocial activities.

BFC are keen to develop their youth offering into the villages, and plan to start a multi sports session in Sabden in the New Year. If this is successful, it is hoped to develop the activities in other areas.

Transforming Lives (TL)

TL has been running for around two years, supported by the East Lancs Transforming Lives team. This group brings together relevant agencies to identify and support individuals with a view to reducing and avoiding more resource intensive interventions.

In January 2019, the support team will no longer exist, being replaced instead by office-based 'Integrated Teams' in each district. Due to relatively light case load, Ribble Valley won't have an integrated team (neither will Fylde or South Ribble) – instead there will be a virtual team, which will continue to use a multi-agency approach to support adults with chaotic lives. Where there is a family in need, they will be referred straight to the teams at the Children & Families Wellbeing service based at The Zone in Clitheroe.

For further information please ask for Dilys Day, extension 4549.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 14

meeting date: 20 NOVEMBER 2018
title: VOTER ID PILOT
submitted by: CHIEF EXECUTIVE
principal author: MARSHAL SCOTT

1 PURPOSE OF REPORT

- 1.1 To inform Committee of the Council being selected to be a Voter ID pilot for the local elections next May 2019.

2 BACKGROUND

- 2.1 At the end of September we were approached by the Cabinet Office to ask if we could assist them and the Minister for the Constitution (Chloe Smith) with their aim to eventually implement Voter ID nationally in the most successful manner.
- 2.2 They would particularly welcome Ribble Valley stepping forward to be a pilot. We would broaden the coverage of pilots and our participation would ensure that our characteristics and the needs of our voters are reflected in the Electoral Commission and Cabinet Office Evaluations. These evaluations will inform the decision on how Voter ID will eventually be implemented.
- 2.3 They confirmed that any additional costs incurred by the Council through being a pilot will be fully reimbursed.

3 WHAT BEING A PILOT ENTAILS

- 3.1 The Cabinet Office's key milestones are set out in Annex A but the most pressing element which must be agreed before the end of December is the voter ID we would use in Ribble Valley for the forthcoming elections. The Voter ID Pilot for Ribble Valley will be a mixture of photo and non-photo ID. Put simply voters before being allowed to vote will have to produce either:

One item of photo ID or

Two items of non-photo ID

- 3.2 Annex B shows ID used at Bromley and Gosport Councils in May 2018. I am assured we will have some flexibility to design a pilot that is as voter friendly as it can be for Ribble Valley voters.
- 3.3 Clearly once the Voter ID has been agreed and the Order made communication and publicity will be critical to the success of the Pilot and detailed plans are already being drawn up to ensure this happens.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources - Any additional costs arising from the Voter ID Pilot will be met by the Cabinet Office.

- Technical, Environmental and Legal – To enable the Pilot to go ahead the Cabinet Office will prepare a separate Order for each Pilot which must be signed by the Minister.
- Political - We will have to ensure that all voters are clear regarding the ID requirements needed to allow voters to be issued with a ballot paper at the elections in May 2019.
- Reputation – There is a risk that if voters are unable to vote they blame the Council.
- Equality and Diversity – The ID prescribed will hopefully ensure that no particular section of the community is discriminated against.

5 CONCLUSION

5.1 The Cabinet Office have approached the Council to help them in designing a national scheme for the use of Voter ID at Elections. This is an opportunity to help produce a scheme that takes into account issues raised based upon our particular demographics.

CHIEF EXECUTIVE

PF70-18/MHS/AC
9 November 2018

Key Milestones

2018	
end October/ start November	Public announcement of pilots coordinated by the Cabinet Office (CO)
w/c 29 October	Discussions begin between pilot authorities and Cabinet Office to identify policy detail of each voter ID model and pilot
w/c 5 November	Bilateral discussions with pilots continue to finalise detail of each pilot's requirements
by 12 November	Working with CO each pilot to agree content of policy instructions
October - November	Working with CO, pilot authorities develop awareness raising plans and campaign materials. CO comms team to quality assure the plans
12 - 23 November	CO policy team instruct CO lawyers to draft the pilot Orders
December	Campaign plans signed off by Returning Officers
18-19 December	Council final review of changes of the Order
20 December	Formal consultation on final draft Orders with the EC and shared with AEA, SOLACE.
2019	
w/c 28 January	Minister for the Constitution signs the Orders and they are published on gov.uk
January - April	Launch of pilot communication campaigns
February - April	Panel interview assurance meetings with each pilot and EIP Board members. Details will be communicated in advance of the meeting.
2 May	Polling day
2 May - August	Evaluation of the pilots
July - August	The EC publishes its evaluation

ANNEX B

List of ID accepted at polling stations in May 2018

MIXED MODELS

BROMLEY:

One of the following:

- a passport issued by a Commonwealth country or a member state of the European Union;
- a photocard driving licence (including a provisional licence) issued in the United Kingdom or by a Crown Dependency, or by a member State of the European Union;
- an electoral identity card issued under section 13C (electoral identity card: Northern Ireland) of the Representation of the People Act 1983;
- a biometric immigration document issued in the United Kingdom in accordance with regulations made under section 5 of the UK Borders Act 2007;
- an identity card issued in the European Economic Area;
- an Oyster 60+ London Pass;
- a Freedom Pass (London);
- a PASS scheme card (national proof of age standards scheme);

Or two of the following (one of which must show the registered address):

- a valid bank or building society debit card or credit card;
- a mortgage statement dated within 3 months of the date of the poll;
- a bank or building society statement dated within 3 months of the date of the poll;
- a bank or building society cheque book;
- a credit card statement dated within 3 months of the date of the poll;
- a council tax demand letter or statement dated within 12 months of the date of the poll;
- a utility bill dated within 3 months of the date of the poll;
- a Form P45 or Form P60 dated within 12 months of the date of the poll;
- a poll card for the poll;
- a birth certificate;
- a marriage or civil partnership certificate;
- an adoption certificate;
- a firearms certificate granted under the Firearms Act 1968;
- the record of a decision on bail made in respect of the voter in accordance with section 5(1) of the Bail Act 1976;
- a driving licence (including a provisional licence) which is not in the form of a photocard.

Or, a certificate of identity.

GOSPORT:**One of the following:**

- a passport issued by a Commonwealth country or a country within the European Economic Area;
- a photocard driving licence (including a provisional licence) issued in the United Kingdom or by a Crown Dependency, or by a member State of the European Union;
- an electoral identity card issued under section 13C (electoral identity card: Northern Ireland) of the Representation of the People Act 1983;
- a biometric immigration document issued in the United Kingdom in accordance with regulations made under section 5 of the UK Borders Act 2007;
- an identity card issued in the European Economic Area;
- an Oyster 60+ London Pass;
- Disclosure and Barring Service certificate showing the voter's registered address
- an identity card issued by the Ministry of Defence which bears a photograph of the elector.
- a defence privilege card issued by the Ministry of Defence
- a concessionary travel photo card issued by any local authority within the County of Hampshire.

OR two of the following (one must show their registered address):

- Driving licence without photo;
- a birth certificate;
- an adoption certificate;
- a marriage or civil partnership certificate;
- a valid bank or building society debit/credit card;
- Financial statement, such as a bank or mortgage statement (issued within 12 months of voting day);
- Council tax demand letter or statement (issued within 12 months of voting day);
- Utility bill (issued within 12 months of voting day);
- P2, P6, P9, P45 or P60 (issued within 12 months of voting day);
- Statement of benefits or entitlement to benefits. (issued within 12 months of voting day);

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 15

18meeting date: 20 NOVEMBER 2018
title: TREASURY MANAGEMENT MONITORING
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2018 to 31 September 2018.

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 Bank base interest rates increased from 0.50% to 0.75% on 2 August 2018.
- 3.2 Any changes in interest rates only affect interest received on our temporary investments as interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), all at fixed interest rates.
- 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 an annual return providing 'improved information and transparency' on 'borrowing and associated capital spending plans'. This will enable the government to build a more robust forecast of public expenditure.
- 3.4 A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council for the certainty discount rate on the PWLB website.
- 3.5 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.
- 3.6 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.
- 3.7 As mentioned in paragraph 3.2 all our PWLB debt is at fixed interest rates.

4 BORROWING REQUIREMENTS

- 4.1 There has been no movement on the Council's external borrowing during the period as the instalments are only paid at the end of September and March. The external debt can be summarised as follows.

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2018	147	7	154
Transactions - New Loans	0	0	0
- Repayments	-5	0	- 5
External debt at 30 September 2018	142	7	149

- 4.2 No temporary loans were taken out in the period April to September 2018, or in the same period in 2017.
- 4.3 The half yearly instalment of interest due on the council's external debt was £3,580 and was paid at the end of September 2018.

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 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 2018	3,115	6,800	9,915
Transactions - New Investments	49,980	5,350	55,330
- Repayment Investments	-42,460	-10,800	-53,260
Monies Invested as at 30 September 2018	10,635	1,350	11,985

- 5.3 The following investments were held as at 30 September 2018.

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
13 Sep 18	224	Bank of Scotland	Fixed 18 Oct 18	0.62	720	
14 Sep 18	232	Bank of Scotland	Fixed 18 Oct 18	0.62	365	
						1,085
02 July 18	63	Nationwide BS	Fixed 01 Oct 18	0.53	1,500	
						1,500
30 July 18	86	Yorkshire BS	Fixed 30 Oct 18	0.57	1,100	
						1,100
31 July 18	88	Leeds BS	Fixed 31 Jan 19	0.68	1,750	
						1,750

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
16 Aug 18	97	Lloyds Bank Plc	Fixed 29 Oct 18	0.70	770	
19 Sep 18	106	Lloyds Bank Plc	Fixed 18 Oct 18	0.61	980	
						1,750
31 Aug 18	107	Barclays	Fixed 18 Oct 18	0.53	1,750	
						1,750
31 Jul 18	87	DMO	Fixed 22 Oct 18	0.48	1,450	
						1,450
19 Sep 18	117	HSBC Bank Plc	Fixed 18 Oct 18	0.60	250	
						250
28 Sep 18	121	Dumfries and Galloway Council	Fixed 22 Nov 18	0.65	1,350	
						1,350
Total Investments as at 30 September 2018						11,985

5.4 The total interest received on the Council's external investments during the period was £25,453 compared with £7,183 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 2018.

- 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 2018/19 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	7,506	154
Limits on Fixed Interest Rates	7,506	154

	Upper Limit £000	Current Actual £000
Limits on Variable Interest Rates	1,501	0

- 6.5 The upper and lower limits for the maturity structure of its borrowings for 2018/19 were as follows:

	Upper Limit %	Lower Limit %	Current Actual %
Under 12 months	20	0	7
12 Months and Within 24 Months	20	0	7
24 Months and Within 5 Years	30	0	21
5 Years and Within 10 Years	40	0	34
10 Years and Above	90	0	31

- 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 In 2017 the Prudential Code was changed to reflect developments since it was updated in 2011. It plays a key role in capital finance in local authorities that are central to the delivery of public services.

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 30 September 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	Fitch Rating		
	Full Transaction Review Date	Long Term	Short Term
Nationwide	01/03/18	A	F1
Yorkshire	24/04/18	A-	F1
Coventry	24/04/18	A	F1
Skipton	24/04/18	A-	F1
Leeds	24/04/18	A-	F1
Principality	24/04/18	BBB+	F2

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

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	24/01/18	A	F1
Barclays Bank Plc	21/06/18	A	F1
Bank of Scotland Plc	24/01/18	A+	F1
Co-operative Bank (The) *	14/08/18	B	B
HSBC Bank Plc	02/07/18	AA-	F1+
Lloyds Bank Plc	24/01/18	A+	F1
National Westminster Bank Plc	15/05/18	A-	F2
Royal Bank of Scotland Plc (The)	15/05/18	BBB+	F2

* Changed since last reported

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

9 RECENT EVENTS

9.1 Interest rates have remained at 0.75% following the Bank of England's meeting at the start of November. It is anticipated that any further increases may not be until mid-2019, based on assumptions of a smooth transition for Brexit.

9.2 Brexit continues to be an area of high uncertainty, and any firm impact on interest rates in the short to medium term is still unclear.

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.



HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF71-18/LO/AC

9 November 2018

For further information please ask for Lawson Oddie

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2018/19**

ANNEX 1

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
Investments Brought Forward at 1 April 2018									
16-Mar-18	196	Coventry BS	Rolled Over	0.35%	16-Apr-18		-148.63	A	F1
16-Apr-18	196	Coventry BS	Rolled Over	0.29%	25-Apr-18		-35.75	A	F1
25-Apr-18	196	Coventry BS	500,000	0.45%	15-Jun-18	-500,000	-314.38	A	F1
					Debtor		76.71		
31-Jan-18	213	Thurrock Council	1,500,000	0.38%	03-Apr-18	-1,500,000	-968.22		
					Debtor		936.99		
15-Feb-18	224	Bank Of Scotland	Rolled Over	0.42%	23-Apr-18		-555.09	A+	F1
23-Apr-18	224	Bank Of Scotland	Rolled Over	0.41%	21-May-18		-226.45	A+	F1
21-May-18	224	Bank Of Scotland	Rolled Over	0.37%	19-Jun-18		-211.66	A+	F1
19-Jun-18	224	Bank Of Scotland	Rolled Over	0.37%	19-Jul-18		-218.96	A+	F1
19-Jul-18	224	Bank Of Scotland	Rolled Over	0.40%	06-Aug-18		-142.03	A+	F1
06-Aug-18	224	Bank Of Scotland	Rolled Over	0.61%	03-Sep-18		-336.92		
03-Sep-18	224	Bank Of Scotland	Rolled Over	0.60%	13-Sep-18		-118.36	A+	F1
13-Sep-18	224	Bank Of Scotland	720,000	0.62%	Still invested		-207.91	A+	F1
					Debtor		372.82		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
28-Feb-18	228	Wirral Council	1,800,000	0.50%	23-Apr-18	-1,800,000	-1,331.51		
					Debtor		789.04		
08-Mar-18	232	Bank Of Scotland	Rolled Over	0.37%	09-Apr-18		-118.40	A+	F1
09-Apr-18	232	Bank Of Scotland	Rolled Over	0.41%	15-May-18		-147.60	A+	F1
15-May-18	232	Bank Of Scotland	Rolled Over	0.38%	19-Jun-18		-133.00	A+	F1
19-Jun-18	232	Bank Of Scotland	Rolled Over	0.36%	13-Jul-18		-86.40	A+	F1
13-Jul-18	232	Bank Of Scotland	Rolled Over	0.39%	06-Aug-18		-93.60	A+	F1
06-Aug-18	232	Bank Of Scotland	Rolled Over	0.62%	14-Sep-18		-241.80	A+	F1
14-Sep-18	232	Bank Of Scotland	365,000	0.62%	Still invested		-99.20	A+	F1
					Debtor		88.80		
15-Mar-18	235	Eastleigh BC	1,500,000	0.80%	23-Apr-18	-1,500,000	-1,282.19		
					Debtor		558.90		
15-Mar-18	236	HSBC	380,000	0.35%	09-Apr-18	-380,000	-91.10	AA-	F1+
					Debtor		61.95		
16-Mar-18	237	HSBC	300,000	0.35%	13-Apr-18	-300,000	-80.55	AA-	F1+
					Debtor		46.03		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
19-Mar-18	238	HSBC	250,000	0.35%	16-Apr-18	-250,000	-67.12	AA-	F1+
					Debtor		31.16		
26-Mar-18	240	Suffolk CC	2,000,000	0.80%	30-May-18	-2,000,000	-2,849.32		
					Debtor		263.01		
29-Mar-18	245	HSBC	100,000	0.35%	13-Apr-18	-100,000	-14.38	AA-	F1+
					Debtor		2.88		
29-Mar-18	246	HSBC	100,000	0.35%	20-Apr-18	-100,000	-21.10	AA-	F1+
					Debtor		2.96		
29-Mar-18	247	Coventry BS	Rolled Over	0.31%	23-Apr-18		-84.93	A	F1
23-Apr-18	247	Coventry BS	400,000	0.39%	30-May-18	-400,000	-158.14	A	F1
					Debtor		10.19		
Monies Invested at 1 April 2018			9,915,000			-8,830,000	-7,143.26		
Investments Brought Forward at 1 April 2018									
03-Apr-18	1	DMO	1,500,000	0.25%	09-Apr-18	-1,500,000	-61.64	AAA	
03-Apr-18	2	HSBC	200,000	0.35%	09-Apr-18	-200,000	-11.51	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
05-Apr-18	3	Coventry BS	Rolled Over	0.28%	11-Apr-18		-22.09	A	F1
11-Apr-18	3	Coventry BS	Rolled Over	0.30%	23-Apr-18		-47.34	A	F1
23-Apr-18	3	Coventry BS	480,000	0.34%	21-May-18	-480,000	-125.19	A	F1
06-Apr-18	4	HSBC	300,000	0.35%	11-Apr-18	-300,000	-14.38	AA-	F1+
09-Apr-18	5	HSBC	245,000	0.35%	11-Apr-18	-245,000	-4.70	AA-	F1+
09-Apr-18	6	DMO	2,000,000	0.25%	10-Apr-18	-2,000,000	-13.70	AAA	
10-Apr-18	7	Thurrock Council	2,000,000	0.40%	30-May-18	-2,000,000	-1,095.89		
10-Apr-18	8	HSBC	100,000	0.35%	11-Apr-18	-100,000	-0.96	AA-	F1+
12-Apr-18	9	HSBC	80,000	0.35%	13-Apr-18	-80,000	-0.77	AA-	F1+
13-Apr-18	10	HSBC	280,000	0.35%	16-Apr-18	-280,000	-8.05	AA-	F1+
16-Apr-18	11	HSBC	100,000	0.35%	17-Apr-18	-100,000	-0.96	AA-	F1+
16-Apr-18	12	HSBC	450,000	0.35%	25-Apr-18	-450,000	-38.84	AA-	F1+
16-Apr-18	13	HSBC	100,000	0.37%	08-May-18	-100,000	-22.30	AA-	F1+
16-Apr-18	14	HSBC	150,000	0.35%	18-Apr-18	-150,000	-2.88	AA-	F1+
18-Apr-18	15	HSBC	150,000	0.35%	23-Apr-18	-150,000	-7.19	AA-	F1+
19-Apr-18	16	HSBC	135,000	0.35%	23-Apr-18	-135,000	-5.18	AA-	F1+
20-Apr-18	17	HSBC	250,000	0.35%	23-Apr-18	-250,000	-7.19	AA-	F1+
24-Apr-18	18	HSBC	100,000	0.35%	25-Apr-18	-100,000	-0.96	AA-	F1+
26-Apr-18	19	HSBC	200,000	0.36%	14-May-18	-200,000	-35.51	AA-	F1+
27-Apr-18	20	HSBC	185,000	0.35%	30-Apr-18	-185,000	-5.32	AA-	F1+
30-Apr-18	20	HSBC	150,000	0.36%	08-May-18	-150,000	-11.84	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
30-Apr-18	21	Lloyds Bank Plc	Rolled Over	0.36%	14-May-18		-69.04	A+	F1
14-May-18	21	Lloyds Bank Plc	Rolled Over	0.41%	04-Jul-18		-286.44	A+	F1
04-Jul-18	21	Lloyds Bank Plc	500,000	0.38%	08-Aug-18	-500,000	-182.19	A+	F1
30-Apr-18	22	Lloyds Bank Plc	Rolled Over	0.45%	11-Jun-18		-258.90	A+	F1
11-Jun-18	22	Lloyds Bank Plc	Rolled Over	0.37%	09-Jul-18		-141.92	A+	F1
09-Jul-18	22	Lloyds Bank Plc	500,000	0.40%	08-Aug-18	-500,000	-164.38	A+	F1
30-Apr-18	23	Dumfries & Galloway Council	2,000,000	0.40%	04-Jul-18	-2,000,000	-1,424.66		
01-May-18	24	HSBC	180,000	0.36%	14-May-18	-180,000	-23.08	AA-	F1+
03-May-18	25	HSBC	100,000	0.36%	22-May-18	-100,000	-18.74	AA-	F1+
03-May-18	26	HSBC	150,000	0.36%	08-May-18	-150,000	-7.40	AA-	F1+
08-May-18	27	HSBC	400,000	0.35%	14-May-18	-400,000	-23.01	AA-	F1+
08-May-18	28	HSBC	50,000	0.35%	18-May-18	-50,000	-4.79	AA-	F1+
10-May-18	29	HSBC	120,000	0.35%	14-May-18	-120,000	-4.60	AA-	F1+
11-May-18	30	HSBC	90,000	0.35%	14-May-18	-90,000	-2.59	AA-	F1+
14-May-18	31	Lloyds Bank Plc	Rolled Over	0.41%	04-Jul-18		-257.79	A+	F1
04-Jul-18	31	Lloyds Bank Plc	450,000	0.38%	08-Aug-18	-450,000	-163.97	A+	F1
15-May-18	32	HSBC	300,000	0.35%	21-May-18	-300,000	-17.26	AA-	F1+
16-May-18	33	HSBC	100,000	0.35%	21-May-18	-100,000	-4.79	AA-	F1+
18-May-18	34	HSBC	360,000	0.35%	21-May-18	-360,000	-10.36	AA-	F1+
21-May-18	35	HSBC	125,000	0.35%	04-Jun-18	-125,000	-16.78	AA-	F1+
22-May-18	36	HSBC	80,000	0.35%	04-Jun-18	-80,000	-9.97	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
24-May-18	37	HSBC	130,000	0.35%	31-May-18	-130,000	-8.73	AA-	F1+
29-May-18	38	HSBC	800,000	0.35%	30-May-18	-800,000	-7.67	AA-	F1+
30-May-18	39	DMO	1,000,000	0.25%	06-Jun-18	-1,000,000	-47.95	AAA	
30-May-18	40	HSBC	600,000	0.35%	19-Jul-18	-600,000	-287.67	AA-	F1+
30-May-18	41	DMO	2,950,000	0.26%	04-Jul-18	-2,950,000	-735.48	AAA	
30-May-18	42	HSBC	500,000	0.35%	11-Jun-18	-500,000	-57.53	AA-	F1+
01-Jun-18	43	HSBC	190,000	0.35%	11-Jun-18	-190,000	-18.22	AA-	F1+
04-Jun-18	44	HSBC	135,000	0.35%	18-Jun-18	-135,000	-18.12	AA-	F1+
04-Jun-18	45	HSBC	100,000	0.35%	22-Jun-18	-100,000	-17.26	AA-	F1+
06-Jun-18	46	DMO	1,000,000	0.25%	11-Jun-18	-1,000,000	-34.25	A+	F1
06-Jun-18	47	HSBC	100,000	0.35%	07-Jun-18	-100,000	-0.96	AA-	F1+
07-Jun-18	48	HSBC	150,000	0.35%	11-Jun-18	-150,000	-5.75	AA-	F1+
11-Jun-18	49	DMO	1,000,000	0.27%	19-Jun-18	-1,000,000	-59.18	A+	F1
11-Jun-18	50	HSBC	300,000	0.35%	15-Jun-18	-300,000	-11.51	AA-	F1+
13-Jun-18	51	HSBC	80,000	0.35%	15-Jun-18	-80,000	-1.53	AA-	F1+
15-Jun-18	52	DMO	1,000,000	0.26%	04-Jul-18	-1,000,000	-135.34	A+	F1
15-Jun-18	53	HSBC	400,000	0.35%	25-Jun-18	-400,000	-38.36	AA-	F1+
20-Jun-18	54	HSBC	110,000	0.35%	09-Jul-18	-110,000	-20.04	AA-	F1+
22-Jun-18	55	HSBC	90,000	0.35%	09-Jul-18	-90,000	-14.67	AA-	F1+
25-Jun-18	56	HSBC	300,000	0.35%	28-Jun-18	-300,000	-8.63	AA-	F1+
27-Jun-18	57	HSBC	250,000	0.35%	02-Jul-18	-250,000	-11.99	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
28-Jun-18	58	Barclays Bank plc	1,000,000	0.30%	08-Aug-18	-1,000,000	-338.11	A	F1
28-Jun-18	59	HSBC	100,000	0.35%	20-Jul-18	-100,000	-21.10	AA-	F1+
28-Jun-18	60	HSBC	150,000	0.35%	23-Jul-18	-150,000	-35.96	AA-	F1+
29-Jun-18	61	HSBC	195,000	0.35%	02-Jul-18	-195,000	-5.61	AA-	F1+
02-Jul-18	62	DMO	1,000,000	0.25%	19-Jul-18	-1,000,000	-116.44	AAA	
02-Jul-18	63	Nationwide BS	1,500,000	0.53%	Still invested		-1,960.27	A	F1
02-Jul-18	64	Bank Of Scotland	500,000	0.38%	08-Aug-18	-500,000	-192.60	A	F1
02-Jul-18	65	Barclays Bank plc	500,000	0.31%	08-Aug-18	-500,000	-154.59	A	F1
02-Jul-18	66	HSBC	200,000	0.35%	04-Jul-18	-200,000	-3.84	AA-	
03-Jul-18	67	HSBC	100,000	0.35%	04-Jul-18	-100,000	-0.96	AA-	F1+
04-Jul-18	68	DMO	2,500,000	0.25%	18-Jul-18	-2,500,000	-239.73	AAA	
04-Jul-18	69	HSBC	360,000	0.35%	09-Jul-18	-360,000	-17.26	AA-	F1+
05-Jul-18	70	HSBC	80,000	0.35%	09-Jul-18	-80,000	-3.07	AA-	F1+
06-Jul-18	71	HSBC	60,000	0.35%	09-Jul-18	-60,000	-1.73	AA-	F1+
09-Jul-18	72	HSBC	180,000	0.35%	13-Jul-18	-180,000	-6.90	AA-	F1+
10-Jul-18	73	HSBC	80,000	0.35%	13-Jul-18	-80,000	-2.30	AA-	F1+
12-Jul-18	74	HSBC	120,000	0.35%	13-Jul-18	-120,000	-1.15	AA-	F1+
13-Jul-18	75	HSBC	180,000	0.35%	16-Jul-18	-180,000	-5.18	AA-	F1+
16-Jul-18	76	HSBC	600,000	0.35%	19-Jul-18	-600,000	-17.26	AA-	F1+
18-Jul-18	77	HSBC	90,000	0.35%	23-Jul-18	-90,000	-4.32	AA-	F1+
18-Jul-18	78	DMO	2,500,000	0.41%	13-Sep-18	-2,500,000	-1,600.68	AAA	

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
19-Jul-18	79	DMO	1,000,000	0.37%	20-Aug-18	-1,000,000	-324.38	AAA	
19-Jul-18	80	HSBC	170,000	0.35%	23-Jul-18	-170,000	-6.52	AA-	F1+
20-Jul-18	81	HSBC	250,000	0.35%	23-Jul-18	-250,000	-7.19	AA-	F1+
23-Jul-18	82	HSBC	200,000	0.38%	06-Aug-18	-200,000	-29.15	AA-	F1+
23-Jul-18	83	HSBC	300,000	0.38%	08-Aug-18	-300,000	-49.97	AA-	F1+
25-Jul-18	84	HSBC	500,000	0.35%	30-Jul-18	-500,000	-23.97	AA-	F1+
27-Jul-18	85	HSBC	100,000	0.40%	13-Aug-18	-100,000	-18.63	AA-	F1+
30-Jul-18	86	Yorkshire BS	1,100,000	0.57%	Still invested		-1,065.04	A-	F1
31-Jul-18	87	DMO	1,450,000	0.48%	Still invested		-1,163.18	AAA	
31-Jul-18	88	Leeds	1,750,000	0.68%	Still invested		-1,988.77	A-	F1
01-Aug-18	89	HSBC	250,000	0.35%	06-Aug-18	-250,000	-11.99	AA-	F1+
03-Aug-18	90	HSBC	120,000	0.60%	06-Aug-18	-120,000	-5.92	AA-	F1+
06-Aug-18	91	HSBC	70,000	0.60%	08-Aug-18	-70,000	-2.30	AA-	F1+
08-Aug-18	92	HSBC	80,000	0.60%	20-Aug-18	-80,000	-15.78	AA-	F1+
08-Aug-18	93	HSBC	100,000	0.60%	22-Aug-18	-100,000	-23.01	AA-	F1+
13-Aug-18	94	HSBC	100,000	0.60%	10-Sep-18	-100,000	-46.03	AA-	F1+
15-Aug-18	95	HSBC	390,000	0.60%	16-Aug-18	-390,000	-6.41	AA-	F1+
16-Aug-18	96	HSBC	25,000	0.60%	17-Aug-18	-25,000	-0.41	AA-	F1+
16-Aug-18	97	Lloyds Bank Plc	770,000	0.70%	Still invested		-664.52	A+	F1
17-Aug-18	98	HSBC	225,000	0.60%	03-Sep-18	-225,000	-62.88	AA-	F1+
20-Aug-18	99	HSBC	135,000	0.60%	03-Sep-18	-135,000	-31.07	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
22-Aug-18	100	HSBC	80,000	0.60%	03-Sep-18	-80,000	-15.78	AA-	F1+
24-Aug-18	101	HSBC	80,000	0.60%	03-Sep-18	-80,000	-13.15	AA-	F1+
28-Aug-18	102	HSBC	200,000	0.60%	03-Sep-18	-200,000	-19.73	AA-	F1+
28-Aug-18	103	HSBC	350,000	0.60%	14-Sep-18	-350,000	-97.81	AA-	F1+
30-Aug-18	104	HSBC	115,000	0.60%	31-Aug-18	-115,000	-1.89	AA-	F1+
31-Aug-18	105	Bank Of Scotland	650,000	0.60%	13-Sep-18	-650,000	-138.90	A+	F1
31-Aug-18	106	Lloyds Bank Plc	Rolled Over	0.60%	19-Sep-18		-306.08	A+	F1
19-Sep-18	106	Lloyds Bank Plc	980,000	0.61%	Still invested		-180.16	A+	F1
31-Aug-18	107	Barclays Bank plc	1,750,000	0.53%	Still invested		-762.33	A	F1
31-Aug-18	108	HSBC	110,000	0.60%	21-Sep-18	-110,000	-37.97	AA-	F1+
03-Sep-18	109	HSBC	340,000	0.60%	13-Sep-18	-340,000	-55.89	AA-	F1+
05-Sep-18	110	HSBC	95,000	0.60%	10-Sep-18	-95,000	-7.81	AA-	F1+
07-Sep-18	111	HSBC	90,000	0.60%	13-Sep-18	-90,000	-8.88	AA-	F1+
10-Sep-18	112	HSBC	170,000	0.60%	13-Sep-18	-170,000	-8.38	AA-	F1+
11-Sep-18	113	HSBC	110,000	0.60%	13-Sep-18	-110,000	-3.62	AA-	F1+
13-Sep-18	114	HSBC	200,000	0.60%	24-Sep-18	-200,000	-36.16	AA-	F1+
14-Sep-18	115	HSBC	320,000	0.60%	17-Sep-18	-320,000	-15.78	AA-	F1+
17-Sep-18	116	HSBC	820,000	0.60%	19-Sep-18	-820,000	-26.96	AA-	F1+
19-Sep-18	117	HSBC	250,000	0.60%	Still invested		-45.21	AA-	F1+
21-Sep-18	118	HSBC	95,000	0.60%	28-Sep-18	-95,000	-10.93	AA-	F1+
24-Sep-18	119	HSBC	175,000	0.60%	28-Sep-18	-175,000	-11.51	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
26-Sep-18	120	HSBC	75,000	0.60%	28-Sep-18	-75,000	-2.47	AA-	F1+
28-Sep-18	121	Dumfries & Galloway Council	1,350,000	0.65%	Still invested		-48.08		
Investments April - September 2018			55,330,000			-44,430,000	-18,310		
Total Investments 2018/19 (including Brought Forward from 2017/18)			65,245,000			-53,260,000	-25,453		

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 30 SEPTEMBER 2018**

	S&P Global Ratings			Moody's			Fitch				
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term		Outlook
Building Societies											
Nationwide	A	A-1	Positive	Aa3	P-1	Stable	01/03/18	A	F1	Stable	£1m min
Yorkshire	-	-	-	A3	P-2	Stable	24/04/18	A-	F1	Stable	
Coventry	-	-	-	A2	P-1	Stable	24/04/18	A	F1	Stable	Sterling Brokers
Skipton	-	-	-	Baa1	P-2	Stable	24/04/18	A-	F1	Stable	
Leeds	-	-	-	A3	P-2	Stable	24/04/18	A-	F1	Stable	3 Mth
Principality	-	-	-	Baa2	P-2	Stable	24/04/18	BBB+	F2	Stable	No Contact
Banks											
Santander UK Plc.	A	A-1	Stable	Aa3	P-1	Stable	24/01/18	A	F1	On Watch	
Barclays Bank Plc.	A	A-1	Stable	A2	P-1	Stable	21/06/18	A	F1	Stable	
Bank of Scotland Plc.	A+	A-1	Stable	Aa3	P-1	Stable	24/01/18	A+	F1	Stable	
Co-operative Bank (The)	-	-	-	Caa1	NP	Stable	23/08/18	B	B	Stable	£1m min
HSBC Bank Plc.	AA-	A-1+	Stable	Aa3	P-1	Stable	02/07/18	AA-	F1+	Stable	
Lloyds Bank Plc.	A+	A-1	Stable	Aa3	P-1	Stable	24/01/18	A+	F1	Stable	£250k
National Westminster Bank Plc.	A-	A-2	Positive	A1	P-1	Positive	15/05/18	A-	F2	Stable	Current a/c required
Royal Bank of Scotland Plc.	A-	A-2	Positive	A1	P-1	Stable	15/05/18	BBB+	F2	Stable	Current a/c required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 17

meeting date: 20 NOVEMBER 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 7 November 2018:

	£000	£000	2018/19 %	2017/18 %
Balance Outstanding 1 April 2018		585		
NNDR amounts due	20,372			
Plus costs	3			
Transitional surcharge	207			
Write ons	13			
	20,595			
Less				
- Transitional relief	-407			
- Exemptions	-286			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,189			
- Small Business Rate Relief	-3,041			
- Revaluation 2017, Pub, SSB and Other reliefs	-112			
- Interest Due	0			
- Write Offs	-39			
	-5,074	15,521		
Total amount to recover		16,106		
Less cash received to 7 November 2018		-10,574	65.7	67.1
Amount Outstanding		5,532	34.3	32.9

NB The figures included in the table include not only those charges for 2018/19 but also those relating to previous years, but we are required to report to the Ministry of Housing, Communities & Local Government (MHCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 October 2018 is 66.16% compared with 68.69% at 31 October 2017.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 7 November 2018:

	£000	£000	2018/19 %	2017/18 %
Balance Outstanding 1 April 2018		948		
Council Tax amounts due	46,434			
Plus costs	71			
Transitional relief	2			
Write ons	2			
	46,509			
Less - Exemptions	-663			
- Discounts	-4,119			
- Disabled banding reduction	-54			
- Council Tax Benefit	2			
- Local Council Tax Support	-1,833			
- Write offs	-16			
	-6,683	39,826		
Total amount to recover		40,774		
Less cash received to 7 November 2018		-27,802	68.2	68.5
Amount Outstanding		12,972	31.8	31.5

NB The figures included in the table include not only those charges for 2018/19 but also those relating to previous years, but we are required to report our in year collection rate to the MHCLG. 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 October 2018 is 68.58% compared to 68.57% at 31 October 2017.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 8 November 2018 is:

	£000	£000
Amount Outstanding 1 April 2018		494
Invoices Raised	1,951	
Plus costs	1	
		1,952
Less write offs		0
Total amount to recover		2,446
Less cash received to 8 November 2018		1,767
Amount outstanding		679

Aged Debtors	000s	%
< 30 days	166	24
30 - 59 days	39	6
60 - 89 days	17	3
90 - 119 days	11	2
120 - 149 days	19	3
150+ days	427	63
	679	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 2018/2019

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

Target for year	Actual Performance 1 July 2018 – 30 September 2018	Average Performance
6.9 days	5.51 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 July 2018 – 30 September 2018	Top grade 4 for all LA's 2007/08
20 days	15.05 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 July 2018 - 30 September 2018:

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.	104.23
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.	18.83

Performance Measure	%
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.66

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

PF60-18/ME/AC
5 November 2018

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 25 NOVEMBER 2018
 title: REVENUE MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To let you know the position for the period April to September 2018 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of September. You will see an overall overspend of £67,493 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there remains an overspend of £67,493.

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
CEXEC	Chief Executives Department	0	645,147	667,311	22,164	
CIVCF	Civic Functions	60,220	31,262	28,035	-3,227	
CIVST	Civic Suite	-3,550	16,756	18,784	2,028	
CLOFF	Council Offices	-3,700	121,890	176,081	54,191	
CLTAX	Council Tax	337,060	31,896	32,666	770	
COMPR	Computer Services	1,200	51,460	75,324	23,864	
CORPM	Corporate Management	340,540	0	0	0	
COSDM	Cost of Democracy	450,060	123,076	121,708	-1,368	
CSERV	Corporate services	185,780	10,139	8,769	-1,370	
ELADM	Election Administration	5,370	0	0	0	
ELECT	Register of Electors	106,150	42,227	15,392	-26,835	
EMERG	Community Safety	64,130	4,684	1,936	-2,748	

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
ESTAT	Estates	67,450	-16,530	-14,946	1,584	
FGSUB	Grants & Subscriptions - Policy and Finance	167,320	127,421	128,308	887	
FMISC	Policy & Finance Miscellaneous	-61,370	28,231	25,797	-2,434	
LANDC	Land Charges	15,020	-33,249	-22,949	10,300	
LICSE	Licensing	43,050	-43,325	-46,176	-2,851	
LUNCH	Luncheon Clubs	14,280	0	0	0	
NNDRC	National Non Domestic Rates	41,840	7,642	-16,655	-24,297	
OMDEV	Organisation & Member Development	0	0	1,503	1,503	
PERFM	Performance Reward Grants	3,430	0	0	0	
RESOR	Resources Department	-1,200	986,092	1,001,943	15,851	
SUPDF	Superannuation Deficiency Payments	97,600	49,220	48,701	-519	
	Sum:	1,930,680	2,184,039	2,251,532	67,493	

Transfers to/from Earmarked Reserves				
Elections Earmarked Reserve	22,990	0	0	0
Performance Reward Grant Earmarked Reserve	-2,650	0	0	0
ICT Earmarked Reserve	-3,970	0	0	0
VAT Shelter Earmarked Reserve	108,080	0	0	0
Pensions Triennial Revaluation Reserve	33,320	0	0	0
Revaluation Reserve	2,110	0	0	0
Repairs and Maintenance Earmarked Reserve	-7,140	-1,072	-1,072	0
Total after Transfers to/from Earmarked Reserves	2,089,170	2,182,967	2,250,460	67,493

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

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

- 2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.5 For this committee there has been an additional revenue item approved in to the budget. As the 'responsible person' Ribble Valley Borough Council has carried out Fire Risk Assessments of most of the council's current building portfolio. Most of the council's buildings required only minor works following the Fire Risk Assessments but as these are deemed as minor works they are accommodated in the repair and maintenance budgets.
- 2.6 In respect of this committee, more substantial works were identified at the Longridge Over 60's Club (£7,140). Additional budget to facilitate these works was approved at Policy and Finance Committee on 19 June, with the additional budget to be funded from the Repairs and Maintenance Earmarked Reserve.
- 2.7 In summary the main area of variance that is **unlikely** to rectify itself by the end of the financial year is shown below:

Description	Variance to end September 2018 £
Register of Electors (ELECT) - This is income that relates to Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018. This additional income will be reflected at revised estimate time	-25,411
Land charges (LANDC) – This is further grant that has been received by the council in respect of Land Charges New Burdens. This will be reflected in the revised estimate	-4,323

2.8 A further area of concern, but one which may correct itself by the end of the year is the variance shown in Annex 1 with regard to Land Charges Search Fees income (under achievement on income of £14,126 to the end of September). There has been a lower than anticipated level of income from Land Charge Search Fees – and compared to past years. This is due to a lower number of requests being received to date.

2.9 We will continue to closely monitor the fee income and the numbers of searches being requested. Further review work on the reasons for the fall in search requests/income is also to be carried out by the legal section.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an overspend of £67,493 for the first six months of the financial year 2018/19. After allowing for transfers to/from earmarked reserves there remains an overspend of £67,493.

3.2 There is concern around the lower level of income being received than anticipated in respect of Land Charge Search Fees, but further review work on the reasons for the fall in search requests/income is also to be carried out by the legal section.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF65-18/LO/AC
7 November 2018

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CEEXEC/0100	Chief Executives Department/Salaries	855,940	476,506	492,156	15,650	There has been a lower level of staff turnover experienced in this service area than allowed for in the setting of the budget.	The budget will be reviewed at the time of setting the revised estimate.
CLOFF/2432	Council Offices/Electricity	37,900	18,952	71,163	52,211	<p>This variance is due to disputed invoices with nPower with regard to backdated electricity charges for the Council Offices.</p> <p>We are currently in communication with nPower to try to resolve this dispute.</p>	We will continue to monitor this position and hold these unpaid invoices in dispute.

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMPR/2991	Computer Services/Communication Equipment	11,060	4,617	25,210	20,593	This variance is due to a large multi-year commitment in respect of our internet connection. At the end of the financial year a large proportion of this variance will be rolled forward to the 2019/20 and 2020/21 financial years. There is also a partial refund anticipated.	The commitments that are showing against this year's budget will be rolled forward at the end of the financial year, clearing most of this variance
ELECT/8050z	Register of Electors/Individual Electoral Registration	0	0	-25,411	-25,411	This income relates to Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018.	This additional income will be reflected at revised estimate time
LANDC/8408n	Land Charges/Search Fee (Vatable)	-73,840	-38,788	-24,662	14,126	Lower than anticipated level of income from Land Charge Search Fees – and compared to past years. This is due to a lower number of requests being received to date.	We will continue to closely monitor the fee income and the numbers of searches being requested. Further review work on the reasons for the fall in search requests/income is to be carried out by the legal section.

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
NNDRC/3165	National Non Domestic Rates/RV Finder Fees	0	0	8,918	8,918	This is a chargeable service for identifying properties not included on the Valuation Office list of rateable properties. This was not included within the budget, but does result in additional retained business rates for the council – which is reflected elsewhere in the council's overall budget.	This will be reflected in the revised estimate.
NNDRC/8649z	National Non Domestic Rates/Storm Eva S31 Grant	0	0	-30,786	-30,786	<p>This is final funding received from MHCLG in support of our Business Rates support following the floods of 2015.</p> <p>The government paid this council a final grant at the end of 2017/18 which was equivalent to the monies due in total to all precepting bodies, rather than just the share due to this council.</p>	<p>We are currently awaiting confirmation from MHCLG on how this will be rectified.</p> <p>This variance will eventually clear itself, by year end at the latest.</p>

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RESOR/0100	Resources Department/Salaries	1,360,620	680,580	692,803	12,223	The budget allows for an element of staff turnover. Whilst there have been a number of vacancies to date, other staffing costs have meant that there remains an overspend on this budget.	Staffing budgets will continue to be closely monitored and the latest position reflected in the Revised Estimate
RESOR/1023	Resources Department/Corporate Training	15,620	7,812	2,100	-5,712	A corporate training plan due for approval by Personnel committee. There are a number of areas of training planned in the coming months which will commit approximately £7,300.	Once the training plan has been approved by Personnel Committee, the programmed training will be progressed.
RESOR/3301	Resources Department/Security Phones	1,700	852	6,724	5,872	This variance is due to a multi-year commitment in respect of mobile phones. At the end of the financial year, approximately £5,000 of this variance will be rolled forward to the 2019/20 financial year.	The commitments that are showing against this year's budget will be rolled forward at the end of the financial year, clearing most of this variance

Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CEXEC/0109	Chief Executive's Department/ Superannuation Salaries	142,140	79,076	82,351	3,275	The budget allows for an element of staff turnover. Whilst there have been a number of vacancies to date, this has not been to a level allowed for in the budget for this department. This position may change over the coming months, and the latest position will be reflected in the preparation of the Revised Estimate.
COMPR/3006	Computer Services/Government Connect	20,170	4,305	7,840	3,535	The overspend here reflects the commitment that is in place for the health check work that was unable to be completed at the end of the 2017/18 financial year. Resources have also been set aside in an earmarked reserve to fund this work and the necessary budget adjustments to reflect this will be brought in at revised estimate time

Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
ESTAT/2409	Estates/Non Recurring Maintenance Items	7,140	3,570	1,072	-2,498	This budget relates to the Fire Protection Works at Longridge Over 60s Club. Work is continuing and the variance should clear by the end of the financial year, once works are fully completed.
ESTAT/3090	Estates/Legal	1,450	726	5,635	4,909	The variance shown relates to a number of external valuations that have been sought in respect of a number of council assets to support ongoing work.
LANDC/8657z	Land Charges/DCLG - Property Searches	0	0	-4,323	-4,323	Further grant has been received by the council in respect of Land Charges New Burdens Grant. This will be reflected in the revised estimate
RESOR/0109	Resources Department/ Superannuation Salaries	218,470	109,278	112,400	3,122	The budget allows for an element of staff turnover. Whilst there have been a number of vacancies to date, other staffing costs have meant that there remains an overspend on this budget.

Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RESOR/2998	Resources Department/Software Maintenance	67,430	53,944	58,854	4,910	The variance relates to software changes in relation to the Civica Financials system and the statutory requirements under HMRC's 'Making Tax Digital' in respect of the submission of our monthly VAT returns to HMRC.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 19

meeting date: 20 NOVEMBER 2018
 title: OVERALL REVENUE MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the overall revenue position for the current financial year up to the end of September 2018.

1.2 Relevance to the Council's ambitions and priorities:

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

2 COMPARISON AT COMMITTEE LEVEL

2.1 Shown in the table below is a summary across all committees, including:

- Full Year Budget
- Budget to the end of September 2018
- Actuals and Commitments (orders where goods or invoices have yet to be received) as at the end of September 2018
- The variance as at the end of September 2018
- Percentage Variance as at the end of September 2018

Committee	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	Percentage Variance
Community Services	3,778,920	1,451,136	1,369,245	-81,891	-5.64%
Economic Development	270,240	36,938	35,417	-1,521	-4.12%
Health and Housing	977,040	183,389	213,058	29,669	16.18%
Planning and Development	461,540	-159,370	-131,989	27,381	-17.18%
Policy and Finance	1,930,680	2,184,039	2,251,532	67,493	3.09%
Total	7,418,420	3,696,132	3,737,263	41,131	1.11%

3 BUDGET VARIANCES

- 3.1 Within this report the overall budget has been broken down subjectively and monitored against the profiled budget up to the end of September 2018. As at this date, there shows an overspend of £41,131.
- 3.2 The full position is shown at Annex 1, with any variances above £10,000 (highlighted in yellow) at this high level detailed below, with reasons given. Favourable variances are shown as negative values.

Description	Amount £	Variance Reasons
Employee Related Expenditure - Direct Employee Expenses	34,542	This is largely as a result of anticipated overall staff turnover levels allowed for in the setting of the budget not being realised. However, this is partly offset by the lower levels of direct employee costs seen due to the Director of Economic Development and Planning being in post from August rather than for a full year.
Employee Related Expenditure - Indirect Employee Expenses	-14,204	Part of this variance relates to the corporate training budget. A corporate training plan has now been approved by Personnel committee. There are a number of areas of training planned in the coming months which will commit approximately £7,300. There are also a number of other service specific areas of underspend on training, particularly under Community Services Committee. However, there are plans in place for these budgets.
Premises Related Expenditure – Energy Costs	45,009	This variance is due to disputed invoices with nPower with regard to backdated electricity charges for the Council Offices. We are currently in communication with nPower to try to resolve this dispute.
Premises Related Expenditure – Grounds Maintenance Costs	-29,763	There have been staff vacancies in the grounds maintenance service. This has resulted in a lower rate of oncosts being recharged out to services for grounds maintenance. As the majority of time is spent by the grounds maintenance service at the borough's parks, it has resulted in a significantly lower than estimated recharge to the Ribble Valley Parks cost centre on Community Services Committee.

Description	Amount £	Variance Reasons
Transport Related Expenditure – Direct Transport Costs	15,973	<p>This variance almost all relates to services under Community Services Committee, and is notably in respect of the Refuse Collection Service.</p> <p>Repairs and Maintenance on individual refuse collection vehicles varies widely from vehicle to vehicle, ranging from an underspend of around £7.5k to an overspend of around £9k.</p> <p>Whilst an overspend is shown here, this is a considerably better position than has been seen over the last two years.</p> <p>Corporate Management Team are keeping a regular review on costs in this area. There are no foreseeable major works identified as needed by the mechanics workshop at this time.</p>
Supplies and Services – Communications and Computing	28,864	<p>This variance will largely correct itself by the end of the financial year and largely relates to multi-year ICT contracts that have been paid in full or ordered, and will be carried forward in to the next financial year at year end. One of the main items here is in respect of our internet connection.</p> <p>A variance of £5k relates to software changes in relation to the Civica Financials system and the statutory requirements under HMRC's 'Making Tax Digital' in respect of the submission of our monthly VAT returns to HMRC.</p>
Transfer Payments – Benefit Payments	57,728	<p>Rent Allowance payments are slightly higher than budgeted for, after adjusting for recovery of benefits overpayments and non-cash transactions - actual is 1.6% higher than the £3.5m budgeted for to date.</p> <p>This is mainly due to changing levels of caseloads, which vary week to week. Any higher payments for the year as a whole would be reflected in more Rent Allowance subsidy grant income received at year-end, as expenditure for the year is broadly funded by subsidy grant received.</p> <p>As a result, there is unlikely to be a significant overspend at year-end. The budget will be amended at Revised Estimate to reflect the latest full-year estimate for Rent Allowance payments.</p>

Description	Amount £	Variance Reasons
Government Grants Income	-15,501	<p>This mainly relates to Health and Housing committee services and Policy and Finance Committee services:</p> <p>Health and Housing Committee</p> <p>Mainly due to £36,158 lower Rent Allowance subsidy grant income to date, offset by £15,150 of additional funding from the DWP, as follows:</p> <ul style="list-style-type: none"> - Actual Rent Allowance subsidy grant income is slighter lower than budgeted for - actual was 1.1% less than the £3.15m budgeted for to date. The reduced income is in line with the estimate prepared for the 2018/19 DWP subsidy grant initial estimate claim, which was completed after the original estimate budget was set. Rent Allowance subsidy grant income received at year-end will be amended to broadly reflect Rent Allowance expenditure for the year (see transfer payments above). As a result, there is unlikely to be a significant under recovery of income at year-end. The budget will be amended at Revised Estimate to reflect the latest full-year estimate for Rent Allowance subsidy grant income. - The additional funding received in-year from the DWP reflects the burden on the Council of administering various new processes for the DWP, such as benefits regulations changes, fraud arrangements and administering discretionary housing payments. This funding was not anticipated at original estimate budget stage and the budget will be updated at Revised Estimate stage to reflect this income. <p>Policy and Finance Committee</p> <p>Storm Eva Section 31 Grant (-£30,786) - This is funding received from DCLG in support of our Council Tax and Business Rates support following the floods. The government paid us a grant at the end of 2017/18 which was equivalent to the monies due to all precepting bodies – rather than just our share. We are awaiting confirmation on how this will be rectified.</p>
Other Grants Reimbursements and Contributions Income	-40,290	<p>Part of this variance relates to the sponsorship income and the RVBC financial contribution for the food festival, for which there is currently no budget (-£12,700). This income will be reflected in the revised estimate.</p> <p>There is also -£25,411 of this variance in respect of grant for Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018. This additional income will be reflected at revised estimate time.</p> <p>There has also been further income under Planning and Development Committee in respect of a prosecution for breach of an enforcement notice and the court ordered repayment of all legal fees, both internal and external, by the defendant to the council (-£6,081).</p>

Description	Amount £	Variance Reasons
<p>Customer and Clients Receipts Income</p>	<p>-16,563</p>	<p>The larger variances here are in relation to Policy and Finance Committee services, Community Services Committee services and Planning and Development Committee services</p> <p>Policy and Finance Committee</p> <p>Land Charges (£15,514): Lower than anticipated level of income from Land Charge Search Fees – and compared to past years. This is due to a lower number of requests being received to date. We will continue to closely monitor the fee income and the numbers of searches being requested. Further review work on the reasons for the fall in search requests/income is to be carried out by the legal section.</p> <p>Community Services Committee</p> <p>Refuse Collection and Trade Waste (-£56,120): Once again there continues to be a high level of income from trade waste (-£49,433), of which -£12,100 relates to the new charge for waste transfer notes to trade customers which was introduced April 2018 (no associated budget).</p> <p>The income here relates to invoices that have been raised for the full year. There will inevitably be some cancellations to contracts as the year progresses, with consequential credit notes reducing the level of income currently shown – however it is not anticipated that there would be substantial numbers of these.</p> <p>There is also a sizeable amount of income from the sale of bins to householders (-£17,432). This will be offset against any other costs associated with these, and other replacement bins and the balance will be added to or taken from the earmarked reserve to fund future replacement bins.</p> <p>Income levels with regard to the sale of waste paper and card continue to under-perform (£14,495). No income was received from the sale of paper in April due to falling market prices. Minimal income was received May (-£356), June 2018 (-£690) and July (-£334) No income received for August. Income of -£892 is to be received for September but the invoice was not raised until 11 October and is therefore not included as income here.</p> <p>Car Parking (-£7,425): There has been a high level of income from car parking charges, notably at Edisford. It is assumed that this is due to the good weather experienced over summer.</p> <p>Sale of Vehicles (-£11,150): Income totalling -£11,150 has been received from the sale of old vehicles and plant following replacement through the capital programme. This will be transferred to the capital earmarked reserve at the end of the financial year to fund future year's capital programmes.</p> <p>Ribblesdale Pool (£39,914): Income across most areas of the pool is down against the budget. A limited amount of this is seen as being due to the 'This Girl Can' project, for which grant funding was received. The largest proportion relates to swimming lessons (£25,809), some of this relates to late billing of schools, but the vast majority is due to the take up of swimming lessons not being at full capacity.</p>

Description	Amount £	Variance Reasons
		<p>Planning and Development Committee</p> <p>Planning Fees (£18,162): Planning fee income is currently showing as lower than the budget. The budget is split evenly across the year for planning income and reflects the inability to forecast exactly when planning income will be received. It is too early in the year to forecast what the likely outturn for the year on planning fees will be.</p>
<p>Oncosts and Recharges Income</p>	<p>-11,599</p>	<p>This largely relates to the Grounds Maintenance service, the Vehicle Workshop and the Works Administration service.</p> <p>The Vehicle Workshop and the Works Administration services are showing an over recovery, the works administration service being largely due to the increased level of time spent on the capital programme and the comparatively low levels of sickness (an element being allowed for in the budget).</p> <p>The Grounds Maintenance Service oncost recovery is conversely down, due to staff vacancies in 2 posts. This has also resulted in a lower charge to the Ribble Valley Parks cost centre (referred to above under Premises Related Expenditure)</p>

5 CONCLUSION

- 5.1 There is an overall net overspend variance to the end of September 2018 of £41,131. The overall variances at a subjective level that are over £10,000 at the end of September have been analysed in more detail.
- 5.2 We continue to receive high levels of income from Trade Waste. However, the level of income being received from the sale of paper under our refuse collection service is very concerning. We will continue to keep this under review.
- 5.3 We have also seen a fall in income from Property Searches and Planning Fees. These income streams are difficult to predict when income will be received in year, and how much. Budgets levels have been set based on past experience and largely profiled to be received evenly across the year. These variances may correct themselves by the end of the financial year, but we will continue to monitor these income levels closely. Income levels at the pool are also of concern, notably in respect of swimming lessons. General admission fees are also down.
- 5.4 We will keep the disputed nPower invoice in respect of backdated electricity charges for the Council Offices under review, and continue to oppose the full level of charges that they are looking to pass on to the council.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF68-18/LO/AC
8 November 2018

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2018/19	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
Variances of more than £10,000 have been highlighted and examined in the body of the report						
EXPENDITURE						
Employee Related Expenditure	Direct Employee Expenses	6,416,140	3,148,582	3,183,124	34,542	1.10%
	Indirect Employee Expenses	172,800	113,344	99,140	-14,204	-12.53%
Employee Related Expenditure	Subtotal	6,588,940	3,261,926	3,282,264	20,338	0.62%
Premises Related Expenditure	Appor. of Opertnl Bldg Expense	148,470	-26	43	69	-263.46%
	Business Rates	256,680	211,223	212,514	1,291	0.61%
	Cleaning & Domestic Supplies	185,450	39,148	42,870	3,722	9.51%
	Energy Costs	155,470	66,208	111,217	45,009	67.98%
	Fixtures & Fittings	4,940	4,760	4,842	82	1.72%
	Grounds Maintenance Costs	439,300	236,201	206,438	-29,763	-12.60%
	Premises Insurance	35,710	35,364	33,062	-2,302	-6.51%
	Rates	2,220	1,594	1,665	71	4.42%
	Rents	52,930	16,336	17,866	1,530	9.37%
	Repairs & Maintenance	257,010	168,818	178,501	9,683	5.74%
	Water Services	92,040	64,471	66,871	2,400	3.72%
Premises Related Expenditure	Subtotal	1,630,220	844,097	875,886	31,789	3.77%
Transport Related Expenditure	Car Allowances & Trav Expenses	50,330	24,830	24,761	-69	-0.28%
	Contract Hire & Oper Leases	190,960	141,864	141,451	-413	-0.29%
	Direct Transport Costs	533,810	275,058	291,031	15,973	5.81%
	Public Transport	3,050	1,390	982	-408	-29.35%
	Transport Insurances	42,990	37,654	43,096	5,442	14.45%
	Transport Recharges	785,780	900	30	-870	-96.67%
Transport Related Expenditure	Subtotal	1,606,920	481,696	501,351	19,655	4.08%
Supplies and Services	Clothes, Uniform & Laundry	21,150	10,186	9,741	-445	-4.37%
	Communications & Computing	396,910	278,170	307,034	28,864	10.38%
	Debt Management Expenses	42,870	0	0	0	#DIV/0
	Equipment, Furniture & Materls	307,770	179,207	181,343	2,136	1.19%
	Expenses	259,890	137,223	131,407	-5,816	-4.24%
	Grants & Subscriptions	64,970	35,110	30,274	-4,836	-13.77%
	Miscellaneous Expenses	146,580	64,406	56,420	-7,986	-12.40%

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2018/19	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
	Printing, Stationery, Exps	83,880	41,443	39,303	-2,140	-5.16%
	Services	325,580	103,797	97,768	-6,029	-5.81%
Supplies and Services	Subtotal	1,649,600	849,542	853,288	3,746	0.44%
Third Party Payments	Government Departments	3,100	-198	0	198	-100.00%
	Other Local Authorities	238,120	46,046	45,418	-628	-1.36%
	Private Contractors	132,820	71,923	68,333	-3,590	-4.99%
Third Party Payments	Subtotal	374,040	117,771	113,751	-4,020	-3.41%
Transfer Payments	Benefit Payments	6,333,910	3,501,748	3,559,476	57,728	1.65%
	Grant Payments	263,740	168,039	163,982	-4,057	-2.41%
Transfer Payments	Subtotal	6,597,650	3,669,787	3,723,458	53,671	1.46%
Support Services	Central Departmental Support	3,916,220	114	0	-114	-100.00%
	Departmental Support	1,953,950	0	0	0	#DIV/0
	Other Recharges	328,900	0	0	0	#DIV/0
Support Services	Subtotal	6,199,070	114	0	-114	-100.00%
Depreciation and Impairment	Depreciation	892,620	0	0	0	#DIV/0
Depreciation and Impairment	Subtotal	892,620	0	0	0	#DIV/0
TOTAL Expenditure		25,539,060	9,224,933	9,349,999	125,066	1.36%
INCOME						
Government Grants	Government Grants	-6,636,120	-3,309,816	-3,325,317	-15,501	0.47%
Government Grants	Subtotal	-6,636,120	-3,309,816	-3,325,317	-15,501	0.47%
Other Grants, Reimbsmts, Conts	Other Grants, Reimbsmts, Conts	-191,940	-37,095	-77,385	-40,290	108.61%
Other Grants, Reimbsmts, Conts	Subtotal	-191,940	-37,095	-77,385	-40,290	108.61%
Customer & Client Receipts	Customer & Client Receipts	-3,134,240	-1,755,395	-1,771,958	-16,563	0.94%
Customer & Client Receipts	Subtotal	-3,134,240	-1,755,395	-1,771,958	-16,563	0.94%
Oncosts and Recharges	Oncosts and Recharges	-8,158,160	-426,477	-438,076	-11,599	2.72%
Oncosts and Recharges	Subtotal	-8,158,160	-426,477	-438,076	-11,599	2.72%
Interest	Interest	-180	-18	0	18	-100.00%
Interest	Subtotal	-180	-18	0	18	-100.00%
TOTAL Income		-18,120,640	-5,528,801	-5,612,736	-83,935	1.52%
NET EXPENDITURE		7,418,420	3,696,132	3,737,263	41,131	1.11%

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20

meeting date: 20 NOVEMBER 2018
 title: CAPITAL MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report progress on the approved 2018/19 capital programme for this Committee for the period to the end of September 2018.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Three schemes, totalling £156,420, were approved as this Committee's original estimate capital programme by the Policy and Finance Committee and Full Council at their respective meetings in February 2018 and March 2018.

2.2 Three schemes in the 2017/18 capital programme were not completed by 31 March 2018 and had unspent budget available at that date. The total unspent budget on these schemes, totalling £86,140 and known as slippage, was transferred into the 2018/19 capital programme budget.

2.3 An additional budget of £10,500 was approved by this Committee in September 2018 for the additional estimated costs of the Replacement server for Revenues and Benefits scheme. This is known as an additional approval.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of six schemes is £253,060. This is shown at Annex 1.

3 CAPITAL MONITORING 2018/19

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance as at the end of September 2018. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2018/19 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
156,420	86,140	10,500	253,060	101,049	-152,011

3.2 At the end of September 2018 £101,049 had been spent or committed. This is 39.9% of the annual capital programme budget for this Committee.

3.3 The Civic suite upgrade scheme has been completed.

- 3.4 The Queensway Garages, Financial system upgrade and Replacement server for Revenues and Benefits schemes are currently on-track to be completed in-year.
- 3.5 The New Council telephone system scheme may not be completed in-year and the Lift replacement at Council Offices scheme will not be completed in-year.
- 3.6 The main reasons for the underspend on the full year budget to date are:
- **Queensway Garages – replace roof covering and repairs (-£7,460):** The scheme is still close to completion but officers are still awaiting agreement from some residents on gaining access to the rear of their garages to complete the final part of the work. It is expected that the scheme will be completed in-year, subject to gaining the access required.
 - **Lift replacement at Council Offices (-£87,000):** The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.
 - **Replacement server for Revenues and Benefits (-£11,458):** The server was on order at the end of September 2018. It has now been built and delivered to site. Consultant input has been planned in to complete the migration of the Revenues and Benefits system on to the new server by the end of January 2019.
 - **New Council telephone system (-£45,000):** Following input from CMT, further work is on-going with regard to the options being considered for a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting before quotes are requested from suppliers. At this stage, there is no guarantee that the scheme will be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

4 CONCLUSION

- 4.1 At the end of September 2018 £101,049 had been spent or committed. This is 39.9% of the annual capital programme budget for this Committee.
- 4.2 Out of the six capital schemes for this Committee, one has been completed and at this stage three are on-track to be completed in-year. The New Council telephone system scheme may not be completed in-year and the Lift replacement at Council Offices scheme will not be completed in-year.

SENIOR ACCOUNTANT
PF73-18/AC/AC
12 November 2018

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Policy and Finance Committee – Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
QGARR	Queensway Garages – replace roof covering and repairs	23,000	0	0	23,000	15,540	-7,460
COLFT	Lift replacement at Council Offices	87,000	0	0	87,000	0	-87,000
CFUPG	Financial system upgrade	46,420	0	0	46,420	46,433	13
RBSVR	Replacement server for Revenues and Benefits	0	13,500	10,500	24,000	12,542	-11,458
PHONE	New Council telephone system	0	45,000	0	45,000	0	-45,000
CSUPG	Civic suite upgrade	0	27,640	0	27,640	26,534	-1,106
Total Policy and Finance Committee		156,420	86,140	10,500	253,060	101,049	-152,011

Policy and Finance Committee Individual Scheme Details

Queensway Garages – replace roof covering and repairs

Service Area: Estates
Head of Service: Adrian Harper

Brief Description of the Scheme:

The Garage site comprising 23 garages is now managed again by the Council.

The Garages are in a poor condition and are in need of repairs. The roof covering has reached the end of its economic life. An estimate for works including the removal and disposal of the existing asbestos cement roofs, replacing with steel roofing sheets and some maintenance work to the metal up and over doors would come to a cost of £23,000.

It should be noted that the Council previously generated an income of approximately £3,600 per year when Ribble Valley Homes managed the garage site. Now the Council have taken back management of the garage site, it is estimated further income of £3,600 per year will be accrued, resulting in estimated income of £7,200 per annum.

Revenue Implications:

-£3,600 Fees and charges income per annum – garage rents additional income now the Council manage the garages.

£500 Premises related costs per annum – yearly maintenance costs now the Council manage the garages.

Timescale for Completion:

Spring 2018: Specify and Tender.

Summer 2018: Commencement of works and completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Total Approved Budget 2018/19	23,000	15,540	-7,460
ANTICIPATED TOTAL SCHEME COST	23,000		

Progress - Budget Holder Comments

September/October 2018: The scheme is still close to completion but officers are still awaiting agreement from some residents on gaining access to the rear of their garages to complete the final part of the work. It is expected that the scheme will be completed in-year, subject to gaining the access required.

August 2018: The majority of the work on the scheme is complete and officers are awaiting agreement with residents on gaining access to the rear of some of the garages to complete the final part of the work. At this stage, it is expected that the scheme will be completed in-year.

Policy and Finance Committee Individual Scheme Details

Lift replacement at Council Offices

Service Area: Council Offices
Head of Service: Adrian Harper

Brief Description of the Scheme:

The council offices lift is the only accessible entrance to the council offices. The exact age of the lift itself is unidentified. The gear box that controls the lift is 38 years old so it can be assumed that the lift has been in situ since 1979. The lift is coming to the end of its economic life. In 2013 essential repair works to the lift were undertaken to keep the lift in operation; the total cost of this was £5,170. These works entailed replacement of the lift ropes and repairs to the drive sheave. It is generally thought that a reasonable operating life cycle for a lift would be 20-25 years although this expectation is dependent on usage and the environment in which the lift has been installed. The design life of a lift can and has been extended with routine servicing and by using replacement parts of the correct compatibility. The older a lift becomes sourcing original parts becomes increasingly difficult as they are no longer manufactured. As the legislation changes modifications are required to improve/meet compliance. The current standards in force for new lift installations are the BS EN81 series. To ensure the increased safety of existing lifts BS EN81-80 contains the rules for improvement of existing lift installations. Any existing lift installation should be assessed to this standard to ensure it meets the highest level of safety. The lift at the council offices does not comply with BS EN81-80. However, currently there is no legal obligation to comply.

The lift requires replacement because it is coming to the end of its economic life, does not comply with the latest BS standards and is currently unreliable.

Revenue Implications:

None.

Timescale for Completion:

Spring 2018: Out to tender. Summer 2018: Install new lift.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Total Approved Budget 2018/19	87,000	0	-87,000
ANTICIPATED TOTAL SCHEME COST	87,000		

Progress - Budget Holder Comments

September/October 2018: No change to August 2018 comments.

August 2018: The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

Policy and Finance Committee Individual Scheme Details

Financial system upgrade

Service Area: Financial Services
Head of Service: Lawson Oddie

Brief Description of the Scheme:

We were made aware towards the end of 2017 by the software supplier of our financial systems that the rich client version that we currently use is to be withdrawn from mid-2018 and that we will be forced to move to the web-based version.

As a result, a financial system upgrade capital scheme is required for the 2018/19 financial year.

Revenue Implications:

There will be an increase to our annual maintenance and support charge of £2,800. The current annual charge is £18,679.

Timescale for Completion:

We have been told that the very latest date that could be permitted for a move to the web-version of the software in 'live' would be December 2018. We will look to undertake the implementation after the audit of the Statement of Accounts for 2017/18 - therefore between August and December 2018. Any interim work that could be undertaken without impacting on the closedown process and audit will be undertaken earlier where possible.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Total Approved Budget 2018/19	46,420	46,433	13
ANTICIPATED TOTAL SCHEME COST	46,433		

Progress - Budget Holder Comments

September/October 2018: The initial upgrade and migration work has been completed in the test environment. Testing is almost complete on the Rich Client version. Once this has been tested and rolled out to users, work will be finalised on moving over to the latest web version of the system, with further consultancy from the software company and testing before go-live. There have been some delays on testing which is likely to push completion to January/February 2019.

August 2018: The upgrade software has been paid for. The IT consultancy input for the web upgrade and conversion part of the scheme, which is required to complete the scheme, will be scheduled in within this financial year.

Policy and Finance Committee Individual Scheme Details

Replacement server for Revenues and Benefits

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

This scheme allows for the future replacement of the current SUN M3000 server which hosts the Council's Revenues and Benefits system. In 2017, the current server would be over 5 years old.

Revenue Implications:

Reduced yearly support and maintenance costs of approximately £1,000 per annum.

Timescale for Completion:

During 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	13,500		
Additional Approval 2018/19	10,500		
Total Approved Budget 2018/19	24,000	12,542	-11,458
Actual Expenditure 2017/18	0		
ANTICIPATED TOTAL SCHEME COST	24,000		

Progress – Budget Holder Comments:

September/October 2018: The server was on order at the end of September 2018. It has now been built and delivered to site. Consultant input has been planned in to complete the migration of the Revenues and Benefits system on to the new server by the end of January 2019.

August 2018: The pre-installation technical architecture review has been completed, the preferred server has been selected and IT consultant installation input has been confirmed, so the new server will be installed by December 2018. The best quote received for the server and the need for IT consultant input on the scheme means that the estimated scheme cost is £24,000, which is £10,500 more than the current scheme budget of £13,500. The replacement server is required because the current server's

**Policy and Finance Committee
Individual Scheme Details**

operating system is not supported on the latest release of the Northgate Revenues & Benefits software and the additional budget requirement can be funded from the Housing Benefits and Local Council Tax Support New Burdens Equipment Reserve.

March 2018: The ICT section were awaiting technical and initial quote feedback from the main revenues system suppliers at year-end, before planning further quotes and the implementation approach for the server. Slippage of £13,500 into the 2018/19 financial year is required to purchase the replacement server.

December 2017: 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.

September 2017: The scheme implementation and procurement plan will be worked up between Revenues section and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.

July 2017: The scheme implementation and procurement plan has not started yet. It will be worked up between Revenues section and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.

Policy and Finance Committee Individual Scheme Details

New Council telephone system

Service Area: Organisation and Member Development

Submitted by: Michelle Smith

Brief Description of the Scheme:

A new telephone system is required for the Council, as follows:

- The current Phillips system is now 10 years old and the manufacturers have indicated that it will be unsupported from 2016 onwards, which will create issues in respect of ongoing repair and maintenance.
- There have been several system failures recently. In addition, it has been difficult to get repairs done promptly and adequately when these failures have occurred. This has had a negative impact on the smooth running of Council departments.

The capital scheme may involve:

- A new system (including main switchboard).
- Servers and updated handsets hardware to run the system on.
- Technical/consultant input to help spec the detail of the system and assist with the procurement process.

Revenue Implications:

To be confirmed.

Timescale for Completion:

Start technical assessment and procurement with aim of implementing the new system as soon as possible in 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	45,000		
Total Approved Budget 2018/19	45,000	0	-45,000
Actual Expenditure 2017/18	0		
ANTICIPATED TOTAL SCHEME COST	45,000		

**Policy and Finance Committee
Individual Scheme Details****Progress – Budget Holder Comments:**

September/October 2018: Following input from CMT, further work is on-going with regard to the options being considered for a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting before quotes are requested from suppliers. At this stage, there is no guarantee that the scheme will be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

August 2018: Following supplier input on the type of replacement system or system upgrade available to provide telephony resilience for future years, lead officers and CMT discussed the initial options considered and agreed the next steps for the scheme. Lead officers will now gather more information on technical specifications, costings and timescales and suggest a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting. At this stage, officers are aiming to complete the scheme in 2018/19, but this is dependent on the timescale for the preferred solution.

March 2018: The scheme is still in development stage, having sought supplier input over a period of time on the most appropriate telephone system solution. This is an iterative process. Following supplier input, officers will now develop the system requirements, a detailed specification will be confirmed and quotes will be obtained. Slippage of £45,000 into the 2018/19 financial year is required to complete the delivery of the new system.

December 2017: 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.

September 2017: Officers met with a potential supplier in September and are currently awaiting technical feedback on the system requirements. Following this, a detailed specification will be produced and quotes obtained. The implementation timescale will be clearer at detailed specification stage. Given this, completion within the current financial year cannot be estimated with any certainty at this stage.

July/August 2017: Officers are meeting with a potential supplier in September to discuss the options available for a new telephone system. It is hoped that this will provide the information to work up the detailed specification for the scheme. The detailed specification will provide the basis for what we will ask suppliers to quote for and may possibly also lead to some new ways of working. Given this, completion within the current financial year cannot be estimated with any certainty at this stage. The implementation timescale will be clearer at detailed specification stage.

Policy and Finance Committee Individual Scheme Details

Civic suite upgrade

Service Area: Civic Suite

Submitted by: Adrian Harper

Brief Description of the Scheme:

1. Audio, lighting and CCTV:

The audio system is dated and ineffective for members not sat at the top table or for those in the public gallery. The lighting is original and ineffective. The proposal is to install a wireless delegate PA system. This to include individual wireless microphones for all members. The proposal for the lighting is to replace all lighting within the suite, the meeting rooms and the gallery with LED units and upgrade the existing CCTV system for the public gallery.

2. Projector and screen:

The projector is only approximately 7 years old but is outdated and there have been issues recently with reliability and quality. The proposal is to replace the projector with a HD projector together with a new wider 16:10 wall screen.

Revenue Implications:

None – existing service continues.

Timescale for Completion:

May 2017: Contact potential suppliers and request samples and specifications.

July 2017: Consultation with CMT regarding options.

September 2017: Obtain firm quotations and place orders.

November 2017: Commence upgrading works.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2018 £	Variance as at end of September 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	27,640		
Total Approved Budget 2018/19	27,640	26,534	-1,106
Actual Expenditure 2017/18	13,510		
ANTICIPATED TOTAL SCHEME COST	40,044		

**Policy and Finance Committee
Individual Scheme Details****Progress – Budget Holder Comments:**

August 2018: SCHEME COMPLETE – Spend has been on the areas that slippage was approved for, namely the audio conferencing system, motorised and other curtains and final electrical work.

March 2018: The work was all planned and ordered in 2017/18, but the following work still required completing at year-end: audio conferencing system installation, motorised curtains, other curtains and a small amount of electrical work. Slippage of £27,640 into the 2018/19 financial year is needed to fund this work.

December 2017: 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.

September 2017: Following discussion with potential suppliers the civic suite upgrade scheme and tables and seating renewal scheme are now being procured separately. A preferred supplier will be selected for the Civic Suite upgrade scheme following receipt of quotes, with the aim of completing the scheme within the financial year.

July 2017: The Civic suite upgrade scheme (which relates to audio, lighting, CCTV, projector and screen equipment) and the Council chamber seating renewal scheme (which relates to new seating and tables) are being implemented in tandem, as the technology elements of the upgrade scheme do have an impact on the type and layout of tables and seating in the Council chamber. Different layouts for the seating and tables have been considered and a preferred layout has been confirmed. Officers are meeting with a potential supplier of audio equipment in September. Following this, the detailed procurement can begin for both schemes. At this stage, the aim is to complete both schemes by the end of the financial year.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 21

meeting date: 20 NOVEMBER 2018
title: OVERALL CAPITAL MONITORING 2018/19
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with information relating to the progress of the Council's approved capital programme for the period to the end of September 2018.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Nineteen schemes, totalling £1,215,620, were approved for inclusion in the overall capital programme original estimate budget by the Policy and Finance Committee and Full Council at their respective meetings in February 2018 and March 2018.

2.2 In addition, the following amendments have been made to the capital programme in-year so far:

- The 2017/18 capital programme budgets for two schemes, totalling £275,000, were moved from 2017/18 to the 2018/19 capital programme, following assessment of the progress on those schemes when the 2017/18 revised capital programme budget was set in January 2018.
- There were twelve 2017/18 capital schemes that were not completed by 31 March 2018 and had unspent budget available at that date. The total unspent budget on these schemes was £551,090 and this is known as slippage. This slippage has been transferred into the 2018/19 capital programme budget.
- Additional budgets have been approved on three capital schemes so far in 2018/19. One was an additional funding allocation of £23,990 from Central Government for Disabled Facilities Grants. Policy and Finance Committee have approved two additional budgets in-year, those being £50,000 for the Replacement Hook Lift vehicle scheme and £10,500 for additional estimated costs on the Replacement server for Revenues and Benefits scheme.

2.3 Consequently, the total approved budget for the 2018/19 overall capital programme of thirty two schemes is £2,126,200.

3 CAPITAL MONITORING 2018/19

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and variances to the end of September 2018. Annex 1 shows the overall capital programme by scheme, including budget, expenditure and variances to the end of September 2018.

Committee	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
Community Services	712,200	0	93,320	50,000	855,520	613,931	-241,589
Planning and Development	0	0	30,200	0	30,200	0	-30,200
Policy and Finance	156,420	0	86,140	10,500	253,060	101,049	-152,011
Health and Housing	347,000	175,000	341,430	23,990	887,420	359,658	-527,762
Economic Development	0	100,000	0	0	100,000	0	-100,000
OVERALL TOTAL	1,215,620	275,000	551,090	84,490	2,126,200	1,074,638	-1,051,562

3.2 At the end of September 2018 £1,074,638 had been spent or committed. This is 50.5% of the overall capital programme budget for 2018/19.

3.3 Six schemes have been completed already. Based on review of progress on each of the remaining twenty six schemes, at this stage:

- fourteen schemes are currently on-track to be completed in-year
- six schemes are in progress but may not be fully completed in-year
- one scheme will not be completed in-year
- two schemes are on hold, awaiting developments in other areas before any progress can be made; and
- three schemes are on-going Housing grants schemes.

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

- **Play Area Improvements 2018/19 (-£34,269):** Main improvement works are being planned from October 2018 onwards. This will include refurbishment work, based on playground assessments after the school summer holidays, and larger schemes for multi-play equipment at Highfield Road and wetpour refurbishment work at Barrow play area. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2019 to ensure any work which may occur as a result of vandalism can be funded.
- **Renewal of Sections of Floor to Residual Waste Transfer Station, Phase 2 (-£23,500):** No spend to date. The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible whilst the work is undertaken.

- **Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL (-£10,724):** The Garwood refuse collection vehicle was delivered and paid for in July 2018, at a cost of £109,276. The scheme budget was £120,000.
- **Replacement Mower (Haytor) - PN07 MVG (-£41,000):** Following receipt of some initial quotes, officers are currently evaluating all machine options currently available to see which will best satisfy the workload requirements before progressing any further with this purchase. At this stage it is expected that the new mower will be purchased before the financial year-end.
- **Replacement Mini Tractor and Trailer (John Deere) – PN06 TSZ (-£12,000):** Initial assessment of replacement costs and needs means that the tractor and trailer will be replaced by a tractor unit only. Procurement now in progress.
- **Replacement Truck (Ford) c/w tail lift PE60 KJJ (-£37,500):** Quotes have been obtained and the preferred supplier will be confirmed in the near future. This is a specialist vehicle, built to a bespoke specification, so the build and delivery time for this vehicle will be several months longer than for the purchase of a standard specification vehicle.
- **All Weather Pitch Lighting (-£31,000):** This scheme remains on hold, awaiting the Council's decision on the Roefield Artificial Grass Pitch Proposal scheme.
- **Castle Museum - Refurbishment of Windows (-£17,778):** The works administration team are continuing with their window refurbishment work and there are some elements of external contractor work to be completed. The scheme should be completed within the financial year and within budget, subject to any further additional works being identified.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£30,200):** The Director of Economic Development and Planning, Head of Planning Services and ICT Manager are to meet with the software supplier on 1 November to investigate the functionality that the M3 / Assure system will provide going forward. Based on the outcome of that meeting a decision will be made on how this scheme will be progressed.
- **Lift replacement at Council Offices (-£87,000):** The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.
- **Replacement server for Revenues and Benefits (-£11,458):** The server was on order at the end of September 2018. It has now been built and delivered to site. Consultant input has been planned in to complete the migration of the Revenues and Benefits system on to the new server by the end of January 2019.
- **New Council telephone system (-£45,000):** Following input from CMT, further work is on-going with regard to the options being considered for a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting before quotes are requested from suppliers. At this stage, there is no guarantee that the scheme will be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

- **Disabled Facilities Grants (-£260,399):** Committed expenditure at the end of September 2018 was based on twenty schemes approved prior to this financial year and forty nine schemes approved so far in 2018/19. There were a further fourteen applications working towards approval. There is a higher level of referrals and grants approved so far in 2018/19 than in previous years. Further referrals and applications are expected in-year and there are some currently approved schemes that will require additional approvals also.
- **Landlord/Tenant Grants (-£85,092):** One scheme has been approved so far and works are estimated to be completed in Autumn 2018. The planning permission decision is still awaited on the one potential scheme that is currently being considered by the Housing team, involving grants for six individual flats. If approved, this scheme would use up a significant amount of the remaining 2018/19 budget.
- **Clitheroe Market Improvements (-£175,000):** The scheme remains on hold, awaiting the final plans for the Clitheroe Market Development scheme.
- **Economic Development Initiatives (-£100,000):** A number of site opportunities are under preliminary investigation and will be reported to Economic Development Committee in due course. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

4 CONCLUSION

- 4.1 At the end of September 2018 £1,074,638 had been spent or committed. This is 50.5% of the overall capital programme budget for 2018/19.
- 4.2 Six schemes have been completed already. Based on review of progress on each of the remaining twenty six schemes, at this stage:
- fourteen schemes are currently on-track to be completed in-year
 - six schemes are in progress but may not be fully completed in-year
 - one scheme will not be completed in-year
 - two schemes are on hold, awaiting developments in other areas before any progress can be made; and
 - three schemes are on-going Housing grants schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF72-18/AC/AC
12 November 2018

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
Community Services Committee								
PLAYS	Play Area Improvements 2018/19	40,000	0	0	0	40,000	5,731	-34,269
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	0	10,000	10,006	6
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station (Phase 2)	23,500	0	0	0	23,500	0	-23,500
RVKXD	Replacement of Paper Collection Vehicle - VX55 KXD	49,000	0	0	0	49,000	42,247	-6,753
RVYEK	Replacement of Refuse Collection Vehicle - PO60 YEK	222,500	0	0	0	222,500	219,689	-2,811
VERTI	Purchase of Verti Drain Equipment	46,000	0	0	0	46,000	43,944	-2,056
CPMHY	Replacement of Car Parking Van – Fiat Doblo PN09 MHY with an equivalent spec	13,000	0	0	0	13,000	9,740	-3,260
RVPWL	Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL	120,000	0	0	0	120,000	109,276	-10,724
GVMVG	Replacement Mower (Haytor) - PN07 MVG	41,000	0	0	0	41,000	0	-41,000
GVKXP	Replacement Mower (Kubota) - PN09 KXP	18,500	0	0	0	18,500	17,334	-1,166
GVT SZ	Replacement Mini Tractor and Trailer (John Deere) - PN06 TSZ	12,000	0	0	0	12,000	0	-12,000
GVKJJ	Replacement Truck (Ford) c/w Tail Lift - PE60 KJJ	37,500	0	0	0	37,500	0	-37,500
EAWPL	All Weather Pitch Lighting	31,000	0	0	0	31,000	0	-31,000

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
WVAZL	Replacement of IVECO Daily Crew Cab - PO60 AZL	48,200	0	0	0	48,200	44,500	-3,700
PLAYR	Play Area Improvements 2017/18	0	0	12,940	0	12,940	12,298	-642
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	16,340	0	16,340	16,205	-135
CMWIN	Castle Museum – Refurbishment of Windows	0	0	36,000	0	36,000	18,222	-17,778
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	0	0	21,590	0	21,590	21,429	-161
RPIMP	Ribblesdale Pool Improvement Work	0	0	6,450	0	6,450	0	-6,450
GVVWG	Replacement of Hook Lift vehicle – PN07 VWG	0	0	0	50,000	50,000	43,310	-6,690
	Total Community Services Committee	712,200	0	93,320	50,000	855,520	613,931	-241,589
Planning and Development Committee								
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	30,200	0	30,200	0	-30,200
	Total Planning and Development Committee	0	0	30,200	0	30,200	0	-30,200
Policy and Finance Committee								
QGARR	Queensway Garages – replace roof covering and repairs	23,000	0	0	0	23,000	15,540	-7,460
COLFT	Lift replacement at Council Offices	87,000	0	0	0	87,000	0	-87,000
CFUPG	Financial system upgrade	46,420	0	0	0	46,420	46,433	13

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of September 2018 £	Variance as at end of September 2018 £
RBSVR	Replacement server for Revenues and Benefits	0	0	13,500	10,500	24,000	12,542	-11,458
PHONE	New Council telephone system	0	0	45,000	0	45,000	0	-45,000
CSUPG	Civic suite upgrade	0	0	27,640	0	27,640	26,534	-1,106
	Total Policy and Finance Committee	156,420	0	86,140	10,500	253,060	101,049	-152,011
Health and Housing Committee								
DISCP	Disabled Facilities Grants	297,000	0	271,530	23,990	592,520	332,121	-260,399
LANGR	Landlord/Tenant Grants	50,000	0	49,020	0	99,020	13,928	-85,092
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	-175,000
CWARM	Affordable Warmth – Capital Grants	0	0	20,880	0	20,880	13,609	-7,271
	Total Health and Housing Committee	347,000	175,000	341,430	23,990	887,420	359,658	-527,762
Economic Development Committee								
ECDVI	Economic Development Initiatives	0	100,000	0	0	100,000	0	-100,000
	Total Economic Development Committee	0	100,000	0	0	100,000	0	-100,000
OVERALL CAPITAL PROGRAMME 2018/19 TOTAL		1,215,620	275,000	551,090	84,490	2,126,200	1,074,638	-1,051,562

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 20 SEPTEMBER 2018

Present: Cllrs: K Hind (Chair), S Atkinson, A Brown, S Hirst, A Knox, Chief Executive, Director of Community Services, Director of Resources, Director of Economic Development and Planning, Head of Financial Services.

1 **Apologies**

Cllrs: J Rogerson, R Swarbrick

2 **Minutes of meeting held on 5 September 2018**

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

3 **Business Rate 75% Pool Pilot – to consider whether to join the Lancashire application**

3.1 The Director of Resources took members through a report that had been prepared for the Lancashire Leaders and Chief Executives regarding the proposed Lancashire Pilot Pool Bid for 2019/20.

3.2 The report detailed the very tight timetable that was being worked to, with all 16 Lancashire authorities including Fire and Rescue having been asked to confirm:

- Existing Lancashire Pool members accept the risk to the current pool by submitting a pool pilot bid
- Pool pilot members understand the risks set out for the pool and for their own councils
- Pool pilot members are in support of the 3 stage approach to allocate the extra growth as set out within the report.

3.3 The report was very detailed with potential financial impacts given for all councils across Lancashire and the risks that each may face.

3.4 There were a number of questions from members on the operation of the pool and the approval process and a general discussion took place with regard to the pooling pilot and the mechanics of coordinating matters with the other Lancashire authorities.

3.5 It was agreed that the Director of Resources should confirm to the other Lancashire authorities that the council accepts the above three bullet points at 3.2. It was also proposed that in light of the tight deadline there be a meeting of the Emergency Committee on Tuesday 25 September to consider the proposal for the council to be a member of the Lancashire Pilot Pool bid for 2019/20.

4 **Any Other Business**

4.1 There were no other items of business.

5 **Date and Time of Next Meeting**

4pm Wednesday 7 November 2018 in Committee Room 1

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 5 SEPTEMBER 2018

Present: Cllrs: K Hind (Chair), S Atkinson, A Brown, S Hirst, A Knox, J Rogerson, R Swarbrick, Chief Executive, Director of Community Services, Director of Resources, Director of Economic Development and Planning.

1 **Apologies**

Head of Financial Services

2 **Minutes of meeting held on 8 August 2018**

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

3 **Response to Local Government Finance Settlement 2019/20: Technical Consultation**

3.1 The Director of Resources took members through a draft response to the technical consultation regarding the Local Government Finance Settlement 2019/20.

3.2 The consultation covered a number of areas including:

- Multi-Year Settlement Offer
- New Homes Bonus
- Council Tax Referendum Principles
- Negative Revenue Support Grant

3.3 The BWG agreed a draft response to the consultation which would be submitted by the deadline of 18 September and reported for information to the next Policy and Finance Committee (being 25 September).

4 **Business Rates 75% Pilots Update**

4.1 Members were taken through a report on the latest position regarding the business rate 75% pilots.

4.2 The Director of Resources explained the current position regarding the potential benefits of a Lancashire pool pilot. It could be estimated that the extra growth as a result of a new pilot would be in the region of £10m assuming every local authority was a member of the new pilot and also the business rate income for 2019/20 was similar to levels predicted in 2018/19.

4.3 It was explained that this 'extra' growth was as a result of the government giving up 25% and the members of a pilot retaining 75% of the growth/loss.

4.4 The Director of Resources informed the group that a meeting of Lancashire Chief Financial Officers had been arranged for later in the current week to discuss the potential for a pilot application for Lancashire.

4.5 It was also anticipated that this would be discussed at the next Lancashire Leaders/Chief Executives meeting.

5 Budget Forecast 2019/20 to 2021/22

- 5.1 The Director of Resources presented the Council's latest budget forecast. She explained the key assumptions that had been made with regard to inflation, pay increases and interest rates. The Director also explained the uncertainties surrounding local government finance from 2020/21 onwards, particularly the outcome of the Fair Funding Review and the implementation of a 75% Business Rate Retention scheme.
- 5.2 At this stage the forecast assumed relying on the same levels of New Homes Bonus and Business Rate Growth.
- 5.3 With regard to council tax levels the forecast assumed an increase of £5 each year, however the Director of Resources stressed this was a decision ultimately for members.
- 5.4 A number of budget pressures were highlighted. These included reductions in income received from paper and card and also refuse collection vehicle maintenance costs.
- 5.5 The budget forecast predicted a shortfall of £101k in 2019/20; £225k in 2020/21 and £426k in 2021/22.
- 5.6 A discussion took place regarding advice to service committees in considering their budgets and it was suggested that, at this stage of the budget process, committees should not be asked to identify savings.

6 Any Other Business

- 6.1 There were no other items of business.

7 Date and Time of Next Meeting

Original meeting scheduled for 3 October to be rearranged due to clashes.