

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 27 JANUARY 2015** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held 28 October 2014 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Revised Capital Programme 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 6. Proposed Capital Programme 2015/18 – report of Director of Resources – copy enclosed.
- ✓ 7. Luncheon Clubs – report of Chief Executive – copy enclosed.
- ✓ 8. Openness and Accountable Local Government – report of Chief Executive – copy enclosed.

- ✓ 9. Revised Revenue Budget 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 10. Original Revenue Budget 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 11. Community Safety Partnership – Update – report of Chief Executive – copy enclosed.
- ✓ 12. Review of 2011 – 2015 Corporate Strategy – Progress Update – report of Director of Resources – copy enclosed.
- ✓ 13. Voluntary Organisations Grant Request – report of Director of Resources – copy enclosed.
- ✓ 14. Local Taxation Write-offs – report of Director of Resources – copy enclosed.
- ✓ 15. Parish Polls – report of Chief Executive – copy enclosed.
- 16. References from Committee (if any).

INFORMATION ITEMS

- ✓ 17. Update on Local Council Support and Council Tax Technical Changes – report of Director of Resources – copy enclosed.
- ✓ 18. Rural Development Programme for England (New Programme) – report of Chief Executive – copy enclosed.
- ✓ 19. Treasury Management Monitoring 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 20. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 21. Minutes of Budget Working Group held on 30 September and 15 December 2014 – copy enclosed.
- 22. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 23. Local Taxation and Benefit Write-offs – report of Director of Resources – copy enclosed.
- ✓ 24. Economic Development Working Group Minutes – 29 September and 10 November 2014 – copies enclosed.
- ✓ 25. Market Redevelopment Update – reports of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 5

meeting date: 27 JANUARY 2015
 title: REVISED CAPITAL PROGRAMME 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the revised capital programme for the current financial year for this committee.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Regular reports have been presented to this committee on progress with the capital programme.

3 ORIGINAL CAPITAL PROGRAMME 2014/15

3.1 There are two schemes in place for this committee, both of which were approved as part of the 2013/14 capital programme and have slipped into the current financial year. This resulted in a capital programme budget for 2014/15 of £116,430, as shown in Annex 1.

4 REVISING THE 2014/15 CAPITAL PROGRAMME

4.1 We have now discussed the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure.

4.2 Progress on the Public Sector Network Compliance scheme, involving network changes for Councillors' emails was recently updated to the working group. The scheme expenditure will be completed by the end of the year.

4.3 The Economic Development Initiative capital budget was set up to provide investment support for Economic Development whenever appropriate opportunities arise. No such opportunities have arisen to date in 2014/15 and it is unlikely that the budget will be called upon before year end. Consequently, the £100,000 budget will be moved into 2015/16.

4.4 Following this update, the revised estimate for 2014/15 at this stage is £16,430. Expenditure to date on these schemes is £5,420, which is 33% of the revised estimate. Annex 1 shows the full capital programme by scheme, along with the budget and expenditure to date. The summary position is shown below.

Original Estimate 2014/15 £	Slippage from 2013/14 £	Total Approved Budget 2014/15 £	Revised Estimate 2014/15 £	Budget moved to 2015/16 £	Actual Expenditure including commitments as at end of December 2014 £
0	116,430	116,430	16,430	100,000	5,420

4.5 Updated capital evaluation forms completed by the responsible officers for all the schemes were reported to committee in the previous cycle.

5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a reduction of £100,000 in the level of financing resources needed for 2014/15. These financing resources will be required for the Economic Development Initiative scheme in 2015/16.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

6.1 The revised estimate for this committee's capital programme is £16,430. This is a £100,000 reduction on the 2014/15 approved budget. This is due to there being no expenditure on the Economic Development Initiative scheme in-year. The £100,000 scheme budget will be moved into 2015/16.

6.2 The Public Sector Network Compliance scheme expenditure will be completed in 2014/15.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2014/15 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF6-15/AC/AC
15 January 2015

For further background information please ask for Andrew Cook, extension 4498.

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE – REVISED CAPITAL PROGRAMME 2014-15

Cost Centre	Schemes	Original Estimate 2014/15	Budget moved from 2013/14	Slippage from 2013/14	Additional Approvals in 2014/15	Total Approved Budget 2014/15	Revised Estimate 2014/15	Budget moved to 2015/16	Actual Expenditure including commitments (as at end of December 2014)
		£	£	£	£	£	£	£	£
ECDVI	Economic Development Initiative	0	0	100,000	0	100,000	0	100,000	0
PSNCO	Public Sector Network Compliance	0	0	16,430	0	16,430	16,430	0	5,420
Total Policy and Finance Committee		0	0	116,430	0	116,430	16,430	100,000	5,420

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 6

meeting date: 27 JANUARY 2015
 title: PROPOSED CAPITAL PROGRAMME 2015-2018
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To recommend the proposed future three-year capital programme (2015/16-2017/18) for this committee.

2 BACKGROUND

2.1 This report will review the draft programme of schemes for the next three financial years (2015/16 to 2017/18), based on the bids received from Heads of Service.

2.2 Schemes were considered at this time last year for the 2015/16 and 2016/17 financial years. No bids have previously been requested for the 2017/18 financial year.

2.3 In the same manner as previous years, all Heads of Service were asked to submit capital bids, bearing in mind the limited financial resources that are available to finance the capital programme.

3 DRAFT PROGRAMME 2015/16 TO 2017/18

3.1 The proposed schemes have been entered into the draft programme in two ways. Firstly, Heads of Service were asked to review the programme of provisionally approved schemes for 2015/16 and 2016/17 and suggest any amendments that were required to those schemes. This review identified no changes to the provisionally approved schemes for 2015/16 and 2016/17.

3.2 Secondly, Heads of Service were asked to put forward bids for the 2017/18 capital programme. Four bids totalling £285,150 have been received for 2017/18, as shown in Annex 1. Further bids for 2015/16 and 2016/17 were not expected unless there were schemes supported by new funding or new circumstances had arisen since this time last year. No new bids were received for 2015/16 and 2016/17.

3.3 Annex 2 shows the financial impact for each financial year of the provisionally approved 2015/16 and 2016/17 schemes and the new bids put forward for 2017/18. A summary is shown below.

Schemes	2015/16 £	2016/17 £	2017/18 £	TOTAL £
Previously Approved schemes brought forward	282,500	0	0	282,500
New Bids	0	0	285,150	285,150
Total of all schemes	282,500	0	285,150	567,650

- 3.4 All of the new bids received, totalling £285,150, would require funding from the Council's available capital resources. These capital resources are currently low.
- 3.5 Annex 1 shows the four new scheme bids for this committee in detail and how each particular scheme links to the Council's ambitions.
- 3.6 Committee members should therefore consider the new scheme bids, as attached, and those schemes previously approved for 2015/16 and 2016/17 and put forward any amendments to those bids that they may wish to make at this stage.
- 3.7 It must be noted 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 against the limited financial resources that are available to finance the capital programme.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – The proposals as submitted in the new bid forms would require funding from Council resources, at least £285,150.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
 - Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

- 5.1 Previously approved capital schemes for the 2015/16 and 2016/17 financial year have been reviewed and re-confirmed by Heads of Service. These total £282,500.
- 5.2 New capital scheme bids for 2017/18 have been received, totalling £285,150.
- 5.3 None of the new capital scheme bids have associated external funding, yet the Council's existing capital resources to fund such schemes are currently low.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Consider the future three-year programme for 2015/16 to 2017/18 as attached and agree any amendments they wish to make.
- 6.2 Recommend to Policy and Finance Committee a future three-year capital programme for this committee's services.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF7-15/AC/AC
5 January 2015

For further background information please ask for Andrew Cook.

**Policy and Finance Committee
New Capital Bid Submissions**

BID 1 : Church Walk Council Offices – Replacement of Original Windows and Roof Lights

Service Area: Council offices

Head of Service: Terry Longden

Brief Description:

This is a resubmission of a scheme that was submitted in 2013.

The aim of this scheme is to replace the remaining original timber framed windows and roof lights in the Church Walk Council Offices.

The timber beading that surround the glass panels in the original windows are deteriorating, in some cases have detached from the frames. This has the potential to present a health and safety risk to members of public and staff which use the car parks below. Some of the windows are ill fitting and allow draughts and leaks. A number of the roof lights exhibit water ingress and have reached their renewal point.

Over the last two years five windows and three roof lights have been replaced as part of a planned maintenance programme (from revenue funding). As the windows and roof lights are of the same age, they have reached a similar stage of deterioration. There are 57 windows and 9 roof lights that have not yet been replaced. It is noted that it would take around 25 years to replace all of the windows under the current revenue funded maintenance approach. Hence the resubmission of this application for capital funding for an accelerated replacement programme.

The replacement of the frames can be undertaken from inside the building without the need for an external scaffold but there will be considerable disruption to the normal office works to allow the contractors access to the windows, even allowing for a proportion for the works to be undertaken outside normal office working hours.

Note that the erecting of an external scaffold to the building to assist with the installation of the windows and roof lights would cost an estimated additional £20,000 (not included in the bid figure). The availability of the scaffold when replacing the windows would however result in:-

- a) some reduction in the tender price for the actual installation works
- b) a reduction in the disruptions and interference that the works would cause to the Council's normal working practices within the offices.

It is difficult at this stage to quantify the net additional cost of the scaffold.

Policy and Finance Committee New Capital Bid Submissions

NOTE:

1. Included in the 2015 /16 capital programme is the replacement of the roof to the Church Walk offices. This project includes the provision of scaffold to the elevations of the building and this facility, with little modification, could be utilised to assist with the window replacement works if the timing of the two projects is suitably adjusted.

Options for aligning the two schemes are to:-

- a) delay the replacement of the roof until 2017/18 (2 year delay) to match the proposal outlined on this bid form for a window replacement also in 2017/18 . This option is not recommended as the roof is showing signs of failure, i.e.- slipping and loose slates
- b) delay the replacement of the roof by 1 year to 2016/17 and to advance the window replacement by 1 year to 2016/17
- c) advance the windows by 2 years to 2015/16 to match the timescale of the existing approved bid for the roof.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.
- To help make people's lives safer and healthier.

Government or other imperatives to the undertaking of this scheme:

CDM Regulations will be applicable. Health and Safety at work Act 1974.

Improving service performance, efficiency and value for money:

The scheme will improve the thermal efficiency of the Council Offices and therefore potentially result in reduced gas consumption, heating costs and associated carbon emissions.

Consultation:

Corporate Management Team have been informed of the replacement of roof lights (CMT report 3rd July 2013 Item 3).

Start date, duration and key milestones:

April 2017: Specify and Tender.

June 2017: Commencement of works.

August 2017: Completion.

Policy and Finance Committee New Capital Bid Submissions

Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors (NB includes £2,500 for the 2018/19 financial year)	-	-	86,400
Internal Staff Salaries	-	-	2,500
TOTAL	-	-	88,900

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises Related Costs	-500
Total Estimated <u>Annual</u> SAVING	-500
Estimated Lifespan	15 years
Net Total Estimated <u>Lifetime</u> SAVING	7,500

Useful economic life:

The new windows and roof lights are expected to last between 15 and 20 years.

Additional supporting information:

N/A

Impact on the environment:

Whenever possible we will specify timber from a sustainable source, and materials with a high recycled content.

We will ask the contractors to sort and recycle any waste materials.

Risk:

- Political: N/A
- Economic: N/A
- Sociological: N/A
- Technological: N/A
- Legal: N/A
- Environmental: N/A

**Policy and Finance Committee
New Capital Bid Submissions**

BID 2: Council chamber – Seating renewal scheme

Service Area: Civic Suite

Head of Service: Terry Longden

Brief Description:

The chairs are over 25 years old and have been repaired on a number of occasions. However the quality of these repairs is being increasingly compromised or made more difficult by the condition of the timber around the repairs. In order to prevent the use of the furniture becoming hazardous to the user it is proposed that the chairs are replaced. The particular model of chair is obsolete and therefore individual chairs cannot be replaced.

There are 45 chairs in total, 3 of which have become hazardous to use, cannot be further repaired and therefore been removed, including the chairman's seat.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.
- To help make people's lives safer and healthier.

Government or other imperatives to the undertaking of this scheme:

Health & Safety at Work Act 1974.

Improving service performance, efficiency and value for money:

The operation of the Civic Suite, and particularly the Council Chamber, is essential to ensuring the smooth running of the Council.

Consultation:

A number of council members and officers have commented adversely on the condition of the furniture.

Start date, duration and key milestones:

May 2017: Contact potential suppliers and request samples.

July 2017: Consultation with CMT regarding design / material options.

September 2017: Obtain firm quotations and place order.

November 2017: Receive delivery of new furniture, recycle redundant chairs.

Policy and Finance Committee New Capital Bid Submissions

Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	10,500
Internal Staff Salaries	-	-	750
TOTAL	-	-	11,250

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises Related Costs	-150
Total Estimated <u>Annual</u> SAVING	-150
Estimated Lifespan	15 years
Net Total Estimated <u>Lifetime</u> SAVING	-2,250

Useful economic life:

The expected useful economic life of the new furniture would be 15 years.

Additional supporting information:

The operation of the Council Chambers is important in ensuring the smooth running of the Council.

Impact on the environment:

The selection of chairs with a high recycled content will be included in the procurement process.

Risk:

- **Political:** Expenditure on chairs for the Council may be seen as an extravagance. It should be reported that the existing furniture can no longer be effectively repaired and only a limited number of chairs can be salvaged from the Council Chamber for reuse in other areas of the Council.
- **Economic:** N/A
- **Sociological:** N/A
- **Technological:** N/A
- **Legal:** N/A
- **Environmental:** N/A

**Policy and Finance Committee
New Capital Bid Submissions**

BID 3: Replacement Server for Revenues & Benefits

Service Area: ICT (for Revenues and Benefits)

Head of Service: Lawson Oddie and Mark Edmondson

Brief Description:

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.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

Not applicable

Improving service performance, efficiency and value for money:

This will allow Revenues and Benefits to process Council Tax and Benefits into the future on a reliable platform.

Consultation:

None required – the Head of Revenues and Benefits would be involved in the process of installation to ensure minimal service impact.

Start date, duration and key milestones:

During 2017/18

Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	25,000
TOTAL	-	-	25,000

Financial Implications – ANNUAL REVENUE:

None

Useful economic life:

5 – 7 years.

Policy and Finance Committee New Capital Bid Submissions

Additional supporting information:

-

Impact on the environment:

Newer ICT equipment is inevitably more efficient in the use of energy

Risk:

- **Political:** *IT hardware failure could result in reputational damage for the Council if it impacts on a service area of high public profile. The method of implementation of the scheme would ensure minimal service disruption.*
- **Economic:** *Non-replacement of IT hardware presents the risk of major failure and consequential expenditure which would not be budgeted for. This would also impact on service delivery in other areas of the Council.*
- **Sociological:** *None.*
- **Technological:** *IT hardware can rapidly become obsolete through technological advances. Care will be taken to ensure that the most up to date technology is taken advantage of.*
- **Legal:** *The Waste Electrical and Electronic Equipment Directive (WEEE Directive) will be followed in the disposal of obsolete hardware. There is no danger of breaching EU legislation around procurement - Contract Procedure Rules will be followed.*
- **Environmental:** *With IT hardware soon becoming out-dated, disposal of old and obsolete hardware can be an issue. The Council use an external company in the disposal of IT hardware and abide by the WEEE Directive.*

**Policy and Finance Committee
New Capital Bid Submissions**

BID 4: ICT Infrastructure refresh

Service Area: ICT

Head of Service: Lawson Oddie

Brief Description:

This scheme would be a progression from the recent shorter term refresh of desktop ICT equipment (using refurbished equipment) across the Council. This was done to allow a move to more recent OS and Microsoft Office and CoreCAL under an Enterprise Agreement and to allow us to continue to be PSN compliant.

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

1. Central storage area network that will allow for the consolidation of data storage, more resilient server infrastructure and a move towards high availability of server resources.
2. Virtual Desktop Infrastructure (VDI) - a desktop-oriented service that hosts user-desktop environments on remote servers. This would allow users to access their desktop from any location, without having to use a single client device. For IT administrators, this means a more centralized, efficient client environment that is easier to maintain and able to respond more quickly to the changing needs of the user and business. Also, the cost of the desktop client would be less than the purchase of a standard PC.
3. Investigate the use of G-Cloud or other cloud based services to enhance the Authority's disaster/business continuity procedures.
4. Replace ageing network infrastructure (network switches etc).

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

N/A

Improving service performance, efficiency and value for money:

Enable the use of technologies that allow seamless disaster/business continuity, high availability of ICT resources, the provision of ICT resources for the future and enable a more flexible working environment.

Consultation:

None at this stage.

Policy and Finance Committee New Capital Bid Submissions

Start date, duration and key milestones:

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

Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	160,000
TOTAL	-	-	160,000

Financial Implications – ANNUAL REVENUE:

There may be some energy savings experienced through the implementation of Virtual Desktop Infrastructure, but this would be very difficult to quantify, as the technology available in three years' time would likely offer different efficiencies than the technology available today.

Useful economic life:

5 – 7 years.

Additional supporting information:

-

Impact on the environment:

Would help facilitate a greener ICT environment.

Risk:

- **Political:** *IT hardware failure could result in reputational damage for the Council if it impacts on a service area of high public profile. The method of implementation of the scheme would ensure minimal service disruption.*
- **Economic:** *Non-replacement of IT hardware presents the risk of major failure and consequential expenditure which would not be budgeted for. This would also impact on service delivery in other areas of the Council.*
- **Sociological:** *None.*
- **Technological:** *IT hardware can rapidly become obsolete through technological advances. Care will be taken to ensure that the most up to date technology is taken advantage of.*
- **Legal:** *The Waste Electrical and Electronic Equipment Directive (WEEE Directive) will be followed in the disposal of obsolete hardware. There is no danger of breaching EU legislation around procurement - Contract Procedure Rules will be followed.*

**Policy and Finance Committee
New Capital Bid Submissions**

- **Environmental:** *With IT hardware soon becoming out-dated, disposal of old and obsolete hardware can be an issue. The Council use an external company in the disposal of IT hardware and abide by the WEEE Directive.*

Policy and Finance Committee
Financial Impact of the Proposed Three-Year Capital Programme

Scheme Title	2015/16 £	2016/17 £	2017/18 £	TOTAL £	
<u>Previously Approved Bids</u>					
Clitheroe Townscape scheme	115,000			115,000	
Council Offices - Re-roofing scheme	167,500			167,500	
Subtotal of Previously Approved Bids	282,500	0	0	282,500	
<u>New Bids Received (as at Annex 1)</u>					BID NUMBER
Church Walk Council Offices - Replacement of Original Windows and Rooflights			88,900	88,900	1
Council chamber - seating renewal scheme			11,250	11,250	2
Replacement server for Revenues & Benefits			25,000	25,000	3
ICT Infrastructure refresh			160,000	160,000	4
Subtotal of New Bids Received (as at Annex 1)	0	0	285,150	285,150	
TOTAL	282,500	0	285,150	567,650	
<i>Note - no external funding identified for any of these schemes</i>					

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 27 JANUARY 2015
title: LUNCHEON CLUBS
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: DILYS DAY – PARTNERSHIP OFFICER

1 PURPOSE

1.1 This report provides Committee with an update on the provision of Meals on Wheels Service and other Luncheon Clubs in Ribble Valley, and seeks Members' approval of the approach being taken.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - The provision of services supports older and more vulnerable people in the community and provides a point of contact for those residents with other partner agencies.
- Corporate Priorities – The service helps make peoples' lives safer and healthier.
- Other Considerations – None.

2 BACKGROUND

2.1 The review of the of Meals on Wheels Service and Luncheon Clubs in Ribble Valley, was last reported to Members at the September 2014 meeting of this Committee.

2.2 The current provision of Meals on Wheels has now ended and alternative arrangements made for the recipients via social services to provide meals through families, Pendle Catering and i-care.

2.3 An up to date survey of luncheon clubs in Ribble Valley, attached as Appendix 1, shows those funded by the current scheme, others not funded and new clubs which, given a funding contribution, would like to start. It would appear from this survey, that current unfunded drop-ins would find a small contribution to their running costs from the Council budget helpful in improving their immediate viability and to establish a sustainable future.

2.4 It remains clear from research that the main requirement from luncheon clubs and village halls is to provide a meeting place for those in the community that cannot readily leave the village and who may consequently suffer from the effects of isolation and loneliness. This has been identified as a priority within the new Community Strategy, with plans to put in measures which will address this situation.

2.5 The council receive a grant from Lancashire County Council under the Health and Social Services and Social Security Adjudications Act 1983 based on 50% of this Council's Meals on Wheels and Luncheon Club costs up to a ceiling calculated using the pensionable population of the borough and a per capita multiplier. For the financial year 2013/14 this grant amounted to £14,299.

2.6 The letter from LCC, attached in Appendix 2, shows that the County will continue the current funding arrangement for the luncheon clubs through to March 2016 when the financial support will cease. This gives a year to develop the clubs and other suitable support initiatives and to work in partnership with them to become sustainable.

3 CURRENT PROGRAMME

3.1 Since the last report, support has been given to five new clubs:

- Rimington;
- Waddington Methodist;
- Grindleton;
- Chipping; and
- Clitheroe – Crossroads.

The money contributed has ensured that the clubs could be maintained and developed during the winter up to the end of this financial year, March 2015.

3.2 Further work is planned to develop new clubs and initiatives in locations where there is currently limited/no provision. The objectives for the provision of the clubs are outlined on the application form in Appendix 3.

3.3 The Council's role in response to the service changes is focusing on ways to support new and existing drop-ins and luncheon clubs through ongoing working with partners in the communities, including the Royal Voluntary Service. This support does not imply any responsibility for the Council in the delivery of the meals or activities. Work is continuing via the 'Good Neighbour Scheme', which is a project being co-ordinated by the newly formed Ribble Valley Village Halls Association (an independent charity) to encourage the development of a range of activities to support and encourage participation by communities, together with volunteer led activities in village halls, funded by money that was made available through the voluntary sector. This will complement the luncheon club schemes.

3.4 The agreement between RVBC and LCC allows for existing luncheon clubs to be supported and new ones introduced. Costs will be match funded by LCC up to March 2016.

3.5 As this funding will cease in 2016/17, continued partnership work must be undertaken to ensure that the clubs are self-sustainable by then.

4 FUNDING

4.1 The draft budget for the 2015/16 financial year has been kept at similar levels to those in previous years, before the RVS Meals on Wheels Service provision ceased. For 2015/16, a budget has been provided at a Net Service Cost of £27,920, before the 50% Contribution from LCC. Within this funding is included £10,290 which was previously granted to the RVS towards their administration costs. The RVS stopped their claim for this grant at the time their provision of Meals on Wheels ceased, in June 2014.

Meals on Wheels and Luncheon Clubs	Draft Original Estimate 2015/16 £
Direct Service Costs and Grants	26,330
Support Services	2,090
Total Cost	28,420
Income from Luncheon Clubs	-500
Net Service Cost	27,920
Lancashire County Council Contribution at 50% of Net Service Cost	-13,960
Net Cost to Ribble Valley Borough Council	13,960

4.2 It is proposed that the funding previously paid to the RVS will remain within this committee's budget and be invested in new luncheon club provisions and the development of existing clubs, but with the objective of them becoming self-sustainable by 2016/17, when the financial support from LCC is withdrawn. The use of this residual funding will be kept under review.

4.3 To ensure fair allocation of money, it is proposed that there is an application process in which organisations may apply for money to start a new group or support an existing one. It is proposed that there is an upper limit on each new bid of £800 (Appendix 3).

5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications

- Resources – Budget provision has been made to support this project and Lancashire County Council have confirmed their position to reimburse 50% of RVBC spend for the 2015/2016 financial year from 2016/2017, 100% of such costs would fall on this Council
- Technical, Environmental and Legal – An application process has been created to manage the allocation of funding and to maximise opportunities to develop coverage of services where clubs are currently lacking.
- Political – The project supports an important area of local concern by supporting services to elderly residents.
- Reputation – The project will enhance the Council's reputation for delivering targeted services and being a well-managed authority.
- Equality & Diversity – No implications identified.

6 RECOMMENDATION

6.1 That Committee note the progress being made and agree to the proposed use of the draft 2015/2016 budget to support existing and new luncheon clubs throughout the borough.

DILYS DAY
PARTNERSHIP OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: DD/P&F/27 JAN 15

APPENDIX 1

No:	Name & location of the activity / club:	Summary of the activity:	Duration & Frequency:	Average number and age group of people attending:	Contribution from attendees:	Summary of volunteer involvement:	Other comments about the service such as the relationship between the activity and the District Council and links to existing LCC services:	Summary of any additional activities that are offered as part of the activity:
1	Chatburn Methodist Church Downham Road, Chatburn, Clitheroe, BB7 4AU 01254 822130 Neil Turpin	A social club for older people aged 50 years plus which provides a 2 course hot meal	1 st & 3 rd Wednesday Noon – 2.30pm	16 people aged from 60 – 80 years	Members pay £4.50 each time	There are currently 3 volunteers who help to run the club.	Age UK Lancs volunteer collects meals from Clitheroe hospital c£400 from RVBC towards room costs	Raffle/bingo/quiz
2	Pendle Club 101-103 Lowergate Clitheroe BB7 1AG Val Cooper 01200425652	A social club for older people aged 50 years plus which provides a 2 course hot meal	weekly Wednesday Noon – 2.30pm	30 people aged from 60 – 80 years	Members pay £3.50 each time	volunteers who help to run the club.	c£1690 from RVBC towards room costs	Raffle/bingo/quiz
3	Mellor Methodist Church Mellor Lane, Mellor, Blackburn, BB2 7EW 01254 57365	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Friday 12.30 2.30pm	12 people aged from 60 – 80 years	Members pay £4.00 each time	Run by church members & volunteers	c£790 from RVBC towards running costs	Raffle/bingo/quiz
4	Whalley Luncheon Club Whalley Methodist Church Hall 01200 423313	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	weekly Wednesday Noon – 2.30pm	7 people aged from 60 – 80 years	Members pay £4.50 each time	Run by church members & volunteers	Run by RVS £2.25 meal subsidy from RVBC est 458 meals £1030 p.a	Raffle/bingo/quiz
	Whalley Luncheon Club Whalley Methodist Church Hall 01200 423313	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Weekly Friday				Age UK . Meals via Pendle Catering	
5	League of friends at Longridge Community Hospital DALE HEAD, Dilworth Lane , Longridge, PR3 3SU 01772 782495	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Weekly, Mondays Noon – 2.30pm	14 people aged from 60 – 80 years	Members pay £4.50 each time	There are currently 3 volunteers who help to run the club.	£2.50 meal subsidy from RVBC est 533 meals £1532 p.a	Raffle/bingo/quiz
6	Waddington Village Luncheon Club The Square, Waddington Lancashire BB7 3HZ Rev. Tony Davies 01254	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	2nd Wednesday Noon – 2.30pm Oct - Apr	20+ people aged from 60 – 80 years (30 on	Members pay £4.00 each time	Run by church members & volunteers	c£125 from RVBC towards running costs More getting involved as there is entertainment (speakers quiz etc)	Speakers/shows

APPENDIX 1

No:	Name & location of the activity / club:	Summary of the activity:	Duration & Frequency:	Average number and age group of people attending:	Contribution from attendees:	Summary of volunteer involvement:	Other comments about the service such as the relationship between the activity and the District Council and links to existing LCC services:	Summary of any additional activities that are offered as part of the activity:
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	822130 John Brocklebank / Margaret Stainforth 01200 422564			books)				
7	Grindleton Pavilion	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	2 nd Thursday Noon – 2.00pm	30-40 people aged from 60 – 80 years	Members pay £5.00 each time	There are currently 6 volunteers who help to run the club.	Meals from Country Kitchen Waddington £172 from RVBC towards room costs	Raffle/bingo/quiz
8	St James Church Luncheon Club St James Street Clitheroe BB7 1HH 01200 423608 Barbara Dennet 01200425580	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	monthly	10+ up to 30 people aged from 60 – 80 years	Members pay £4.00 each time	Run by the church	Sometimes offer free soup and roll	Raffle/bingo/quiz
9	Chipping Lunch Club	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Twice Monthly - Thursday	Avg 20+ 60 – 80 years	Members pay £3.75 each time	Run by volunteers & Crossroads Care	Meals from Cobbled Corner café Chipping RVBC contribution of £275 towards running costs	Varied activities
10	Rimington Luncheon Club Rimington Memorial Institute/Village Hall Con Nicholson - 01200 445311	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Last Wednesday Noon – 2.00pm	Avg 20 people aged from 60 – 80 years	Members pay £6.00 each time	There are currently 3 volunteers who help to run the club.	Meals made on site by local cook. RVBC contribute towards room costs. In 2014/15 £100	Raffle/bingo/quiz
11	Hodder Valley Luncheon Club Slaidburn Village Hall Jackie on 01200 446555	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	3 rd Weds in month 11.30	Avg 20 60 – 80 years	£5.50 per meal		Meals from the village cafe	
12	Downham	Coffee club for all members of the community with an emphasis on those 60+	Monthly 10-11.30	Avg 20 60 – 80 years	£1 for coffee & cake	Run by 4 volunteers		Book stall & bric a brac for sale

APPENDIX 1

No:	Name & location of the activity / club:	Summary of the activity:	Duration & Frequency:	Average number and age group of people attending:	Contribution from attendees:	Summary of volunteer involvement:	Other comments about the service such as the relationship between the activity and the District Council and links to existing LCC services:	Summary of any additional activities that are offered as part of the activity:
13	Gisburn	A social club for older people aged 50 years plus 'The Monday Club'	Weekly on Monday afternoons	Up to 10		Run by a volunteer		Gentle exercise
14	Clitheroe – Crossroads Lunch Club	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	2 nd Thurs every month	16	£4.60	Run by Crossroads Care plus volunteers	This is a club which will bring people from outlying villages via Little Green Bus to a lunch club at Crossroads' office. Supported by RVBC in 2014/15 £315	speakers
15	United Reformed Church East View Read BB12 7PS Mrs. A. Wild, - 01282 772810	A lunch club for older people aged 50 years plus which provides a 2 course hot meal	Monthly, Tuesday	12	£4.00 per meal	Independently run by community Meals cooked by resident	Food supplied by Pendle Catering via Age UK	
16	Luncheon Club White Hart, Sabden Maud Nugent 01282 772089	Social gathering open to all	Third Weds of month		£5.00 per meal		Independently run from the pub by member of the community	
17	Mellor Brook	Social group for 50+ offering afternoon tea and home-made cake	monthly	9		Volunteer organiser		Attendees share the recipes that they use to bake the cakes
18	Tosside lunch Club Village Hall						Awaiting update	
19	Wilpshire						Being developed	
20	Ribchester						Awaiting update	
21	West Bradford						Interested	
22	Pendleton						May develop later in the year	

Last updated 16.1.15

Phone: 01772 536816
Our ref: AS/JW/TB
Date: 06th January 2015

Dear Kay Plant

Re: Notification of investment in relation to the Meals and Recreation Grant

Phase one of the IWS Service, the Well-being Worker Service, is currently out to tender which is planned to be awarded in June 2015 and commence July 2015. Phase two of the IWS, supported health and well-being interventions are to be developed which includes the completion of a health and well-being needs analysis to commence January 2015.

A 12 month commitment to the meals and recreation grant will enable the Authority to undertake a planned health and well-being needs analysis to inform future LCC investment in health, well-being and preventative interventions from 1st April 2016.

Set out below are details of the grant and the terms on which Lancashire County Council are prepared to proceed.

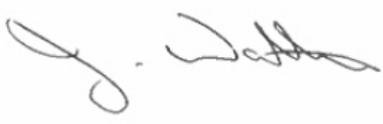
The grant will commence from 1st April 2015 for a maximum period of 12 months, it is expected that Ribble Valley Borough Council will:

- Develop and embed a succession plan for the meals and recreation grant activity from 1st April 2015.
- Engage and develop effective working relationships with the luncheon / social clubs provision.
- Monitor the community based social club / provision that the grant supports.
- Complete a current activity template to clearly show how the LCC meals and recreation grant is supporting community based activity for the current finance year 14/15 (activity undertaken from 1st April 2014 until the 31st March 2015) and send a completed copy prior to any grant investment for 15/16 being paid.
- Where relevant and appropriate, promote and encourage partnership working between the luncheon / social club provision and other LCC funded services such as the Well-being Worker Service and local libraries etc. that may help support the needs of the of the luncheon / social club members.
- Identify a lead contact from your organisation to liaise with LCC regarding the meals and recreation grant and confirm the details by email.

Please confirm your agreement to the content of this letter by signing and returning one copy of this letter along with a completed copy of the attached activity template.

If you have any queries or you need clarification in relation to any aspect then please email your question to publichealthcontracts@lancashire.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Walton', is centered on the page. The signature is written in a cursive style with a large initial 'J'.

Janet Walton
Head of Public Health Commissioning, Adults and Well-being.

Ribble Valley Lunch Club/Group - Application for funding

Organisation name & address	
Name of applicant	
Position in the organisation	
Telephone no.	
Email address	
Contact address if different to the address above	
Bank/Building Society Branch & Pay-in Details	
Money payable to:	
What do you want to do? (500 words max)	
Who will benefit?	
How many people will benefit?	
What difference will this project make? (200 words max)	
How does your project contribute to the identified objectives?	
Anticipated start & finish dates	
What will the project cost? – please provide a breakdown	
If providing a lunch service, please confirm that the food handlers have a current Basic Food Safety qualification, and that suitable insurance is in place.	
I confirm the above statement to be true. Please print & sign your name:	

Monitoring

	Planned	Actual
Start date		
Finish date		
How many people benefited?		
What did it cost?		
What difference did it make?		
Will the work continue? Please explain your answer		

Lunch Clubs objectives

The aims of this project are to provide services to support older and more vulnerable people in the community and provide a point of contact for those residents with other partner agencies

The main requirement from luncheon clubs and village halls is to provide a meeting place for those in the community that cannot readily leave the village and consequently suffer from isolation and loneliness. The service will help to make peoples' lives safer and healthier

- Communities may wish to set up or extend a lunch club provision, but may need financial support to do so.
- The project is also able to support the establishment of a regular group that encourages participation by older residents in the locality.
- To keep older people involved in local life, giving them a sense of involvement and belonging.
- Support vulnerable people in their own communities by creating opportunities to identify underlying problems which may contribute to a decline in health, and through early intervention, may prevent the need for medical support.
- Increase the number of opportunities for individuals to get involved in local activities in familiar surroundings with familiar faces to reduce isolation, which in turn will help to reduce the incidence of low level mental health issues, reducing the need to access medical services.
- We would like to see activities that are sustainable.
- Applicants may apply for a maximum of £800

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 8

meeting date: TUESDAY 27 JANUARY 2015
title: OPEN AND ACCOUNTABLE LOCAL GOVERNMENT
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

- 1.1 To inform Members of the new regulations 'Open and Accountable Local Government' and their impact on the Council.
- 1.2 To approve documents relating to Public Participation and Recording of Meetings.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives – to treat everyone equally and ensure that access is available to all
 - Corporate Priorities – to ensure a well managed Council
 - Other Considerations – none

2 BACKGROUND

- 2.1 A guide has been received from the Department for Communities and Local Government on Open and Accountable Local Government that includes
 - Part 1 – Your rights to attend and report meetings
 - Part 2 – Access to meetings and documents of council executives
 - Part 3 – Access to non-executive meetings and documents of a local government body, other than parish and town councils
 - Part 4 – Access to meetings and documents of parish and town councils
 - Part 5 – Other rights
- 2.2 The national rules have been changed to make Councils more transparent and accountable to their local communities. The guide gives practical information about what the new rules mean for members of public attending meetings and how they can access information on decisions taken.
- 2.3 Each of the parts above has been examined to assess the impact on the Council and make the necessary changes to accommodate the guidelines.

3 ISSUES

- 3.1 Part 1 – the new rules ensure that local government bodies are genuinely accountable to local people whom they serve by allowing the use of modern communication methods such as filming, tweeting and blogging to be embraced to enhance the openness and

transparency of local government. Local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings as long they do not act in a disruptive manner that could result in being excluded from the meeting. Although no prior permission is required to carry out this activity, it is advisable that persons do so, so that necessary arrangements can be made. As such a protocol has been formulated for the council to adopt – see Appendix A

- 3.2 Part 2 – this only applies to councils operating an executive and does not apply to councils operating a committee system.
- 3.3 Part 3 – this part explains how the public can access all meetings of a council including publication of agendas, reports and background papers; confidential and exempt information; publication of minutes and decisions taken by officers under delegated powers.

The new national rules require the recording of certain decisions taken by officers acting under powers delegated to them by the council or local government body. A written record must be available for inspection at the offices and on the website. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions

- To ‘grant a permission or licence’,
- That ‘affect the rights of an individual’, or
- To ‘award a contract or incur expenditure which, in either case, materially affects that relevant local government body’s financial position’.

Officers take many administrative and operational decisions about how they go about their day-to-day work within the council’s rules. These decisions do not need to be recorded.

A new section on the website entitled ‘Open Data and Transparency’ is currently being created which will include links to delegated decisions from all service areas of the council.

Best Practice of other Local Authorities is also being sought and Heads of Service have been asked to consider their own areas of responsibility to ascertain what decisions fall under the above categories and therefore need to be included in the new section on the website.

- 3.4 Part 4 – this applies to Parish and Town Councils regarding the right of members of the public to attend their meetings. A report was presented at Parish Councils Liaison committee in October 2014 bringing this to their attention.
- 3.5 Part 5 – this part sets out other rights of access to information published by the council eg. Spending transactions; financial accounts; and Freedom of Information.
- 3.6 In the light of these new guidelines the protocol for public participation at meetings has also been updated. See Appendix B.

4 RISK ASSESSMENT

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

- Resources – there are no direct financial implications arising from this report but there may be an impact on staff time
- Technical, Environmental and Legal – no significant risks identified
- Political – no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity – no significant risks identified

5 RECOMMENDED THAT COMMITTEE

5.1 Note the action taken in order for the Council to adhere to the new regulations regarding Open and Accountable Local Government,

5.2 Approve the protocol for Recording of Meetings as set out in Appendix A

5.3 Approve the protocol for Public Participation at meetings as set out in Appendix B

Oiwen Heap
ADMINISTRATION OFFICER

Marshal Scott
CHIEF EXECUTIVE

BACKGROUND PAPERS

DCLG Open and Accountable Local Government guidelines

For further information please ask for Diane Rice, extension 4418

REF: OHeap/Policy & Finance/27.01.15



NOTIFICATION OF RECORDING A COMMITTEE MEETING

Name: _____

Address: _____

Telephone N^o during office hours: _____

I would like to record the meeting of *(please insert name of meeting and date)*:

I have read the guidelines for recording and will comply with these.

Please state below which recording equipment you will be using:

Once the Committee Services receive your completed request form they will contact you to discuss arrangements prior to the meeting.

Signed: _____ Date: _____

All Council Meetings and Committees start at 6.30pm.

PLEASE RETURN THIS FORM BY 5PM AT LEAST ONE DAY BEFORE THE MEETING TO:

**Committee Services
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA**

or email: committee.services@ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL

Filming or Recording Meetings

WHAT YOU NEED TO DO IF YOU WISH TO RECORD A MEETING OF THE Council

1. The filming, photographing or audio recording or use of social media at Council meetings or other meetings which are open to the public is allowed provided it does not disrupt the meeting. Members of the public can only do this from a fixed point in the public gallery.
2. If a meeting passes a motion to exclude the press and public then, in conjunction with this, all previous rights to record the meeting by any means are immediately cancelled.
3. The Press, those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Communications Officer (email; theresa.sanderson@ribblevalley.gov.uk) in advance of the meeting to agree arrangements. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
4. Individuals or organisations who wish to film, photograph or record by any means are advised to contact the Council's Committee Services team at least one day before a meeting to discuss and agree arrangements – (email: committee.services@ribblevalley.gov.uk).
5. At the beginning of any meeting, where it is known that filming, recording or photography will be taking place the Chair will make an announcement to that effect.
6. Anyone filming or photographing meetings should only focus on recording Councillors, Officers and any speakers ie those directly involved in the conduct of the meeting and should avoid recording children, the vulnerable and other members of the public who actively object to being filmed.
7. Those recording proceedings should not edit the film, recording or photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may misrepresent, ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
8. The Chair of the meeting will have absolute discretion to stop or prevent any filming, photographing, use of social media or recording meetings if, in the opinion of the Chair, it is disruptive or otherwise disturbs the conduct of the meeting or likely to do so.
9. During meetings all phones or other mobile devices must be switched off, or set to silent mode whether or not they are being used to record.
10. If recording is considered to be disruptive or otherwise disturbs the conduct of the meeting the Chair will apply the provisions of Standing Order 25 set out below:

DISTURBANCE BY THE PUBLIC

- 25.11 If a member of the public interrupts the proceedings at any meeting the Chairman will issue a warning and if the interruption continues the Chairman shall order the removal of that person from the premises where the Committee meeting is taking place. In case of general disturbance in any part of the premises open to the public, the Chairman shall order that part to be cleared.

PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS

The Council operates public participation at council meetings and committee meetings. It is a regular item on every agenda.

Listed below are the ground rules for people wishing to speak at any meeting.

1. Only residents of the Ribble Valley may ask a question or make comments.
2. Contributions are limited to one per person per item and no person shall speak for more than 3 minutes, except in exceptional circumstances.
3. Public participation will last for 15 minutes at the start of each meeting. The running order of the agenda may be changed to accommodate public participation at the discretion of the Chairman.
4. Public participation is a part of the formal proceedings and will be recorded in the minutes.
5. Persons wishing to speak at any meeting can only do so in relation to decision items on the agenda. All agendas will be published on the Council's website at least 5 working days before the meeting. Agendas are also available for inspection at the Council Offices, Church Walk, Clitheroe.
6. If an item is listed in Part 2 of the agenda it is to be discussed in private as exempt information and press and public are excluded from the meeting.
7. Speakers on the same agenda item will be taken in the order they are received. Speakers on different agenda items will be dealt with in agenda item order.
8. No person will be allowed to speak on the same issue at two consecutive meetings unless the item has been deferred from a previous meeting.
9. No paperwork/plans/photographs are allowed to be circulated by a speaker at the meeting. This must be done in advance of the date of the meeting if they wish the members to consider information other than that which is contained in the agenda papers.
10. Any person wishing to speak at committee meetings must register with the council by no later than noon on the day of the meeting (for Council it is the Friday before the meeting).
11. If an immediate response is required to a question/comment, it should be submitted in writing at least two working days before the meeting.
12. In respect of questions at Council meetings, members of the public must give notice in writing to the Chief Executive by no later than noon on the Friday before the Council meeting. The notice must specify the nature of the question in enough detail to enable a reply to be prepared. A response will be given by the Chairman of the appropriate committee and a copy of the written answer will be given to the questioner. Questioners have the right to ask one supplementary question once they have received the chairman's response.

13. Speakers must be aware that under the 'Openness Regulations' there is an obligation on the Council to allow filming /recording of meetings as long as it is not disruptive.
14. There are different rules for Licensing Sub-Committees and Planning & Development committees as follows:-

At Licensing Sub-Committee committee

- Only the Applicant and persons who have made relevant representations to a licensing application are permitted to speak;
- The Applicant will be invited to speak first followed by each person who has made a relevant representation;
- There is no limit on the length of time a person may speak, although parties will be allowed a maximum equal period to exercise their rights, such period to be determined by the Sub-Committee;
- Members of the public who attend the sub-committee and who have not submitted a relevant representation are not permitted to speak;
- Members of the Sub-Committee may ask a question of any party or other person appearing at the hearing;
- Parties will be allowed to clarify points upon which they wish to support their application;
- Any additional paperwork/evidence in support of or against the application must be submitted prior to the hearing, and members of the Sub-Committee may take into account any new documentary or other information produced to the authority on the day of the hearing with the consent of all parties

At Planning and Development committee a maximum of 2 speakers is also allowed on each planning application.

- One will be the applicant/agent; the other an objector
- If the Parish Council is the objector they will have first refusal on the right to speak
- If the Parish Council do not wish to speak, the Council will accept the first person to register as an objector
- The applicant/agent will speak first and the objector second
- With reference to rule 1 – residents of Ribble Valley. This rule is waived to accommodate representatives of applicants/objectors from outside the Ribble Valley to participate
- Officers and members other than the Chairman cannot question the speaker. In exceptional circumstances the Chairman may ask an applicant and/or objector to clarify a matter of fact. If this happens, the applicant and /or objector must confine themselves to giving a direct answer to the question
- Officers will not be required to answer questions raised, but will do so if a member of the committee so requests
- No paperwork/plans/photographs will be allowed to be circulated by the applicant/agent or objector at the meeting. The onus is on the applicant/agent and/or objector to do this in advance of the date of the meeting if they wish the members of the planning and development committee to consider information other than that which is contained in the agenda papers.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 27 JANUARY 2015
 title: REVISED REVENUE BUDGET 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To agree a revised revenue budget for 2014/15.

2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2014. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.

2.3 The 2014/15 budget included provision for price increases of 2.75% and a pay increase of 1%.

3 REVISED REVENUE BUDGET 2014/15

3.1 The revised budget is £87,440 higher than the original estimate. This is reduced to £42,990 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
ALBNM	Albion Mill	110	0	-850	1,210	0	470
INDDV	Economic Development	92,040	-100	-400	1,960	0	93,500
CONTI	Continental Market	0	1,330	-1,330	0	0	0
CEXEC	Chief Executives Department	0	-1,780	-550	2,330	0	0
LSERV	Legal Services	-16,400	-3,860	0	20,260	0	0
CORPM	Corporate Management	357,170	0	0	-20,050	0	337,120
CSERV	Corporate Services	179,880	5,300	0	-8,540	0	176,640
CIVST	Civic Suite	0	-1,480	1,110	380	-10	0
CLOFF	Council Offices	0	-3,200	190	3,010	0	0
EMERG	Community Safety	59,330	-1,350	0	-2,050	0	55,930
CLTAX	Council Tax	327,860	-2,170	-6,340	16,880	0	336,230

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
NNDRC	National Non Domestic Rates	46,210	8,240	-2,390	5,620	0	57,680
DISTC	District Elections	0	-1,390	0	0	0	-1,390
ELADM	Election Administration	32,970	0	0	-260	0	32,710
ELECT	Register of Electors	76,640	-11,110	-12,750	-210	0	52,570
ATTEN	Mayor's Attendant	0	-2,330	0	2,330	0	0
CIVCF	Civic Functions	60,740	-540	-480	-2,480	0	57,240
WWOCO	World War One Commemorations	0	10,190	0	0	0	10,190
COSDM	Cost of Democracy	439,050	-340	-40	6,860	0	445,530
MAYCR	Mayoral Transport	0	-280	0	280	0	0
LICSE	Licensing	10,130	-1,270	0	-5,970	0	2,890
LANDC	Land Charges	33,370	9,860	-5,100	-3,940	0	34,190
FGSUB	Grants and Subscriptions	144,500	0	0	50	0	144,550
ESTAT	Estates	9,620	2,680	1,630	-4,410	0	9,520
VARIOUS	Meals on Wheels & Luncheon Clubs	15,560	-20,790	13,240	-1,480	0	6,530
FMISC	Policy & Finance Miscellaneous	-153,200	-2,190	121,560	1,070	0	-32,760
PERFM	Performance Reward Grants	27,190	-5,740	0	-1,460	0	19,990
SUPDF	Superannuation Deficiency Payments	126,920	-9,160	0	40	0	117,800
COMPR	Computers	0	4,880	0	720	-5,600	0
FSERV	Financial Services	0	-4,450	-140	4,590	0	0
OMDEV	Organisation & Member Development	0	-1,230	-30	1,260	0	0
CONTC	Contact Centre	0	2,220	0	-2,220	0	0
REVUE	Revenues and Benefits	0	8,430	-350	-8,080	0	0
NET COST OF SERVICES		1,869,690	-21,630	106,980	7,700	-5,610	1,957,130
ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
FNBAL H230	Election Fund	21,450	1,390	0	0	0	22,840
FNBAL H326	Performance Reward Grants Reserve	-23,510	0	5,740	0	0	-17,770
FNBAL H269	Valuation of Assets Reserve	-8,000	0	0	0	0	-8,000
FNBAL H354	Community Right to Bid Reserve	7,850	0	0	0	0	7,850

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement In Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
FNBAL H359	Community Right to Challenge	8,550	0	0	0	0	8,550
FNBAL H325	VAT Shelter Reserve	279,300	-139,300	0	0	00	140,000
FNBAL H276	Promotions Reserve	0	0	-12,110	0	0	-12,110
FNBAL H354	IER Reserve	0	34,650	-17,990	0	0	16,660
FNBAL H327	Fleming VAT Reserve	0	13,030	-2,610	0	0	10,420
CPBAL H330	Revenue Contribution to Capital	0	1,200	0	0	0	1,200
FNBAL H272	Land Charges Restitution Reserve	0	0	-4,670	0	0	-4,670
FNBAL H337	Equipment Reserve	0	0	-9,760	0	0	-9,760
NET BALANCES AND RESERVES		<i>285,640</i>	<i>-89,030</i>	<i>-41,400</i>	<i>0</i>	<i>0</i>	<i>155,210</i>
NET EXPENDITURE		<i>2,155,330</i>	<i>-110,660</i>	<i>65,580</i>	<i>7,700</i>	<i>-5,610</i>	<i>2,112,340</i>

3.2 The difference between the revised and original estimate is an estimated decrease in net spending of £42,990 after allowing for transfers to and from earmarked reserves. The main reasons for this are shown at Annex 1. However, a summary of the main variances is given below:

Description	Variances from original estimate to revised estimate £
CEXEC: Chief Executives Department	
Increase in employee costs due to an additional temporary Environmental Health officer post offset by staff vacancies	5,900
LSERV: Legal Services	
Increase in employee related expenditure due to a new IER Election officer post and maternity cover.	7,470
Reduction in budget provision for the purchase of reference books due to a move to an on-line subscription	-10,000
CSERV: Corporate Services	
Increase in the budget provision for the production of the Ribble Valley News. This is due to a delay in producing the spring 2014 edition and will be funded from an earmarked reserve established for this purpose	5,610
CLTAX: Council Tax	
Increase in income from court costs and summonses	-6,340
NNDRC: National Non Domestic Rates	
External legal fees incurred due to a legal challenge regarding non domestic rates	7,950

Description	Variances from original estimate to revised estimate £
ELECT: Register of Electors	
Reallocation of provision for non-recurring purpose of equipment to cover cost of purchase of temporary staff, equipment, printing and stationery costs due to change to individual electoral registration. To be added to an earmarked reserve established using grants from Ministry of Justice	-6,780
Additional grant from Ministry of Justice to reimburse authorities for expenditure incurred on move towards individual electoral registration to be added to an earmarked reserve established for this purpose.	-13,050
WWOCO: World War One Commemorations	
Cost of supplying and planting of trees in commemoration of World War One, partly funded from an earmarked reserve established for this purpose.	10,190
VARIOUS: Meals on Wheels / Luncheon Clubs	
Meals on wheels service operated by Royal Voluntary service ended in June 2014 as service is no longer to be supported by the County Council in its current format resulting in a reduction in transport, equipment, meal costs and income	-6,660
FMISC: Policy & Finance miscellaneous expenses	
Additional income received from reimbursement of VAT from HMRC in respect of trade waste claim offset by a consultant fee for assisting in making the claim. The net effect will be added to an earmarked reserve established from previous claims.	-10,420
Reduced income from Symphony Homes in respect of VAT shelter monies resulting in a lower contribution to the earmarked reserve	139,300
PERFM: Performance Reward Grants	
Reduction in value of schemes anticipated to be completed by March 2015 resulting in a reduction in funding from earmarked reserves.	-5,740
SUPDF: Superannuation Deficiency Payments	
Reduction in number of beneficiaries	-9,160
COMPR: Computer Services	
Upgrade to ICON (cash receipting) system. This expenditure will be met from an earmarked reserve.	7,200
REVUE: Revenue Services	
The increase in employee related expenses is mainly due to there being no vacant posts resulting in the provision for staff turnover not being achieved.	9,810

4 CONCLUSION

- 4.1 The difference between the revised and original estimate is an increase in the net cost of services of £87,440; however this falls to a reduction in net spending of £42,990 after allowing for transfers to and from earmarked reserves.

5 RISK ASSESSMENT

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

- Resources – approval of the revised estimate would see a reduction in net expenditure of £42,990 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the council.

- Equality and Diversity – equality and diversity issues are considered in the provision of all council services.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the revised budget for 2014/15.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF10-15/TH/AC

For further background information please ask for Trudy Holderness.

BACKGROUND PAPERS – None

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>ALBNM: Albion Mill</i>					
Increase in support costs recharged mainly from Chief Executives department due to changes in cost allocation of these services			1,210		
Total Albion Mill					1,210
<i>INDDV: Economic Development</i>					
Increase in support costs recharged mainly from Chief Executives department due to changes in cost allocation of these services			1,960		
Total Economic Development					1,960
<i>CONTI: Continental Market</i>					
Expenditure on establishing a continental market funded from existing budgets	1,250				
Income received for providing services for the continental market		-1,330			
Total Continental Market					-80
<i>CEXEC: Chief Executive</i>					
Increase in employee costs due an additional temporary Environmental Health officer post offset by staff vacancies.	5,900				
Reduction in the amount of superannuation deficit payment due to the pension fund	-2,250				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in share of employee and vehicle insurance	-1,710				
Reduction in the budget provision for training, protective clothing, books, postages, telephone lines, software maintenance and conference expenses to reflect current spending patterns.	-4,300				
Expenditure on the purchase of new mobile devices, expenditure to be met from an earmarked reserve established for this purpose	1,190				
Reduction in support costs recharged mainly from Computer Services, Contact Centre and Organisation and Member Development offset by an increase from Financial Services due to changes in cost allocation of these services			-2,090		
The decrease in net expenditure is reflected in reduced recharges to other services			4,420		
Total Chief Executives					1,160
<i>LSERV: Legal Services</i>					
Increase in employee related expenditure due a new IER Election officer post and maternity cover.	7,470				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in budget provision for the purchase of reference books due to a move to an on-line subscription	-10,000				
Reduction in support costs mainly from Financial services and Contact Centre offset by an increase in support costs from Organisation and Member Development due to changes in cost allocation of these services.			-1,560		
The decrease in net expenditure is reflected by an decrease in recharges to other services			22,120		
Total Legal Services					18,030
<i>CORPM: Corporate Management</i>					
Decrease in support costs mainly from Contact Centre, Financial Services and Chief Executives due to changes in cost allocation of these services			-20,050		
Total Corporate Management					-20,050
<i>CSERV: Corporate Services</i>					
Increase in the budget provision for the production of the Ribble Valley News, this is due to a delay in producing the spring 2014 edition and will be funded from an earmarked reserve established for this purpose	5,610				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduced support costs mainly from Organisation and Member Development due to changes in cost allocation of the service			-8,540		
Total Corporate Services					-2,930
<i>CIVST: Civic Suite</i>					
Reduced employee costs due to reduction in overtime provision and temporary cover for Town Hall Keeper	-1,500				
Reduction in provision for function hire mainly due to reduced usage during elections		1,160			
Reduction in support costs mainly from Community Services due to changes in cost allocation of this service			-950		
The decrease in net expenditure is reflected in reduced recharges to other services			1,330		
Total Civic Suite					40
<i>CLOFF: Council Offices</i>					
Reduction in employee related expenses mainly due to less temporary cover being used.	-950				
Reduction in share of premises related insurance costs	-2,240				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in support costs mainly from Community Services due to changes in cost allocations of this service.			-1,810		
The decrease in net expenditure is reflected in reduced recharges to other services			4,820		
Total Council Offices					-180
<i>EMERG: Community Safety</i>					
Reduction in the budget provision for the purchase of equipment and materials to reflect current spending profile and reduction in telephone costs due to change in supplier.	-1,300				
Decrease in support costs mainly from Chief Executives and Community Services due to changes in the allocation of costs from these services			-2,230		
Total Community Safety					-3,530
<i>CLTAX: Council Tax</i>					
Reduction in the use of bailiffs and transfer of resources from warrant fees to provide equipment in the Contact Centre	-2,210				
Increase in income from court costs and summonses		-6,340			

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in support costs mainly from Revenues, Financial and Computer services due to changes in cost allocations of these services			16,880		
Total Council Tax					8,330
<i>NNDRC: National Non Domestic Rates</i>					
External Legal fees have been incurred due to a legal challenge regarding National Non Domestic Rates	7,950				
Increase in cost of collection grant and court costs		-2,390			
Increase in support costs mainly from Legal and Revenues services due to changes in cost allocation of these services			5,620		
Total National Non Domestic Rates					11,180
<i>DISTC: District Elections</i>					
Amortise cost of equipment purchased for elections, income to be added to earmarked reserve fund established to fund local elections.	-1,390				
Total District Elections					-1,390

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>ELECT: Register of Electors</i>					
Reallocation of provision for non-recurring purchase of equipment to cover increase in cost of temporary staff, equipment, printing and stationery costs due to change to individual electoral registration. To be added to an earmarked reserve established using grants from Ministry of Justice	-6,780				
Reduction in software maintenance cost as part has been reimbursed as part of the Reimbursement for the European Elections	-4,330				
Additional grant from Ministry of Justice to reimburse Authorities for expenditure incurred on move towards individual electoral registration. To be added to the earmarked reserve established for this purpose.		-13,050			
Total Register of Electors					-24,160
<i>ATTEN: Mayor's Attendant</i>					
Decrease in employee costs mainly due to less overtime for attendant and less temporary cover required	-2,280				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increased support costs mainly from Organisation and Member development due to changes in cost allocation of this service			430		
The decrease in net expenditure is reflected in reduced recharges to other services			1,840		
Total Mayors Attendant					-10
CIVCF: Civic Functions					
Reduction in support costs mainly from Mayor's attendant due to reduced costs within this service			-2,480		
Total Civic Functions					-2,480
WWOCO: World War One Commemorations					
Cost of supplying and planting of trees in commemoration of World War One, partly funded from an earmarked reserve established for this purpose	10,190				
Total World War One Commemorations					10,190
COSDM: Cost of Democracy					
Increase in support costs mainly from Chief Executives offset by a decrease from Financial, Computer and Legal services due changes in cost allocations from these services			6,860		
Total Cost of Democracy					6,860

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>LICSE: Licensing</i>					
Reduction in expenditure on disclosure baring service checks offset by reduced income	-910	910			
Increase in income from sale of taxi brackets and gambling licenses off set by a reduction in premises licenses		-910			
Reduced support costs mainly from Legal services and Chief Executives due to changes in cost allocations from these services			-5,970		
Total Licensing					-6,880
<i>LANDC: Land Charges</i>					
Increase in software support due to a change in number of users charged to this service, this is reflected in a decrease in environmental health (under Health and Housing Committee). There is also an increase in cost from an upgrade to software.	4,620				
Additional costs from legal fees due to contribution to Local Government Association for administration of restitution claims from removal of personal search charge. Expenditure to be met from earmarked reserve fund established for this purpose.	4,670				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Increase in number of searches currently being received resulting in increased income		-5,100			
Reduced support costs from Legal services offset by increase from Community Services due to changes in cost allocations from these services			-3,940		
Total Land Charges					250
<i>ESTAT: Estates</i>					
Additional charge for non domestic rates on the physiotherapy unit	2,680				
Decrease in income from the share of garage rents from Ribble Valley Homes and also ground rents which has been offset by freehold sales, the income from which to be added to an earmarked reserve.		1,630			
Reduction in support costs mainly from Legal and Financial services due to changes in costs allocations from these services			-4,410		
Total Estates					-100

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
<i>VARIOUS: Meal on wheels / Luncheon clubs</i>					
The meals on wheel service operated by Royal Voluntary service ended in June 2014 as the service is no longer to be supported by the County Council in its current format, resulting in a reduction in transport, equipment, meal costs and income from sales and grant income	-20,300	13,640			
Reduced support costs from Financial services due to changes in cost allocations from this service			-1,480		
Total MOW / Luncheon Clubs					-8,140
<i>FMISC: Policy and Finance miscellaneous expenses</i>					
Reduced external audit fees mainly from audit of grant claims	-3,940				
Reduced bank charges offset by reduction in recharge to other services	-910		910		
Additional income received from reimbursement of VAT from HMRC in respect of a trade waste claim offset by a consultant fee for assisting in making the claim. The net effect will be added to an earmarked reserve established from previous claims.	2,610	-13,030			

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Additional income from a rebate of audit fees from the Audit Commission.		-4,510			
Reduced income from Symphony Homes in respect of VAT shelter monies resulting in a lower contribution to the earmarked reserve		139,300			
Reduced support costs from Financial services due to changes in cost allocations from this service			-1,210		
Increased debt management expenses due to changes in cost allocations to the service			1,370		
Total Policy and Finance miscellaneous expenses					120,590
<i>PERFM: Performance Reward Grants</i>					
Reduction in cost of schemes anticipated to be completed by March 2015 resulting in a reduction in funding from earmarked reserves.	-5,740				
Reduced support costs from Chief Executives due to changes in cost allocations from this service			-1,460		
Total Performance Reward Grants					-7,200
<i>SUPDF: Superannuation Deficiency Payment</i>					

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in number of beneficiaries	-9,160				
Total Superannuation Deficiency Payment					-9,160
COMPR: Computer Services					
Reduction in employee costs due to vacant posts. The section recently underwent a restructure which resulted in all posts now being filled.	-2,390				
A provision for non recurring expenditure has been introduced to fund an upgrade to the ICON (Receipting) system. This expenditure will be met from an earmarked reserve.	7,200				
Reduction in depreciation due to reduced capital expenditure in 2013/14				-5,600	
The decrease in net expenditure is reflected in a decrease in recharges to other services			1,040		
Total Computer Services					250
FSERV: Financial Services					
Reduction in employee related expenditure due to staff turnover partly offset by recruitment advertising costs	-1,540				
Reduction in the amount of superannuation deficit payment due to pension fund	-1,360				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in share of premises and vehicle insurance	-950				
Reduction in conference expenses as CIPFA conference not attended	-1,060				
Reduction in support costs mainly from reduced accommodation charge due to changes in cost allocations from these services			-600		
The decrease in net expenditure is reflected in a decrease in recharges to other services			5,190		
Total Financial Services					-320
<i>OMDEV: Organisation & Member Development</i>					
Increase in employee related expenditure due to no staff vacancies resulting in provision for staff turnover not being achieved. This is partly offset by a reduction in recruitment advertisement, staff medicals and car leasing.	3,530				
Reduction in amount of superannuation deficit payment due to pension fund	-750				
Reduced training expenses as no staff currently under taking professional training	-1,590				
Reduced photocopying and telephone cost due to reduction in usage	-2,300				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in support costs mainly from Financial services due to changes in cost allocations from this service			-6,660		
The decrease in net expenditure is reflected in a decrease in recharges to other services			7,920		
Total Organisation & Member Development					150
CONTC: Contact Centre					
Reduced employee related expenses due to the removal of the budget provision for temporary staff, offset by few staff vacancies.	-1,030				
Increase in the provision for purchase of equipment funded from a reduction in the provision for warrant fees	1,040				
A new software support contract has resulted in an increase in cost	2,390				
Reduced support costs mainly from Organisation & Member Development due to changes in cost allocation of this service			-2,040		
The decrease in net expenditure is reflected in a decrease in recharges to other services			-180		
Total Contact Centre					180
REVUE: Revenue Services					

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
The increase in employee related expenses is mainly due to there being no vacant posts resulting in the provision for staff turnover not being achieved.	9,810				
Reduction in amount of superannuation deficit payment due to pension fund	-1,040				
Increase in support costs mainly from Contact Centre due to changes in cost allocation of this service			15,660		
The increase in net expenditure is reflected in increased recharges to other services			-23,740		
Total Revenues Services					690
Other	-3,530	-3,000	-480	-10	-7,020
Sub-Total	-21,630	106,980	7,700	-5,610	87,440
MOVEMENT IN RESERVES					
FNBAL/H230 - Election Reserve					
Income from immortalising equipment added to reserve	1,390				1,390
FNBAL/H337 - Equipment Reserve					
Funding for the purchase of mobile devices and upgrade to ICON system		-9,760			-9,760
FNBAL/H326 - Performance Reward Grant Reserve					

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2014/15**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL COSTS £	TOTAL MOVEMENT £
Reduction in cost of schemes anticipated to be completed by March 2015 resulting in a reduction in funding from earmarked reserves.		5,740			5,740
FNBAL/H325 - VAT Shelter Reserve					
Reduction in contribution to reserve due to reduced income from Symphony Homes	-139,300				-139,300
FNBAL/H272 - Land Charges Restitution Reserve					
Funding for legal expenses		-4,670			-4,670
FNBAL/H276 - Promotions Reserve					
Funding for spring 2014 edition of Ribble Valley News and part fund to purchase and planting of trees for the World War One commemorations		-12,110			-12,110
FNBAL/H354 - IER Reserve					
Grant income added to reserve less funding for staffing, equipment and printing	34,650	-17,990			16,660
FNBAL/H327 - Fleming vat reserve					
Income from trade waste claim less consultant fee	13,030	-2,610			10,420
CPBAL/H330 - Capital Reserve					
Contribution to reserve from freehold sales	1,200				1,200
Total	-110,660	65,580	7,700	-5,610	-42,990

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 10

meeting date: 27 JANUARY 2015
title: ORIGINAL REVENUE BUDGET 2015/16
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2015/16, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

- 2.1 The three year forecast to Policy and Finance Committee in September showed that significant reductions to our budget of £513k and £900k would be necessary for 2015/16 and 2016/17 based on our indicative grant allocation following a consultation in the summer, and forecast future grant allocation reductions.
- 2.2 Our provisional Settlement Funding Assessment, announced on the 18 December 2014, is £2,240,595 for 2015/16. In comparison our current year's allocation is £2,603,769. This represents therefore a reduction of 14% in our core government funding. No announcement was made regarding 2016/17.
- 2.3 The Government announce movements in our 'Spending Power' which includes income from Council Tax Payers, New Homes Bonus and other grants when quoting our funding allocations. According to the Government we will face a reduction in our Spending Power of 1% in 2015/16.
- 2.4 In the Autumn Statement announced on 3 December 2014 the Chancellor indicated that in the next Parliament Public Sector spending would continue to fall. He stated that the reductions in spending may be at the same rate seen over the last five years. In my budget forecast in September I have assumed a 10% reduction in core funding for 2016/17 and a further 5% in 2017/18. This pessimistic forecast may eventually prove to have been optimistic. Much will depend on the outcome of the General Election and the pace of economic recovery.
- 2.5 The Budget Working Group is meeting regularly to consider the Council's budget for next year and have suggested **four options** to address the budget shortfall:
- Whether the Council Tax should be increased for 2015/16
 - Examination in detail of our underspends and overspends to ensure our base budget is accurate
 - Consider increasing the amount of New Homes Bonus we use to finance the revenue budget
 - Examination of how much business rates growth we can realistically expect to rely upon.
- 2.6 The Budget Working Group will continue to meet over the coming weeks and will ultimately make recommendations to Special Policy and Finance on 10 February 2015.

3 2015/16 DRAFT REVENUE BUDGET

- 3.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for the settled pay award of 2.2% spread over two years (2014/15 and 2015/16) and price increases of 2%.
- 3.2 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2014/15 Original Estimate, to the proposed Original Estimate for 2015/16. Comments are also provided on the main variances.

4 COMMITTEE SERVICE ESTIMATES

4.1 CHIEF EXECUTIVE'S DEPARTMENT

Service Description							CEXEC
<p>The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. The Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety and provide the council's mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for Legal and Democratic Services are shown in a separate paragraph 4.27. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	924,960	18,510	850	-33,920	0	0	910,400
Transport Related	28,460	560	-270	-990	0	0	27,760
Supplies and Services	22,710	450	-60	-780	0	0	22,320
Support Services	181,130	0	0	0	950		182,080
Total Expenditure	1,157,260	19,520	520	-35,690	950	0	1,142,560
Other grants & reimbursements	-20	0	0	-30	0	0	-50
Departmental Recharges	-1,145,390	0	0	0	14,640	0	-1,130,750
Miscellaneous Recharges	-11,850	0	0	0	90	0	-11,760
Total Income	-1,157,260	0	0	-30	14,730	0	-1,142,560
NET	0	19,520	520	-35,720	15,680	0	0
Comments							
<p>An increase in the staff turnover provision has been included in employee related expenses together with a reduction in hours worked within the housing section; a pay award adjustment; and a reduction in the amount of superannuation deficit payment due to the pension fund.</p> <p>The share of vehicle insurance, cost of email and internet connection and mobile device costs have been reduced due to less insurance claims and change in telephone suppliers.</p> <p>Support costs have increased mainly from Financial and Computer services offset by a reduction from the Contact Centre due to changes in cost allocations from these services.</p> <p>The net decrease in net expenditure is reflected in reduced recharges to other services.</p>							

4.2 ORGANISATION AND MEMBER DEVELOPMENT

Service Description							OMDEV
<p><i>This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.</i></p>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	315,800	6,320	140	-9,530	0	0	312,730
Transport Related	6,120	120	-80	-940	0	0	5,220
Supplies and Services	37,000	740	-90	-1,370	0	0	36,280
Support Services	77,050	0	0	0	-4,670	0	72,380
Depreciation and Impairment	4,630	0	0	0	0	-4,630	0
Total Expenditure	440,600	7,180	-30	-11,840	-4,670	-4,630	426,610
Customer and Client Receipts	-4,040	-80	-20	-20	0	0	-4,160
Departmental Recharges	-436,560	0	0	0	14,110	0	-422,450
Total Income	-440,600	-80	-20	-20	14,110	0	-426,610
NET	0	7,100	-50	-11,860	9,440	-4,630	0
Comments							
<p>An increase in the staff turnover provision has been included in employee related expenses together with a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension fund.</p> <p>Transport related expenses have reduced due a decrease in the rate of employer's contribution towards the costs of a leased vehicle and supplies and service expenditure shows a reduction in the cost of telephone calls.</p> <p>A reduction in support costs is mainly from Financial services due to changes in costs allocated from this service.</p> <p>The telephone system installed in 2004/05 has now become fully depreciated, reflecting the adjustment under 'capital'.</p> <p>The overall decrease in net expenditure is reflected in reduced departmental recharges to other services.</p>							

4.3 CORPORATE SERVICES

Service Description							CSERV
<p><i>The cost of a small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications, which is recharged here from the Organisation and Member Development Cost Centre.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs.							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	23,630	480	-10	-60	0	0	24,040
Support Services	156,250	0	0	0	-3,690	0	152,560
Total Expenditure	179,880	480	-10	-60	-3,690	0	176,600
Net	179,880	480	-10	-60	-3,690	0	176,600
Comments							
Reduction in support costs mainly from Organisation and Member Development due to changes in cost allocations from this service.							

4.4 CORPORATE MANAGEMENT

Service Description							CORPM
<p><i>Corporate Management concerns those activities and costs that provide the infrastructure to allow services to be provided and the information that is required for public accountability.</i></p> <p><i>This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making, preparation of published accounts, publicity, estimating and accounting for precepts.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	357,170	0	0	0	-32,340	0	324,830
Total Expenditure	357,170	0	0	0	-32,340	0	324,830
NET	357,170	0	0	0	-32,340	0	324,830
Comments							
Reduction in support costs mainly from Chief Executives, Legal services and Contact Centre due to changes in cost allocations from these services.							

4.5 CIVIC SUITE

Service Description							CIVST
<p>All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs to reflect the level of usage that they have had of the facility during the year.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	10,760	200	30	400	0	0	11,390
Premises Related	27,570	560	220	-330	0	0	28,020
Supplies and Services	2,270	30	-30	0	0	0	2,270
Support Services	25,830	0	0	0	-410	0	25,420
Depreciation and Impairment	9,090	0	0	0	0	-10	9,080
Total Expenditure	75,520	790	220	70	-410	-10	76,180
Customer and Client Receipts	-5,210	-100	20	-1,090	0	0	-6,380
Departmental Recharges	-70,310	0	0	0	510	0	-69,800
Total Income	-75,520	-100	20	-1,090	510	0	-76,180
NET	0	690	240	-1,020	100	-10	0
Comments							
<p>The increase in employee related expenses is due to staff joining the superannuation scheme offset by a reduction in the provision for temporary staff, reduction in electricity usage and support costs.</p> <p>Income from function hire has been reduced to reflect the average usage for past three years.</p> <p>The net decrease in expenditure is reflected in reduced recharges to other services.</p>							

4.6 COUNCIL OFFICES

Service Description							CLOFF
<p><i>This budget is for the cost of our Council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building at the end of the financial year.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	45,670	910	1,580	-3,050	0	0	45,110
Premises Related	148,090	2,970	1,740	-1,630	0	0	151,170
Supplies and Services	8,230	170	-10	-200	0	0	8,190
Third Party Payments	990	20	0	0	0	0	1,010
Support Services	48,100	0	0	0	-890	0	47,210
Depreciation and Impairment	23,660	0	0	0	0	0	23,660
Total Expenditure	274,740	4,070	3,310	-4,880	-890	0	276,350
Customer and Client Receipts	-9,460	-190	140	190	0	0	-9,320
Departmental Recharges	-265,280	0	0	0	-1,750	0	-267,030
Total Income	-274,740	-190	140	190	-1,750	0	-276,350
NET	0	3,880	3,450	-4,690	-2,640	0	0
Comments							
<p>There has been an above inflationary increase in employee related expenditure, this is offset by introducing a provision for staff turnover.</p> <p>Other expenditure items show a reduction in share of the cost of premises insurance, a reduction in the purchase of vending machine ingredients and reduced support costs mainly from Community services. These are offset by increased energy usage and above inflationary increase in electricity costs.</p> <p>The increase in net expenditure is reflected in increased recharges to other services.</p>							

4.7 COMMUNITY SAFETY

Service Description								EMERG
<p><i>The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.</i></p>								
Link to Ambitions								
To help make people's lives safer and healthier								
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16	
	£	£	£	£	£	£	£	
Supplies and Services	10,090	200	-20	-140	0	0	10,130	
Support Services	49,240	0	0	0	4,850	0	54,090	
Total Expenditure	59,330	200	-20	-140	4,850	0	64,220	
NET	59,330	200	-20	-140	4,850	0	64,220	
Comments								
Increase in support costs mainly from Chief Executive and Community services due to changes in cost allocations from these services								

4.8 COUNCIL TAX

Service Description							CLTAX
<i>The administration and collection of council tax</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	59,490	1,190	-170	-4,840	0	0	55,670
Support Services	341,220	0	0	0	9,550	0	350,770
Depreciation and Impairment	12,500	0	0	0	0	0	12,500
Total Expenditure	413,210	1,190	-170	-4,840	9,550	0	418,940
Other grants, Reimbursement and contributions	-1,630	-30	-10	-210	0	0	-1,880
Customer and Client Receipts	-83,720	-1,670	1,670	-6,130	0	0	-89,850
Total Income	-85,350	-1,700	1,660	-6,340	0	0	-91,730
NET	327,860	-510	1,490	-11,180	9,550	0	327,210
Comments							
<p>The budget provision for the purchase of equipment, printing and stationery, books and software maintenance have been split between council tax and non domestic rates. The budget provision for warrant fees has been removed in line with previous years spending.</p> <p>Increase in support costs mainly from Financial services and Revenue services due to changes in cost allocations from these services.</p> <p>There has not been an inflationary increase in summonses costs but income is predicted to exceed the 2% required.</p>							

4.9 NATIONAL NON DOMESTIC RATES

Service Description							NNDRC
<i>The administration and collection of national non-domestic rates</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	1,580	30	-20	3,520	0	0	5,110
Transfer Payments	25,370	510	0	400	0	0	26,280
Support Services	111,260	0	0	0	0	3,210	114,470
Total Expenditure	138,210	540	-20	3,920	0	3,210	145,860
Government Grants	-85,950	-1,720	1,720	-1,950	0	0	-87,900
Other Grants and Contributions	-50	0	0	-20	0	0	-70
Customer and Client Receipts	-6,000	-120	120	0	0	0	-6,000
Total Income	-92,000	-1,840	1,840	-1,970	0	0	-93,970
NET	46,210	-1,300	1,820	1,950	0	3,210	51,890
Comments							
A provision for purchase of equipment, printing and stationery, books, postages and software maintenance has been established by splitting the budget provision on council tax.							
There has been an increase in the NNDR cost of collection grant but no increase in summonses income.							

4.10 ELECTION ADMINISTRATION

Service Description							ELADM
<i>The cost of administering elections to the council.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	32,970	0	0	0	11,820	0	44,790
Total Expenditure	32,970	0	0	0	11,820	0	44,790
NET	32,970	0	0	0	11,820	0	44,790
Comments							
An increase in support costs from Chief Executives, Financial and Legal services due to changes in cost allocations from these services reflecting the joint Parliamentary and District elections in 2015.							

4.11 DISTRICT ELECTIONS

Service Description							DISTC
<i>The cost of holding local elections once every four years. An earmarked reserve is set aside to fund this cost. The next elections are in 2015.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	0	0	0	41,310	0	0	41,310
Premises Related	0	0	0	7,800	0	0	7,800
Transport Related	0	0	0	140	0	0	140
Supplies and Services	0	0	0	28,500	0	0	28,500
Total Expenditure	0	0	0	77,750	0	0	77,750
NET	0	0	0	77,750	0	0	77,750
Comments							
To introduce a budget provision for holding the local elections in 2015, estimates based on previous election in 2011/12 and will be funded from an earmarked reserve.							

4.12 REGISTER OF ELECTORS

Service Description							ELECT
<i>The council has a statutory duty to compile and maintain a register of all those entitled to vote</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	13,510	270	-160	-8,200	0	0	5,420
Supplies and Services	54,930	1090	-150	-8,730	0	0	47,140
Support Services	31,050	0	0	0	10,870	0	41,920
Total Expenditure	99,490	1,360	-310	-16,930	10,870	0	94,480
Other grants and reimbursements	-21,600	-430	430	21,600	0	0	0
Customer and Client Receipts	-1,250	-30	10	50	0	0	-1,220
Total Income	-22,850	-460	440	21,650	0	0	-1,220
NET	76,640	900	130	4,720	10,870	0	93,260
Comments							
<p>Relocation of resources between canvasses fees and postages. An increase in printing costs funded from an earmarked reserve fund established to fund additional cost incurred with the move to individual electoral registration.</p> <p>An increase in support costs mainly from Legal services due to changes in cost allocations from this service, which reflect the introduction of a new part-time post, which is to be funded from the earmarked reserve.</p> <p>The provision for non recurring purchase of equipment funded from grant income has been removed.</p>							

4.13 MAYOR'S ATTENDANT

Service Description							ATTEN
<i>Costs of the mayor's attendant are shown here. These costs are then charged to Civic Functions and the Civic Suite</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	13,850	280	20	-2,020	0	0	12,130
Supplies and Services	400	0	0	-70	0	0	330
Support Services	4,610	0	0	0	590	0	5,200
Total Expenditure	18,860	280	20	-2,090	590	0	17,660
Departmental Recharges	-18,860	0	0	0	1,200	0	-17,660
Total Income	-18,860	0	0	0	1,200	0	-17,660
NET	0	280	20	-2,090	1,790	0	0
Comments							
A reduction in the provision for overtime and temporary cover is reflected in a decrease in recharges to other services.							

4.14 CIVIC FUNCTIONS

Service Description							CIVCF
<i>Costs of all mayoral events and functions are shown here.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	0	0	0	200	0	0	200
Premises Related	380	10	0	-40	0	0	350
Transport Related	8,580	170	-170	-570	0	0	8,010
Supplies and Services	23,110	460	-30	0	0	0	23,540
Support Services	28,670	0	0	0	-1,110	0	27,560
Total Expenditure	60,740	640	-200	-410	-1,110	0	59,660
NET	60,740	640	-200	-410	-1,110	0	59,660
Comments							
A provision for employee national insurance has been introduced as part of the mayoral allowance. This is offset by a reduction in the cost of the mayoral car and reduced mayors attendant costs							

4.15 COST OF DEMOCRACY

Service Description							COSDM
<i>This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	4,480	90	40	-350	0	0	4,260
Supplies and Services	225,060	4,500	1,930	1,330	0	0	232,820
Support Services	209,510	0	0	0	8,570	0	218,080
Total Expenditure	439,050	4,590	1,970	980	8,570	0	455,160
NET	439,050	4,590	1,970	980	8,570	0	455,160
Comments							
Increase in the supplies and services relating to the use of mobile devices, reflecting the cost of annual software costs.							
Increase in support costs mainly from Chief Executives and Financial services offset by a reduction from Legal services due to changes in cost allocation from these services							

4.16 MAYORAL TRANSPORT

Service Description							MAYCR
<i>All costs associated with the mayor's car are shown here, including the lease of the vehicle, cleaning, servicing, insurance and fuel. Costs for the driver are shown under the Mayor's Attendant heading. All these costs are charged on to Civic Functions.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	7,840	140	-90	-290	0	0	7,600
Support Services	740	0	0	0	-320	0	420
Total Expenditure	8,580	140	-90	-290	-320	0	8,020
Miscellaneous Recharges	-8,580	0	0	0	560	0	-8,020
Total Income	-8,580	0	0	0	560	0	-8,020
NET	0	140	-90	-290	240	0	0
Comments							
Reduction in fuel and insurance costs and support costs from Financial services are reflected in reduced recharge to other services.							

4.17 LICENSING

Service Description							LICSE
<p>The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.</p>							
Link to Ambitions							
<p>To make people's lives safer and healthier</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	4,340	90	0	280	0	0	4,710
Supplies and Services	20,690	420	-20	40	0	0	21,130
Support Services	107,060	0	0	0	-1,120		105,940
Total Expenditure	132,090	510	-20	320	-1,120	0	131,780
Other Grants and Contributions	-4,340	-90	0	-280	0	0	-4,710
Customer and Client Receipts	-117,620	-2,360	1,400	1,980	0	0	-116,600
Total Income	-121,960	-2,450	1,400	1,700	0	0	-121,310
NET	10,130	-1,940	1,380	2,020	-1,120	0	10,470
Comments							
<p>A reduction in support costs mainly from Chief Executives offset by an increase from Financial services due to changes in cost allocations from these services.</p> <p>Reduced income mainly from premises licenses offset by an increase in sale of taxi plates and brackets.</p>							

4.18 LAND CHARGES

Service Description							LANDC
<i>The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	2,610	50	10	250	0	0	2,920
Supplies and Services	8,560	170	80	3,960	0	0	12,770
Support Services	87,480	0	0	0	-2,000	0	85,480
Depreciation and Impairment	5,330	0	0	0	0	0	5,330
Total Expenditure	103,980	220	90	4,210	-2,000	0	106,500
Customer and Client Receipts	-70,610	-1,410	-1,140	-3,480	0	0	-76,640
Total Income	-70,610	-1,410	-1,140	-3,480	0	0	-76,640
NET	33,370	-1,190	-1,050	730	-2,000	0	29,860
Comments							
An increase in the cost of software maintenance is due to an upgrade to the software and a change in the number of users previously charged to Environmental Health.							
A reduction in support costs mainly from Chief Executives, Legal and Financial services offset by an increase from Community services due to changes in cost allocations from these services.							
Increase in income from search fees due to an expected increase in average number of searches received.							

4.19 GRANTS AND SUBSCRIPTIONS – POLICY AND FINANCE COMMITTEE

Service Description							FGSUB
<p><i>Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads and Local Government Association (subscription). In addition, concurrent function grants are allocated from this budget.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	14,150	280	0	0	0	0	14,430
Transfer Payments	129,160	2,590	-550	0	0	0	131,200
Support Services	1,190	0	0	0	10		1,200
Total Expenditure	144,500	2,870	-550	0	10	0	146,830
NET	144,500	2,870	-550	0	10	0	146,830
Comments							
<p>No significant changes to this cost centre.</p> <p>Details of these subscriptions are shown at Annex 1</p>							

4.20 ESTATES

Service Description							ESTAT
<p>The council has many assets, which include land and property. Individual Heads of Service manage the properties that support their operations and the legal section support this work.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	5,290	110	60	2,680	0	0	8,140
Supplies and Services	1,350	30	0	0	0	0	1,380
Support Services	40,160	0	0	0	-4,350	0	35,810
Total Expenditure	46,800	140	60	2,680	-4,350	0	45,330
Interest	-10	0	0	0	0	0	-10
Customer and Client Receipts	-37,170	-740	210	2,820	0	0	-34,880
Total Income	-37,180	-740	210	2,820	0	0	-34,890
NET	9,620	-600	270	5,500	-4,350	0	10,440
Comments							
<p>A budget provision has been introduced to provide for payment of non domestic rates on the physiotherapy centre, following the termination of the lease by the previous occupiers.</p>							
<p>Reduction in support costs mainly from Financial and Legal services due to changes in cost allocations from these services.</p>							
<p>Reduction in income for share in garage rents from Symphony Homes and also a fall in general ground rents</p>							

4.21 MEALS ON WHEELS AND LUNCHEON CLUBS

Service Description		VARIOUS CODES					
<p>The provision of Meals on Wheels was based on a referral from Lancashire County Council Social Services. Without this referral, residents must pay for any meal provision themselves. Lancashire County Council's current contractor which delivers the meals across Lancashire is the iCare group.</p> <p>Previously the Council received a grant from Lancashire County Council based on 50% of our Meals on Wheels and Luncheon Club costs up to a ceiling. In 2014 The County Council stopped supporting the meals on wheels service in its current format but have agreed that a new service based on Luncheon clubs would be supported through to March 2016. There are currently 6 luncheon clubs financially supported by the Council with a view to developing more Clubs and work with them for them to become sustainable.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	2,130	40	0	0	0	0	2,170
Supplies and Services	11,400	230	0	-10	0	0	11,620
Third Party Payments	15,350	310	-10	-480	0	0	15,170
Transfer Payments	2,480	50	0	0	0	0	2,530
Support Services	5,330	0	0	0	-3,240	0	2,090
Total Expenditure	36,690	630	-10	-490	-3,240	0	33,580
Other Grants and Contributions	-15,550	-310	40	1,860	0	0	-13,960
Customer and Client Receipts	-5,580	-110	0	30	0	0	-5,660
Total Income	-21,130	-420	40	1,890	0	0	-19,620
NET	15,560	210	30	1,400	-3,240	0	13,960
Comments							
<p>The budget provision has been maintained at existing levels, however a separate report is included elsewhere on the agenda, outlining proposed service changes.</p> <p>There has been a reduction in support costs mainly from Financial services due to changes in cost allocations from this service, which impacts on the grant income from the County Council.</p>							

4.22 POLICY AND FINANCE MISCELLANEOUS

Service Description							FMISC
<i>Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	1,030	20	-10	0	0	0	1,040
Premises Related	540	10	0	0	0	0	550
Supplies and Services	83,670	1,670	0	0	0	0	85,340
Transfer Payments	270	10	0	0	0	0	280
Support Services	12,860	0	0	0	-1,120	0	11,740
Debt Management Expenses	43,280	0	0	0	-9,670	0	33,610
Total Expenditure	141,650	1,710	-10	0	-10,790	0	132,560
Other Grants and Contributions	-279,300	-5,590	5,590	99,300	0	0	-180,000
Customer and Client Receipts	-170	0	0	20	0	0	-150
Interest	-270	-10	10	-50	0	0	-320
Miscellaneous Recharges	-15,110	0	0	0	-300	0	-15,410
Total Income	-294,850	-5,600	5,600	99,270	-300	0	-195,880
NET	-153,200	-3,890	5,590	99,270	-11,090	0	-63,320
Comments							
<p>Decrease in support costs from Financial services due to changes in cost allocations from this service.</p> <p>Reduction in debt management expenses mainly due to the removal of provision for the cost of revaluing assets which is due in March 2015.</p> <p>A substantial reduction in income from VAT Shelter monies from Symphony Homes is anticipated resulting in lower contribution to the earmarked reserve.</p>							

4.23 PERFORMANCE REWARD GRANTS

Service Description							PERFM
<i>Residual budget relation to former Performance Reward Grant received by this Council. This budget has been used to fund various grants/community projects etc</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transfer Payments	23,510	470	-470	-11,550	0	0	11,960
Support Costs	3,680	0	0	0	-1,500	0	2,180
Total Expenditure	27,190	470	-470	-11,550	-1,500	0	14,140
NET	27,190	470	-470	-11,550	-1,500	0	14,140
Comments							
A number of approved grants are still awaiting completion. The reduction shown reflects the grants which have been paid out since the previous year.							
Reduction in support costs from Chief Executives due to changes in cost allocations from this service.							

4.24 SUPERANNUATION DEFICIENCY PAYMENTS

Service Description							SUPDF
<i>Costs here relate to historic liabilities arising from unfunded pension costs.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	6,240	120	-50	0	0	0	6,310
Third Party Payments	120,540	2,410	-1,070	-9,270	0	0	112,610
Support Services	140	0	0	0	30	0	170
Total Expenditure	126,920	2,530	-1,120	-9,270	30	0	119,090
NET	126,920	2,530	-1,120	-9,270	30	0	119,090
Comments							
Reducing number of beneficiaries will result in a fall in payments due to various pension funds by this Council							

4.25 COMPUTER SERVICES

Service Description							COMPR
<p><i>The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation, maintenance and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area. These costs are fully recharged to service users.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	148,100	2,950	370	5,440	0	0	156,860
Transport Related	380	10	0	0	0	0	390
Supplies and Services	159,280	3,180	-20	0	0	0	162,440
Support Services	36,160	0	0	0	-680	0	35,480
Depreciation and Impairment	19,940	0	0	0	0	-120	19,820
Total Expenditure	363,860	6,140	350	5,440	-680	-120	374,990
Other Grants and Reimbursements	-20	0	0	0	0	0	-20
Departmental Recharges	-363,840	0	0	0	-11,130	0	-374,970
Total Income	-363,860	0	0	0	-11,130	0	-374,990
NET	0	6,140	350	5,440	-11,810	-120	0
Comments							
<p>Additional employee costs due to pay increments and a restructuring of the section. Reduced support costs mainly from financial services due to changes in cost allocations from this service.</p>							

4.26 FINANCIAL SERVICES

Service Description							FSERV
<p>The Financial Services Section provides the Accountancy and Internal Audit services of the Council. The section is responsible for all matters of financial administration. The section's main tasks are the preparation of budgets, closure of the Council's accounts, payment of invoices, the collection of debt, the treasury management function, and also the achievement of the annual internal audit plan.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	569,840	11,400	300	-15,490	0	0	566,050
Premises Related	1,350	30	-10	-240	0	0	1,130
Transport Related	11,600	220	-200	-1,740	0	0	9,880
Supplies and Services	27,870	540	-70	-10	0	0	28,330
Support Services	57,110	0	0	0	-30	0	57,080
Total Expenditure	667,770	12,190	20	-17,480	-30	0	662,470
Other Grants and reimbursements	-20	0	0	0	0	0	-20
Customer and Client Receipts	-1,110	-20	20	-30	0	0	-1,140
Departmental Recharges	-659,780	0	0	0	4,310		-655,470
Miscellaneous Recharges	-6,860	0	0	0	1,020		-5,840
Total Income	-667,770	-20	20	-30	5,330	0	-662,470
NET	0	12,170	40	-17,510	5,300	0	0
Comments							
<p>Reduction in employee related expenses due to increase in staff turnover provision and a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension funds.</p> <p>Reduction in share of premises and vehicle insurance and reduction in car leasing costs.</p> <p>The net reduction in expenditure is reflected in reduced recharges to other services.</p>							

4.27 LEGAL SERVICES

Service Description							LSERV
<p>The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.</p> <p>The section also includes the direct costs of staff working on land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions. These are recharged according to staff time allocations</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	295,060	5,900	410	2,040	0	0	303,410
Premises Related	690	10	10	-40	0	0	670
Transport Related	6,930	130	-60	320	0	0	7,320
Supplies and Services	45,640	920	-70	-10,160	0	0	36,330
Support Services	105,350	0	0	0	70		105,420
Total Expenditure	453,670	6,960	290	-7,840	70	0	453,150
Other Grants and Contributions	-22,800	-460	330	16,400	0	0	-6,530
Departmental Recharges	-445,440	0	0	0	-40	0	-445,480
Miscellaneous Recharges	-1,830	0	0	0	690	0	-1,140
Total Income	-470,070	-460	330	16,400	650	0	-453,150
NET	-16,400	6,500	620	8,560	720	0	0
Comments							
<p>Increase in employee costs due to a new post of IER & elections officer being introduced offset by an increase in staff turnover provision and pay award adjustment.</p> <p>Reduction in the budget provision for reference books within supplies and services.</p> <p>Removal of budget provision for the new burden grant income for Right to Bid and Right to Challenge.</p>							

4.28 CONTACT CENTRE

Service Description							CONTC
<i>The contact centre acts as first point of contact for a range of front line services and provides the main telephony service.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	167,520	3,360	10	-6,830	0	0	164,060
Transport Related	150	0	0	0	0	0	150
Supplies and Services	18,900	380	40	3,420	0	0	22,740
Support Services	42,330	0	0	0	2,720	0	45,050
Depreciation and Impairment	7,230	0	0	0	0	-4,450	2,780
Total Expenditure	236,130	3,740	50	-3,410	2,720	-4,450	234,780
Departmental Recharges	-236,130	0	0	0	1,350	0	-234,780
Total Income	-236,130	0	0	0	1,350	0	-234,780
NET	0	3,740	50	-3,410	4,070	-4,450	0
Comments							
Reduction in employee costs due to an increase in the staff turnover provision and pay award adjustment.							
Increase in supplies and service costs due to an increase in the purchase of equipment and materials budget provision funded by a reduction within the Revenues service and an increase in software maintenance costs as a result of a new maintenance agreement.							
Increase in support costs mainly from Computer services offset by a reduction from Organisation and Member Development due to changes in cost allocations of these services.							
The CRM system purchased in 2011/12 is now fully depreciated, reflected under 'capital'.							
The net reduction in expenditure is reflected in reduced recharges to other services.							

4.29 REVENUES AND BENEFITS

Service Description							REVUE
<i>Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual cost centres</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	461,150	9,200	330	-10,970	0	0	459,710
Transport Related	8,850	180	-70	0	0	0	8,960
Supplies and Services	11,160	230	-150	-190	0	0	11,050
Support Services	135,940	0	0	0	13,640	0	149,580
Total Expenditure	617,100	9,610	110	-11,160	13,640	0	629,300
Other grants and reimbursements	-10	0	0	0	0	0	-10
Departmental Recharges	-617,020	0	0	0	-12,210	0	-629,230
Miscellaneous Recharges	-70	0	0	0	10	0	-60
Total Income	-617,100	0	0	0	-12,200	0	-629,300
NET	0	9,610	110	-11,160	1,440	0	0
Comments							
Reduction in employee related expenses due to increase in staff turnover provision, pay award adjustment, and a reduction in the amount of superannuation deficit payment due to the pension fund.							
Increase in support cost mainly from Contact Centre due to changes in cost allocation from this service.							
The net increase in expenditure is reflected in an increase in recharges to other services.							

4.30 ALBION MILL

Service Description							ALBNM
<i>The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	32,130	640	-640	0	0	0	32,130
Supplies and Services	1,660	30	0	0	0	0	1,690
Support Services	3,300	0	0	0	1,200	0	4,500
Total Expenditure	37,090	670	-640	0	1,200	0	38,320
Customer and Client Receipts	-36,980	-740	740	-850	0	0	-37,830
Total Income	-36,980	-740	740	-850	0	0	-37,830
NET	110	-70	100	-850	1,200	0	490
Comments							
Increase in support cost mainly from Chief Executives due to changes in cost allocations from this service.							
Increase in income from rents							

4.31 ECONOMIC DEVELOPMENT

Service Description							INDDV
<i>This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local economy.</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	360	10	-10	-200	0	0	160
Supplies and Services	19,130	390	0	0	0	0	19,520
Support Services	72,550	0	0	0	-1,300	0	71,250
Total Expenditure	92,040	400	-10	-200	-1,300	0	90,930
NET	92,040	400	-10	-200	-1,300	0	90,930
Comments							
Decrease in Ground Maintenance work carried out at economic development sites.							
Reduction in support costs mainly from Chief Executives due to changes in cost allocations from this service.							

5 SUMMARIES

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

a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15 £	Inflation at 2% £	Inflation above or below 2% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2015/16 £
CEXEC	Chief Executives Department	0	19,520	520	-35,720	15,680	0	0
OMDEV	Organisation & Member Development	0	7,100	-50	-11,860	9,440	-4,630	0
CSERV	Corporate Services	179,880	480	-10	-60	-3,690	0	176,600
CORPM	Corporate Management	357,170	0	0	0	-32,340	0	324,830
CIVST	Civic Suite	0	690	240	-1,020	100	-10	0
CLOFF	Council Offices	0	3,880	3,450	-4,690	-2,640	0	0
EMERG	Community Safety	59,330	200	-20	-140	4,850	0	64,220
CLTAX	Council Tax	327,860	-510	1,490	-11,180	9,550	0	327,210
NNDRC	National Non Domestic Rates	46,210	-1,300	1,820	1,950	3,210	0	51,890
ELADM	Election Administration	32,970	0	0	0	11,820	0	44,790
DISTC	District Elections	0	0	0	77,750	0	0	77,750
ELECT	Register of Electors	76,640	900	130	4,720	10,870	0	93,260
ATTEN	Mayor's Attendant	0	280	20	-2,090	1,790	0	0
CIVCF	Civic Functions	60,740	640	-200	-410	-1,110	0	59,660
COSDM	Cost of Democracy	439,050	4,590	1,970	980	8,570	0	455,160
MAYCR	Mayoral Transport	0	140	-90	-290	240	0	0
LICSE	Licensing	10,130	-1,940	1,380	2,020	-1,120	0	10,470

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15 £	Inflation at 2% £	Inflation above or below 2% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2015/16 £
LANDC	Land Charges	33,370	-1,190	-1,050	730	-2,000	0	29,860
FGSUB	Grants and Subscriptions	144,500	2,870	-550	0	10	0	146,830
ESTAT	Estates	9,620	-600	270	5,500	-4,350	0	10,440
VARIOUS	Meals on Wheels & Luncheon Clubs	15,560	210	30	1,400	-3,240	0	13,960
FMISC	Policy & Finance Miscellaneous	-153,200	-3,890	5,590	99,270	-11,090	0	-63,320
PERFM	Performance Reward Grants	27,190	470	-470	-11,550	-1,500	0	14,140
SUPDF	Superannuation Deficiency Payments	126,920	2,530	-1,120	-9,270	30	0	119,090
COMPR	Computers	0	6,140	350	5,440	-11,810	-120	0
FSERV	Financial Services	0	12,170	40	-17,510	5,300	0	0
LSERV	Legal Services	-16,400	6,500	620	8,560	720	0	0
CONTC	Contact Centre	0	3,740	50	-3,410	4,070	-4,450	0
REVUE	Revenues and Benefits	0	9,610	110	-11,160	1,440	0	0
ALBNM	Albion Mill	110	-70	100	-850	1,200	0	490
INDDV	Economic Development	92,040	400	-10	-200	-1,300	0	90,930
NET COST OF SERVICES		1,869,690	73,560	14,610	86,910	12,700	-9,210	2,048,260

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15 £	Inflation at 2% £	Inflation above or below 2% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2015/16 £
ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES								
FNBAL H230	Election Fund	21,450	430	0	-77,750	0	0	-55,870
FNBAL H362	IER Reserve	0	0	0	-14,570	0	0	-14,570
FNBAL H269	Valuation of Assets Reserve	-8,000	0	0	10,000	0	0	2,000
FNBAL H325	VAT Shelter Reserve	279,300	0	0	-99,300	0	0	180,000
FNBAL H326	Performance Reward Grants Reserve	-23,510	0	0	11,550	0	0	-11,960
FNBAL H354	Community Right to Bid Reserve	7,850	0	0	-7,850	0	0	0
FNBAL H359	Community Right to Challenge	8,550	0	0	-8,550	0	0	0
NET BALANCES & RESERVES		285,640	430	0	-186,470	0	0	99,600
NET EXPENDITURE		2,155,330	73,990	14,610	-99,560	12,700	-9,210	2,147,860

b) **Type of Expenditure/Income (Subjective)**

	Original Estimate 2014/15 £	Inflation at 2% £	Inflation above or below 2% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2015/16 £
Employee Costs	2,984,920	59,670	3,870	-40,440	0	0	3,008,020
Premises Costs	216,400	4,350	1,370	8,000	0	0	230,120
Transport Costs	81,040	1,570	-940	-4,070	0	0	77,600
Supplies and Services	891,960	17,810	1,130	14,210	0	0	925,110
Third Party	136,880	2,740	-1,080	-9,750	0	0	128,790
Transfer Payments	180,790	3,630	-1,020	-11,150	0	0	172,250
Support Services	2,365,440	0	0	0	9,300	0	2,374,740
Depreciation & Impairment	82,380	0	0	0	0	-9,210	73,170
Debt Management Expenses	43,280	0	0	0	-9,670	0	33,610
TOTAL EXPENDITURE	6,983,090	89,770	3,330	-43,200	-370	-9,210	7,023,410
Government Grants	-85,950	-1,720	1,720	-1,950	0	0	-87,900
Other Grants and Reimbursements	-345,340	-6,910	6,380	138,620	0	0	-207,250
Customer & Client Receipts	-378,920	-7,550	3,150	-6,510	0	0	-389,830
Interest	-280	-30	30	-50	0	0	-330
Departmental Recharges	-4,279,220	0	0	0	10,990	0	-4,268,230
Miscellaneous Recharges	-23,690	0	0	0	2,080	0	-21,610
TOTAL INCOME	-5,113,400	-16,210	11,280	130,110	13,070	0	-4,975,150
NET COST OF SERVICES	1,869,690	73,560	14,610	86,910	12,700	-9,210	2,048,260
ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES							
FNBAL/H230: Election Fund	21,450	430	0	-77,750	0	0	-55,870
FNBAL/H362: IER Reserve	0	0	0	-14,570	0	0	-14,570

	Original Estimate 2014/15 £	Inflation at 2% £	Inflation above or below 2% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2015/16 £
FNBAL/H269: Valuation of assets Reserve	-8,000	0	0	10,000	0	0	2,000
FNBAL/H325: VAT Shelter Reserve	279,300	0	0	-99,300	0	0	180,000
FNBAL/H326: Performance Reward Grants Reserve	-23,510	0	0	11,550	0	0	-11,960
FNBAL/H354: Community Right to Bid Reserve	7,850	0	0	-7,850	0	0	0
FNBAL/H359: Community Right to Challenge Reserve	8,550	0	0	-8,550	0	0	0
NET BALANCES & RESERVES	285,640	430	0	-186,470	0	0	99,600
NET EXPENDITURE	2,155,330	73,990	14,610	-99,560	12,700	-9,210	2,147,860

- 5.2 Net costs for this committee have increased by £178,570 but after allowing for transfers to and from earmarked reserves the position changes to a reduction in net expenditure of £7,470. The main reasons for this are summarised below:

Description	Variances from original estimate 2014/15 original estimate 2015/16 £
CEXEC: Chief Executives	
Reduction in staffing costs due to an increase in the provision for staff turnover, reduction in hours worked within housing section, a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension fund.	-32,690
OMDEV: Organisation and Member Development	
Reduction in staffing costs due to an increase in the provision for staff turnover, a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension fund.	-9,330
Reduction in depreciation costs due to the telephone system installed in 2004/05 becoming fully depreciated	-4,630
DISTC: District Elections	
A budget provision has been introduced for holding the 2015 local elections, this expenditure will be funded from an earmarked reserve established for this purpose	77,750
ELECT: Register of Electors	
Increase in printing and stationery costs due to the move to individual electoral registration. Expenditure to be funded from earmarked reserve established to fund additional costs involved in the move.	5,000
FMISC: Policy and Finance Miscellaneous	
Reduction in debt management expenses mainly due to the removal of the provision for revaluation of assets due in March 2015. The reduction will be offset by a reduction in the contribution from earmarked reserve.	-9,670
Reduced income from VAT shelter monies due from Symphony Homes resulting in a lower contribution to the earmarked reserve established from previous receipts	99,300
PERFM: Performance Reward Grants	
Reduced expenditure due to reducing number of approved schemes still to complete	-11,550
SUPDF: Superannuation Deficiency Payments	
Reduced expenditure to former pension funds due to reducing number of beneficiaries entitled to a pension	-9,270
COMPR: Computer Section	
Additional employee related expenses due to pay increments and also the restructure of the section which took place in 2014	5,440

Description	Variances from original estimate 2014/15 original estimate 2015/16 £
FSERV: Financial Services	
Reduction in staffing costs due to an increase in the provision for staff turnover, a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension fund.	-15,890
LSERV: Legal Services	
Reduction in budget provision for purchase of reference books resulting from a move to an online subscription	-10,000
Removal of the budget provision for the new burden grants income for the Right to Bid and the Right to Challenge. The reduction will be offset by a reduction in the contribution to the earmarked reserve established from previous grant payments	16,400
CONTC: Contact Centre	
Reduction in staffing costs due to an increase in the provision for staff turnover, a pay award adjustment and a reduction in the amount of superannuation deficit payment due to the pension fund.	-6,830
Reduction in depreciation costs due to the CRM system purchased in 2011/12 becoming fully depreciated	-4,450
REVUE: Revenues and Benefits	
Reduction in staffing costs due to an increase in the provision for staff turnover, a pay award adjustment and a reduction in the share of superannuation deficit payment due to the pension fund.	-11,120

5.3 Annex 1 shows a list of subscriptions falling within this committee.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – approval of the original budget for 2015/16 would see an increase in net expenditure of £178,570 compared with the original budget for 2014/15 or a reduction of £7,470 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

7 FEES AND CHARGES

7.1 Fees and charges for this Committee were agreed in October 2014, and have been increased by 2% or more if the increase could be sustained. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2015.

8 RECOMMENDED THAT COMMITTEE

- 8.1 Agree the revenue budget for 2015/16 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF1-15/TH/AC
17 November 2014

For further background information please ask for Trudy Holderness.

BACKGROUND WORKING PAPERS – Budget working papers 2014/15 RE + 2015/16 OE

Policy and Finance Committee – Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
FGSUB Policy and Finance Committee Grants and Subscriptions	<p>SPARSE Rural (RSN Network) SPARSE are the most comprehensive rural network in England, and the only national network representing service providers, community representatives and national organisations. Their goal is to give rural areas a louder voice and bring rural thoughts and concerns together.</p>	2,140	The service pulls together the work of Rural England and the representative role of the network to enable local authority officers and members, but also a wider network of organisations to effectively network together. By bring together a range of cross sector organisations to facilitate the sharing of information, best practice, innovative ideas and research and analysis to ultimately provide a better service for rural communities.	2003
	<p>North West Employers Organisation North West Employers is a body representing boroughs in Lancashire and Cheshire and other public service providers in the region on people matters and is certified as part of 1974 trade Union and Labour Relation Act.</p>	3,420	North West Employers provide a network of support, advice and consultancy on all people matters, from human resources policy and practice, through to leadership, management development and organisational design and performance. They represent the interest of North West authorities as employers, including consultation on national pay and conditions of service. With the regional trade unions it operates a joint conciliation and dispute resolution process to support authorities.	1994
	<p>Local Government Association (LGA) The LGA is a politically-led, cross-party organisation that seeks to promote local government on behalf of councils to national governments. Its aim is to influence and set the political agenda on issues that matter to councils so they are able to deliver local solutions to national problems</p>	5,780	Continued reductions in public sector funding are having a major impact on local authorities. Within this context, the LGA has worked closely with the sector to secure some substantial wins, including: <ul style="list-style-type: none"> • A decrease in the amount in the amount originally proposed to be taken from councils in 2013/14 for capitalisation and the safety net. • Continued funding to support housing benefit administration in the run up to universal credit, including £388 million towards administration of both housing benefit and the new local tax support schemes. • A further £33 million new burdens funding for local council tax support. 	1997

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
FGSUB Policy and Finance Committee Grants and Subscriptions	District Councils' Network The District Councils' Network is a member led network of 199 district councils. It is a special interest group of the LGA, and provide a single voice for district councils within LGA and to Central Government	200	The District Council's Network acts as an informed and representative advocate for districts to government and other national bodies. It responds to government consultations and undertakes research and produces publications on behalf of the sector.	2009

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 27 JANUARY 2015
 title: RIBBLE VALLEY COMMUNITY SAFETY PARTNERSHIP – CURRENT ISSUES
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: BILL ALKER – COMMUNITY DEVELOPMENT OFFICER

1 PURPOSE

1.1 To update Committee on current initiatives which the Community Safety Partnership is involved with and to consider the future direction of the CSP as a separate partnership.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } It is a key part of the Council's ambitions and
 - Corporate Priorities - } priorities to work together with other agencies to
 - Other Considerations - } help keep the area safe and protect the
- community it serves.

2 BACKGROUND

2.1 Ribble Valley Community Safety Partnership has been in existence for the past sixteen years and was brought into being by the 1998 Crime and Disorder Act.

2.2 The Act placed the duty on a number of named agencies to work in partnership to help combat crime and disorder.

2.3 Each district in England and Wales has a Community Safety Partnership which co-ordinates agencies response to crime and disorder and community safety in their particular area.

3.4 Other relevant agencies involved in the Partnership include Police, Lancashire County Council, Public Health, Probation Service and Lancashire Fire and Rescue Service.

2.5 Whilst Ribble Valley is consistently one of the lowest crime areas in the country, there have nevertheless been some notable projects which have helped contribute to that success.

2.6 These include CCTV in Clitheroe, Longridge and Whalley, Castle grounds project, construction of Longridge Skate Park, alcohol control zones, polycarbonate glasses in town centres pubs, wasted life projects and many more.

2.7 Whilst funding has been limited, it is fair to say that the Community Safety Partnership has made the most of the funding that has come its way.

3 ISSUES

3.1 Ribble Valley Community Safety Partnership has been involved with a number of initiatives during 2014/15. These include:

- CAN/CANSAFE;
- Extra polycarbonate glasses in town centre pubs;

- supporting Early Break outreach projects;
 - supporting waste lives campaign;
 - white ribbon campaign;
 - wider collaboration with neighbouring Councils.
- 3.2 CAN and CANSAFE continues to operate regularly on Friday evenings in the Ribble Valley. Special Constables and Trading Standards work side by side on targeted patrols looking at regular hotspots where youths gather to consume alcohol under age, take illegal drugs and place themselves in risk situations.
 - 3.3 Early Break who are a young people's drugs and alcohol advice service have been providing an outreach service on regular Friday evenings since May 2014. Whilst comparatively speaking Ribble Valley's numbers are low, nevertheless, the take-up is proportionately good and a useful base to work with Early Break who liaise with the Police, Young People's Service and the CAN/CANSAFE teams.
 - 3.4 Rural crime continues to attract a high number of incidents in our rural communities. Operation Firecrest is a recent example of how the Police are working in tandem with landowners, Environment Agency, Defra and others to help reduce this particular problem.
 - 3.5 Extra polycarbonate glasses were ordered for the festive period to help prevent glassings in licensed premises. This funding was provided by the Mayor of Clitheroe's charity fund and the former Town Mayor, Councillor Kevin Horkin, had kindly agreed to fund this particular project.
 - 3.6 Councillor Horkin, as Chair of the CSP, accompanied Police who were on duty on Friday, 19 December (Mad Friday) which is a traditional day when local firms close early for Christmas which can lead to excessive amounts of alcohol being consumed.
 - 3.7 A much talked about merger of the Penning Lancashire Community Safety Steering Group was discussed recently at a meeting of East Lancashire Chief Executives and other key agencies. Ribble Valley remains opposed to this idea as we feel that our influence and local voice would be lost in a larger merged CSP. Members are asked to endorse your officer stance on this issue.
 - 3.8 Allied to this talk of mergers, there is running alongside it the question of budgets and whether the Police and Crime Commissioner will continue to provide funding for individual CSP's as he has for the past 2 years. A representative from the Police and Crime Commissioner's Office will attend the Community Safety Partnership on Thursday, 29 January 2015 to inform us of the PCC's future budget plans.
 - 3.9 The Community Safety Partnership is also hoping to persuade all Ribble Valley schools to embrace the wasted lives campaign which looks at young driver awareness in particular in relation to drink/driving initiatives and the morning after the night before.
 - 3.10 Finally it is hoped that a new road safety group will look at ways to reduce road casualties in the 16 to 25 age bracket. This group will consist of Police, Fire and Rescue Service, Lancashire County Council Safer Travel Unit, Health and Ribble Valley Borough Council.

4 CONCLUSIONS

- 4.1 Ribble Valley Community Safety Partnership will continue to work effectively bringing together a number of agencies and encouraging them to work in partnership to help reduce crime figures in its area.

- 4.2 The CSP works with a limited budget and will continue to make best use of that budget by encouraging collaborative working.
- 4.3 Partnership working can bring together scarce resources to tackle problems. A prime example is the CAN initiative and its innovative use of special constables.
- 4.4 Whilst the Community Safety Partnership has always collaborated alongside its neighbours on a number of initiatives it has no desire to be merged, taken over or ignored by larger district partnerships or other agencies.
- 4.5 The Community Safety Partnership will continue to act as first point of contact for any new legislation. It is vital that districts respond appropriately to such legislation and do what is required of them by law.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
- Resources – This is always an issue for the CSP as funding pots continue to reduce. Currently the Police and Crime Commissioner contributes £10,000 and Ribble Valley Borough Council allocates £5,000 towards the annual budget.
 - Technical, Environmental and Legal – No implications identified.
 - Political – Important to continue the good work of the Community Safety Partnership over the past 15 years.
 - Reputation – Ribble Valley continues to be one of the safest places in the country.
 - Equality & Diversity – The Community Safety Partnership will ensure the equality and diversity are always applied in any initiatives which they are responsible for.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Note the content of this report and endorse the retention of a Ribble Valley CSP.

BILL ALKER
COMMUNITY DEVELOPMENT OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: BA/CMS/P&F/27 JAN 15

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 12

meeting date: 27 JANUARY 2015
title: REVIEW OF 2011-2015 CORPORATE STRATEGY
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH

1 PURPOSE

1.1 To seek approval of the Council's reviewed Corporate Strategy 2011-2015.

Relevance to the Council's ambitions and priorities:

Community Objectives –	The Council's Corporate Strategy's purpose is to set out the Council's vision and priorities, to outline how we propose to deliver them and how progress will be measured.
Corporate Priorities –	
Other Considerations -	

2 BACKGROUND

2.1 Our Corporate Strategy, attached at Appendix A, sets out the strategic direction of the Council for the period 2011-2015, providing a focus to ensure that the services we deliver meets the needs of our communities. The Strategy has a four-year scope, but it has been agreed to carry out an annual review to ensure that it continues to reflect changes to our priorities that occur over time. Following the local elections taking place in May 2015 we will develop a new Strategy, which will have a four year life span covering 2015-2019, and will again be reviewed annually.

2.2 The Strategy contains:

- Five corporate priorities to address issues that matter most to the borough. Our priorities are deliberately limited to focus our attention over the lifespan of the strategy.
- Each priority has a number of objectives – things that will help us achieve our priorities.
- Objectives are supported by key actions – the things we will do to achieve our objectives.
- Key measures of success are also outlined, which should allow progress towards the achievement of the priority and objective to be monitored.

2.3 Actions and measures of success will be developed in detail in 2015/2016 service plans, which we will ensure are robust and SMART (Specific, Measurable, Achievable, Realistic and Time-based). Service plans will detail how each service will plan to deliver the key actions.

2.4 Performance against our priorities will be regularly published, in accordance with good practice, on our web site. Performance is also reported to our citizens in the Annual Report and Ribble Valley News.

2.5 The priorities and objectives were developed in 2011 based on the following:

- The Ribble Valley Sustainable Community Strategy
- The Leader's Objectives for the year

- Consultation with our Communities through our Citizens' Panel

3 GENERAL COMMENTS

- 3.1 There are a number of unknowns and changes in the external environment which may impact on the Council and how it carries out its business. What is known for certain is that there will be ever decreasing resources available for the Council to deliver its priorities. The Strategy has been written to clearly identify priorities, whilst allowing for flexibility as national policy evolves.
- 3.2 A short review has been carried out to ensure the Strategy is still relevant and reflects the Council's priorities.

4 RISK ASSESSMENT

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

- Resources - Paper copies of the Corporate Strategy are printed in-house and therefore from within existing budgets. Financial implications of delivering the strategy will be met from within existing budgets.
- Technical, Environmental and Legal – None identified.
- Political – None identified.
- Reputation – It is important that the priorities reflect the concerns and needs of our communities. The Council has undertaken consultation throughout the year which has informed our priority setting.
- Equality & Diversity - In line with the Council's approach to equalities, individual equality impact assessments will be carried out as appropriate for actions/projects within the Strategy.

5 CONCLUSION

- 5.1 Considers and approves the reviewed Corporate Strategy 2011-2015.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER

DIRECTOR OF RESOURCES

BACKGROUND PAPERS: None

PF12-15/MH/AC
19 January 2015

For further information please ask for Michelle Haworth.



CORPORATE STRATEGY 2011 – 2015

2014 REVIEW

Ribble Valley Borough Council

Providing high quality, affordable and responsive public services that develop the social and economic well-being of the Borough whilst safeguarding the rural nature of the area

Foreword

Welcome to Ribble Valley Borough Council's Corporate Strategy for 2011 - 2015.

This document sets out the strategic direction of the Council over the period 2011 - 2015, providing a focus to ensure that the services we deliver meet the needs of our communities. The Strategy has a four-year scope, but is reviewed annually to ensure that it continues to reflect changes to our priorities that occur over time. Following the next local elections taking place in 2015, we will develop a new Strategy.

Cllr Stuart Hirst
Leader of the Council

Marshal Scott
Chief Executive

Our vision for Ribble Valley

Our VISION continues to be that we aim to ensure that Ribble Valley will be:

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

We believe that this VISION reflects the aim for the Borough, which has the highest quality of environment for those who live in and visit the area. It recognises that people must have a high quality of life; that suitable homes are available to meet their diverse needs and that they should be safe and feel safe. People should also be able to access the best services without having to travel long distances to receive them.

What communities are telling us

Through participation in the Ribble Valley Citizens' Panel and the 2013 Perception Survey, we know that residents see the following issues as the most important in making somewhere a good place to live:

- Crime levels
- Health services
- Clean streets
- Access to nature
- Education provision



The following issues were scored highly by residents as both 'make the area a good place to live' and 'most need improving':

- Road and pavement repairs
- Affordable, decent housing
- The amount of dog fouling
- The level of traffic congestion
- Activities for teenagers
- Job prospects

Our partners' priorities and what they mean for Ribble Valley Borough Council

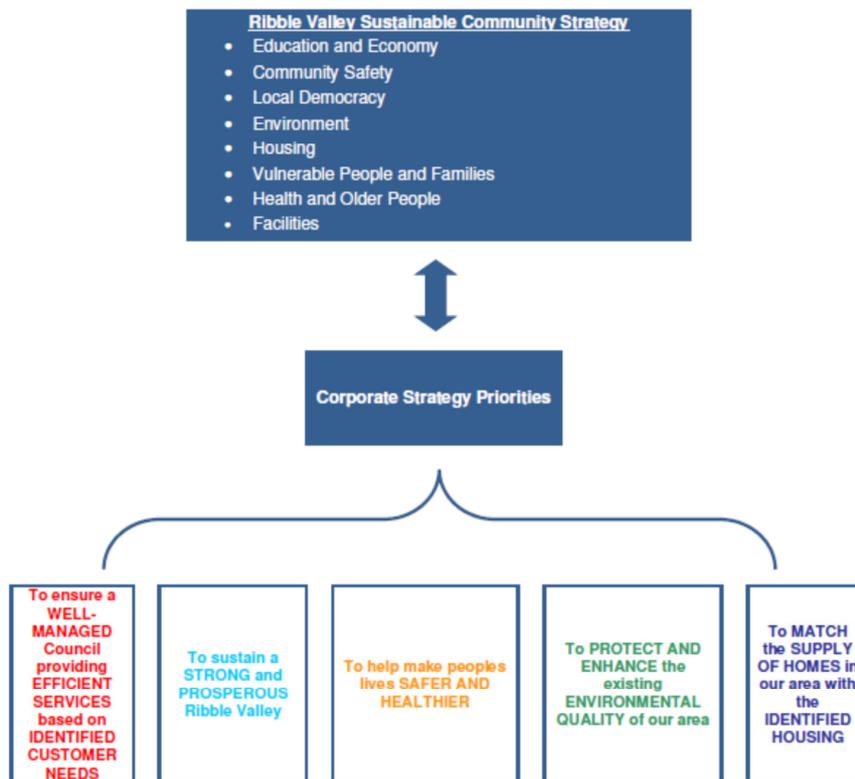
We have also had regard to the priorities of our partners, particularly where we have a role in delivering them.

The Ribble Valley Sustainable Community Strategy 2014 - 2017

The Ribble Valley Community Strategy is working towards eight agreed core areas:

- Education and Economy
- Community Safety
- Local Democracy
- Environment
- Housing
- Vulnerable People and Families
- Health and Older People
- Facilities

How our priorities are helping to deliver Ribble Valley's Sustainable Community Strategy



Our Corporate Priorities, Objectives and Core Values 2011/15

This strategy contains five corporate priorities to address issues that matter most to the borough. Our priorities are deliberately limited to focus our attention over the lifespan of the strategy. Each priority has a number of objectives, underlying actions, and key measures of success, which should allow progress towards the achievement of the priority to be monitored. These are expanded upon in Service Plans.

Core Values

In pursuing our priority actions, the Council will continue to deliver the services people want, in a fair and consistent manner. It is important that we explain exactly what our values are. These values guide and influence our actions as we continuously improve the services we deliver. We will:

- Lead the Community
- Strive to achieve excellence
- Ensure that access to services is available to all
- Treat everyone equally
- Respect all individuals and their views, and
- Appreciate and invest in our staff.



Our approach to Equality and Diversity

Ribble Valley Borough is made up of socially diverse communities. The Council is committed to providing equality of opportunity and to valuing diversity.

We aim to treat all customers fairly, with respect and professionalism regardless of their gender, race, nationality or ethnicity, age, religion or belief, disability or sexual orientation.

To enable all residents to have access to information and equal access to our services, Ribble Valley Borough Council uses plain English in the information it publishes. Where a customer is experiencing any difficulties assistance suited to the person's needs is available. Information, on request and where appropriate, will be provided in different languages and formats and through a range of media. Feedback is also accepted through a variety of different routes taking account of individual customer's preferences or needs.

To demonstrate that our approach to equality is being realised, we collect equalities information. This helps to help establish whether all members of the community are accessing our services. This feeds into our monitoring and review process.

Full details of our approach are set out in our Comprehensive Equality Policy.

To ensure a **WELL-MANAGED** Council providing **EFFICIENT SERVICES** based on **IDENTIFIED CUSTOMER NEEDS**

This is the Council's overarching corporate priority.

People living in, working in and visiting Ribble Valley expect to receive efficient and excellent Council services. The majority of our services are high quality, well regarded and perform well above the average. We aim to provide services that are amongst the best in the country. We will continue to do this by targeting improvement to services to ensure all our services are performing, and are rated by our customers, as above average.

Our objectives:

- To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money, within the current financial constraints
- To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens
- To engage with all our communities to ensure we deliver services to meet customer needs and expectations

Our key actions:

- To explore all viable options for income generation and financial savings in order to deliver the Council's efficiency agenda whilst protecting front line services
- To meet the Equality Duty
- To seek to continually improve, ensuring that council services are fit for purpose and customer focused

Our key measures of success

- Percentage of residents that think the Council provides value for money
- Equality Duty met
- Percentage of residents satisfied with the Council



“ It is very well managed – a super place to live ”

To sustain a **STRONG** and **PROSPEROUS** Ribble Valley

The prosperity of the economy in the Ribble Valley is demonstrated by the area having the second highest growth in business start-ups in Lancashire over the last ten years. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to market and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development.

The issues of public transport, particularly accessibility to isolated villages, are part of a perceived need for a more flexible approach and a more accessible service.

Without economic prosperity, many other problems e.g. health, housing, crime, access to services are all much harder to address.



Our objectives:

- To promote stronger, confident and more active communities throughout the borough
- To encourage economic development throughout the borough with a specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities
- To seek to improve the transport network, especially to our rural areas
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved, in order to be fit for purpose

Our key actions:

- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
- To continue to develop an appropriate scheme for the future of the market development area
- To develop, with relevant partners, additional measures to support the visitor economy
- To identify options to deliver employment land
- Work with the County Council and others providers to improve the local infrastructure

Our key measures of success

- Number of services delivered through Parish Councils
- Business start-ups and survival rates
- An increase in visitor numbers
- Percentage of residents satisfied overall with the local area as a good place to live



To help make people's lives SAFER AND HEALTHIER

Ribble Valley is a low crime area and a safe place to live. It is the safest place in the north west and second safest place in the country. This success is in part due to the excellent work of our Community Safety Partnership.

Baseline data, which has been collated in terms of health, presents a generally healthy picture, but health issues surrounding an aging population and access to services in isolated communities represent potential issues.

Our objectives:

- To improve the health of people living and working in our area
- To improve the opportunity for young people to participate in recreational and sporting activity
- To ensure that Ribble Valley remains a safe place to live
- To take a leading role in working with partners on the emerging public health agenda
- To combat rural isolation

Our key actions:

- To seek to improve Ribble Valley food businesses, to achieve a food hygiene rating of 3 star and above
- To tackle fuel poverty across the borough
- To 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
- To emphasise, and re-establish if necessary, the alcohol free zones in Clitheroe and other parts of the Ribble Valley
- To work with Ribble Valley GP's and other partners on local health and wellbeing needs
- To ensure access to services in isolated communities

Our key measures of success

- Number of Ribble Valley food businesses achieving 3 star and above in the National Food Hygiene rating system
- Percentage of residents satisfied with sports and leisure facilities
- Percentage of people participating in sport on 3 or more occasions per week
- Percentage of residents who feel safe in their local area during the day and after dark
- Take up of support/services offered by STAN



To PROTECT AND ENHANCE the existing ENVIRONMENTAL QUALITY of our area

Our ambition is to protect the local environment, parts of which rank amongst the finest in England. The Council provides a high quality environment, including safe, clean parks and open spaces.

Ribble Valley faces increasing pressure to reduce the negative impact of waste on its environment. The Council wants to increase recycling, minimise waste generation and reduce waste disposed to landfill.

Our objectives:

- To conserve our countryside, the natural beauty of the area and enhance our built environment
- To increase the recycling of waste material
- To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling

Our key actions:

- To finalise the Core Strategy in order to ensure that development in Ribble Valley for the next 20 years is proportionate.
- To deliver a co-ordinated approach to Planning through the Local Development Framework
- To increase the use of renewable energy sources
- To maximise recycling and reduce the amount of waste going to landfill
- To continue with our approach of zero tolerance of dog fouling, litter and fly tipping
- To deliver a waste and responsible dog ownership education and awareness programme

Our key measures of success

- Percentage of residents satisfied with parks and open spaces
- Completion of planning documents in accordance with timetables
- Percentage of residents satisfied with the cleanliness of the borough
- Percentage of residents satisfied with the waste and recycling collection services
- Percentage of waste sent for reuse, recycling and composting



To MATCH the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEEDS

Like the rest of the country, Ribble Valley saw a rapid rise in house prices in recent years. A clear priority for local people has been identified as providing accommodation which is affordable for local people.

Our objectives:

- To meet the housing needs of all sections of the Community
- To provide additional affordable homes throughout the Ribble Valley

Our key actions:

- To maintain up to date housing needs surveys across the borough
- To bring empty properties back into use
- To work with partners to agree priorities and secure investment in housing
- To implement measures to address the specific housing needs of the elderly

Our key measures of success

- Number of properties brought back in to use
- Number of affordable homes delivered
- Number of households, and length of time spent, in temporary accommodation
- Provision of elderly accommodation on all sites over 30 units



How to contact us

If you would like to know more, tell us what you think of this Corporate Strategy, or receive information about our current performance, please contact the Policy and Performance section at:

Post: Ribble Valley BC, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Tel: 01200 425111

Email: michelle.haworth@ribblevalley.gov.uk

Web: www.ribblevalley.gov.uk

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

DECISION

Agenda Item No 13

meeting date: 27 JANUARY 2015
title: VOLUNTARY ORGANISATION GRANT APPLICATION
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a revised application for a voluntary organisation grant that has been received from Gisburn Festival Hall

2 BACKGROUND

- 2.1 The council operates a voluntary organisation grant scheme, for which applications are invited on an annual basis.
- 2.2 Applicants must clearly demonstrate that the purpose of the grant sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit our residents.
- 2.3 The 2014/15 grant applications were considered by the voluntary grants working group and ultimately approvals were made by this committee at its meeting in March 2014.
- 2.4 The total budget for Voluntary Organisation Grants for the year is £101,810. There were 16 applications made which totalled £177,563, including the original application made by Gisburn Festival Hall. Of these grant applications a total of £96,750 was approved, leaving a residual balance of £5,060, offering the Council flexibility to support any further grant requests which may be received during the course of 2014/15.

3 RESUBMISSION OF APPLICATION BY GISBURN FESTIVAL HALL

- 3.1 The application previously submitted by Gisburn Festival Hall as part of the above grant application process for 2014/15 was not recommended for approval by the council's working group.
- 3.2 We have since received a letter from them as at Annex 1, asking for reconsideration of the original application (Annex 2), taking into account the further information provided in their letter.
- 3.3 Members are asked to consider the contents of the application and letter and the request for a voluntary organisation grant.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Approval of the request would incur £2,200 of expenditure. There is an unallocated balance on the Voluntary Organisation Grants budget of £5,060 to support any further grant requests that may be received during the course of 2014/15
 - Technical, Environmental and Legal – None.
 - Political – None
 - Reputation – None

- Equality and Diversity – Equality and Diversity issues are examined as part of the application process

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the contents of the application (Annex 2) and letter (Annex 1) and whether to approve the resubmitted request for a voluntary organisation grant.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF11-15/LO/AC
15 January 2015

Gisburn Festival Hall

5 Burnley Road, Gisburn, Clitheroe, Lancashire BB7 4ET

Mrs T. Holderness
Ribble Valley Borough Council
Church walk
Clitheroe
BB7 2RA

16 October 2014

Dear Trudi,

Re: Voluntary Organisation Grants

You will recall that in December 2013 I submitted a bid on behalf of Gisburn Festival Hall for funding from the above programme for an internet drop-in and gateway centre at our village hall.

Unfortunately the bid was rejected and the feedback we received was that although our bid met all the criteria for funding, other bids were considered more suitable.

However, you will also recall that not all the money was allocated and a sum of £5060 was held back to support further grant requests which may be received during the course of 2014/15.

I am therefore writing today on behalf of our Management Committee to ask that the Council reconsiders our bid, as now revised, taking into account the further information below.

The purpose of our project is to promote the village hall as a community hub: a place of energy that generates community activity, promotes inclusion, builds community spirit and confidence, and provides support and services for local people.

Our project will provide a drop-in community café with internet access and volunteers will be on hand to help people get on-line and get information they would not otherwise be able to access. The banner for our project is 'Meet, Eat, Connect!' We will also provide training and workshops for those who need it.

People in rural areas already have difficulty accessing local services and as the Government pointed out a few months ago, older people in particular are in danger of being left behind as more and more services are being delivered on-line.

As the Council has now decided to axe the 'Services To A Neighbourhood' (STAN the Van) people in Gisburn have lost that means of access to services. Whether or not that was the the best way to deliver services to the village, I understand that there is nothing to take its place.

Whilst our project will not be able to deliver all the services previously offered by STAN, it will provide support and guidance as to how people can get the advice and information they need.

Our previous bid for £9,300 was to cover the purchase of all the equipment we needed to start up the centre and also the ongoing broadband and line rental costs.

As we considered this project so important, we have recently installed a phone line and business Wi-Fi internet hub at the hall and have also bought some new tables. This has been paid for from our own resources from community fundraising events.

We have formed a partnership with AgeUK Lancashire who have funded the purchase of some new chairs and they have also agreed to provide IT training.

We have a number of volunteers who are not only proficient in IT but also have a wealth of knowledge and experience that can help guide people towards the advice and information sources they need.

We have run the community café at our monthly Farmers' Market and it has been very well received, not just as a place to eat but as a place for local people to get together socially. The feedback has been very positive and some are asking why we don't do it more often.

However, in order to properly start the internet access side of the project we need to buy some IT equipment. Many people at the moment bring their own devices to the hall to access the internet but this project is aimed at those who either cannot afford to buy their own equipment or do not have the technical know-how to get started. It is these people who are in danger of being left behind.

We wish to provide people with experience of different types of equipment and therefore we wish to buy a desktop computer, 2 laptops, a tablet, a printer and large screen wall mounted monitor for presentations and training purposes.

We acknowledge that IT equipment has a limited life-span but the main purpose is to get people used to using a variety of equipment in the hope that they will eventually come round to wanting to buy their own. We will however still need to provide equipment in the future for those who do not have the means to buy their own and the cost of updating equipment will be met from our own resources.

The total cost of the equipment we wish to buy will be approximately £2,200. A full breakdown can be provided should that be required.

A report to the RVBC Policy and Finance Committee dated 24 March 2014 said:

'Improving accessibility to services for residents living in rural locations is an issue, which needs to be addressed urgently, to avoid impacting on the cost of delivery of health and adult social services in these areas. People are living longer. If frail, older people are to continue to lead independent lives in their own homes they need to be able to access services and activities locally. This helps avoid isolation from the stimulus of social contact leading to repercussions for mental health.'

Through our village hall facilities and volunteers we are able to help to deliver this service at no cost to the tax-payer other than requiring a little support from Ribble Valley Borough Council.

The project is supported by Nigel Evans MP who visited the hall recently and commended the work we were doing, saying:

'The internet drop-in centre will ensure that no-one in Gisburn need be wi-fi deficient. So much is done on the internet these days that this drop-in centre will be very well used. This proves that rural does not have to mean deprived and the festival hall will become a busy hub for locals to have access to all the services the internet offers, backed up by expert advice to those who are new to the internet and how it works. This is a great service for the local community.'

It is clear that there is considerable support and an identified need for this project in Gisburn and I would therefore ask that the Council consider funding the purchase of computer and presentation equipment at a total cost of £2,200.

I attach a copy of our previous bid for your information but should you need anything further then please do not hesitate to contact me.

Yours sincerely,

David Waters
Secretary

Ribble Valley Borough Council

Voluntary Organisation Grant Application Form



(Please read the grant criteria on the reverse of this form before answering the questions)

Organisation details	
Name of Organisation	Gisburn Festival Hall
Charity number (If applicable)	1060898
Contact name	David Waters
Contact address	[REDACTED]
Daytime telephone number	[REDACTED]
E-mail address	[REDACTED]
<p>Please state the aims and objectives of your organisation.</p> <p>Gisburn Festival Hall provides a meeting place for local groups and a venue for social functions and fundraising events. It also acts as the focal point of village life bringing together the various groups for village-wide activities.</p> <p>The hall aims to improve the health and fitness of local residents by providing/ hosting a range of fitness activities for all ages and levels of fitness. Through our planned cookery classes and our community café we aim to promote healthy eating and an awareness of food safety.</p> <p>In accordance with the Trust Deed the hall is for the use of everyone “... <i>without distinction of political religious or other opinions...</i>”. Not only does the Management Committee uphold this but extends it to ensure it is inclusive and does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.</p>	

Please give a brief description and history of your organisation.

The Festival Hall was donated to the people of Gisburn in 1951 for their use as a village hall for social and recreational purposes. A management committee was established and this became a Registered Charity in 1996. A copy of the Trust Deed is attached.

How does the work of your organisation benefit the residents of Ribble Valley?

Gisburn is a small rural village on the extremities of the Ribble Valley and due to its lack of amenities and the lack of public transport residents can often feel isolated from mainstream activities. The village hall acts as a community hub providing social, leisure, meeting and recreational facilities for local people. In making this application we want to extend the range of facilities, opportunities and services to improve the quality of life of the villagers.

Size of organisation

The Management Committee consists of 16 members but other local people offer their help and support on an ad hoc basis, organising social, recreational and fund-raising events.

Justification for application

Purpose for which the grant is requested

The Management Committee wants the village hall to become a community hub; a place of energy that generates community activity, promotes inclusion, builds community spirit and confidence, and provides support for local people. The hall is already used by a wide range of groups for organised activities but we wish to extend the facilities by providing a 'drop-in' type centre offering computer facilities, WI FI internet access, a signposting centre for advice on other services available (eg Local Authority or CAB services) TV and a community café. Many people may not have a computer or internet access at home, particularly older people, or they may be unsure how to use IT. Many services are only available online and the Government is moving more towards accessing services in this way. Volunteers would be on hand to help people use online services and point them in the right direction for advice. Or villagers can just pop in for a cup of tea and a chat in a friendly environment. It is also an opportunity to promote volunteering by encouraging people to share their skills and knowledge with others. If successful, the grant will be used to buy 2 desktop computers, printer, office software, photocopier, computer chairs, tub chairs, table, TV, aerial and installation, installation of phone line and broadband, 3 years' rental payments to BT for phone line and broadband, purchase and installation of intruder alarm and upgrading of internal doors for security of the equipment.

Is this a new application or have we supported previously? This is a new application.

If previously supported please give details.

Please describe who will benefit from this grant

The Festival Hall provides facilities for everyone in the local area and whilst most people are from the Parish of Gisburn others from nearby villages such as Rimington, Paythorne and Tosside also use the facilities. Current user groups are accross the whole spectrum of ages from toddlers to the more mature adults. The hall has disabled access and disabled toilets. The management committee is committed to ensuring events and facilities are inclusive so that everyone can benefit from what is offered.

How many people will the grant benefit?

There are approximately 500 people in the village of Gisburn extending to around 1700 in the Gisburn and Rimington ward area and all will be able to benefit from the facility.

Please give an indication of the number of Ribble Valley residents that will specifically be supported.

It is anticipated that most people being supported by the facilities will be from the village. Current use of the hall exceeds 200 in number and this is increasing. We anticipate this will increase further with the benefit of the provision of IT, an information centre and casual social facilities. All current users will be supported but more people will be attracted by the new facilities and we expect at least 50 more people will use this than at present.

Please describe, where appropriate, how the grant will:

- Protect and enhance the quality of life in Ribble Valley villages and towns

The village of Gisburn is relatively isolated and has few local amenities. There is a small café and shop in the village but the pub is currently closed and the Strawberry Fields café closed 2 years ago. There is therefore nowhere else for people to gather socially. Although it is on a main bus route, buses are infrequent and finish early in the evening. Many people, particularly the elderly and the young or parents with young children, those who are less abled and those who do not have access to their own transport, are at risk of rural isolation and exclusion from mainstream activities. They may also have difficulty in accessing services, advice and information. Whilst the hall can be booked for meetings or gatherings there is currently no facility for people just to drop in for social interaction. Also some people do not have access to a computer or the internet and so are not able to benefit from online services, communication and information. This may be through a combination of lack of knowledge, lack of funds and a fear of the unknown.

Through our drop in centre we aim to provide a social environment where people can just pop in for a cup of tea and a chat, where they can obtain information and where they can be shown how to access online services.

- Make people's lives safer and healthier

Local people will not have to travel to access local services as we aim to provide a range of 'signposts' to help villagers obtain the information, advice and services they need. Volunteers will show them how they can obtain what they need online. Through our community café, which is part of the drop in centre, we will be promoting healthy eating and providing advice on food safety.

We will provide a range of leaflets published by recognised bodies on health, community safety, fire safety, nutrition, food hygiene, but the emphasis will be on making the most of online services and information.

- Improve access to services

There is nowhere available locally where residents can get advice or information about their rights, responsibilities or how they can access services. Whilst our volunteers will not normally be qualified to give advice, we aim to provide a 'signposting' service where we will be able to direct people towards experts who can give them the advice they need. We will have information leaflets available and anticipate inviting advisors from organisations such as CAB to provide people with advice. We would also aim to link in with the services provided by 'Stan the Van' to help improve service delivery. The centre will also be an opportunity for volunteers to share their own skills and knowledge and also enhance their own profile.

Financial Information

What level of financial support are you requesting from this council?

£ 9300

Is the financial support for revenue or capital expenditure?

£2160 revenue (3 yrs BT rental) £7140 capital

Please note if the amount you require is greater than £10,000, we will require a 3-year financial plan. This will enable us to determine a 3-year grant. However the second and third year grant will only be paid once you have submitted a report on how the first year grant has been used and how Ribble Valley residents have specifically benefited.

Please supply details of any other applications for grant aid that has been made to any other local authority or public bodies.

Organisation	Amount requested	Approved	Refused	Pending
Lottery Funding	9736	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RVBC	10000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RDPE	36000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Big Lottery Reaching Communities	48000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of your latest audited accounts. (Please note applications for grants over £1,000 will not be considered if not supplied.)

Name of auditors PM + M Solutions for Business LLP

Address of auditors Lodge House, Lodge Square, Cow Lane, Burnley, BB11 1NN

Please give us any information you feel is important.

The Festival Hall Management Committee is working to a 3 year strategic plan to make the hall sustainable for the future. This involves reducing outgoings, increasing income, increasing use of the hall and increasing the number of volunteers.

The funding already received from RVBC and RDPE, as outlined above, has been used to buy and install an air sourced heat pump, underfloor heating and associated works and to insulate the external walls and roof-space to conserve energy and reduce carbon emissions. Whilst the work was only completed in August this year, it is already proving to be energy efficient and based on our recent energy consumption we anticipate halving our annual expenditure on fuel. We are considering installing solar panels at the hall in order to make better use of renewable energy and have submitted a stage one bid to the Big Lottery Reaching Communities Fund to finance this project, as well as other building work and employment of a development/administration assistant. If we are successful at stage one we will be invited to make a more detailed bid, so the outcome of this application is uncertain at the moment.

The second strand of our strategic plan is to increase income. We are achieving this

partly due to the improved facilities and environment that has resulted from the recent grant funded improvement works and partly through the involvement of more people in helping organise events. Since the hall re-opened in August we have held a jazz night, cabaret night, table top sale, Christmas Fair and Christmas Market and more events are planned for next year. These events not only provide a social environment and entertainment for the villagers but they also provide a good income for the upkeep of the hall. Bookings of the hall for private functions has also increased following the renovation works as people see that it is now a good venue. This also helps generate income. The Christmas Market was a prelude to our planned monthly Farmers' and Producers' Market due to start in April 2014. It was a great success bringing in income of over £250 for the hall funds and traders and customers alike are eagerly awaiting the April market. Along with the Market we will be running a café which we expect to generate an additional £100 per monthly market. We plan to hold 8-10 markets per year which should give us an income of around £2600 to £3250. The £10000 Lottery Funding already received is for the purchase and installation of a commercial catering kitchen at the hall in order to comply with food hygiene and health and safety regulations. Work is due to start on this in January 2014. This will be our community and market café as well as providing proper facilities for catering at fund raising events. It will also be a big attraction for people wishing to hire the hall for private functions thereby increasing our revenue.

[REDACTED]

Declaration: please sign this application and state your position in the organisation

Signature

Name (print) David Waters

Position Secretary

Date 28 December 2013

POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

1 The Overall Aim

Through the awarding of a voluntary organisation grant the Council wishes to:

- (i) Ensure the provision of services is based on identified need.
- (ii) Sustain a strong and prosperous borough.
- (iii) Help make people's lives safer and healthier.
- (iv) Protect and enhancing the environmental quality of the borough.
- (iii) Matching the supply of homes to identified housing need.

2 General

- (i) Applications must clearly demonstrate that the purpose of the grant that is sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as a whole. Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.
- (ii) Applications will only be accepted from parish/town councils and properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.
- (iii) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
- (iv) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
- (v) Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required. Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit audited accounts and to enter into, if required, a service level agreement with the Council.
- (vi) The Council's grants scheme will not normally fund the following:
 - ❖ Capital projects on which work has already started or in aid of expenditure already committed or paid.
 - ❖ Commercial organisations/businesses.
 - ❖ Any activity that is designed to promote political party politics or influence government policies.
 - ❖ Applications from the County Council or other government agencies.
 - ❖ Applications from religious organisations unless there is a clear broad community benefit.
 - ❖ Schemes that can be funded by the Council's other grant aid schemes.
- (vii) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.

- (viii) Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.
- (ix) All grants must normally be claimed within twelve months of the offer being made.
- (x) All maximum levels of grant funding will be reviewed annually.

3 Capital Grants

Note: Capital grants refer to buildings infrastructure or equipment with a life expectancy of not less than two years and have a purchase value of not less than £1,000.

- (i) The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.
- (ii) Where, in the opinion of the Budget Working Group, a major capital scheme is of such strategic importance to the district and will complement policies and plans identified in the Council's Community Strategy or Corporate Plan then recommendations for financial support over £10,000 will be made to Policy and Finance Committee for inclusion in the Council's capital programme.
- (iii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years)
- (iv) Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).
- (v) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
- (vi) Three written estimates of building and/or purchase
- (vii) Grants will be paid in arrears, either in full or part, following the submission of completed claim forms and receipts or invoices relating to the equipment purchased or services provided.

4 Revenue Grants

- (i) Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.
- (ii) Where possible, applicants should display evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies demonstrating links to other relevant initiatives.

For further information please contact:

Director of Resources
Ribble Valley Borough Council
Council Offices, Church Walk, Clitheroe
Lancashire
BB7 2RA
Telephone: 01200 414436

RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 14

meeting date: 27 JANUARY 2015
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 National Non-Domestic Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

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

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

2 BACKGROUND

NNDR

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

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

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

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

3 CURRENT POSITION

3.1 There are several cases where companies have gone into liquidation and therefore we need to write off NNDR debts.

3.2 Annex 1 shows details of the debts we are seeking approval to write off – these total £59,410.05.

4 FINANCIAL IMPLICATIONS

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

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off of £59,410.05 of NNDR debt where it has not been possible to collect the amount due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF4-15/ME/AC
14 January 2015

Background papers: None

For further information please ask for Mark Edmondson.

Policy and Finance Committee

Write Offs - NNDR

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2013/14	Spice of Langho Ltd	Spring Mill Hotel, Whalley Road, Langho, Blackburn BB6 8DD	4,867.26
2014/15			12,539.18
2013	Brindles Ltd	1st Floor Asturian House, Asturian Gate, Ribchester, Preston PR3 3XQ	7,299.21
2013		Kensington Suite, Asturian House, Asturian Gate, Ribchester, Preston PR3 3XQ	1,613.65
2013		Balmoral Suite, Asturian House, Asturian Gate, Ribchester, Preston PR3 3XQ	2,337.21
2014	Inns Profond (Lancashire) Ltd	Fielden's Arms, Mellor Brook BB2 7PR	7,577.22
2013		Bayley Arms Hotel, Hurst Green BB7 9QB	11,546.34
2014			11,629.98
TOTAL			59,410.05

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 27 JANUARY 2015
title: PARISH POLLS
submitted by: CHIEF EXECUTIVE – MARSHAL SCOTT
principal author: BILL ALKER – COMMUNITY DEVELOPMENT OFFICER

1 PURPOSE

1.1 To inform the Council of consultation on the modernisation of Parish Polls with the aim of bringing the process up to date which will also make the process more transparent.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – New arrangements for Parish Polls will ensure that they are run in a more democratic manner than has been the case in the past. Ribble Valley Borough Council has always tried to help Parish Councils and Parish meetings carry out their democratic functions.
- Corporate Priorities – Good governance and arrangements are at the core of what this Council does.
- Other Considerations – None.

2 BACKGROUND

2.1 Parish Polls are a tool which local communities can use to gauge local reaction to a particular issue which has arisen at a Parish meeting and which will have an impact on the local community. Whilst such polls are non-binding, they do provide an indication of support for, or opposition to, specific Parish matters which can help guide Parish Council decision making.

2.2 Parish meetings are public meetings held in parishes at least once a year. They are separate from the meetings of the Parish Council itself. In Parishes with a Council Parish meetings must happen at least annually and give an opportunity for all voters to raise and discuss issues of relevance to the Parish although its votes are non-binding.

2.3 In Parishes which are too small to have a Parish Council the Parish meeting must happen at least twice year and form the decision-making body for this Parish.

2.4 A Parish wide Poll can be called on any question that arises at a Parish meeting. The results of the Poll are non-binding but can be a useful means for the Parish Council to determine the views of local people on key issues.

2.5 Earlier in the current Parliament the Government received representation from groups such as the National Association of Local Councils and as a result included a section in the Local Audit and Accountability Act 2014 which enabled the revision of the regulations governing Parish Polls.

- 2.6 A 2012 survey of 150 Parish Councils suggested that the cost of running a Parish Poll was in the region of £5,000 to £8,000 which can represent a significant demand on often limited resources of a Parish Council.
- 2.7 However at the moment it only requires one third (or 10 whichever is the lower) of those in attendance at a Parish meeting to trigger a Poll which has resulted in cases in which a smaller number of people can demand Polls to take place to pursue personal agenda.
- 2.8 The consultation paper gives an example of a Poll which was called by 10 of over 100 people present at a Parish meeting in a Parish with 25,000 voters and which resulted in a turnout of just 4%.
- 2.9 Where Polls take place there is no provision to use postal or proxy voting and ballots can only open between 4pm and 9pm. In addition the rules around what matters can be subject to the Poll are widely drawn with the result that Polls can potentially be called on questions not strictly the remit of Parish Councils.

3 ISSUES

- 3.1 The Government has made the following proposals to conclude that the regulations need updating and proposes to:
- increase the trigger for the number of electors needed to call a Poll to limit vexatious unnecessary or otherwise inappropriate use of the new trigger. This will be half those present at a Parish meeting, the number of which should constitute at least 60 voters or 10% of the number of voters in the Parish if this is less than 60;
 - update the voting arrangements to improve access and modernise the polling procedure to bring mechanisms in line with other local government Polls including ballot boxes being available from 7am to 10pm and voting being possible by postal or proxy voters;
 - more closely define the questions on which a Parish Poll can be held to enable questions which are appropriate to local issues;
 - a consultation paper with full details of the proposed changes, the rationale as to why the situation needs to be updated and the questions that the Government would like responses on along with details of how to respond has been published by the Department for Communities and Local Government on the 4 December 2014;
- 3.2 Parish Council's, Local Community Groups and individual Parish residents are strongly advised to read and respond to the consultation paper. In view of the limited time for response we have included a suggested response at Appendix A to this report which we ask Committee to endorse.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – None identified as the changes are not mandatory.
 - Technical, Environmental and Legal – None identified.

- Political – None identified.
- Reputation – It is important that this Council encourage local democracy at grassroots level.
- Equality & Diversity – The legislation will enable local communities to raise their concerns at a local level.

5. **RECOMMENDED THAT COMMITTEE**

- 6.1 Agree the suggested response to the consultation as set out at Appendix A to this report.

BILL ALKER
COMMUNITY DEVELOPMENT OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Consultation document from Department of Communities and Local Government – December 2014.

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

REF: BA/CMS/P&F/27 JAN 14/27011501

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: BILL ALKER
direct line: 01200 414412
e-mail: bill.alker@ribblevalley.gov.uk
my ref: BA/CMS
your ref:
date: 6 January 2015

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Switchboard: 01200 425111
Fax: 01200 414488
www.ribblevalley.gov.uk

Dear Sirs

CONSULTATION DOCUMENT ON PARISH POLLS

This Council wishes to comment as follows on the recently published consultation document issued by the Department of Communities and Local Government in relation to proposals to change the way Parish Meetings and Parish Polls are conducted.

1. We agree with the new measures proposed for the trigger ie the raising of numbers of electors who can trigger a Poll to 10% of local government electors for the community or 60 electors (if 10% of electors exceeds 60).

2. We also agree with the proposed changes to voting arrangements including extended hours of Poll, allowing same facilities for disabled voters as in other Polls, the combining of Parish Polls with other Polls where the Returning Officer deems it appropriate and a Parish Poll to be conducted in accordance with the same rules as for other Polls.

3. We agree to the closer definition of what subjects can trigger a Parish Poll; this will hopefully avoid Polls being demanded for matters which are not the correct province of a local or parish community.

Yours sincerely

MARSHAL SCOTT
CHIEF EXECUTIVE

The Secretary of State
Department of Communities & Local Government

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 27 JANUARY 2015
title: UPDATE ON LOCAL COUNCIL TAX SUPPORT AND COUNCIL TAX
TECHNICAL CHANGES
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

- 1.1 To inform members of the latest position in relation to Local Council Tax Support (LCTS) and Council Tax technical changes.
- 1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 BACKGROUND

Local Council Tax Support

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

Council Tax Technical Changes

- 2.2 The Local Government Finance Act 2012 allowed technical 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.
- 2.3 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.
- 2.4 From 1 April 2013, local authorities were also permitted to 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.
- 2.5 In 2013/14, i.e. the first of the new changes, the Council considered these new flexibilities and agreed to leave the rates of our current discounts/exemptions unchanged.

2.6 We did however agree to keep the technical changes under review and Full Council at the 4 March 2014 meeting considered the new flexibilities and decided to implement the following with effect from 1 April 2014:

- For long term empty properties (empty from 6 months) remove the current 50% discount which will mean owners are liable for the full 100% council tax due

3 IMPACT OF THE CHANGES

Local Council Tax Support

3.1 The replacement of Council Tax Benefit with our Local Council Tax Support scheme which currently reduces entitlement for working age claimants by 12% has been broadly accepted and proves successful. Costs have fallen by approximately £100,000 however; this does not fully offset the 10% reduction in Government funding referred to above.

Council Tax Technical Changes

3.2 The removal of the 50% discount allowed to properties that have been vacant for more than six months has raised approximately £235,000 overall in 2014/15. Our share of this is approximately 10% i.e. £23,500.

3.3 The aim of the policy was to encourage owners to bring these properties back into use and since the introduction we have seen a substantial reduction in the number of long term empty (LTE) properties (more than six months) in the borough i.e. we had 319 properties in October 2013 reducing to 229 LTE properties in October 2014.

3.4 The reduction in the number of LTE properties during this period has resulted in additional funding being received in the form of New Homes Bonus.

4 CONCLUSION

4.1 The replacement of Council Tax Benefit with Local Council Tax Support created a major challenge for local authorities. Although some difficulties have been experienced our scheme which splits the burden between claimants and taxpayers has been implemented without creating hardship for those affected by the changes and not placing an unreasonable burden on taxpayers.

4.2 The removal of the 50% discount for LTE properties has raised much needed additional income. It has also met the aims of the policy by helping to reduce the number of LTE properties in the borough.

4.3 Collecting the additional revenue for both of these policy changes in addition to the increase in the council tax base we have seen in the last few years has meant more council tax bills being sent, an increase in reminder letters and recovery action, higher numbers of transactions and hence additional work for the revenues section. Despite this we are pleased to report that our collection rate has been maintained and continues to be amongst the highest in the country (at 99.0%, 8th highest in the country for 2013/14).

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF9-15/ME/AC
15 January 2015

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 27TH JANUARY 2015

title: RURAL DEVELOPMENT PROGRAMME FOR ENGLAND 2014-2020

submitted by: CHIEF EXECUTIVE

principal author: CRAIG MATTHEWS

1 PURPOSE

1.1 To receive an update regarding the forthcoming Rural Development Programme.

1.2 Relevance to the Council's ambitions and priorities

- Council Ambitions - In addition to Ribble Valley Borough Council striving to meet its three ambitions, it also recognises the importance of securing a diverse, sustainable economic base for the Borough. The work of the Rural Development Programme aims to support this.
- Community Objectives – The issues highlighted in this report will contribute to objectives of a sustainable economy and thriving market towns.
- Corporate Priorities - Delivery of services to all.
- Other Considerations – None.

2 BACKGROUND

2.1 The Rural Development Programme for England (RDPE), also referred to at European level as LEADER, is jointly funded by the European Union and the Department for Environment, Food and Rural Affairs (DEFRA). The aims of the programme are to safeguard and enhance the rural environment, improve the competitiveness of the agricultural sector and foster sustainable and thriving rural businesses and rural economies across England.

2.2 The previous Rural Development Programme finished in 2014, where 28 Ribble Valley businesses and other local organisations received financial support through the programme, and the Councils Regeneration Team are currently working with Lancashire County Council and other Lancashire Districts on a development strategy for the next RDPE programme, which is due to start in Lancashire during 2015.

3 INFORMATION

3.1 To meet European Commission requirements, programme delivery in sub-regional areas such as Lancashire is overseen by Local Action Groups (LAGs). In Lancashire, as with the previous programme, 3 LAGs are in the process of being established to manage the RDPE programme of activity, with some elements also being delivered by Natural England and the Forestry Commission:

- Lancashire North & Bowland (covering the Boroughs of Lancaster, Ribble Valley, part of Pendle and part of Wyre)

- Lancashire West (covering the Boroughs of West Lancashire, South Ribble, Chorley, Preston, Fylde and part of Wyre)
- Pennine Lancashire (covering the Boroughs of Burnley, Rossendale, Hyndburn, Blackburn with Darwen and part of Pendle)

3.2 As stated above the Lancashire North and Bowland Local Action Group (LAG) area will consist of the rural parts of the Lancashire Districts of Ribble Valley, Lancaster, Pendle (part) and Wyre (part). The total population within this area is 118,440 including the eligible population of the market towns of Clitheroe and Barnoldswick and includes the Forest of Bowland and Arnside and Silverdale (part) AONBs. The proposed area incorporates the Bowland Fells and Bowland Fringe and Pendle Hill National Character Areas. This is a different area to the previous LAG (under the previous programme Ribble Valley was within the Pennine Lancashire LAG) and the rationale for the change is based upon the geographic coherence of the area, quality and type of landscape as well potential for Visitor Economy growth and the commonalities within the farming sector.

3.3 The Lancashire North and Bowland LAG area has a distinctive character, with two Areas of Outstanding Natural Beauty (AONB), coastal areas along Morecambe Bay linking to Cumbria in the North (and through the Lune Valley) and the Fylde Coast in the South and sites of special scientific interest. In demographic terms, Ribble Valley is the most rural District in Lancashire and over two-thirds of the LAG area landscape is designated as 'uplands' and is seeking £2,060,000 of resource from Defra to deliver the programme to distribute grants direct to business and other organisations to create and safeguard jobs in the area and develop the local economy across the six Defra themes of enterprise, farming, tourism, rural services, forestry, culture and heritage.

3.4 In preparation for the new Rural Development Programme a number of events have taken place across the county to capture the views of local businesses, organisations and residents to ensure that the Local Development Strategies reflect a bottom up approach and a meeting will take place in February 2015 to formally establish a LAG Executive to oversee programme activity. In the Lancashire North and Bowland LAG area the four Local Authorities represented (Ribble Valley, Lancaster, Wyre and Pendle) automatically have a seat on the LAG Executive. It is also expected that Lancashire County Council will receive a formal offer letter from Defra in March 2015 to enable the programme of activity to begin.

CRAIG MATTHEWS
REGENERATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Craig Matthews, extension 4531.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 19

meeting date: 27 JANUARY 2015
title: TREASURY MANAGEMENT MONITORING 2014/15
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2014 to 31 December 2014
- 1.2 Relevance to the Council's ambitions and priorities:
 - In accordance with the corporate strategy priority -"to ensure a well-managed Council, by maintaining critical financial management and controls." This report provides members with information regarding the treasury management activities for the period.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

- 2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.
- 2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities and is much more likely at any point in time to have surplus funds to invest.
- 2.3 On a daily basis we assess our cash flow position. To do this we estimate the funds we expect to receive e.g. council tax payments, grants and fees, and deduct any known payments we expect to make e.g. precepts, creditors and salaries.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest.
- 2.5 How we invest these surplus funds is governed by the Council's Treasury Management policies and practices agreed and reported to Policy and Finance Committee and ultimately Full Council.
- 2.6 The main points being:
 - (i) The Council maintains a list of organisations it will lend its surplus funds to, which is regularly reviewed. The current list is shown in section 7 of this report.
 - (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management Office (DMO), where the Government guarantees investments. Our limit with the DMO is currently £5m.

- (iii) The safety of our investments is paramount and not the requirement to maximise returns.
- (i) Our policy has been to only lend to major British Banks and Building Societies relying on the assumption that the Government would be unlikely to allow a major bank/building society to fail.

3 PUBLIC WORKS LOAN BOARD

- 3.1 Nationally, bank base interest rates have remained static at 0.5% in the period.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a continued low level of income from our temporary investments.
- 3.3 From 1 November 2012, the Government reduced by 20 basis points (0.20%) the interest rates on loans from PWLB. The reduction was to be applicable for those councils that provide 'improved information and transparency' on 'borrowing and associated capital spending plans'.
- 3.4 The discount is being provided largely in return for the government's request for local authorities to voluntarily provide information on their three year plans for borrowing, capital spend, debt financing and also a commentary on the main capital priorities to be financed over the period. By receiving this information the government will be better able to build more robust forecasts of public expenditure.
- 3.5 The returns are requested on an annual basis and must be completed in order to qualify for the certainty discount rate. A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council on the PWLB website. This eligibility will remain until 31 October 2015.

4 BORROWING REQUIREMENTS

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

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2014	294	7	301
Transactions - New Loans	0	0	0
- Repayments	-36	0	- 36
External debt at 31 December 2014	258	7	265

- 4.2 No temporary loans were taken out during April to December 2014, as was the case in 2013.
- 4.3 The total interest paid on the Council's external debt during the period was £7,008 compared to £8,640 in the previous year.

5 TEMPORARY INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest we received on all external investments for the period 1 April 2014 to 31 December 2014 was 0.35%, which was above the average local authority seven-day notice deposit rate of 0.30%.
- 5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	Banks/ Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2014	3,050	0	3,050
Transactions - New Investments	64,385	0	64,385
- Repayment of Investments	-61,065	0	-61,065
Monies Invested as at 31 December 2014	6,370	0	6,370

- 5.4 The following investments were held at 31 December 2014.

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
28 Nov'14	184	Barclays Bank Plc.	Fixed 19 Jan'15	0.380	1,000	
15 Dec'14	195	Barclays Bank Plc	Fixed 26 Jan'15	0.336	500	
						1,500
22 Dec'14	198	Coventry Building Society	Fixed 4 Feb'15	0.410	500	
						500
8 Dec'14	191	Bank of Scotland	Fixed 4 Feb'15	0.450	500	
31 Dec'14	198a	Bank Of Scotland *	Fixed 4 Feb'15	0.430	1,000	
						1,500
1 Dec'14	185	Lloyds Bank Plc	Fixed 4 Feb'15	0.410	1,500	
						1,500
31 Dec'14	199	HSBC Bank Plc *	Fixed 5 Jan'15	0.210	1,200	
24 Dec'14	200	HSBC Bank Plc.	Fixed 12 Jan'15	0.210	170	
						1,370
Total Investments as at 31 December 2014						6,370

* Arranged prior to 24 December 2014

- 5.5 The total interest received on the Council's external investments during the period was £15,681 compared with £11,805 in the previous year.

6 PRUDENTIAL INDICATORS

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

6.2 It was fully revised in 2009 to take account of the implications of the implementation of the International Financial Reporting Standard (IFRS) and has since been updated following regulatory changes resulting from the Localism Bill (2011).

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 2014.

- 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 2014/15 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	5,409	265
Limits on Fixed Interest Rates	5,409	301
Limits on Variable Interest Rates	1,082	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2014/15 were as follows:

	Upper Limit%	Lower Limit %	Current Actual %
Under 12 months	20	0	17.58
12 Months and Within 24 Months	20	0	11.75
24 Months and Within 5 Years	40	0	22.80
5 Years and Within 10 Years	30	0	17.06
10 Years and Above	90	0	30.71

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 An amendment to the definition for the Prudential Indicator on maximum long term (>364 days) to exclude shareholding in the Local Government Bonds Agency (Local Capital Finance Company Ltd) was approved by this committee in October 2014.

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

7 LOCAL GOVERNMENT BONDS AGENCY

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

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

7.3 Ribble Valley Borough Council has invested in the agency, initially giving an intention to give support of £10,000. However, to date the Agency has only drawn down £4,000 of our commitment due to the overwhelming level of support it has received, with the remaining balance due at the end of the year. So far 38 Councils have joined the Local Government Bond Agency as investors and contributed £4.5m.

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

7.5 Through their investment, such as our own commitment of £10,000 (£4,000 drawn down to date), the Agency will be owned by those local authorities that invest 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.

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

8 APPROVED ORGANISATIONS

8.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents 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 8 January 2015.

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, excluding West Bromwich Building Society, these are:

Name	Current Ranking		Fitch Rating		
	September 2014	November 2014	Full Transaction Review Date	Long Term	Short Term
Nationwide	1	1	24.07.14	A	F1
Yorkshire	2	2	24.09.14	A	F1
Coventry	3	3	24.09.14	A	F1
Skipton	4	4	24.09.14	BBB	F2
Leeds	5	5	24.09.14	A-	F1
Principality	6	6	24.09.14	BBB+	F2
West Bromwich	7	7	Withdrawn from rating process		
Newcastle	8	8	24.09.14	BB+	B

No change since last reported

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

Fitch Ratings	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc.	24.07.14	A	F1
Barclays Bank Plc.	25.11.14	A	F1
Bank of Scotland Plc.	24.07.14	A	F1
Bradford & Bingley Bank Plc.	Rating Withdrawn – 06.09.12		
Co-operative Bank (The) *	05.12.14	B	B
HSBC Bank Plc.	25.11.14	AA-	F1+
Lloyds Bank Plc.	24.07.14	A	F1
National Westminster Bank Plc.	24.07.14	A	F1
Northern Rock (Asset Management) Plc.	Rating Withdrawn – 06.09.12		
Royal Bank of Scotland Plc. (The)	24.07.14	A	F1

* Upgraded since last reported

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

9 RECENT EVENTS

- 9.1 The Bank of England bank base rates have been held at 0.5% and the size of its bond-buying stimulus programme unchanged at £375bn. This is mainly due to low inflation, caused in part by falling oil prices, and concerns about economic recovery.
- 9.2 UK inflation fell to a 12 year low of 1% in November and is expected to fall further after the price of Brent crude tumbled to below \$50, from a high of nearly \$116 in June.
- 9.3 Official figures in December showed that UK economic recovery during 2014 had been slower than previously thought, with GDP in the third quarter 2.6% ahead on the same period in 2013 but down from an earlier estimate of 3%.
- 9.4 There is still concern about the Eurozone, where inflation recently turned negative – i.e. deflation. The European Central Bank have already cut interest rates to 0.05% and are now expected to start buying government bonds to stimulate the Eurozone economy.
- 9.5 Expectations among some economist were that interest rates could rise in the first quarter of 2015. This now seems unlikely with a real possibility that the Bank of England will delay acting until early 2016.
- 9.6 It is imperative that we continue to protect the council's principal sums invested in order to minimize its exposure to risks.
- 9.7 To ensure our exposure is limited as far as possible, we have continued with the following measures:
- (i) Daily early morning meetings to discuss the latest position
 - Lending arrangements
 - A review of the Markets
 - A review of our current investments and whether we consider they are still safe.
 - Institution Ratings
 - (ii) Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
 - (iii) Keep Leader/Chief Executive informed where necessary.
 - (iv) Look to arrange new secure options for investments

10 CONCLUSION

- 10.1 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.
- 10.2 With interest rates remaining at low levels, the amount of income received from investing surplus cash balances continues to be low, but marginally higher than those attained for the same period in the 2013/14 financial year.

10.3 Due to the continued movement in judgements made by rating agents, and the continued uncertainty in the Eurozone, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF8-15/TH/AC
9 January 2015

For further information please ask for Trudy Holderness.

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2014/15 (APRIL – DECEMBER 2014)**

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
Investments brought forward 1 April 2014									
14-Mar-14	194	Barclays Bank Plc	Rolled Over	0.3620	17-Apr-14		-118.02	A	F1
17-Apr-14	194	Barclays Bank Plc	350,000	0.3500	19-May-14	-350,000	-107.40	A	F1
					Debtor		62.48		
31-Mar-14	245	Bank Of Scotland Plc	Rolled Over	0.4000	17-Apr-14		-111.78	A	F1
17-Apr-14	245	Bank Of Scotland Plc	600,000	0.4000	22-Apr-14	-600,000	-32.88	A	F1
					Debtor		6.58		
24-Feb-14	250	Bank Of Scotland Plc	Rolled Over	0.4200	14-Apr-14		-225.53	A	F1
14-Apr-14	250	Bank Of Scotland Plc	400,000	0.4000	22-Apr-14	-400,000	-35.07	A	F1
					Debtor		165.70		
03-Mar-14	254	Bank Of Scotland Plc	Rolled Over	0.4200	07-Apr-14		-161.10	A	F1
07-Apr-14	254	Bank Of Scotland Plc	400,000	0.4000	22-Apr-14	-400,000	-65.75	A	F1
					Debtor		133.48		
24-Mar-14	265	Coventry BS	Rolled Over	0.3800	07-Apr-14		-131.18	A	F1
07-Apr-14	265	Coventry BS	900,000	0.3800	22-Apr-14	-900,000	-140.55	A	F1
					Debtor		74.96		
31-Mar-14	268	HSBC Bank Plc	400,000	0.1600	01-Apr-14	-400,000	-1.75	AA-	F1+
					Debtor		1.75		
Monies invested @ 1 April 2014			3,050,000			-3,050,000	-686.06		
Investments made April to December 2014									
April'14									
01-Apr-14	1	HSBC Bank Plc	180,000	0.2600	02-Apr-14	-180,000	-1.28	AA-	F1+
01-Apr-14	2	Coventry BS	600,000	0.3900	22-Apr-14	-600,000	-134.63	A	F1
02-Apr-14	3	HSBC Bank Plc	220,000	0.2600	07-Apr-14	-220,000	-7.84	AA-	F1+
04-Apr-14	4	HSBC Bank Plc	100,000	0.2600	07-Apr-14	-100,000	-2.14	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
07-Apr-14	5	HSBC Bank Plc	100,000	0.2600	08-Apr-14	-100,000	-0.71	AA-	F1+
07-Apr-14	6	HSBC Bank Plc	150,000	0.2600	14-Apr-14	-150,000	-7.48	AA-	F1+
08-Apr-14	7	HSBC Bank Plc	100,000	0.2600	09-Apr-14	-100,000	-0.71	AA-	F1+
08-Apr-14	8	HSBC Bank Plc	120,000	0.2600	14-Apr-14	-120,000	-5.13	AA-	F1+
09-Apr-14	9	HSBC Bank Plc	100,000	0.2600	14-Apr-14	-100,000	-3.56	AA-	F1+
10-Apr-14	10	HSBC Bank Plc	270,000	0.2600	14-Apr-14	-270,000	-7.69	AA-	F1+
11-Apr-14	11	HSBC Bank Plc	70,000	0.2600	14-Apr-14	-70,000	-1.50	AA-	F1+
14-Apr-14	12	HSBC Bank Plc	300,000	0.2600	22-Apr-14	-300,000	-17.10	AA-	F1+
15-Apr-14	13	HSBC Bank Plc	600,000	0.2600	17-Apr-14	-600,000	-8.55	AA-	F1+
17-Apr-14	14	HSBC Bank Plc	220,000	0.2600	22-Apr-14	-220,000	-7.84	AA-	F1+
22-Apr-14	15	Barclays Bank Plc	Rolled Over	0.3230	19-May-14		-59.73	A	F1
19-May-14	15	Barclays Bank Plc	250,000	0.2400	29-May-14	-250,000	-16.44	A	F1
23-Apr-14	16	HSBC Bank Plc	100,000	0.2600	28-Apr-14	-100,000	-3.56	AA-	F1+
24-Apr-14	17	HSBC Bank Plc	250,000	0.2600	06-May-14	-250,000	-21.37	AA-	F1+
25-Apr-14	18	HSBC Bank Plc	50,000	0.2600	28-Apr-14	-50,000	-1.07	AA-	F1+
28-Apr-14	19	Coventry BS	Rolled Over	0.4000	19-May-14		-253.15	A	F1
19-May-14	19	Coventry BS	1,100,000	0.4100	19-Jun-14	-1,100,000	-383.04	A	F1
29-Apr-14	20	HSBC Bank Plc	100,000	0.2600	12-May-14	-100,000	-9.26	AA-	F1+
30-Apr-14	21	Coventry BS	400,000	0.3800	19-May-14	-400,000	-79.12	A	F1
30-Apr-14	22	Bank Of Scotland Plc	1,500,000	0.4200	29-May-14	-1,500,000	-500.55	A	F1
30-Apr-14	23	HSBC Bank Plc	50,000	0.2572	06-May-14	-50,000	-2.11	AA-	F1+
			6,930,000			-6,930,000	-1,535.56		
May'14									
01-May-14	24	HSBC Bank Plc	150,000	0.2600	27-May-14	-150,000	-27.78	AA-	F1+
02-May-14	25	HSBC Bank Plc	290,000	0.2600	06-May-14	-290,000	-8.26	A	F1
06-May-14	26	Barclays Bank Plc	Rolled Over	0.2860	29-May-14		-90.11	A	F1
29-May-14	26	Barclays Bank Plc	500,000	0.3720	03-Jul-14	-500,000	-178.36	A	F1
06-May-14	27	HSBC Bank Plc	70,000	0.2600	12-May-14	-70,000	-2.99	AA-	F1+
07-May-14	28	HSBC Bank Plc	80,000	0.2600	12-May-14	-80,000	-2.85	AA-	F1+
08-May-14	29	HSBC Bank Plc	100,000	0.2600	22-May-14	-100,000	-9.97	AA-	F1+
09-May-14	30	HSBC Bank Plc	330,000	0.2600	19-May-14	-330,000	-23.51	AA-	F1+
12-May-14	31	HSBC Bank Plc	250,000	0.2600	19-May-14	-250,000	-12.47	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
13-May-14	32	HSBC Bank Plc	100,000	0.2600	19-May-14	-100,000	-4.27	AA-	F1+
14-May-14	33	HSBC Bank Plc	60,000	0.2600	15-May-14	-60,000	-0.43	AA-	F1+
15-May-14	34	HSBC Bank Plc	450,000	0.2600	19-May-14	-450,000	-12.82	AA-	F1+
15-May-14	35	Barclays Bank Plc	Rolled Over	0.3280	13-Jun-14		-65.15	A	F1
13-Jun-14	35	Barclays Bank Plc	250,000	0.2500	03-Jul-14	-250,000	-34.25	A	F1
16-May-14	36	HSBC Bank Plc	120,000	0.2600	19-May-14	-120,000	-2.56	AA-	F1+
19-May-14	37	HSBC Bank Plc	60,000	0.2600	22-May-14	-60,000	-1.28	AA-	F1+
19-May-14	38	HSBC Bank Plc	100,000	0.2600	27-May-14	-100,000	-5.70	AA-	F1+
21-May-14	39	HSBC Bank Plc	80,000	0.2600	27-May-14	-80,000	-3.42	AA-	F1+
22-May-14	40	HSBC Bank Plc	100,000	0.2600	23-May-14	-100,000	-0.71	AA-	F1+
23-May-14	41	HSBC Bank Plc	130,000	0.2600	27-May-14	-130,000	-3.70	AA-	F1+
27-May-14	42	HSBC Bank Plc	440,000	0.2600	29-May-14	-440,000	-6.27	AA-	F1+
28-May-14	43	HSBC Bank Plc	830,000	0.2600	29-May-14	-830,000	-5.91	AA-	F1+
29-May-14	44	HSBC Bank Plc	110,000	0.2600	02-Jun-14	-110,000	-3.13	AA-	F1+
30-May-14	45	HSBC Bank Plc	130,000	0.2600	02-Jun-14	-130,000	-2.78	AA-	F1+
			4,730,000			-4,730,000	-508.68		
Jun'14									
02-Jun-14	46	HSBC Bank Plc	220,000	0.2600	09-Jun-14	-220,000	-10.97	AA-	F1+
02-Jun-14	47	HSBC Bank Plc	100,000	0.2600	13-Jun-14	-100,000	-7.84	AA-	F1+
02-Jun-14	48	Bank Of Scotland Plc	Rolled Over	0.4000	16-Jun-14		-153.42	A	F1
16-Jun-14	48	Bank Of Scotland Plc	1,000,000	0.4300	21-Jul-14	-1,000,000	-412.33	A	F1
02-Jun-14	49	Nationwide BS	1,500,000	0.4100	03-Jul-14	-1,500,000	-522.33	A	F1
03-Jun-14	50	HSBC Bank Plc	65,000	0.2600	09-Jun-14	-65,000	-2.78	AA-	F1+
04-Jun-14	51	HSBC Bank Plc	55,000	0.2600	09-Jun-14	-55,000	-1.96	AA-	F1+
06-Jun-14	52	HSBC Bank Plc	80,000	0.2600	09-Jun-14	-80,000	-1.71	AA-	F1+
09-Jun-14	53	HSBC Bank Plc	125,000	0.2600	16-Jun-14	-125,000	-6.23	AA-	F1+
09-Jun-14	54	HSBC Bank Plc	200,000	0.2600	19-Jun-14	-200,000	-14.25	AA-	F1+
09-Jun-14	55	HSBC Bank Plc	100,000	0.2600	20-Jun-14	-100,000	-7.84	AA-	F1+
11-Jun-14	56	HSBC Bank Plc	135,000	0.2600	23-Jun-14	-135,000	-11.54	AA-	F1+
13-Jun-14	57	HSBC Bank Plc	75,000	0.2600	23-Jun-14	-75,000	-5.34	AA-	F1+
16-Jun-14	58	HSBC Bank Plc	210,000	0.2600	20-Jun-14	-210,000	-5.98	AA-	F1+
18-Jun-14	59	HSBC Bank Plc	90,000	0.2600	20-Jun-14	-90,000	-1.28	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
19-Jun-14	60	HSBC Bank Plc	80,000	0.2600	20-Jun-14	-80,000	-0.57	AA-	F1+
20-Jun-14	61	Barclays Bank Plc	420,000	0.2400	03-Jul-14	-420,000	-35.90	A	F1
23-Jun-14	62	HSBC Bank Plc	175,000	0.2600	25-Jun-14	-175,000	-2.49	AA-	F1+
24-Jun-14	63	HSBC Bank Plc	80,000	0.2600	25-Jun-14	-80,000	-0.57	AA-	F1+
25-Jun-14	64	HSBC Bank Plc	150,000	0.2600	26-Jun-14	-150,000	-1.07	AA-	F1+
25-Jun-14	65	HSBC Bank Plc	150,000	0.2600	07-Jul-14	-150,000	-12.82	AA-	F1+
26-Jun-14	66	HSBC Bank Plc	200,000	0.2600	27-Jun-14	-200,000	-1.42	AA-	F1+
27-Jun-14	67	HSBC Bank Plc	120,000	0.2600	01-Jul-14	-120,000	-3.42	AA-	F1+
27-Jun-14	68	Barclays Bank Plc	330,000	0.2500	14-Jul-14	-330,000	-38.42	A	F1
30-Jun-14	69	Coventry BS	Rolled Over	0.4100	07-Aug-14		-640.27	A	F1
07-Aug-14	69	Coventry BS	1,500,000	0.4100	12-Sep-14	-1,500,000	-606.58	A	F1
30-Jun-14	70	Bank Of Scotland Plc	Rolled Over	0.4000	14-Jul-14		-76.71	A	F1
14-Jul-14	70	Bank Of Scotland Plc	Rolled Over	0.4300	11-Aug-14		-164.93	A	F1
11-Aug-14	70	Bank Of Scotland Plc	Rolled Over	0.4000	08-Sep-14		-153.42	A	F1
08-Sep-14	70	Bank Of Scotland Plc	Rolled Over	0.4000	06-Oct-14		-153.42	A	F1
06-Oct-14	70	Bank Of Scotland Plc	Rolled Over	0.4000	20-Oct-14		-76.71	A	F1
20-Oct-14	70	Bank Of Scotland Plc	Rolled Over	0.4000	03-Nov-14		-76.71	A	F1
03-Nov-14	70	Bank Of Scotland Plc	500,000	0.4000	21-Nov-14	-500,000	-98.63	A	F1
30-Jun-14	71	HSBC Bank Plc	1,230,000	0.2600	01-Jul-14	-1,230,000	-8.76	AA-	F1+
			8,890,000			-8,890,000	-3,318.62		
July'14									
01-Jul-14	72	HSBC Bank Plc	1,230,000	0.2600	03-Jul-14	-1,230,000	-17.52	AA-	F1+
01-Jul-14	73	HSBC Bank Plc	120,000	0.2600	02-Jul-14	-120,000	-0.85	AA-	F1+
01-Jul-14	74	Lloyds Bank Plc	225,000	0.2000	03-Jul-14	-225,000	-2.47	A	F1
02-Jul-14	75	HSBC Bank Plc	120,000	0.2600	03-Jul-14	-120,000	-0.85	AA-	F1+
03-Jul-14	76	Nationwide BS	1,200,000	0.4200	07-Aug-14	-1,200,000	-483.29	A	F1
04-Jul-14	77	HSBC Bank Plc	80,000	0.2600	07-Jul-14	-80,000	-1.71	AA-	F1+
07-Jul-14	78	HSBC Bank Plc	200,000	0.2600	14-Jul-14	-200,000	-9.97	AA-	F1+
08-Jul-14	79	HSBC Bank Plc	60,000	0.2600	09-Jul-14	-60,000	-0.43	AA-	F1+
09-Jul-14	80	HSBC Bank Plc	110,000	0.2600	18-Jul-14	-110,000	-7.05	AA-	F1+
10-Jul-14	81	HSBC Bank Plc	70,000	0.2600	11-Jul-14	-70,000	-0.50	AA-	F1+
11-Jul-14	82	HSBC Bank Plc	350,000	0.2600	14-Jul-14	-350,000	-7.48	AA-	F1+

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								LONG-TERM	SHORT-TERM
14-Jul-14	83	HSBC Bank Plc	200,000	0.2600	21-Jul-14	-200,000	-9.97	AA-	F1+
15-Jul-14	84	HSBC Bank Plc	200,000	0.2600	21-Jul-14	-200,000	-8.55	AA-	F1+
15-Jul-14	85	HSBC Bank Plc	100,000	0.2600	22-Jul-14	-100,000	-4.99	AA-	F1+
15-Jul-14	86	Barclays Bank Plc	Rolled Over	0.2880	07-Aug-14		-41.74	A	F1
07-Aug-14	86	Barclays Bank Plc	Rolled Over	0.2300	26-Aug-14		-27.54	A	F1
26-Aug-14	86	Barclays Bank Plc	230,000	0.3200	22-Sep-14	-230,000	-54.44	A	F1
16-Jul-14	87	HSBC Bank Plc	70,000	0.2600	17-Jul-14	-70,000	-0.50	AA-	F1+
17-Jul-14	88	HSBC Bank Plc	120,000	0.2600	18-Jul-14	-120,000	-0.85	AA-	F1+
18-Jul-14	89	Barclays Bank Plc	Rolled Over	0.2970	11-Aug-14		-42.96	A	F1
11-Aug-14	89	Barclays Bank Plc	Rolled Over	0.3300	08-Sep-14		-55.69	A	F1
08-Sep-14	89	Barclays Bank Plc	Rolled Over	0.3400	06-Oct-14		-57.38	A	F1
06-Oct-14	89	Barclays Bank Plc	Rolled Over	0.2300	22-Oct-14		-22.18	A	F1
22-Oct-14	89	Barclays Bank Plc	220,000	0.3300	19-Nov-14	-220,000	-55.69	A	F1
21-Jul-14	90	HSBC Bank Plc	180,000	0.2600	22-Jul-14	-180,000	-1.28	AA-	F1+
22-Jul-14	91	HSBC Bank Plc	110,000	0.2600	23-Jul-14	-110,000	-0.78	AA-	F1+
22-Jul-14	92	Barclays Bank Plc	230,000	0.3200	18-Aug-14	-230,000	-54.44	A	F1
23-Jul-14	93	HSBC Bank Plc	60,000	0.2600	28-Jul-14	-60,000	-2.14	AA-	F1+
24-Jul-14	94	HSBC Bank Plc	120,000	0.2600	28-Jul-14	-120,000	-3.42	AA-	F1+
25-Jul-14	95	HSBC Bank Plc	50,000	0.2600	28-Jul-14	-50,000	-1.07	AA-	F1+
28-Jul-14	96	Bank Of Scotland Plc	930,000	0.4000	19-Aug-14	-930,000	-224.22	A	F1
29-Jul-14	97	HSBC Bank Plc	100,000	0.2600	04-Aug-14	-100,000	-4.27	AA-	F1+
30-Jul-14	98	HSBC Bank Plc	70,000	0.2600	04-Aug-14	-70,000	-2.49	AA-	F1+
31-Jul-14	99	UK Debt Management Office	1,500,000	0.2500	07-Aug-14	-1,500,000	-71.92	AA	
31-Jul-14	100	Barclays Bank Plc	500,000	0.2700	19-Aug-14	-500,000	-70.27	A	F1
31-Jul-14	101	HSBC Bank Plc	580,000	0.2600	11-Aug-14	-580,000	-45.45	AA-	F1+
			9,335,000			-9,335,000	-1,396.35		
Aug'14									
01-Aug-14	102	HSBC Bank Plc	160,000	0.2600	07-Aug-14	-160,000	-6.84	AA-	F1+
04-Aug-14	103	HSBC Bank Plc	150,000	0.2600	07-Aug-14	-150,000	-3.21	AA-	F1+
06-Aug-14	104	HSBC Bank Plc	100,000	0.2600	07-Aug-14	-100,000	-0.71	AA-	F1+
07-Aug-14	105	HSBC Bank Plc	170,000	0.2600	11-Aug-14	-170,000	-4.84	AA-	F1+
08-Aug-14	106	HSBC Bank Plc	70,000	0.2600	11-Aug-14	-70,000	-1.50	AA-	F1+

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								LONG-TERM	SHORT-TERM
11-Aug-14	107	HSBC Bank Plc	230,000	0.2600	15-Aug-14	-230,000	-6.55	AA-	F1+
13-Aug-14	108	HSBC Bank Plc	70,000	0.2600	18-Aug-14	-70,000	-2.49	AA-	F1+
14-Aug-14	109	HSBC Bank Plc	60,000	0.2600	18-Aug-14	-60,000	-1.71	AA-	F1+
15-Aug-14	110	HSBC Bank Plc	1,220,000	0.2600	18-Aug-14	-1,220,000	-26.07	AA-	F1+
18-Aug-14	111	Nationwide BS	Rolled Over	0.3700	12-Sep-14		-380.14	A	F1
12-Sep-14	111	Nationwide BS	Rolled Over	0.4300	17-Oct-14		-618.49	A	F1
17-Oct-14	111	Nationwide BS	Rolled Over	0.4300	21-Nov-14		-618.49	A	F1
21-Nov-14	111	Nationwide BS	1,500,000	0.4300	30-Dec-14	-1,500,000	-689.18	A	F1
18-Aug-14	112	HSBC Bank Plc	70,000	0.2600	26-Aug-14	-70,000	-3.99	AA-	F1+
19-Aug-14	113	HSBC Bank Plc	30,000	0.2600	22-Aug-14	-30,000	-0.64	AA-	F1+
19-Aug-14	114	HSBC Bank Plc	170,000	0.2600	26-Aug-14	-170,000	-8.48	AA-	F1+
20-Aug-14	115	HSBC Bank Plc	50,000	0.2600	26-Aug-14	-50,000	-2.14	AA-	F1+
26-Aug-14	116	HSBC Bank Plc	360,000	0.2600	28-Aug-14	-360,000	-5.13	AA-	F1+
28-Aug-14	117	Bank Of Scotland Plc	1,000,000	0.4000	22-Sep-14	-1,000,000	-273.97	A	F1
28-Aug-14	118	HSBC Bank Plc	200,000	0.2600	08-Sep-14	-200,000	-15.67	AA-	F1+
29-Aug-14	119	HSBC Bank Plc	70,000	0.2600	08-Sep-14	-70,000	-4.99	AA-	F1+
			5,680,000			-5,680,000	-2,675.23		
Sept'14									
01-Sep-14	120	UK Debt Management Office	1,500,000	0.25000	12-Sep-14	-1,500,000	-113.01	AA	
01-Sep-14	121	Barclays Bank Plc	Rolled Over	0.40900	17-Oct-14		-515.45	A	F1+
17-Oct-14	121	Barclays Bank Plc	1,000,000	0.41000	21-Nov-14	-1,000,000	-393.15	A	F1+
01-Sep-14	122	HSBC Bank Plc	200,000	0.26000	08-Sep-14	-200,000	-9.97	AA-	F1+
02-Sep-14	123	HSBC Bank Plc	55,000	0.26000	03-Sep-14	-55,000	-0.39	AA-	F1+
03-Sep-14	124	HSBC Bank Plc	100,000	0.26000	08-Sep-14	-100,000	-3.56	AA-	F1+
05-Sep-14	125	HSBC Bank Plc	100,000	0.26000	19-Sep-14	-100,000	-9.97	AA-	F1+
08-Sep-14	126	HSBC Bank Plc	90,000	0.26000	12-Sep-14	-90,000	-2.56	AA-	F1+
10-Sep-14	127	HSBC Bank Plc	80,000	0.26000	12-Sep-14	-80,000	-1.14	AA-	F1+
12-Sep-14	128	HSBC Bank Plc	470,000	0.26000	15-Sep-14	-470,000	-10.04	AA-	F1+
15-Sep-14	129	Coventry BS	900,000	0.41000	20-Oct-14	-900,000	-353.84	A	F1
16-Sep-14	130	HSBC Bank Plc	80,000	0.26000	19-Sep-14	-80,000	-1.71	AA-	F1+
17-Sep-14	131	HSBC Bank Plc	65,000	0.26000	22-Sep-14	-65,000	-2.32	AA-	F1+
18-Sep-14	132	HSBC Bank Plc	80,000	0.26000	22-Sep-14	-80,000	-2.28	AA-	F1+

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								LONG-TERM	SHORT-TERM
19-Sep-14	133	HSBC Bank Plc	110,000	0.26000	22-Sep-14	-110,000	-2.35	AA-	F1+
22-Sep-14	134	HSBC Bank Plc	190,000	0.26000	29-Sep-14	-190,000	-9.47	AA-	F1+
23-Sep-14	135	HSBC Bank Plc	85,000	0.26000	24-Sep-14	-85,000	-0.61	AA-	F1+
24-Sep-14	136	HSBC Bank Plc	175,000	0.26000	25-Sep-14	-175,000	-1.25	AA-	F1+
25-Sep-14	137	HSBC Bank Plc	200,000	0.26000	26-Sep-14	-200,000	-1.42	AA-	F1+
26-Sep-14	138	HSBC Bank Plc	240,000	0.26000	29-Sep-14	-240,000	-5.13	AA-	F1+
29-Sep-14	139	Coventry BS	600,000	0.39000	17-Oct-14	-600,000	-115.40	A	F1
29-Sep-14	140	HSBC Bank Plc	570,000	0.26000	06-Oct-14	-570,000	-28.42	AA-	F1+
30-Sep-14	141	Bank Of Scotland Plc	Rolled Over	0.43000	19-Nov-14		-589.04	A	F1
19-Nov-14	141	Bank Of Scotland Plc	1,000,000	0.42000	30-Dec-14	-1,000,000	-471.78	A	F1
30-Sep-14	142	UK Debt Management Office	1,500,000	0.25000	17-Oct-14	-1,500,000	-174.66	AA	
30-Sep-14	143	HSBC Bank Plc	100,000	0.26000	13-Oct-14	-100,000	-9.26	AA-	F1+
			9,490,000			-9,490,000	-2,828.18		
Oct'14									
01-Oct-14	144	HSBC Bank Plc	115,000	0.2600	06-Oct-14	-115,000	-4.10	AA-	F1+
02-Oct-14	145	HSBC Bank Plc	60,000	0.2600	06-Oct-14	-60,000	-1.71	AA-	F1+
03-Oct-14	146	HSBC Bank Plc	70,000	0.2600	06-Oct-14	-70,000	-1.50	AA-	F1+
06-Oct-14	147	HSBC Bank Plc	200,000	0.2600	13-Oct-14	-200,000	-9.97	AA-	F1+
08-Oct-14	148	HSBC Bank Plc	100,000	0.2600	13-Oct-14	-100,000	-3.56	AA-	F1+
09-Oct-14	149	HSBC Bank Plc	50,000	0.2600	13-Oct-14	-50,000	-1.42	AA-	F1+
10-Oct-14	150	HSBC Bank Plc	250,000	0.2600	17-Oct-14	-250,000	-12.47	AA-	F1+
13-Oct-14	151	HSBC Bank Plc	480,000	0.2600	17-Oct-14	-480,000	-13.68	AA-	F1+
14-Oct-14	152	HSBC Bank Plc	70,000	0.2600	15-Oct-14	-70,000	-0.50	AA-	F1+
15-Oct-14	153	HSBC Bank Plc	500,000	0.2600	17-Oct-14	-500,000	-7.12	AA-	F1+
16-Oct-14	154	HSBC Bank Plc	70,000	0.2600	17-Oct-14	-70,000	-0.50	AA-	F1+
17-Oct-14	155	HSBC Bank Plc	385,000	0.2600	20-Oct-14	-385,000	-8.23	AA-	F1+
20-Oct-14	156	HSBC Bank Plc	150,000	0.2600	27-Oct-14	-150,000	-7.48	AA-	F1+
21-Oct-14	157	HSBC Bank Plc	120,000	0.2600	22-Oct-14	-120,000	-0.85	AA-	F1+
22-Oct-14	158	HSBC Bank Plc	80,000	0.2600	27-Oct-14	-80,000	-2.85	AA-	F1+
23-Oct-14	159	HSBC Bank Plc	50,000	0.2600	27-Oct-14	-50,000	-1.42	AA-	F1+
27-Oct-14	160	HSBC Bank Plc	270,000	0.2600	28-Oct-14	-270,000	-1.92	AA-	F1+
28-Oct-14	161	Coventry BS	1,000,000	0.4200	22-Dec-14	-1,000,000	-632.88	A	F1

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								LONG-TERM	SHORT-TERM
28-Oct-14	162	HSBC Bank Plc	180,000	0.2600	10-Nov-14	-180,000	-16.67	AA-	F1+
30-Oct-14	163	HSBC Bank Plc	80,000	0.2600	10-Nov-14	-80,000	-6.27	AA-	F1+
31-Oct-14	164	DMO	1,100,000	0.2500	19-Nov-14	-1,100,000	-143.15	AA	
31-Oct-14	165	Coventry BS	500,000	0.4200	30-Dec-14	-500,000	-345.21	A	F1
31-Oct-14	166	HSBC Bank Plc	680,000	0.2600	03-Nov-14	-680,000	-14.53	AA-	F1+
31-Oct-14	167	HSBC Bank Plc	350,000	0.2600	14-Nov-14	-350,000	-34.90	AA-	F1+
			6,910,000			-6,910,000	-1,272.89		
Nov'14									
03-Nov-14	168	HSBC Bank Plc	200,000	0.2600	10-Nov-14	-200,000	-9.97	AA-	F1+
05-Nov-14	169	HSBC Bank Plc	100,000	0.2600	21-Nov-14	-100,000	-11.40	AA-	F1+
07-Nov-14	170	HSBC Bank Plc	150,000	0.2600	10-Nov-14	-150,000	-3.21	AA-	F1+
10-Nov-14	171	HSBC Bank Plc	600,000	0.2600	17-Nov-14	-600,000	-29.92	AA-	F1+
12-Nov-14	172	HSBC Bank Plc	80,000	0.2600	17-Nov-14	-80,000	-2.85	AA-	F1+
14-Nov-14	173	HSBC Bank Plc	310,000	0.2600	17-Nov-14	-310,000	-6.62	AA-	F1+
17-Nov-14	174	Barclays Bank Plc	280,000	0.1900	24-Nov-14	-280,000	-10.20	A	F1+
17-Nov-14	175	Lloyds Bank Plc	400,000	0.2000	21-Nov-14	-400,000	-8.77	A	F1
17-Nov-14	176	HSBC Bank Plc	1,000,000	0.2600	21-Nov-14	-1,000,000	-28.49	AA-	F1+
18-Nov-14	177	HSBC Bank Plc	50,000	0.2600	21-Nov-14	-50,000	-1.07	AA-	F1+
19-Nov-14	178	HSBC Bank Plc	100,000	0.2600	21-Nov-14	-100,000	-1.42	AA-	F1+
21-Nov-14	179	HSBC Bank Plc	140,000	0.2600	28-Nov-14	-140,000	-6.98	AA-	F1+
24-Nov-14	180	HSBC Bank Plc	250,000	0.2600	08-Dec-14	-250,000	-24.93	AA-	F1+
25-Nov-14	181	HSBC Bank Plc	80,000	0.2600	26-Nov-14	-80,000	-0.57	AA-	F1+
26-Nov-14	182	HSBC Bank Plc	110,000	0.2600	19-Dec-14	-110,000	-18.02	AA-	F1+
27-Nov-14	183	HSBC Bank Plc	50,000	0.2600	28-Nov-14	-50,000	-0.36	AA-	F1+
28-Nov-14	184	Barclays Bank Plc	1,000,000	0.3800	Still Outstanding		-353.97	A	F1+
			4,900,000			-3,900,000	-518.75		
Dec'14									
01-Dec-14	185	Lloyds Bank Plc	1,500,000	0.4100	Still Outstanding		-522.33	A	F1
01-Dec-14	186	HSBC Bank Plc	575,000	0.2600	08-Dec-14	-575,000	-28.67	AA-	F1+
02-Dec-14	187	HSBC Bank Plc	60,000	0.2600	08-Dec-14	-60,000	-2.56	AA-	F1+
03-Dec-14	188	HSBC Bank Plc	70,000	0.2600	22-Dec-14	-70,000	-9.47	AA-	F1+
05-Dec-14	189	HSBC Bank Plc	80,000	0.2600	22-Dec-14	-80,000	-9.69	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
08-Dec-14	190	HSBC Bank Plc	380,000	0.2600	15-Dec-14	-380,000	-18.95	AA-	F1+
08-Dec-14	191	Bank Of Scotland Plc	500,000	0.45000	Still Outstanding		-147.95	A	F1
09-Dec-14	192	HSBC Bank Plc	80,000	0.2600	22-Dec-14	-80,000	-7.41	AA-	F1+
11-Dec-14	193	HSBC Bank Plc	100,000	0.2600	22-Dec-14	-100,000	-7.84	AA-	F1+
12-Dec-14	194	HSBC Bank Plc	260,000	0.2100	15-Dec-14	-260,000	-4.49	AA-	F1+
15-Dec-14	195	Barclays Bank Plc	500,000	0.3360	Still Outstanding		-78.25	A	F1+
15-Dec-14	196	HSBC Bank Plc	465,000	0.2100	22-Dec-14	-465,000	-18.73	AA-	F1+
17-Dec-14	197	HSBC Bank Plc	80,000	0.2100	22-Dec-14	-80,000	-2.30	AA-	F1+
22-Dec-14	198	Coventry BS	500,000	0.4100	Still Outstanding		-56.16	A	F1
31-Dec-14	198a	Bank Of Scotland Plc	1,000,000	0.4300	Still Outstanding		-11.78	A	F1
31-Dec-14	199	HSBC Bank Plc	1,200,000	0.2100	Still Outstanding		-6.90	AA-	F1+
24-Dec-14	200	HSBC Bank Plc	170,000	0.2100	Still Outstanding		-7.82	AA-	F1+
			7,520,000			-2,150,000	-941.30		
2014/15 Investments made April to December			64,385,000			-58,015,000	-14,995.56		
Total investments 2014/15 (included Investments brought forward from 2013/14)			67,435,000			-61,065,000	-15,681.62		

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 8 JANUARY 2015**

	Standard & Poor			Moody's			Full Review Date	Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook		Long Term	Short Term	Outlook	
Building Societies											
Nationwide	A	A-1	Negative	A2	P-1	Negative	24/07/14	A	F1	Stable	£1m min
Yorkshire	-	-	-	Baa1	P-2	Stable	24/09/14	A	F1	Stable	
Coventry	-	-	-	A3	P-2	Stable	24/09/14	A	F1	Stable	Sterling Brokers
Skipton	-	-	-	Ba1	NP	Stable	24/09/14	BBB	F2	Positive	
Leeds	-	-	-	A3	P-2	Stable	24/09/14	A-	F1	Stable	3Mth
Principality	-	-	-	Ba1	NP	Stable	24/09/14	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn			24/09/14	BB+	B	Stable	No Contact
Banks											
Santander UK Plc.	A	A-1	Negative	A2	P-1	Negative	24/07/14	A	F1	Stable	
Barclays Bank Plc.	A	A-1	Negative	A2	P-1	Negative	26/03/14	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Negative	A1	P-1	Negative	24/07/14	A	F1	Negative	
Bradford & Bingley Bank Plc.	-	-	-	C	P-1	Stable	Rating Withdrawn – 06/09/12			Not taking funds	
Co-operative Bank (The)	-	-	-	Caa2	NP	Negative	05/12/14	B	B	Negative	£1m min
HSBC Bank Plc.	AA-	A-1+	Negative	Aa3	P-1	Negative	26/03/14	AA-	F1+	Stable	
Lloyds Bank Plc.	A	A-1	Negative	A1	P-1	Negative	24/07/14	A	F1	Negative	£250k
National Westminster Bank Plc.	A	A-2	Negative	Baa1	P-2	Negative	24/07/14	A	F1	Negative	Current a/c required
Northern Rock (Asset Management) Plc. (NRAM Plc)	A	A-1	Stable	A1	P-1	Stable	Rating Withdrawn – 06/09/12			No Contact	
Royal Bank of Scotland Plc.	A-	A-2	Negative	Baa1	P-2	Negative	24/07/14	A	F1	Negative	Current a/c required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20

meeting date: 27 JANUARY 2015
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MARK EDMONDSON

1 PURPOSE

1.1 To inform committee of debts outstanding for business rates, council tax and sundry debtors. Also to update committee on benefits performance, including benefits fraud investigations, prosecutions and sanctions.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 12 January 2015:

	£000	£000	2014/15 %	2013/14 %
Balance Outstanding 1 April 2014		555		
NNDR amounts due	17,983			
Plus costs	5			
Transitional surcharge	9			
Write ons	15			
	18,012			
Less				
- Transitional relief	-60			
- Exemptions	-300			
- Charity, Rural, Former Agricultural Discretionary Relief	-1,034			
- Small Business Rate Relief	-1,926			
- Retail, Reoccupation and New Build Relief	-309			
- Interest Due	-0			
- Write Offs	-37			
	-3,666	14,346		
Total amount to recover		14,901		
Less cash received to 12 January		-12,740	85.5	88.3
Amount Outstanding		2,161	14.5	11.7

NB The figures included in the table include not only those charges for 2014/15 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 December 2014 is 85.1% compared with 86.6% at 31 December 2013. The main reason for the reduction in the collection rate is the change that allows Business Ratepayers to choose to pay their rates by twelve instalments instead of ten. This option has been taken up by most large ratepayers leading to a reduction in the amount collected at this point in the year.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 12 January 2015:

	£000	£000	2014/15 %	2013/14 %
Balance Outstanding 1 April 2014		510		
Council Tax amounts due	38,045			
Plus costs	70			
Transitional relief	2			
Write ons	6			
	38,123			
Less - Exemptions	-472			
- Discounts	-3,342			
- Disabled banding reduction	-46			
- Council Tax Benefit	11			
- Local Council Tax Support	-1,955			
- Write offs	-21			
	-5,825	32,298		
Total amount to recover		32,808		
Less cash received to 12 January		-28,662	87.4	87.9
Amount Outstanding		4,146	12.6	12.1

NB The figures included in the table include not only those charges for 2014/15 but also those relating to previous years, but we are required to report our in year collection rate to the DCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate for 2014/15 at 31 December 2014 is 87.5% compared to 87.7% at 31 December 2013.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 14 January 2015 is:

	£000	£000
Amount Outstanding 1 April 2014		382
Invoices Raised	1,538	
Plus costs	2	
		1,540
Less write offs		3
Total amount to recover		1,919
Less cash received to 14 January 2015		1,437
Amount outstanding		482

Aged Debtors	000s	%
< 30 days	55	11.4
30 - 59 days	32	6.7
60 - 89 days	15	3.1
90 - 119 days	18	3.7
120 - 149 days	54	11.2
150+ days	308	63.9
	482	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 benefit fraud and also overpayment data.

Housing Benefit Right Time Indicator 2014/2015

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

Target for year	Actual Performance 1 October 2014 – 31 December 2014	Average Performance
10 days	8.0 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 October 2014 – 31 December 2014	Top grade 4 for all LA's 2007/08
23 days	16 days	Under 30 days

6 HOUSING BENEFIT AND COUNCIL TAX SUPPORT FRAUD

6.1 The following is a summary of fraud investigations for the period 1 October 2014 – 31 December 2014.

Completed fraud investigations		Average caseload	Number of investigations per 1,000 caseload
Housing Benefit	8	1,869	4.28
Council Tax Support	8	2,458	3.25

Summary of prosecutions/sanctions	
Cautions	1
Administrative penalties	1
Successful prosecutions	0
Total	2

Number of prosecutions/sanctions per 1,000 caseload		
Housing Benefit	2/1,869	1.07
Council Tax Support	2/2,458	0.81

7 HOUSING BENEFIT OVERPAYMENTS

7.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. Performance for the period 1 October 2014 – 31 December 2014:

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.	91.37
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	21.47
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	1.54

8 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF2-15/ME/AC
13 January 2015

BACKGROUND PAPERS – None

For further information please ask for Mark Edmondson.

MINUTES OF BUDGET WORKING GROUP MEETING**HELD 30 SEPTEMBER 2014**

Present: Cllrs: Hirst (Chair) T Hill and Thompson, Chief Executive, Director of Resources, Director of Community Services.

1 Apologies

Cllrs: Elms, Knox, Hore, Rogerson, Head of Financial Services

2 Minutes of meeting held on 15 July 2014

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

2.2 The Director of Resource informed the BWG that following their last meeting the letter of intent for £10,000 commitment in phase one had been sent to the new Municipal Bonds Agency, trading as the Local Capital Finance Company (LCFC). Notification had been received that the intention was to draw down phase one investments in stages rather than in one go. Subsequently the first payment which was due by 30th September 2014 has now been made at £4,000.

3 Budget Forecast 2014/15 to 2017/18

3.1 The Director of Resources took members through the three year budget forecast and outlined the assumptions made which underlie the estimates. Overall the forecast predicted a budget shortfall of £513,200 in 2015/16, £900,277 in 2016/17 and £1,092,711 in 2017/18.

3.2 A discussion took place regarding fees and charges which would be considered by service committees in the forthcoming cycle. The Director of Resources informed the group that where possible all had been increased by 2% and the proposals would be presented to committees to decide charges for 2015/16. It was stressed that these increases had already been factored in to the budget forecast therefore if fees were set at lower charges these would make the overall budget deficit worse than that currently predicted.

3.3 Members discussed a number of other issues including:

- Savings made in previous years
- The take-up of NNDR measures announced in the Autumn Statement 2013
- Use of New Homes Bonus

4 Any Other Business

4.1 There were no other items of business

5 Date and Time of Next Meeting

5.1 Future meetings in **Committee Room 1** were:

- 4 November 2014
- 15 December 2014
- 14 January 2014

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 15 DECEMBER 2014

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

1 Apologies

Cllrs: Elms, Knox.

2 Minutes of meeting held on 30 September 2014

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

3 Autumn Statement 2014

3.1 The Director of Resources took members through a report that provided the main headlines of the Autumn Statement 2014 that impacted on Local Government. These were particularly around Funding, Public and Local Government Finance and Business Rates.

3.2 Whilst the Autumn Statement provides an indication of the future direction of Government spending it was stressed that the council would not know with any certainty until after the General Election.

3.3 A discussion took place around Business Rates avoidance, nationally and within the Ribble Valley.

4 Revenue Budget 2015/16

4.1 An update on the budget position for 2015/16 was provided to members by the Director of Resources. This included the **Illustrative** Settlement Funding Assessment, which had been reported in September 2014 and the latest committee budget figures that were available.

4.2 It was anticipated that the final grant settlement figures for 2015/16 would be announced within the week.

4.3 The latest position was broadly in line with the forecast, after allowing for £125K increase in turnover savings, £60K reduction in pay cost due to the pay award and £14K due to an increase in the tax base.

5 Draft Three Year Capital Programme 2015/16 – 2017/18

5.1 Members were taken through a report on the capital programme, including schemes that were already approved, new bids that had been submitted by Heads of Service, and the level of available resources to finance the bids.

5.2 The sources of finance available to the council were limited to the VAT Shelter, New Homes Bonus and Better Care Funding for Disabled Facility Grants. Based on the recommended maximum levels of finance, there was £586K available to finance new bids that had been submitted of £1.2m. Borrowing was also highlighted as a potential method of financing, particularly for assets with a long life, such as land and buildings.

5.3 Further concerns were highlighted about the level of New Homes Bonus indicated for use in financing the capital programme, particularly in light of the growing pressure from the revenue budget for use of this funding.

5.4 Members referred the capital bids to Corporate Management Team for review, in order to arrive at an affordable and achievable capital programme for 2015/18, and to report back to a future Budget Working Group.

6 Any Other Business

6.1 There were no other items of business

7 Date and Time of Next Meeting

7.1 Future meetings in **Committee Room 1** were:

- 14 January 2015
- 21 January 2015