

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, 16 JUNE 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 meetings held 24 March 2015 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).
5. Briefing on the Remit of Policy and Finance Committee – verbal report of Director of Resources.

DECISION ITEMS

6. Appointment of Working Groups. To confirm arrangements/membership of any Working Groups that belong to this Committee:
 - a) Budget Working Group (7 Members)
 - b) Economic Development Working Group (4 Members)
 - c) Market Re-development Working Group (4 Members)
- ✓ 7. Review of Members' Allowances Scheme – report of Director of Resources – copy enclosed.

- ✓ 8. Local Taxation Write-offs – report of Director of Resources – copy enclosed.
- ✓ 9. Amendments to Standing Orders (Part 4 of the Council's Constitution) - report of Chief Executive – copy enclosed.
- 10. References from Committee (if any).

INFORMATION ITEMS

- ✓ 11. Capital Outturn 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 12. Capital Programme 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 13. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 14. Overall Capital Outturn 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 15. Treasury Management Activities 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 16. Representatives on Outside Bodies – report of Chief Executive – copy enclosed.
- 17. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 18. Local Taxation Write-offs – report of Director of Resources – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7

meeting date: 16 JUNE 2015
title: INDEPENDENT PANEL REPORT ON REVIEW OF MEMBERS'
ALLOWANCE SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To consider the report of the independent remuneration panel on members' allowances following their review of the current scheme.
- 1.2 To make recommendations regarding the new scheme to Full Council on 14 July 2015.

2 BACKGROUND

- 2.1 The Local Authorities (Members' Allowances) (England) 2003 require the Council to establish a scheme of members' allowances in accordance with these regulations.
- 2.2 The Council is required to agree and publicise its members' allowance scheme each year and have an independent review at least every 4 years. You will recall a panel was established in November with a view to completing their review for the 2015/16 municipal year.
- 2.3 You agreed at Policy and Finance Committee on 24 March 2015 that the current scheme of Members' Allowances for 2014/15 would be extended until the outcome of the review of the independent panel was considered. In the past the new scheme of members allowances has been backdated to the beginning of the new municipal year.
- 2.4 You also agreed that a small working group be formed to consider the panel's report. This working group comprised Councillors Hirst, Hill, Smith and A Knox.
- 2.5 The Council, in revising the existing scheme, must have regard to the recommendations made by the panel. Final recommendations on the future scheme will be approved by Full Council in July.

3 OUTCOME OF REVIEW OF MEMBERS' ALLOWANCES SCHEME

- 3.1 The independent panel have met a number of times also interviewed a number of members as part of their review.
- 3.2 The full report of the panel is attached at Annex 1 and sets out their findings and recommendations.
- 3.3 This Committee needs to consider the independent panel's report and also that of the working group (see below) and decide whether to accept the recommendations of the panel and/or make any further recommendations for Full Council to consider at the meeting on 14 July 2015.

4 MEMBERS' ALLOWANCES WORKING GROUP

- 4.1 The Working Group met on 8 June 2015 to consider the Independent Remuneration Panel's report. The group discussed the report and its findings in detail.
- 4.2 They agreed with the general thrust of the Panel's findings which were to increase the Basic Allowance significantly and substantially reduce Special Responsibility Allowances.
- 4.3 They however felt that the recommendations had perhaps gone a little too far in the balance between basic and Special Responsibility Allowances. The Working Group therefore recommends increasing the Basic Allowance by 18½% (Panel 26%) and reducing Special Responsibility Allowance by 24% (Panel 41%).
- 4.4 They also felt that with the exception of Planning Committee all Committee Chairman should receive the same Special Responsibility Allowance.
- 4.5 Their suggested changes are set out in Annex 2 compared with the existing allowances and the panel's recommendations.

5 PUBLICITY

- 5.1 As soon as reasonably practicable after receiving the Independent Remuneration Panel's report the Council must make it available for public inspection. A notice must be publicised in the local press describing the main features of the panel's recommendations and specifying the amounts of each allowance. The notice must also state that copies of the Panel's report are available for public inspection.
- 5.2 Once the Council has approved the Scheme for Members' Allowances it must make arrangements for its publication by:-
- ensuring that copies of the scheme are available for public inspection; and
 - publishing a notice in the local press describing the main features of the scheme and specifying the amounts payable in respect of each allowance mentioned in the scheme.
- 5.3 There should be an indication of any differences from the recommendations in the report of the Independent Remuneration Panel.
- 5.4 The Council is also required to publish the amount of allowances paid to each Member as soon as practicable at the end of each financial year.

6 COST OF SCHEME

- 6.1 The Council's full year budget for 2015/16 for members' allowances is £211,420. The recommendations of the Independent Panel would result in a cost of £200,554. If the working group amendments were to be accepted this would result in a total cost of £206,500. Both are obviously lower than the budgeted amount for the year.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Considers the attached report of the Independent Remuneration Panel on Members' Allowances and also the views of the working group.
- 7.2 Decides upon a revised Scheme for Members' Allowances to recommend to Full Council on 14 July 2015.

7.3 Thank the Independent Remuneration Panel for their work in formulating proposals for a revised scheme.

DIRECTOR OF RESOURCES

PF33-15/JP/AC
5 June 2015

RIBBLE VALLEY BOROUGH COUNCIL

REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS ALLOWANCES APRIL 2015

THE INDEPENDENT REMUNERATION PANEL

DAVID MORRIS – Retired Chief Executive – Ribble Valley Borough Council
 IAN LLOYD – Senior Partner – Mortimers Estate Agents, Clitheroe
 KEITH POWER – Director - North West Employers
 REV ANDY FROUD – Vicar – St Mary Magdalene’s Church, Clitheroe

Advised by:

- Marshal Scott, Chief Executive
- Jane Pearson, Director of Resources
- Diane Rice, Legal Services Manager

1 PURPOSE OF THE INDEPENDENT PANEL

1.1 The Independent Panel was established under the Local Authorities (Members Allowances) (England) Regulations 2003 to formulate and recommend to the Council a revised scheme of allowances for elected members that would reflect their duties and responsibilities under the Council’s Constitution.

2 TERMS OF REFERENCE

2.1 To review the existing scheme and propose a scheme for members allowances which:

- recognises the roles, duties and responsibilities of members both as decision makers and community representatives under the Council’s Constitution;
- is easy to understand by councillors and the public;
- is simple to operate;
- includes provision for annual review without the need for fundamental change;
- considers what other allowances, such as travel and subsistence, should be paid, and in what circumstances, and whether a dependents carers allowance should be paid;
- considers provision for different levels of allowances reflecting the responsibilities of the postholder or group of postholders and standing according to the political composition of the Council.

2.2 The Independent Panel is also asked to make other recommendations as it considers necessary.

3 PRESENT MEMBERS ALLOWANCE SCHEME

3.1 The Council’s present members allowance scheme was approved by the Council in July 2011. In reaching its decision members took account of the report of an Independent Panel that had been established. Allowances have been updated under the agreed formulae on an annual basis.

3.2 The existing scheme of members allowances is shown below:

- (1) A Basic Allowance for all members of £2952 per year
- (2) The Special Responsibility Allowances to be:-
 - o Leader – 5 x basic allowance £14,760 pa
 - o Deputy Leader – 3 x basic allowance £8,856 pa
 - o Leader of the Opposition – 3 x basic allowance £8,856 pa
 - o Committee Chairs – 2 x basic allowance £5,904 pa
 - o Planning & Development Committee Chairman
2½ x basic allowance £7,380 pa
 - o Committee Vice Chairs – 1 x basic allowance £2,952 pa
- (3) Dependent Carers Allowance £6.50 per hour
- (4) These allowances are increased each year (April) in line with the increase in the National Minimum Wage the previous October.
- (5) No member to be entitled to more than one special responsibility allowance.
- (6) Travel & subsistence to be paid at the prescribed national rates for members.

4 THE EVIDENCE CONSIDERED

- 4.1 The panel met on 2 occasions and considered the legal background to the payment of members' allowances, the terms of reference, political composition of the Council, the present committee arrangements, attendance at outside bodies and the current members allowance scheme.
- 4.2 The Annual Basic Allowance is increased each year in April in line with the increase of the National Minimum Wage. Since May 2011 to May 2015 the Annual Basic Allowance will have increased by 10%.

QUESTIONNAIRE

- 4.3 The Panel sent a questionnaire to all councillors in order to ascertain the amount of time spent by councillors on their various roles. Councillors also responded to questions relating to the present Members Allowance Scheme.
- 4.4 25 Councillors completed the questionnaire. They commented upon the Annual Basic Allowance, the level of the Special Responsibility Allowance, the demands of Planning Committee members, the role of specific Committee Chairs and Vice-Chairs and the role of the Leader of the Opposition.
- 4.5 Over 90% of respondents considered the Scheme to be a reasonable way of recognising the responsibilities of Leaders and Chairs.
- 4.6 Councillors also commented on the work carried out by the members who represent the Council on "Outside Bodies".

OTHER LOCAL AUTHORITIES

- 4.7 The Panel obtained current details of members allowance schemes from 8 comparable local authorities and the 12 Lancashire District local authorities.

INTERVIEWS WITH COUNCILLORS

- 4.8 The Panel interviewed 5 councillors representing a cross section of the members of the council. Each councillor was asked the same questions relating to the current details scheme. The responses were noted and subsequently discussed by the Panel.

5 CONCLUSIONS

The Panel have reached the following conclusions:-

- 5.1 The current Annual Basic Allowance is low and the Special Responsibility Allowances are high when compared to similar local authorities and Lancashire District Local Authorities.
- 5.2 The calculation of the Annual Basic Allowance is easy to understand and simple to operate. The calculation is as follows:
- AVERAGE NUMBER OF HOURS SPENT ON COUNCIL DUTIES PER WEEK X
HOURLY RATE X 52 WEEKS
- 5.3 The analysis of the questionnaire survey completed by councillors indicates that the average time spent by councillors on council duties, excluding special responsibilities is 13.5 hrs per week. The Panel considers that part of that time should reflect voluntary public service. An allocation of 20% public service is considered to be reasonable. Therefore, the Panel have concluded that 11 hours per week be used for calculating the Annual Basic Allowance.
- 5.4 The Panel considers that the hourly rate to be used as from 7 May 2015 should be the current National Minimum Wage. This is £6.50 per hour.
- 5.5 These changes will increase the current Annual Basic Allowance from £2,952 to £3,718. This is an increase of 26%.
- 5.6 Only 1 of the 8 similar local authorities and only 2 of the 12 Lancashire District Local Authorities pay a lower Annual Basic Allowance than this Council.
- 5.7 However, this Council's Special Responsibility Allowances are high when compared with similar local authorities and the Lancashire District Local Authorities.
- 5.8 Special Responsibility Allowances Comparisons are as follows:

Similar Local Authorities (x8)

Leader	only 1 pays more than this Council
Deputy Leader	none pay more than this Council and 1 makes no payment
Leader of the Opposition	none pay more than this Council
Chairs of Committees	only 1 pays more than this Council
Vice-Chairs of Committees	none pay more than this Council and 3 make no payments

Lancashire District Councils (x12)

Leader	only 2 pay more than this Council
Deputy Leader	only 2 pay more than this Council and 4 make no payments
Leader of the Opposition	none pay more than this Council

- 6.2 The current Annual Basic Allowance is £2,952.
- 6.3 The Panel recommends that any future increase in the hourly rate be introduced as from 1 April, starting in 2016 and any such increases to be based upon the National Salary Increases of Local Government Staff.

Special Responsibility Allowances

- 6.4 The Panel recommends the following Special Responsibility Allowances based upon an appropriate multiplier of the Annual Basic Allowance as detailed in the following table:

Responsibility	Recommended		Current	
	Multiplier	Annual Amount £	Multiplier	Annual Amount £
Leader	x 3½	13,013	x 5	14,760
Deputy Leader	x 2	7,436	x 3	8,856
Leader of Opposition	x 1½	5,577	x 3	8,856
Chairman of Planning & Development Committee	x 2	7,436	x 2½	7,380
Chairs of Community Services, Personnel, Health & Housing Committees	x 1	3,718	x 2	5,904
Chairs of the Licensing and Accounts & Audit Committees	x ½	1,859	x 2	5,904
Vice Chairs of Committees	N/A	500	x 1	2,952

- 6.5 The Panel recommends the reduction of Special Responsibility Payments made to the Vice-Chairs of Committees to an annual allowance of £500.
- 6.6 The Panel recommends that no Councillor is entitled to more than one Special Responsibility Allowance.
- 6.7 The Panel recommends that the Leader is always Chair of the Policy and Finance Committee and the Deputy Leader is always the Vice-Chair of the Policy and Finance Committee.

6.8 Dependents Carers Allowance

The Panel recommends a payment of the National Minimum Wage per hour for the cost of arranging for the care of children, elderly relatives or disabled relatives requiring full- time care whilst Councillors are conducting their approved duties.

6.9 Travel & Subsistence Allowance

The Panel recommends payment of Travel & Subsistence allowances in accordance with the current scheme [which is attached as an Appendix] except that the rates of travel by a councillor in his / her own car should be the same as the rates paid to council officers.

6.10 Suspension of a Councillor

The Panel recommends that payment of any allowances be withheld by the Council where a councillor is suspended or partially suspended from his/her responsibilities or duties as a member of the Council.

6.11 Other Recommendations

The Panel recommends that:

6.11.1 The Annual Basic Allowance and the Special Responsibility Allowances to be paid in 12 equal, monthly instalments.

6.11.2 The revised Scheme of Members' Allowances be reviewed and then introduced after the election of a "new council" following the Local Government Elections on 7 May 2015.

6.11.3 The Panel considers that the details of "approved duties", which are eligible for travel & subsistence allowances, should be provided to all councillors.

9 COST OF THE RECOMMENDED MEMBERS ALLOWANCES SCHEME

7.1 The increased cost of the changes to the Annual Basic Allowance is £30,640.

7.2 The reduced cost of the changes to the Annual Special Responsibility Allowances is £35,751.

7.3 Therefore, the recommended changes to the current Members Allowances Scheme will result in an annual saving of £5,111.



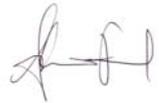
David Morris



Ian Lloyd



Keith Power



Rev Andy Froud

RIBBLE VALLEY BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

SCHEDULE 'B' – TRAVELLING AND SUBSISTENCE ALLOWANCES

TRAVEL COSTS

(a) Car Mileage

The rate for travel by a councillor in a private vehicle shall not exceed:

cylinder capacity:	2012/13 rates	(to be reviewed wef 1/4/14 in line with NJC Car Allowance Rates)
Not exceeding 999c	46.9p per mile	
1000cc and above	52.2p per mile	

The above rates will be revised in accordance with the rates determined by the National Joint Council for Local Authorities.

For total journeys **exceeding 60 miles** members will normally be expected to claim public transport rates regardless of the method of travel used. Exceptions to this will be journeys to Manchester or within Lancashire.

(b) Public Transport

Where public transport is used, costs will be reimbursed on the production of the relevant receipts

(c) Car Sharing

Where a councillor brings another councillor or councillors to approved duties he/she shall be entitled to a passenger allowance of 5p per mile for each passenger.

(d) Bicycles

When a councillor uses a bicycle the rate shall not exceed 20p per mile. This rate shall be revised in accordance with the maximum allowance for income tax purposes as determined by HMRC.

(e) Other Travel Expenses

The actual and receipted expenditure incurred on tolls, ferries or parking fees, may be claimed.

SUBSISTENCE

Overnight Accommodation

Where the nature of the duties being undertaken result in a councillor being absent from his/her usual place of residence overnight accommodation will be booked and paid directly by the borough council.

In exceptional circumstances where it is not possible for the borough council to make a direct booking on behalf of a councillor, the actual receipted cost of accommodation including breakfast will be reimbursed to the councillor. Such reimbursement will be subject to a maximum allowance per night as follows:

Area	£
London	148.72
Elsewhere in the UK	126.39

These maximum allowances are reviewed each April using the retail price index.

DAY SUBSISTENCE

For an absence of more than 4 hours from the normal place of residence, councillors may claim reimbursement in respect of actual receipted expenditure incurred on subsistence subject to the following maximum allowances:

Period	£
For a period greater than four hours but less than eight hours	22.28
For a period greater than eight hours but less than twelve hours	37.15
For a period greater than twelve hours	52.05

These maximum allowances are reviewed each April using the retail price index.

WHEN TRAVEL AND SUBSISTENCE CAN BE CLAIMED

Appropriate travel and subsistence allowances may be claimed in accordance with the above details where such travelling and/or subsistence has been undertaken in connection with one or more of the following duties:

- (a) The attendance at a meeting of the Authority or of any Committee or Sub-Committee of the Authority, or of any body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
- (b) The attendance at any other meeting, the holding of which is authorised by the Authority or a Committee or Sub-Committee of the Authority or a joint Committee of the Authority and one or more local authorities within the meaning of section 270(1) of the Local Government Act 1972 or a Sub-Committee or such a joint committee provided that:
 - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the Authority is a member.
- (d) The performance of any duty in pursuance of any Standing Order made under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.

- (e) The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- (h) The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or any of its Committees or Sub-Committees.
- (i) The attendance at any working group formed by a Committee of the Council.
- (j) Site visits agreed by a Committee or in the case of members of Planning and Development Committee the inspection of any sites relating to planning applications submitted to that Committee for consideration.

Examples of instances when Councillors can claim travel and subsistence

Claimable	Not Claimable
Committee meetings	Political Group meetings
Full Council meetings	Constituency work/visits
Sub Committee meetings	Adhoc visits to council offices
Authorised Working Group meetings eg Budget Working Group	Car Parking fees for visits to/meetings at council offices
Chairman's briefings	
Political Group meetings <u>with</u> CMT	
Approved site visits	
Approved training	
Approved attendance at conferences	
Attendance at outside bodies as a nominated representative of the council	

Recommendations of Working Group

Basic Allowance	Current	Independent Panel Recommendation	Working Group Recommendation
	Annual Amount £	Annual Amount £	Annual Amount £
All Councillors	2,952	3,718	3,500

Special Responsibility	Current		Independent Panel Recommendation		Working Group Recommendation	
	Multiplier	Annual Amount £	Multiplier	Multiplier	Annual Amount £	Multiplier
Leader	x 5	14,760	x 3½	13,013	x 4	14,000
Deputy Leader	x 3	8,856	x 2	7,436	x 2½	8,750
Leader of Opposition	x 3	8,856	x 1½	5,577	x 2	7,000
Chairman of Planning & Development Committee	x 2½	7,380	x 2	7,436	x 2	7,000
Chairs of Community Services, Personnel, Health & Housing Committees	x 2	5,904	x 1	3,718	x 1½	5,250
Chairs of the Licensing and Accounts & Audit Committees	x 2	5,904	x ½	1,859	x 1½	5,250
Vice Chairs of Committees	x 1	2,952	n/a	500	n/a	500*
*Vice Chair of Planning & Development	x 1	2,952	n/a	500	n/a	1,000

This would see an overall budgetary saving of £4,920

Increase in Basic Allowance of 18½%

Reduction in Special Responsibility Allowances of 24%

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 8

meeting date: 16 JUNE 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 certain National Non-Domestic Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

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

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

2 BACKGROUND

NNDR

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

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

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

2.4 The onset of the recession has seen more 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 two cases where the companies have been dissolved or gone into liquidation and therefore we need to write off NNDR debts. Annex 1 details these various debts which we are seeking approval to write off – these total £3,804.95 i.e. £3,744.95 NNDR and £60.00 costs.

4 FINANCIAL IMPLICATIONS

4.1 Until 31 March 2013 when NNDR debts were written off the costs were met from the non-domestic rate pool.

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 £3,804.95 i.e. £3,744.95 NNDR debts and £60.00 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF31-15/ME/AC

6 June 2015

Write offs – NNDR

Year	Name	Amount £
DISSOLVED		
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.		
2013/14	Cattermoles Limited	Cattermoles Sawmill, Whins Lane, Simonstone, Burnley BB12 7QN
2012/13		
		964.00
		Costs 60.00
		Total 1,217.15

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.			
2015/16	Lancashire Pubs (Myerscough) Limited	The Myerscough Hotel, Balderstone, Blackburn BB2 7LE	331.80
2014/15			2,256.00
			Total 2,587.80

Total £3,804.95

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY, 16 JUNE 2015
title: AMENDMENTS TO STANDING ORDERS (PART 4 OF THE COUNCIL'S CONSTITUTION)
submitted by: CHIEF EXECUTIVE
principal author: SOLICITOR

1 PURPOSE

1.1 To amend the Council's Standing Orders (Part 4 of the Council's Constitution) to implement the requirements of The Local Authority (Standing Orders) (England) (Amendment) Regulations 2015 ("**Regulations**").

1.2 Relevance to the Council's ambitions and priorities:

- Council's Ambitions – N/A
- Community Objectives - N/A
- Corporate Priorities – To be a well-managed Council. The Council's standing orders contain the necessary provisions to allow for matters to be discussed and voted upon in an orderly and proper manner
- Other considerations – It is important that our constitution is kept up-to-date, to ensure that all legislative requirements are reflected within them.

2 BACKGROUND

2.1 The Local Government Act 2000 provides that every Local Authority is required to prepare and keep up to date a constitution containing:

- A copy of its Standing Orders
- A copy of its Code of Conduct
- Any information directed by the Secretary of State
- Any other information considered appropriate by the Local Authority; and
- Where a Local Authority operates a Committee system the constitution must also contain a statement as to whether it has an Overview and Scrutiny Committee.

2.2 The Council's constitution is very much a living document. It has been divided into parts and these parts are accessible on the Council's website at: http://www.ribblevalley.gov.uk/info/200213/conduct_and_the_constitution/1062/constitution_and_code_of_conduct_etc.

2.3 The Council's Standing Orders are the rules, which govern the conduct and proceedings of the Council's meetings (including those of its committees and sub-committees).

3 ISSUES

- 3.1 On 25 March 2015 the Department for Communities and Local Government wrote to the Chief Executive informing him that the Regulations would come into force on 11 May 2015 and that Councils were required to modify their standing orders to implement the Regulations before the first ordinary meeting of the Council after the Regulations come into force. A copy of the Letter and the Regulations are enclosed as **Appendix 1** to this report.
- 3.2 The letter states that the purpose of the Regulations is to simplify and localise the disciplinary process for the most senior officers of a Council. They remove the requirement that a Designated Independent Person be appointed to investigate and make a binding recommendation on disciplinary action against these staff. The decision will now be taken transparently by Full Council, who must consider any advice, views or recommendation from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the Officer concerned.
- 3.3 The Council's Standing Orders have been amended to implement the Regulations. The proposed Standing Orders are appended as **Appendix 2** to this Report. The amendments are shown in track changes for ease of reference.

4. RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – The Council's Solicitor will make any necessary changes and put new documents onto the website. New paper booklets containing the Standing Orders will need to be produced for Members and Officers.
 - Technical, Environment and Legal – The amendments will ensure the Council can deal with legal and technical matters more effectively.
 - Political – No implications identified.
 - Reputation – No implications identified.
 - Equality & Diversity – No implications identified.

5. **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the amendments outlined in the report above and shown in **Appendix 1** to this report.
- 5.2 Refer the amendments to the Council with a recommendation for their approval.

MAIR HILL
SOLICITOR

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- Appendix 1 – Letter from DCLG to Chief Executive dated 25 March 2015
- Appendix 2 – Proposed amendments to Standing Orders

For further information please ask for Mair Hill on extension 3216.

APPENDIX 1



Department for Communities and Local Government

Chief Executives
Principal Local Authorities in England

Via email

25 March 2015

Dear Chief Executive,

THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT) REGULATIONS 2015

I am writing to let you know that today The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 have been laid in Parliament, to come into force on 11 May 2015.

These Regulations, which apply to all principal councils in England, simplify and localise the disciplinary process for the most senior officers of a council i.e. the Head of Paid Service, the monitoring officer and the chief finance officer. They remove the requirement that a Designated Independent Person be appointed to investigate and make a binding recommendation on disciplinary action against these senior staff.

The Regulations provide that, in place of the DIP process, the decision will be taken transparently by full council, who must consider any advice, views or recommendations from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned.

In the case of a proposed disciplinary action against one of these most senior officers, the council is required to invite independent persons who have been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011 to form an independent panel, and must include in that invitation any of its independent persons who are electors for that council's area.

Councils are required to modify their standing orders to implement these Regulations no later than the first ordinary meeting of the council after the Regulations come into force on 11 May 2015.

I attach a copy of the Regulations and the explanatory memorandum for your information.

Paul Rowsell
Deputy Director – Democracy
Department for Communities and Local Government
2nd Floor NE Quarter, Fry Building
2 Marsham St, London SW1P 4DF

Tel : 0303 444 1858
Email paul.rowsell@communities.gsi.gov.uk

Any queries about the Regulations should be addressed to Tayo Peters at tayo.peters@communities.gsi.gov.uk or Hannah Brook at hannah.brook@communities.gsi.gov.uk.

Yours sincerely,

A handwritten signature in black ink that reads "P. Rowsell". The signature is written in a cursive style with a horizontal line underneath the name.

Paul Rowsell

Paul Rowsell
Deputy Director – Democracy
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EXPLANATORY MEMORANDUM TO
THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT)
REGULATIONS 2015

2015 No. 881

1. This explanatory memorandum has been prepared by the Department for Communities and Local Government (“the Department”) and is laid before Parliament by Command of Her Majesty.

2. Purpose of the instrument

2.1 These Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 (“the 2001 Regulations”) in order to make provision about the standing orders of local authorities in relation to staff and disciplinary procedures.

3. Matters of special interest to the Joint Committee on Statutory Instruments

3.1 None.

4. Legislative Context

4.1 Section 8 of the Local Government Housing and Land Act 1989 (“the 1989 Act”) allows the Secretary of State by regulations to require certain local authorities to incorporate prescribed provisions in standing orders relating to their staff. Section 20 allows the Secretary of State by regulations to require certain local authorities to adopt prescribed procedural standing orders.

4.2 Section 4 of the 1989 Act requires certain local authorities to designate one of their officers as the “head of paid service” and section 5 requires authorities to designate one of their officers as the “monitoring officer”. Section 6 of the 1989 Act and section 151 of the Local Government Act 1972 require authorities to have an officer with responsibility for financial administration, who is referred to in the 2001 Regulations as the “chief finance officer”.

4.3 Section 28(6) of the Localism Act 2011 requires relevant authorities¹ other than parish councils to have in place arrangements under which allegations can be investigated and decisions on allegations can be made. The authority is required by section 28(7) of that Act to appoint an independent person whose views are to be sought, and taken into account, by the authority before making a decision on an allegation that it has decided to investigate.

4.4 The 2001 Regulations require English county, district, and London borough councils, the Common Council of the City of London and the Isles of Scilly to make or modify standing orders to include certain provisions relating to staff and procedural matters. These include provision about the procedures for disciplinary action against

¹ “Relevant authorities” is defined at section 27(6) of the 2011 Act.

certain senior officers, and the appointment and dismissal of the head of paid service, its monitoring officer or its chief finance officer.

4.5 Article 16 of, and paragraph 3(2) of Schedule 3 to, the New Forest National Park Authority (Establishment) Order 2005 apply regulations 6 and 7 of the 2001 Regulations to the New Forest National Park Authority, as if it were a local authority as referred to in the 2001 Regulations.

5. Territorial Extent and Application

This instrument applies to councils in England only.

6. European Convention on Human Rights

As the instrument is subject to negative resolution procedure and does not amend primary legislation, no statement is required.

7. Policy background

7.1 The most senior officers of a council i.e. the head of paid service, the monitoring officer, and the chief finance officer, have statutory responsibilities to discharge to their councils. Since they work with and report to the elected members, they discharge these responsibilities in a political environment. As a result, statutory protection requiring an appointment of a Designated Independent Person (DIP) to investigate any allegation of misconduct against these senior officers was introduced in the 2001 Regulations. Prior to 2001, a similar provision, but only in relation to the Head of Paid Service, was included in the Local Authorities (Standing Orders) Regulations 1993 (S.I. 1993/202). The DIP is appointed early in the procedure, when it appears to a council that an allegation of misconduct by the relevant officer requires to be investigated. No disciplinary action in respect of these most senior officers may be taken other than in accordance with a recommendation in a report made by a Designated Independent Person. In practice, often the DIP appointed by councils is a barrister with experience of employment law. The intention of this provision is to ensure that these officers can discharge their duties without any fear of being influenced by elected members and being dismissed without good reason.

7.2 There have been for some time concerns that the DIP process in its application to councils is in practice complex and expensive. It has placed councils as the employer at a great disadvantage in comparison to the position of the employee, particularly given that the recommendation of the DIP must be followed. The Local Government Association Group has estimated that the minimum legal cost of the process is £100,000, excluding the cost of the investigation, preparing the case and briefing lawyers². The DIP process is time consuming particularly where the council and the senior officer concerned could not agree on a DIP, where the process can take over 15 months to reach completion.

² By mutual agreements – Severance payments to council chief executives. Local Government report March 2010. This document is available at <http://archive.audit-commission.gov.uk/auditcommission/sitecollectiondocuments/Downloads/20100315bymutualagreementrep.pdf>.

7.3 In addition, where there are disciplinary actions against these most senior officers, there have been some suggestions that some councils prefer to negotiate severance payments rather than go through the formal DIP process. This is evidenced in the House of Commons Communities and Local Government Committee's report³, which highlights the view of the Local Government Association witness that undertaking a performance management process for top staff can currently be "very damaging and timing consuming." The Government believes that such a process is not appropriate as it defeats the purpose of having the DIP process in place. Councils ought to act in the best interest of local taxpayers and not be paying inflated sums to senior officers in order to avoid taking the costly and bureaucratic DIP route.

7.4 These Regulations simplify, as well as localise, the disciplinary process for the most senior officers by removing the bureaucratic and mandatory requirement that a DIP should be appointed. In place of the DIP process, the decision will be taken transparently by full council, who must consider any advice, views or recommendations from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned. This means that councils can consider and decide the best disciplinary process that will deliver value for money for their local taxpayers, whilst retaining independent scrutiny.

7.5 In the case of a proposed disciplinary action against one of the most senior officers, the council is required to invite independent persons who have been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011 to form an independent panel. An independent panel will be formed if two or more independent persons accept the invitations, and councils should issue invitations in accordance with the following priority order:

- an independent person who has been appointed by the council and who is a local government elector,
- any other independent person who has been appointed by the council, and
- an independent person who has been appointed by another council or councils.

These requirements allow local people to be involved in the disciplinary process for senior officers and makes councils more accountable to their community.

7.6 The Regulations also make a provision limiting the remuneration that should be paid to independent persons on the panel to the level of the remuneration which they would normally receive as an independent person in the conduct regime. The conduct regime remuneration is a modest annual allowance or small meeting fee, and this approach ensures that the new process will not involve high costs.

7.7 The Regulations provide for the new arrangements for taking disciplinary action against the most senior council staff to be given effect by councils modifying their standing orders. Provision is made for councils to make this modification no later than at the first ordinary council meeting held after the 7 May 2015 elections. To achieve this the Regulations come into force on 11 May 2015.

³ Local Government Chief Officers' remuneration, published in September 2014. This document is available at <http://www.publications.parliament.uk/pa/cm201415/cmselect/cmcomloc/191/191.pdf>.

- **Consolidation**

7.8 The Government intends to consolidate the relevant regulations regarding Standing Orders into a new set of Regulations, which we anticipate to include the preserved requirements under the Local Authorities (Standing Orders) Regulations 1993 (S.I. 1993/202), the 2001 Regulations, the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 (S.I. 2014/165) and these Regulations. However, we are unable to do this before this Parliament is dissolved. We, therefore, aim to consolidate these Regulations as soon as practicable in the new Parliament.

8. Consultation outcome

8.1 In February 2013 we sought the views of the Local Government Association (LGA), Lawyers in Local Government (formerly Association of Council Secretaries and Solicitors), the Society of Local Authority Chief Executives (SOLACE), the Association of Local Authority Chief Executives (ALACE), the Taxpayers' Alliance, the Chartered Institute of Public Finance and Accountancy (CIPFA), the Centre for Public Scrutiny (CfPS), District Councils' Network, and the Association of Democratic Services Officers (ADSO), over four weeks. These are the main representative organisations of those involved in the local government sector. Their views were invited on draft amendment regulations that provided for the abolition of the DIP process and for any dismissal decision of top officers to be taken by full council. Responses were received from LGA, SOLACE, ALACE, CfPS, Lawyers in Local Government, ADSO, CIPFA and a number of other partners, including councils. There was wide support for the abolition of the existing bureaucratic DIP process but none considered relying wholly on a full council decision would provide adequate safeguards for top staff against inappropriate dismissal. In May 2013, the Department officials met with officials from LGA to further discuss the Government proposals.

8.2 We sought the views of these partners in December 2013 for five weeks on revised draft regulations which provided that any decision to dismiss top staff must be taken by the full council, and that full council be required to consider any report about the proposed dismissal which a panel drawn from members of the council's independent remuneration panel (IRP) thought fit to put before the council. The Department received responses from most of these partners including the LGA, SOLACE and ALACE. Responses were also received from some councils and interested partners such as the Society of County Treasurers, the Association of Policing & Crime Chief Executives, and the Police and Crime Commissioners Treasurers' Society, all of which have been carefully considered before finalising the Regulations.

8.3 There was continuous support for the abolition of the existing DIP process, as well as general support for a panel to make a report to the full council before a dismissal decision is taken. However, concerns were raised about the skill set of the the panel members, and the detailed prescription about how the panel might operate. A number of partners suggested that independent persons appointed for the purpose of propriety and conduct under section 28(7) of the Localism Act 2011 would be better placed than members of the council's IRP to fulfil the role of the proposed new panel given that their role relates to the consideration of disciplinary matters.

8.4 The LGA, in their response, accepted that the existing DIP process has “undoubtedly created a process that is overly bureaucratic and time consuming”. Whilst they support the removal of the existing bureaucratic statutory process, their preferred approach was to streamline the DIP process, requiring the appointment of DIPs from a list of qualified independent people that the LGA would keep. They believed that the list, which would operate as a “taxi rank” system, would remove the lengthy delays created by the current process and reduce costs by introducing fixed rate payments.

8.5 The Government accepts the view that independent persons appointed for the purposes of the members’ conduct regime under section 28(7) of the Localism Act 2011 would be better placed for the role proposed. It also accepts that the proposed process should be simplified, leaving significantly greater flexibility for individual councils. However, the Government does not accept that the LGA’s “taxi rank” approach would be suitable. Such an approach does not support the principles of localism and accountability that the new rules aim to achieve, in that dealing with disciplinary action against top officers would not be in the hands of the full council. This would also continue to put councils, as the employer, at a disadvantage in comparison to the position of the employee. Given the extensive engagement the Government has had with partners since 2013, the Government does not consider that any further consultations are necessary and has proceeded to make and lay these Regulations on the basis outlined above.

9. Guidance

9.1 These regulations are considered to be self explanatory. There are no plans to provide additional guidance.

10. Impact

10.1 An impact assessment has not been produced for this instrument as it has no impact on business, charities or voluntary bodies.

10.2 The Regulations simplify the processes for dismissing the most senior council staff, in particular putting any decisions fully in the hands of the council’s members who are accountable to their electorate for the decisions they take. With these new arrangements it is expected that the performance management of the most senior staff will be both more effective and efficient with potentially lower costs in the case of departures/dismissals than currently.

11. Regulating small business

11.1 This instrument does not apply to small business.

12. Monitoring & review

12.1 The Regulations make amendments to the existing 2001 Regulations and the Department does not intend to put in place any formal mechanism for monitoring and reviewing these Regulations. Any issue arising from these Regulations will be

addressed through the Department's on-going dialogue with the Local Government Association.

13. Contact

Tayo Peters at the Department for Communities and Local Government
Tel: 03034442551 or email: tayo.peters@communities.gsi.gov.uk can answer any queries regarding the instrument.

STATUTORY INSTRUMENTS

2015 No. 881

LOCAL GOVERNMENT, ENGLAND

**The Local Authorities (Standing Orders) (England)
(Amendment) Regulations 2015**

<i>Made</i> - - - - -	<i>25th March 2015</i>
<i>Laid before Parliament</i>	<i>25th March 2015</i>
<i>Coming into force</i> - - -	<i>11th May 2015</i>

The Secretary of State for Communities and Local Government, in exercise of the powers conferred by sections 8, 20 and 190(1) of the Local Government and Housing Act 1989(a) makes the following Regulations.

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and come into force on 11th May 2015.

(2) In these Regulations—

“the 2001 Regulations” means the Local Authorities (Standing Orders) (England) Regulations 2001(b).

Amendments relating to approval of dismissal of certain officers

2.—(1) The 2001 Regulations are amended as follows.

(2) In regulation 5, after “the appointment or dismissal of the head of the authority’s paid service” insert “, or the dismissal of the authority’s monitoring officer or chief finance officer,”.

(3) For regulation 6 substitute—

“Standing orders in respect of disciplinary action

6. No later than the first ordinary meeting of the authority falling after 11th May 2015 a local authority must, in respect of disciplinary action against the head of the authority’s paid service, its monitoring officer or its chief finance officer—

- (a) incorporate in standing orders the provisions set out in Schedule 3 or provisions to the like effect; and
- (b) modify any of its existing standing orders in so far as is necessary to conform with those provisions, in particular by removing from its existing standing orders the provisions which were set out in Schedule 3 as it was immediately before the date

(a) 1989 c. 42. Section 20 was amended by section 119 of, and Schedule 6 to, the Local Democracy, Economic Development and Construction Act 2009 (c. 20).
(b) S.I. 2001/3384. There are no relevant amendments.

that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 came into force, or provisions to the like effect.”

(4) Regulations 7 (investigation of alleged misconduct) and 10 (transitional and consequential provisions) are omitted.

(5) In Schedule 1 (provisions to be incorporated in standing orders relating to staff)—

(a) in paragraph 4 of Part 1 (authority with mayor and cabinet executive) and in paragraph 4 of Part 2 (authority with leader and cabinet executive), in each case for paragraph (1) substitute—

“(1) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of an officer designated as the head of the authority’s paid service, the authority must approve that appointment before an offer of appointment is made to that person.

(1A) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority’s paid service, as the authority’s chief finance officer, or as the authority’s monitoring officer, the authority must approve that dismissal before notice is given to that person.”;

(b) for paragraph 4 of Part 4 (authority operating committee system), substitute—

“4.—(1) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of an officer designated as the head of the authority’s paid service, the authority must approve that appointment before an offer of appointment is made to that person.

(2) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority’s paid service, as the authority’s chief finance officer, or as the authority’s monitoring officer, the authority must approve that dismissal before notice of dismissal is given to that person.”.

(6) For Schedule 3 (provisions to be incorporated in standing orders in respect of disciplinary action) substitute the Schedule set out in the Schedule to these Regulations.

Transitional and saving provisions

3.—(1) Where, before the date on which these Regulations come into force, anything was being done in respect of an allegation of misconduct in accordance with—

(a) regulation 7 of the 2001 Regulations, including that regulation as applied by regulation 10(1)(b) of the 2001 Regulations; or

(b) the provisions set out in paragraph 4 of Part 1 of Schedule 1 to the Local Authorities (Standing Orders) Regulations 1993(a), or Schedule 3 to the 2001 Regulations (or provisions to the like effect) incorporated in the local authority’s standing orders,

the provisions mentioned in paragraphs (a) and (b) shall continue to apply in respect of the allegation of misconduct in question.

(2) Anything which, before the date on which the local authority incorporated or modified provisions in standing orders in accordance with the 2001 Regulations as amended by regulation 2, was being done by, to or in relation to an officer in accordance with a provision mentioned in paragraph (1) may be continued after that date by, to or in relation to that officer in accordance with that provision.

(a) S.I. 1993/202. The Local Authorities (Standing Orders) Regulations 1993 were repealed by S.I. 2001/3384 subject to savings specified in regulation 8(3) of S.I. 2001/3384

(3) Nothing in these Regulations shall apply in relation to the standing orders of the New Forest National Park Authority as provided for in Part 1 of Schedule 3 to the New Forest National Park Authority (Establishment) Order 2005(a).

Signed by authority of the Secretary of State for Communities and Local Government

25th March 2015

Kris Hopkins
Parliamentary Under Secretary of State
Department for Communities and Local Government

SCHEDULE

Regulation 2

“SCHEDULE 3

Regulation 6

Provisions to be incorporated in standing orders in respect of disciplinary action

1. In the following paragraphs—

- (a) “the 2011 Act” means the Localism Act 2011(b);
- (b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001(c);
- (c) “independent person” means a person appointed under section 28(7) of the 2011 Act;
- (d) “local government elector” means a person registered as a local government elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;
- (e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972(d) for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.

2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

(a) SI 2005/421. Article 16 of Part 1 of Schedule 3 of the Order applies regulation 7 of the 2001 Regulations to the New Forest National Park Authority, as if it were a local authority as referred to in the 2001 Regulations.

(b) 2011 c. 20.

(c) S.I. 2001/3384.

(d) 1972 c. 70.

5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—

- (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
- (b) any other relevant independent person who has been appointed by the authority;
- (c) a relevant independent person who has been appointed by another authority or authorities.

6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.

7. The authority must appoint any Panel at least 20 working days before the relevant meeting.

8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—

- (a) any advice, views or recommendations of the Panel;
- (b) the conclusions of any investigation into the proposed dismissal; and
- (c) any representations from the relevant officer.

9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 ("the 2001 Regulations"), which require certain local authorities in England to make or modify standing orders so that they include certain provisions relating to staff and other matters.

Regulation 2 removes the provisions in the 2001 Regulations, except insofar as they apply in relation to the standing orders of the New Forest National Park Authority, relating to the "designated independent person" required to be appointed by a local authority before it could dismiss or discipline its head of paid service, monitoring officer or chief finance officer. It makes new provision about the procedure to be followed in such cases, which authorities are required to include in their standing orders. It also requires that the authority, when setting up its panel for the purpose of advising on matters relating to the dismissal of a relevant officer, invite independent persons who have been appointed under section 28(7) of the Localism Act 2011. The authority is required to appoint such independent persons to the panel in the specified priority order and the panel must have at least two members.

Regulation 3 makes transitional provisions in relation to regulation 2.

No impact assessment has been prepared in relation to these Regulations because no impact on the private or voluntary sectors is foreseen.

APPENDIX 2

Part 4 of the Constitution, 2015



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

**Ribble Valley Borough Council
General Standing Orders**

JuneMarch 2015

Part 4 of the Constitution, 2015

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1. MEETINGS OF THE COUNCIL

Annual Meeting

- 1.1 The Council will hold its Annual Meeting at a place, time and date in May, which it will decide at or before its last meeting prior to the Annual Meeting. In the absence of a decision or statutory provision to the contrary, the date will be the second Tuesday in May, or, in an election year, the second Tuesday after the council elections.

Ordinary Meetings

- 1.2 Ordinary Meetings will be held at eight week intervals or such other intervals as the Council shall, at its Annual Meeting, determine and at such place and time as the Council may determine.

Extraordinary Meetings

- 1.3 The Mayor may call an Extraordinary Meeting of the Council at any time. If the Mayor refuses to call an Extraordinary Meeting of the Council after receiving a requisition for that purpose signed by five members of the Council, or if, without so refusing, the Mayor does not call an Extraordinary meeting within seven days after receiving the requisition, then any five members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an Extraordinary Meeting of the Council.

(Local Government Act 1972 Schedule 12 para. 3)

Notice of Meetings

- 1.4 The Chief Executive shall at least **five clear days** before a meeting:
- 1.4.1 give public notice of the time and place of the meeting by posting it at the offices of the Council and placing it on the Council website or if the meeting is convened on shorter notice, then at the time it is convened;
 - 1.4.2 send to or leave at the usual place of residence of every member of the Council or such other address as the member has requested, a signed summons to attend the meeting, specifying the business proposed to be transacted at the meeting.

N.B 'Clear Days' has been interpreted as five periods of 24 hours running from midnight to midnight and not including Saturday and Sunday unless the Council Offices are open for the inspection of agenda and reports on those days.

(Local Government Act 1972 Section 100A, 100B and Schedule 12 para. 4)

2. MAYOR AND DEPUTY MAYOR

- 2.1 The Election of the Mayor shall be the first item of business at the Annual Meeting, and shall be followed by the appointment of a Deputy Mayor. In the absence of both the Mayor and Deputy Mayor, those members present will choose one of their number to preside at the meeting, and that person shall have the powers of the Mayor in relation to the conduct of the meeting.

3. APPOINTMENT OF COMMITTEE AND CHAIRMAN

Appointment of Chairmen and Vice-Chairmen

- 3.1 The council at its Annual Meeting shall appoint the chairmen and vice-chairmen of all standing committees. If a casual vacancy arises in the office of chairman or vice-chairman of a committee, the council shall appoint a replacement at its next meeting.
- 3.2 In the absence of the chairman of a committee, the vice-chairman shall preside and in the absence of both, the committee from among its members shall appoint a chairman for that particular meeting.

Continuance of Committees

- 3.3 Committees shall be appointed at the Annual Meeting of the council and remain in office until the next Annual Meeting unless sooner determined.

4. QUORUM

- 4.1 The quorum at a meeting of the Council is twenty members. If the meeting lacks a quorum its business shall be adjourned to a fixed date and time, or to the next Ordinary Meeting.

5. ORDER OF BUSINESS

- 5.1 Subject to paragraph 5.2 of this Standing Order, the order of business at every meeting of the Council will be:
- 5.1.1 to choose a person to preside if the Mayor and Deputy Mayor are absent;
 - 5.1.2 to deal with any item required by statute to be done before any other item;
 - 5.1.3 to approve as a correct record and sign the minutes of the last meeting of the Council;
 - 5.1.4 to receive public questions submitted in accordance with Standing Order 6;
 - 5.1.5 Mayor's communications;
 - 5.1.6 to dispose of business (if any) remaining from a previous meeting;
 - 5.1.7 Leader's Report and Question Time;
 - 5.1.8 to receive and consider all other reports, minutes and recommendations of committees in date order of meeting;
 - 5.1.9 to answer questions asked under Standing Order 10;
 - 5.1.10 to consider Motions under Standing Order 9 in the order received; and
 - 5.1.11 other business, if any, specified in the summons.

- 5.2 With the exception of items 5.1.1, 5.1.2, 5.1.3 and 5.1.4, the Mayor may alter the order of business, or by a resolution following a Motion moved, seconded and put to the meeting without debate.

6. PUBLIC PARTICIPATION

- 6.1 Public participation in meetings of the Council will be allowed, in accordance with the Council's Protocol for Public Participation at Council and Committee meetings, subject to the following:
- 6.1.1 a question or comment may be refused if they relate to exempt or confidential information within the meaning of the Council's Rules or if in the opinion of the Council's Head of Legal and Democratic Services they contain defamatory material;
 - 6.1.2 only residents of the Ribble Valley may ask questions or make comments.
 - 6.1.3 no person shall speak for more than 3 minutes;

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- 6.1.4 a maximum of 15 minutes shall be allocated to public participation. Question(s) and/or comment(s) will be dealt with in the order in which they are received. Any questions not dealt with at the meeting shall be given answers in writing. Answers will not be given to any comments made. The public participation session shall form part of the formal proceedings of Council and shall be recorded in the minutes.
- 6.1.5 Members of the public wishing to ask questions or make comments must give notice in writing to the Chief Executive by not later than noon on the Friday before the Council meeting. The notice must specify the question in sufficient detail to enable a reply to be prepared. The Leader or the Chairman of the appropriate committee will give answers and a copy of the answer in writing will be given to the questioner.
- 6.1.6 Questioners shall have the right to ask one supplementary question when they have received the chairman's reply.
- 6.1.7 A question or comment on the same topic shall not be made at two consecutive meetings of the Council.
- 6.1.8 If the Council elects to, a special annual public meeting shall be held to deal solely with matters raised by electors. The venue will be such place as the Council decides. The same rules as set out in paragraph 6.1.5 of this Standing Order will apply to the written submission of questions at any special annual public meeting.
- 6.1.9 appropriate publicity shall be given to the right of the public to participate in meetings of the Council.

7. PETITIONS

- 7.1 Petitions may be presented to the Council in accordance with the Council's Petition Scheme.
- 7.2 The Council's Petition Scheme will not apply to letters of representation in respect of any matter relating to:
 - 7.2.1 a specific planning decision (including a development plan document or the community infrastructure levy),
 - 7.2.2 an alcohol, gambling or sex establishment licensing decision;
 - 7.2.3 an individual or entity, which has a right to a review or appeal, conferred by or under any enactment.

8. MOTIONS AND AMENDMENTS WITHOUT NOTICE

- 8.1 A member may move without notice any of the following Motions and amendments:
 - 8.1.1 to appoint a chairman for that meeting or the remainder of the meeting;
 - 8.1.2 motions relating to the accuracy of the minutes;
 - 8.1.3 to vary the order of the agenda;
 - 8.1.4 subject to paragraph 8.1.7 of this Standing Order, move a Motion arising out of consideration of an item on the agenda, provided it is relevant to that item and does not introduce any new subject matter,
 - 8.1.5 refer a matter back to a committee; and/or

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- 8.1.6 that a body be appointed, or a person appointed to a body;
- 8.1.7 to adopt reports and recommendations of committees and/or officers. A member cannot however move a Motion or amendment, which amends a decision made under powers delegated to a Committee and/or Officer by the Council.
- 8.1.8 to give leave to withdraw a Motion;
- 8.1.9 to extend the time limit for speeches;
- 8.1.10 to make an amendment to a Motion;
- 8.1.11 to move on to the next item on the agenda;
- 8.1.12 to put the question immediately to the vote;
- 8.1.13 to adjourn the debate;
- 8.1.14 to adjourn the meeting;
- 8.1.15 to suspend one or more Standing Orders;
- 8.1.16 to exclude the public from the meeting under Section 100A(4) of the Local Government Act 1972;
- 8.1.17 under Standing Order 13.30 not to hear a member further.
- 8.1.18 under Standing Order 13.31 by the chairman to require a member to leave the meeting; and/or
- 8.1.19 to give any consent required by these Standing Orders.

9. NOTICES OF MOTION

- 9.1 A Notice of Motion not listed in Standing Order 8 must be given in writing to the Chief Executive **AT LEAST 7 CLEAR DAYS** (as defined above) before the relevant meeting, and be signed by the member(s) giving the notice. An email to the Chief Executive will be accepted as giving notice.
- 9.2 The Chief Executive shall set out in the summons for the Council meeting all Motions which comply with the requirements of paragraph 9.1 of this Standing Order in the order they have been received, unless the member has either withdrawn it in writing or requested to move it at a later meeting.
- 9.3 Motions must relate to matters where the Council has powers or duties or which affect the borough.
- 9.4 The Council will treat as withdrawn any Motion not moved at the meeting at which it appears upon the summons, unless the Mayor agrees its postponement.
- 9.5 Any Motion which falls within the terms of reference of a committee(s) may:
 - 9.5.1 be referred without discussion to such committee(s);
 - 9.5.2 be referred without discussion to such other committee(s) as the Council may decide; or
 - 9.5.3 be dealt with at the meeting at which it is moved if the Mayor considers it is appropriate and convenient to do so.

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- 9.6 If a Motion is referred in accordance with Standing Order 9.5 the Chief Executive must notify the relevant member:
- 9.6.1 of the meeting(s) of the committee(s) to which it has been referred;
 - 9.6.2 that they have the right to attend the meeting(s); and
 - 9.6.3 that they may explain the Motion at any such meeting(s).

10. QUESTIONS AT COUNCIL MEETINGS

- 10.1 A member may ask the Mayor or the chairman of any committee any question on any matter which relates to a power or duty of the Council or which affects the borough.
- 10.2 A question must either:
- 10.2.1 be received by the Chief Executive by noon on the Friday before the meeting; or
 - 10.2.2 relate to urgent business, have the agreement of the Mayor to the question being put and, where possible, a copy of the question will be given to the Chief Executive before 10.00am on the day of the meeting.
- 10.3 The question shall be put and answered without discussion, but the person to whom the question is addressed may decline to answer. Where the question has been submitted in writing in advance of the meeting, the questioner shall have the right to ask one supplementary question, or to make a relevant comment, when they have received the Chairman's reply.
- 10.4 The answer to a member's question may be given: orally and directly; by reference to published material of the Council provided it is readily available to members; or in writing circulated to all members.
- 10.5 There shall be no question on the same topic at two consecutive meetings of the Council.

11. LEADER'S REPORT AND QUESTION TIME

- 11.1 The Leader of the Council will present a report on the ongoing work of the Council and on any topical issues relating thereto. Notwithstanding the provisions of Standing Order 13.11, the Leader in presenting his report may speak for up to ten minutes.
- 11.2 At the conclusion of the Leader's report, the Leader of the Opposition or in his absence, the Deputy Leader of the Opposition may ask up to three questions of the Leader, provided that notice of these has been received in writing by the Chief Executive by not later than noon on the day before the Council meeting. The questions shall relate to the general work of the Council. There will be no requirement for any answers to be in writing and the leader of the opposition shall be entitled to ask one supplementary question or make one comment in relation to each answer given by the Leader.
- 11.3 When any questions from the Leader of the Opposition or in his absence, the Deputy Leader of the Opposition have been answered by the Leader, Councillors may ask a question of the Leader on matters relating to the general work of the Council, which do not fall within the remit of a committee.
- 11.4 Only residents of the Ribble Valley may ask questions of the Leader.
- 11.5 Subject to paragraph 11.2 of this Standing Order, Councillors wishing to ask questions must give notice in writing to the Chief Executive by not later than noon on the Friday before the council meeting. The notice must specify the nature of the question in sufficient detail to enable a reply to be prepared. A copy of the Leader's answer in writing will be given to the questioner.
- 11.6 Councillor's shall have the right to ask one supplementary question when they have received the Leader's reply.

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11.7 There shall be no question on the same topic at two consecutive meetings of the Council.

12. MINUTES OF COUNCIL MEETINGS

12.1 The Mayor will move that the minutes be approved as a correct record.

12.2 Only the accuracy of the minutes may be discussed and then only by Motion. As soon as any Motion has been disposed of (or if no Motion is moved) the Mayor will sign the minutes subject to any amendment set out in any Motion approved by the Council.

12.3 Minutes shall be submitted to and signed at the next meeting of the Council unless that meeting is an Extraordinary Meeting.

13. RULES OF DEBATE FOR COUNCIL MEETINGS

Respect for Mayor

13.1 When the Mayor rises during a debate, any member standing must immediately stop speaking and sit down and the Council must be silent.

Standing when Speaking

13.2 A member, when speaking, must stand and address the Mayor.

Mayor to decide order of speaking

13.3 If two or more members rise or indicate their wish to speak, the Mayor will call on one to speak and the other (or others) must then sit.

Only one Member to Stand

13.4 While a member is speaking, all other members must remain seated and silent UNLESS rising to indicate that they wish to make a point of order or to provide personal explanation.

Motion for reception of Minutes – Procedure

13.5 A Motion for the reception of the minutes of a committee, sub-committee or joint Committee (save for any minute marked with ***):

13.5.1 must be proposed and seconded before it is discussed;

13.5.2 must not include any amendment of those minutes; but

13.5.3 may provide for a particular minute to be withdrawn for further consideration by the appropriate committee; and upon being seconded, that particular minute will be withdrawn subject to the agreement of the Council.

13.6 When a Motion to receive the minutes of a committee has been seconded, the Mayor will invite questions or comments upon such minutes. Any member may ask a question or make a comment on any minute before the Council, provided that he or she does not speak for more than five minutes in total on the minutes of a particular committee.

13.7 Any minute with *** must be considered by a separate motion following the procedure set out in paragraphs 13.5 and 13.6 above.

Questions/Comments on Minutes

- 13.8 The chairman of the committee or other member moving the reception of the committee minutes will respond to any questions/comments relating to those minutes. Questions on a particular minute will not be answered until they have all been asked. The chairman or other member moving the reception of the committee minutes may decline to respond unless written notice has been given to the Chief Executive by noon on the Friday before the meeting. Where a question has been submitted in writing in advance of the meeting the questioner shall have the right to ask one supplementary question when they have received the chairman's response.

Content of Amendment

- 13.9 An amendment must relate to the Motion and either:
- 13.9.1 refer a matter to a committee, or refer back to the appropriate committee a matter recommended to the Council;
 - 13.9.2 leave out words;
 - 13.9.3 add or insert words; or
 - 13.9.4 leave out words and add or insert words.

Content of Speech

- 13.10 A member's speech must be directed solely to the matter under discussion.

Length of Speech

- 13.11 A member may not speak for more than five minutes, except by consent of the Council.

When a member may speak again on a Motion

- 13.12 A member who has spoken on any Motion (and for this purpose each separate minute of a particular committee, sub-committee or joint committee, or any group of minutes being taken together will be regarded as a separate Motion) must not speak again until the debate on the Motion has finished EXCEPT:
- 13.12.1 to speak once on an amendment moved by another member;
 - 13.12.2 if the Motion has been amended since the member last spoke, to move a further amendment;
 - 13.12.3 if the member's first speech was on an amendment moved by another member, to speak on the main issue, whether or not that amendment was carried;
 - 13.12.4 in exercise of a right of reply given by paragraphs 13.26 or 13.27 of this Standing Order;
 - 13.12.5 on a point of order or by way of personal explanation (in accordance with paragraph 13.28 and 13.29 of this Standing Order);

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- 13.12.6 to move or speak on a procedural Motion set out in sub-paragraph 13.19.2, 13.19.7 or 13.19.8 of paragraph 13.19 of this Standing Order.

Debate on Amendment

- 13.13 Only one amendment may be moved and discussed at a time. No further amendment may be moved until the first amendment has been disposed of.
- 13.14 The Mayor may permit two or more amendments to be discussed together if this is likely to help the proper conduct of the Council's business BUT each amendment must be voted upon separately.
- 13.15 If an amendment is lost a further, different, amendment may be moved.
- 13.16 The Mayor should read the entire Motion as amended prior to a vote being taken.
- 13.17 If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the Motion upon which any further amendments may be moved.

Seconding of Motions and Amendments

- 13.18 Any member may second a motion or amendment and reserve his or her speech for a later period of the debate.

Motions which may be moved during debate

- 13.19 When a Motion is being debated, the only other Motions that may be moved (either singly or combined) are:
- 13.19.1 to amend the Motion;
 - 13.19.2 to adjourn the meeting;
 - 13.19.3 to adjourn the debate;
 - 13.19.4 to move on to the next business;
 - 13.19.5 to put the question immediately to the vote;
 - 13.19.6 not to hear a member further;
 - 13.19.7 by the Mayor to require a member to leave the meeting;
 - 13.19.8 to exclude the public from the meeting under section 100A(4) of the Local Government Act 1972 ;
 - 13.19.9 to suspend one or more Standing Orders;
 - 13.19.10 to extend the time limit for speeches;
 - 13.19.11 to give any consent required by these Standing Orders.

Closure Motions

- 13.20 At the conclusion of a speech of another member, a member may move without comment that:
- 13.20.1 the debate be adjourned;
 - 13.20.2 the meeting be adjourned;

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13.20.3 the Council proceed to the next business; or

13.20.4 the question be put.

13.21 If the Motion is seconded the Mayor shall proceed as follows, if in his opinion the question before the meeting has been sufficiently discussed:

13.21.1 in the case of a Motion under 13.20.1, 13.20.2 or 13.20.3, invite the mover of the original Motion to reply and then put the closure Motion to the vote; or

13.21.2 in the case of a Motion under 13.20.4, put the closure Motion to the vote.

13.22 If the Motion is carried, the question before the meeting shall (subject to the rights of speech or reply) be put to the vote or be deemed to be disposed of or the meeting or debate shall stand adjourned as the case may be.

Amendment of Motion by Proposer

13.23 The proposer of a Motion may with the consent of the Council:

13.23.1 alter a Motion of which the proposer has given notice; or

13.23.2 with the further consent of the seconder alter a Motion, which the proposer has moved if (in either case) the alteration is one, which could be made as an amendment to the Motion.

Withdrawal of Motion by Proposer

13.24 A Motion or amendment may be withdrawn by the proposer with the consent of the seconder and of the council.

13.25 No member may speak on a Motion or amendment after the proposer has asked to withdraw it **UNLESS** permission has been refused.

Right of Reply – Proposer of Motion Only

13.26 The proposer of a Motion has the right to reply at the close of the debate on the Motion immediately before it is put to the vote.

13.27 At the close of a debate on an amendment:

13.27.1 the proposer of the original Motion has the right to reply; and

13.27.2 the proposer of the amendment has the right to reply, such right to be exercised immediately before the proposer of the original motion replies.

Explanation and Points of Order

13.28 An explanation shall be confined to a material part of an earlier speech by the member during the meeting and on which a misunderstanding has occurred.

13.29 A point of order is a request by a member to the Mayor to rule on an alleged irregularity in the constitution of, or procedure in the meeting.

13.30 A member may rise on a personal explanation or a point of order at any time and is entitled immediately to address the Mayor on the matter; but:

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- 13.30.1 the member who raises a point of order must specify immediately a Standing Order or statutory provision, and say how it has been broken or infringed;
- 13.30.2 in either case the member's speech must be confined to the personal explanation or point of order.
- 13.30.3 the ruling of the Mayor on an explanation or point of order is not open to discussion and is final.

Disorderly Conduct

- 13.31 If the Mayor considers a member's conduct disorderly and so states to the Council, then the Mayor or any other member may move "not to hear a particular member further" and if seconded, the Motion shall be put to the vote without discussion. Disregarding the ruling of the Mayor, wilfully obstructing proceedings, or behaving improperly, offensively or irregularly shall, for these purposes, be considered disorderly.
- 13.32 If the member's disorderly conduct continues after the Motion has been carried, the Mayor shall:

EITHER

- 13.32.1 move to require the member to leave the meeting in which case the Motion shall be put to the vote without seconding or discussion

OR

- 13.32.2 adjourn the meeting of the council to an appropriate time.

- 13.33 The Mayor may, in the event of general disturbance disruptive of the proceedings, adjourn the meeting for an appropriate length of time. Such action may be taken irrespective of other available powers and without putting the matter to the meeting.

Voting

- 13.34 Save for the requirements relating to Budget Decision Meetings, set out in paragraphs 13.38 – 13.39 of the Standing Order, Members shall vote by a show of hands unless before the Mayor begins to take the vote a member requests that a recorded vote is taken, and that request is supported by six other Members (who will show their support by raising their hands).
- 13.35 Where a recorded vote takes place pursuant to paragraph 13.34 of this Standing Order, the minutes must record each Members vote for, against or abstaining.
- 13.36 In the event that a recorded vote takes place,:
 - 13.36.1 the Head of Legal and Democratic Services or Chief Executive will call the name of each member;
 - 13.36.2 the member will respond, for or against the Motion or abstaining; and
 - 13.36.3 the Head of Legal and Democratic Services, a Director or Head of Service will record each member's response in the minute.
- 13.37 In the case of an equality of votes the Mayor or the person presiding shall have a second or casting vote.

(Local Government Act 1972 Schedule 12 para.39.)

Voting in Budget Decision Meetings

13.38 Immediately after any vote is taken at a Budget Decision Meeting (as defined in the Local Authorities (Standing Orders) (England) Regulations 2001/3384 (as amended)), there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

13.39 The votes shall be recorded as set out in paragraph 13.36 of this Standing Order.

14. DISTURBANCE BY MEMBERS OF THE PUBLIC

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

15. TIME LIMIT ON MEETINGS

15.1 All meetings must end at or before 3 hours after the time at which the meeting commenced. The council or a committee will only suspend this Standing Order on rare occasions when circumstances justify doing so. The Motion to suspend this Standing Order must be seconded and then put to the vote without discussion.

16. MOTIONS AFFECTING EMPLOYEES

16.1 If any question arises on the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any council employee, the Council must not discuss it until it has considered whether to exclude the public under section 100A(4) of the Local Government Act 1972 as amended.

17. MOTIONS NOT TO BE REVIVED

17.1 No member may move a Motion or amendment, which would have the same effect as one, which has been rejected within the previous six months unless notice has been given as required by Standing Order 9 and such notice is signed by at least nine other members.

18. VOTING ON APPOINTMENTS

18.1 Where three or more persons are nominated for any position to be filled by the Council but there is no majority of the votes cast in favour of one candidate, then the candidate who received the least votes must be eliminated from the voting and a fresh vote taken and so on until a majority of votes is given in favour of one person. Voting under this Standing Order may be conducted by ballot paper.

19. RECORD OF ATTENDANCES

19.1 The names of the members present at a meeting of the council or any of its committees shall be recorded by the Chief Executive in an attendance book provided for that purpose.

20. FILMING OR RECORDING MEETINGS

20. The filming, photographing or audio recordings or use of social media at Council meetings is permitted subject to the provisions set out in the Council's Protocol for filming and recording meetings.

21. MEETINGS OF COMMITTEES

21.1 Meetings of Committees will be held at such intervals as the Council shall, at its Annual Meeting, determine and at such place and time as the Council shall determine.

Sub-Committees/Working Groups

21.2 At the first meeting of each Committee within each municipal year, the Committees shall establish such sub-committees and working groups as it deems necessary and the Members who shall sit on them.

21.3 The membership of any Sub-Committee shall be subject to the principles of political balance, but this will not apply to working groups.

21.4 Sub-Committees shall have the power to make decisions, but working groups may only consider an issue and then refer the matter back to Committee for a decision to be made.

Notice of Committee Meetings

21.5 The Chief Executive shall at least **five clear days** before a meeting:

21.5.1 give the public notice of the time and place of the meeting by posting it at the offices of the council and placing it on the Council website or if the meeting is convened on shorter notice, then at the time it is convened;

21.5.2 send or leave at the usual place of residence of every member of the Council or such other address as the member has requested, a signed summons to attend the meeting, specifying the business proposed to be transacted at the meeting.

N.B Clear days shall have the meaning set out above.

Quorum

21.6 The quorum at meetings of committees shall be not less than half the members of the committee.

21.7 If a meeting lacks a quorum its business shall be adjourned to a fixed date and time or to the next meeting.

Order of Business

21.8 Subject to paragraph 21.6 of this Standing Order, the order of business at every Committee meeting will be:

21.8.1 to receive apologies for absence;

21.8.2 to approve as a correct record and sign the minutes of the last meeting of the Committee;

21.8.3 to receive any declarations of interest;

21.8.4 Public participation;

21.8.5 to receive and consider all reports submitted to the Committee in the order they appear on the agenda; and

21.8.6 other business if any specified on the agenda

21.9 With the exception of items 21.8.1 –21.8.3 and 21.8.5-21.8.6 the order of business may be altered by the chairman.

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22 PUBLIC PARTICIPATION IN COMMITTEES

- 22.1 The provisions of this standing order relate to all committees save for Planning Committee.
- 22.2 Public participation in committee meetings will be allowed, in accordance with the Council's Protocol for Public Participation at Council and Committee Meetings, save that:
- 22.2.1 A question or comment may be refused if it relates to exempt or confidential information within the meaning of the Council's rules or if in the opinion of the Head of Legal and Democratic Services they contain defamatory material.
 - 22.2.2 Any person wishing to speak must register with the Council by noon on the day of the meeting.
 - 22.2.3 Contributions are limited to one per person and no person may speak for more than three minutes except in exceptional circumstances.
 - 22.2.4 A maximum of 15 minutes will be allocated for public participation in each Committee.
 - 22.2.5 Contributions will be limited to comments on decision items listed in Part I of the Agenda.
 - 22.2.6 Comments and contributions will be taken in the order in which they are received. Speakers on different agenda items will be dealt with in Agenda item order.
 - 22.2.7 No person may speak on the same topic at two consecutive meetings.

Public Participation in Planning Committee

- 22.3 Public participation in Planning Committee meetings will be allowed save that:
- 22.3.1 a question or comment may be refused if it relates to exempt or confidential information within the meaning of the Council's rules or if in the opinion of the Head of Legal and Democratic Services they contain defamatory material;
 - 22.3.2 contributions will be limited to comments on decision items listed in Part I of the Agenda;
 - 22.3.3 a maximum of two speakers will be allowed on each planning application. One will be the applicant or agent, the other an objector. If the parish council is the objector they will have first refusal of the right to speak;
 - 22.3.4 if the parish council do not wish to speak, the Council will accept the first person to register his or her name as the objector;
 - 22.3.5 each speaker may speak for a maximum of three minutes. The applicant/agent will speak first and the objector second;
 - 22.3.6 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 himself or herself to giving a direct answer to the question; and/or
 - 22.3.7 Officers will not be required to answer questions raised, but will do so if a Member of Committee so requests.

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23 PETITIONS

- 23.1 Petitions may be presented to a committee in accordance with the Council's Petition Scheme.
- 23.2 The Council's Petition Scheme will not apply to letters of representation in respect of any matter relating to:
- 23.2.1 a specific planning decision (including a development plan document or the community infrastructure levy);
 - 23.2.2 an alcohol, gambling or sex establishment licensing decision;
 - 23.2.3 an individual or entity which has a right to a review or appeal conferred by or under any enactment.

24 MOTIONS AND AMENDMENTS WITHOUT NOTICE AT COMMITTEE MEETINGS

- 24.1 A member may move without notice any of the following Motions and amendments:
- 24.1.1 to appoint a chairman for that meeting or the remainder of the meeting;
 - 24.1.2 motions relating to the accuracy of the minutes;
 - 24.1.3 to vary the order of the agenda;
 - 24.1.4 subject to paragraph 24.1.7 of this Standing Order, move a Motion arising out of consideration of an item on the agenda, provided it is relevant to that item and does not introduce any new subject matter, and/or that a body be appointed, or a person appointed to a body;
 - 24.1.5 to adopt reports and recommendations of officers. A member cannot however move a Motion or amendment, which amends a decision made under powers delegated to a Committee and/or Officer by the Council.
 - 24.1.6 to give leave to withdraw a Motion;
 - 24.1.7 to extend the time limit for speeches;
 - 24.1.8 to make an amendment to a Motion;
 - 24.1.9 to move on to the next item on the agenda;
 - 24.1.10 to put the question immediately to the vote;
 - 24.1.11 to adjourn the debate;
 - 24.1.12 to adjourn the meeting;
 - 24.1.13 to suspend one or more Standing Orders;
 - 24.1.14 to exclude the public from the meeting under Section 100A(4) of the Local Government Act 1972;
 - 24.1.15 under Standing Order 26.10 not to hear a member further.
 - 24.1.16 under Standing Order 26.11 by the chairman to require a member to leave the meeting; and/or
 - 24.1.17 to give any consent required by these Standing Orders.

25. NOTICES OF MOTION AT COMMITTEE

- 25.1 A Notice of Motion not listed in Standing Order 24 must be given in writing to the Chief Executive **AT LEAST 5 CLEAR DAYS** (before the relevant meeting, and be signed by the member(s) giving the notice. (see definition of clear days set out above). An email to the Chief Executive will be accepted as giving notice.
- 25.2 The Chief Executive shall set out in the agenda for the Committee meeting all Motions which comply with the requirements of paragraph 25.1 of this Standing Order in the order they have been received, unless the member has either withdrawn it in writing or requested to move it at a later meeting.
- 25.3 Motions must relate to matters where the Council has powers or duties or which affect the borough.
- 25.4 The Council will treat as withdrawn any Motion not moved at the meeting at which it appears upon the summons, unless Committee agrees its postponement.

26 RULES OF DEBATE AT COMMITTEE MEETINGS

Debate on Amendment

- 26.1. Only one amendment may be moved and discussed at a time. No further amendment may be moved until the first amendment has been disposed of.
- 26.2 The Chairman may permit two or more amendments to be discussed together if this is likely to help the proper conduct of the Committee's business BUT each amendment must be voted upon separately.
- 26.3 If an amendment is lost a further, different, amendment may be moved.
- 26.4 The Chairman must read the entire Motion as amended prior to a vote being taken.
- 26.5 If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the Motion upon which any further amendments may be moved.

Seconding Amendments

- 26.6 Any member may second a motion or amendment and reserve his or her speech for a later period of the debate.

Explanation of points of order

- 26.7 An explanation shall be confined to a material part of an earlier speech by the member during the meeting and on which a misunderstanding has occurred.
- 26.8 A point of order is a request by a member to the chairman to rule on an alleged irregularity in the constitution or procedure in the meeting.
- 26.9 A member may rise on a personal explanation or a point of order at any time and is entitled immediately to address the chairman on the matter; but:
- 26.9.1 the member who raises a point of order must specify immediately a Standing Order or statutory provision, and say how it has been broken or infringed;
- 26.9.2 in either case the member's speech must be confined to the personal explanation or point of order.

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- 26.9.3 the ruling of the Chairman on an explanation or point of order is not open to discussion and is final.

Disorderly conduct

- 26.10 If the Chairman considers a member's conduct disorderly and so states to the Committee, then the Chairman or any other member may move "not to hear a particular member further" and if seconded, the Motion shall be put to the vote without discussion. Disregarding the ruling of the Chairman, wilfully obstructing proceedings, or behaving improperly, offensively or irregularly shall, for these purposes, be considered disorderly.
- 26.11 If the member's disorderly conduct continues after the Motion has been carried, the Chairman shall
- 26.11.1 move to require the member to leave the meeting in which case the Motion shall be put to the vote without seconding or discussion; or
 - 26.11.2 adjourn the meeting of the Committee to an appropriate time.
- 26.12 The Chairman may, in the event of general disturbance disruptive of the proceedings, adjourn the meeting for an appropriate length of time. Such action may be taken irrespective of other available powers and without putting the matter to Committee.

Disturbance by the public

- 26.13 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.

Time limits

- 26.14 All meetings must end at or before 3 hours after the time at which the meeting commenced. A committee will only suspend this Standing Order on rare occasions when circumstances justify doing so. The Motion to suspend this Standing Order must be seconded and then put to the vote without discussion.

Motions affecting employees

- 26.15 If any question arises on the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any council employee, a Committee must not discuss it until it has considered whether to exclude the public under section 100A(4) of the Local Government Act 1972 as amended.

Record of attendance

- 26.16 The names of the members present at a Committee meeting shall be recorded by the Chief Executive in an attendance book provided for that purpose.

Voting on appointments

- 26.17 Where three or more persons are nominated for any position to be filled by the Council but there is no majority of the votes cast in favour of one candidate, then the candidate who received the least votes must be eliminated from the voting and a fresh vote taken

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and so on until a majority of votes is given in favour of one person. Voting under this Standing Order may be conducted by ballot paper.

Voting

26.18 Save for the requirements relating to Budget Decision Meetings, set out in paragraphs 26.21 – 26.22 of this Standing Order, Members shall vote by a show of hands unless before the Chair begins to take the vote a member requests that a recorded vote is taken, and that request is supported by three other Members (who will show their support by raising their hands).

Where a recorded vote takes place pursuant to this Standing Order, the minutes must record each Members vote for, against or abstaining.

26.19 In the event that a recorded vote takes place,:

26.19.1 the Head of Legal and Democratic Services, a Director or Head of Service will call the name of each member;

25.19.2 the member will respond, for or against the Motion or abstaining; and

25.19.3 the Head of Legal and Democratic Services, a Director or Head of Service will record each member's response and these will be recorded in the minute.

26.20 in the case of an equality of votes the Chairman or the person presiding shall have a second or casting vote.

(Local Government Act 1972 Schedule 12 para.39.)

Voting in Budget Decision Meetings

26.21 Immediately after any vote is taken at a Budget Decision Meeting (as defined in the Local Authorities (Standing Orders) (England) Regulations 2001/3384 (as amended)), there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

26.22 The votes shall be recorded as set out in paragraph 26.18 of this Standing Order.

Minutes of Committee Meetings

26.23 The Chairman or Vice Chairman will move that the minutes be approved as a correct record.

26.24 Only the accuracy of the minutes may be discussed and then only by Motion. As soon as any Motion has been disposed of (or if no Motion is moved) the Chairman will sign the minutes subject to any amendment set out in any Motion approved by Committee.

26.25 Minutes shall be submitted to and signed at the next meeting of Committee.

Members entitled to attend all Committees and Sub-Committees

26.26 Members are entitled to attend meetings of committees or sub-committees of which they are not members and may speak with the permission of the committee or sub-committee.

27. FILMING AND RECORDING MEETINGS

27.1 The filming, photographing or audio recording or use of social media at Council meetings is permitted subject to the Council's protocol on filming or recordings meetings.

28. URGENT BUSINESS BETWEEN COMMITTEES (EMERGENCY COMMITTEE)

28.1 Where the terms of reference of the Emergency Committee apply and the matter is so urgent that the decision cannot wait for a scheduled meeting of the Council or one of its committees, the Chief Executive or a deputy appointed by him/her for these purposes will convene a meeting of the Emergency Committee for the purpose of reaching a decision on that matter. The Emergency Committee shall have power to exercise any of the functions of the Council for the purposes of deciding the matter referred to it.

28.2 Membership of the Emergency Committee will be determined each year at the Annual Meeting of the Council in accordance with the provisions relating to political balance and, except where other arrangements are approved by the Annual Meeting, the committee will comprise of the Leader, the Deputy Leader, the Shadow Leader or their authorised representatives and one other councillor.

28.3 Members of the Corporate Management Team and, wherever possible, other appropriate officers, should also attend meetings of the Emergency Committee.

28.4 The committee clerk will arrange the meeting and produce an agenda. This and any reports prepared for the meeting will be circulated to members of the Emergency Committee.

28.5 The agenda will be posted on the Council's website together with any Part I reports.

28.6 The decision made by the Emergency Committee will be reported to the next meeting of the most appropriate committee or to full Council, as applicable.

29. CALL-IN PROCEDURE FOR DECISIONS MADE BY POLICY COMMITTEES

29.1 All decisions made by committees should be sent to members within two working days of the committee having met.

29.2 A decision can be called-in within 5 working days of the decision being published.

29.3 If a decision is called-in, the implementation of that decision is suspended until the Council has met unless overridden by the Emergency committee.

29.4 Five members are needed to operate the call-in procedure.

29.5 The members operating the call-in procedure must give reasons in writing specifying why the decision has been called-in.

29.6 The call-in procedure does not apply to decisions on individual planning, licensing or grant applications, or to any matter arising out of the original decision on such an application including the conduct of any appeal. It should normally only apply to decisions, which are considered to be contrary to policy or not in accordance with the budget. The Emergency committee will have power to override the call-in procedure and to rule that the original decision be implemented. This power can only be exercised by a unanimous decision of the four where in their view; it is necessary to protect the interests of the Council that the original decision be implemented without delay. In order for them to decide whether or not to exercise this power, the Chief Executive shall notify them immediately of any decisions that have been called-in.

30. INTERESTS OF MEMBERS IN CONTRACTS AND OTHER MATTERS

30.1 Members of the Council are under a duty to base their decision making on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public.

Part 4 of the Constitution, 2015

- 30.2 A Member has a potential conflict of interest where any business of the meeting relates to or is likely to affect the subject matter of:
- 30.2.1 a disclosable pecuniary interest as described in the Members Code of Conduct and section 30(3) of the Localism Act 2011;
 - 30.2.2 other pecuniary interest as described in the Members Code of Conduct; or
 - 30.2.3 private interest as described in the Members Code of Conduct;
- held by a member and, when prompted by the agenda item, at the commencement of that consideration or when the interest becomes apparent, the Member must disclose to the meeting the existence and nature of that interest.
- 30.3 Where an interest is disclosed arising from a disclosable pecuniary interest; or other interest where that interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest; the Member:
- 30.3.1 may not participate in any discussion of the matter at the meeting;
 - 30.3.2 may not vote on the matter at the meeting; and
 - 30.3.3 must retire to the public gallery or other area set aside from the meeting.
- 30.4 Where a Member holds a conflict of interest described at 30.3 above, before retiring he or she may address the meeting as a member of the public in accordance with the public participation rules.
- 30.5. Where a member is present at a meeting where that member is to be called upon to make a decision in the public interest, and that member considers they have fettered their discretion in some other way, that member may exercise any separate speaking rights as a ward member or member of the public but should not take part in the discussion or vote as a member of the meeting.
- 31. COMPLAINTS ABOUT CONDUCT OF MEMBERS**
- 31.1 Where a member has a complaint that another member has breached the council's Code of Conduct, s/he shall submit the complaint to the Council's Monitoring Officer.
- 31.2 No member shall at a meeting of the Council or its committees make any allegation or assertion that the conduct of another member or members is in breach of the Council's Code of Conduct or any other adopted codes of probity and practice relating to the conduct of members and no discussion shall take place regarding such conduct except in the Accounts and Audit Committee on receipt of a report from the Council's Monitoring Officer or within a sub-Committee of the Accounts and Audit Committee when it conducts a local hearing.
- 32. INTEREST OF OFFICERS IN CONTRACTS**
- 32.1 The Head of Legal and Democratic Services shall record particulars of any notice of pecuniary interest in a contract given by an officer and such record shall be open to inspection by members.
- 33. CHIEF OFFICERS – APPOINTMENTS**
- 33.1 Where the Council proposes to appoint a chief officer and it is not proposed that the appointment be made exclusively from among their existing officers, they shall draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed. Such statement shall be copied to any person expressing interest.

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- 33.2 The Council shall consider the response to advertising the chief officer post and interview either all qualified candidates or those on a shortlist the council shall select. If there is no qualified candidate the chief officer post shall be re-advertised.
- 33.3 Every appointment of a chief officer shall be made by the Council or by a committee or sub-committee of the council.
- 33.4 When a vacancy occurs in any existing office of chief officer or deputy chief officer the council shall obtain the views of any committee primarily concerned and decide, in the case of an office which the council are not required by statute to fill, whether the office is necessary; and in any case what shall be the terms and conditions of the office; and no steps shall be taken to fill the post until these decisions have been taken.
- 33.5 For the purposes of paragraph 33.4 above, it shall be deemed that a committee have been consulted if there has been consultation with the chairman, vice-chairman if any and one other member (or if there be no vice-chairman, two other members) designated by the chairman of the committee.
- 33.6 The powers of officers shall be those from time to time authorised by the council at the appropriate committee or sub-committee as the case may be.
- 33.7 The Council for the purpose of this Standing Order includes a committee, sub-committee or officer to whom appropriate powers have been delegated.
- 33.8 Canvassing of a member or members shall disqualify an applicant for an appointment with the council.
- 33.9 An applicant for any appointment with the Council aware of any relationship to any member or senior officer of the council shall, when making an application, disclose that relationship and failure to do so shall disqualify.
- 33.10 For the purpose of this Standing Order "senior officer" means any officer under the Council so designated by the Council and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

34. STAFF – APPOINTMENTS AND DISCIPLINARY ACTION

34.1 In this Part –

"the 1989 Act" means the Local Government and Housing Act 1989;

"disciplinary action" has the same meaning as in the Local Authorities (Standing Orders) (England) Regulations 2001; and

"member of staff" means a person appointed to or holding a paid office or employment under the Council.

34.2 Subject to paragraphs 34.3 and 34.5, the function of appointment and dismissal of, and taking disciplinary action against a member of staff of the authority must be discharged on behalf of the Council by the officer designated under section 4(1) of the 1989 Act (designation and reports of head of paid services) as the head of the authority's paid service or by an officer nominated by him.

34.3 Paragraph 34.23 of this Standing Order shall not apply to the appointment or dismissal of or disciplinary action against:

34.3.1 the officer designated as the head of the authority's paid service;

34.3.2 a statutory chief officer within the meaning of section 2(6) of the 1989 Act (politically restricted posts);

34.3.3 a non-statutory chief officer within the meaning of section 2(7) of the 1989 Act;

34.3.4 a deputy chief officer within the meaning of section 2(8) of the 1989 Act; or

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Part 4 of the Constitution, 2015

34.3.5 a person appointed in pursuance of section 9 of the 1989 Act (assistants for political groups).

34.4 ~~(1) Where a committee, sub-committee or officer is discharging on behalf of the Council the function of the appointment or dismissal of an officer designated as the head of the Council's paid service, the Council must approve that appointment before an offer of appointment is made to that person, him/her or, as the case may be, must approve that dismissal before notice of dismissal is given to him/her.~~

~~(2) Where a Committee, sub-committee or officer is discharging, on behalf of the Council, the function of the dismissal of an officer designated as the head of the Council's paid serve, as the Council's chief finance officer, or as the Council's monitoring officer, the Council must approve that dismissal before notice is given to that person.~~

34.5 Nothing in paragraph 34.2 shall prevent a person from serving as a member of any committee or sub-committee established by the Council to consider an appeal by:

34.5.1 another person against any decision relating to the appointment of that other person as a member of staff of the Council; or

34.5.2 a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against that member of staff.

35. SENIOR OFFICERS - DISCIPLINARY ACTION

~~35.1 In paragraph 35.2 of this Standing Order "chief finance officer", "council manager", "disciplinary action", "head of the Council's paid service" and "monitoring officer" have the same meaning as in Regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 and "designated independent person" has the same meaning as in Regulation 7 of those Regulations.~~

~~35.2 No disciplinary action in respect of the head of the Council's paid service (unless he is also a council manager of the Council), its monitoring officer or its chief finance officer, except action described in paragraph 3, may be taken by the Council or by a committee, a sub-committee, a joint committee on which the Council is represented or any other person acting on behalf of the Council, other than in accordance with a recommendation in a report made by a designated independent person under Regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 (investigation of alleged misconduct).~~

~~35.3 The action mentioned in paragraph 35.2 is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.~~

35.1 In the following paragraphs:

(a) "the 2011 Act" means the Localism Act 2011;

(b) "chief finance officer", "disciplinary action", "head of the authority's paid service" and "monitoring officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;

(c) "independent person" means a person appointed under section 28(7) of the 2011 Act;

(d) "local government elector" means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;

(e) "the Panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;

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(f) "relevant meeting" means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and

(g) "relevant officer" means the chief finance officer, head of the authority's paid service or monitoring officer, as the case may be.

35.2 A relevant officer may not be dismissed by the Council unless the procedure set out in the following paragraphs is complied with.

35.3 The Council must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

35.4 In paragraph 35.3 of this standing order "relevant independent person" means any independent person who has been appointed by the Council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Council consider appropriate.

35.5 Subject to paragraph 35.6 of this standing order, the Council must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 35.3 of this standing order in accordance with the following priority order:

(a) a relevant independent person who has been appointed by the Council and who is a local government elector;

(b) any other relevant independent person who has been appointed by the Council;

(c) a relevant independent person who has been appointed by another authority or authorities.

35.6 The Council is not required to appoint more than two independent persons in accordance with paragraph 35.5 of this standing order but may do so.

35.7 The Council must appoint any Panel at least 20 working days before the relevant meeting.

35.8 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the Council must take into account, in particular:

(a) any advice, views or recommendations of the Panel;

(b) the conclusions of any investigation into the proposed dismissal; and

(c) any representations from the relevant officer.

35.9 Any remuneration, allowances or fees paid by the Council to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

36. MEMBERS' ACCESS TO DOCUMENTS AND PROPERTY

36.1 Members' rights of access to documents in the possession or control of the Council which contain material relating to any business to be transacted at a meeting of the Council are set out in the Council's Rules with regard to access to meetings and related documents of the Council, its committee and sub-committees.

36.2 Unless specifically authorised to do so by the Council or a committee, a member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of his membership of the Council any right to inspect or to enter upon any lands or premises which the Council has the power or duty to inspect or enter.

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37. SEALING OF DOCUMENTS

- 37.1 All documents which require to be sealed with the Common Seal of the council shall be attested by the Mayor or Deputy Mayor and by the Chief Executive, the Director of Resources, or the Head of Legal and Democratic Services.
- 37.2 All documents to which the Common Seal is affixed shall be entered in a register to be kept by the Head of Legal and Democratic Services.

38. CONTRACTUAL STANDING ORDER

- 38.1 The letting of contracts shall be in accordance with the Council's Contract Procedure Rules.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 16 JUNE 2015
 title: CAPITAL OUTTURN 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 The purpose of this report is to review the final outturn on the capital programme for 2014/15 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 need.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The capital programme for the Policy and Finance Committee initially consisted of two schemes. These were schemes with slippage from 2013/14 – Economic Development Initiatives and Public Sector Network Compliance.

2.2 During the financial year the committee have received reports monitoring the progress of the schemes within the programme. At revised estimate stage, the Economic Development Initiatives scheme was moved into 2015/16.

2.3 As part of the closure of our accounts process, scheme expenditure has been capitalised and added to our balance sheet or charged to revenue where appropriate.

3 CAPITAL SCHEMES PERFORMANCE

3.1 The table below summarises the overall financial position on the capital schemes for this committee. It shows budget approvals, approved slippage from 2013/14 and actual expenditure in-year.

BUDGET ANALYSIS					EXPENDITURE	SLIPPAGE
Original Estimate 2014/15	Slippage from 2013/14	Total Approved Budget 2014/15	Revised Estimate 2014/15	Budget moved to 2015/16	Actual Expenditure 2014/15	Slippage into 2015/16
£	£	£	£	£	£	£
0	116,430	116,430	16,430	100,000	53,828	0

3.2 Overall, £53,828 has been spent in 2014/15. This is £37,398 higher than the revised estimate. The reason for this is because the Council is required to capitalise 50% of the Performance Reward Grants (PRG) expenditure that is paid out each year, this being £38,219 in 2014/15. In essence this is purely an accounting adjustment and the grants are fully funded from PRG grant monies that the Council have previously received.

- 3.3 The Public Sector Network Compliance scheme was completed in-year and within budget. The scheme cost £15,609, which is 95% of the revised estimate budget of £16,430.
- 3.4 No requests for slippage into 2015/16 are required.
- 3.5 Annex 1 shows the full capital programme by scheme, along with the budget and expenditure for the year.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – There are no additional financing requirements needed for this committee's 2014/15 capital programme.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
 - Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

- 5.1 The Public Sector Network Compliance scheme has been completed in-year and within budget. The budget for the Economic Development Initiatives scheme has been moved into 2015/16.
- 5.2 Expenditure on Performance Reward Grants has been brought into the committee's capital expenditure accounts at year-end.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF29-15/AC/AC
29 May 2015

BACKGROUND PAPERS: None

For further information please ask for Andrew Cook.

Policy and Finance Committee – Capital Outturn Report 2014/15

Cost Centre	Schemes	Original Estimate 2014/15	Slippage from 2013/14	Total Approved Budget 2014/15	Revised Estimate 2014/15	Budget moved to 2015/16	Actual Expenditure 2014/15	Slippage into 2015/16
		£	£	£	£	£	£	£
ECDVI	Economic Development Initiatives	0	100,000	100,000	0	100,00	0	0
PSNCO	Public Sector Network Compliance	0	16,430	16,430	16,430	0	15,609	0
PRGCP	Performance Reward Grants	0	0	0	0	0	38,219	0
Total Policy and Finance Committee		0	116,430	116,430	16,430	100,000	53,828	0

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 12

meeting date: 16 JUNE 2015
 title: CAPITAL PROGRAMME 2015/16
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To inform members of the schemes which have been approved for inclusion in the capital programme for this committee for the 2015/16 financial year.

2 BACKGROUND

2.1 As members will be aware, this committee agreed a proposed three year capital programme for 2015/18 at its meeting on 27 January 2015. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2015/16.

2.2 Following recommendation by a special meeting of Policy and Finance Committee on 10 February, Full Council considered and approved the three year capital programme for 2015/18 on 3 March 2015.

2.3 The recommended capital programme for the three year period 2015/18 totals £2,613,860 for all committees. The total for this committee is £607,650 over the three year life of the programme. £471,400 of this relates to the 2015/16 financial year.

3 CAPITAL PROGRAMME 2015/16 – APPROVED SCHEMES

3.1 Four approved schemes make up the 2015/16 capital programme for this committee, totalling £471,400, and are shown in the table below.

Scheme	Budget for 2015/16 £
Clitheroe Townscape Scheme	115,000
Council Offices – Re-roofing Scheme	167,500
Council Offices - Replacement of Original Windows and Rooflights	88,900
<u>Budget moved from 2014/15</u>	
Economic Development Initiatives	100,000
Total – Policy and Finance Committee	471,400

3.2 The Clitheroe Townscape and Council Offices Re-roofing schemes, totalling £282,500, are previously approved schemes.

- 3.3 The Council Offices Replacement of Original Windows and Rooflights scheme, totalling £88,900, is a newly approved scheme for 2015/16. It has been programmed for 2015/16 to match the timing of the Council Offices Re-roofing scheme. This will minimise disruption to users of the Church Walk offices and avoid additional scaffolding costs.
- 3.4 The Economic Development Initiatives scheme, £100,000, has been moved from 2014/15 to 2015/16. The budget was set up to provide support for economic development whenever appropriate opportunities arise. No such opportunities have arisen in 2014/15 so the budget has been moved into 2015/16.
- 3.5 The detailed information for each scheme is shown in **Annex 1**.
- 3.6 There has been no slippage from the 2014/15 into the 2015/16 capital programme for this committee.
- 3.7 During the year, responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported quarterly to members to give an indication of progress.
- 4 CONCLUSION
- 4.1 This committee has a capital programme for 2015/16 of £471,400. The programme consists of four schemes.
- 4.2 There has been no slippage from the 2014/15 into the 2015/16 capital programme for this committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM28-15/AC/AC
29 MAY 2015

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Clitheroe Townscape Scheme

Service Area: Regeneration Services

Head of Service: Colin Hirst & Adrian Harper

Brief Description:

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

Overriding aim/ambition that the scheme meets:

To protect and enhance the existing environmental quality of our area.

Government or other imperatives to the undertaking of this scheme:

The council has an obligation under its conservation duties to keep under review and prepare schemes to enhance its conservation areas. This project will help deliver that duty. The scheme also serves to deliver key strands of the council's adopted masterplan for Clitheroe.

Improving service performance, efficiency and value for money:

This scheme will enable the delivery of key outcomes for both service areas. It will act as part of the funding package drawing in targeted support from other agencies and acting as pump priming and potential match for other funding proposals to maximise the benefit of the Council's investment.

Consultation:

The masterplan was developed with widespread public participation. Discussions with the LCC team responsible for Clitheroe have been undertaken. The scheme has been developed across council service areas. There will be ongoing opportunities to pursue other external sources of funding to either enhance or reduce the council's capital contribution.

Start Date, duration and key milestones:

Anticipated design work: April 2015.

Anticipated start on site: May 2015

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Contractors	100,000
Equipment/Materials	10,000
Internal Staff Salaries	5,000
Total Capital Costs	115,000
Sources of Funding	
LCC (<i>subject to confirmation</i>)	-60,000
Earmarked Reserves	-7,000
Total External Funding	-67,000
NET COST TO THE COUNCIL	48,000

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Existing Service – no change	-

Useful economic life:

Not applicable

Additional supporting information:

The project is consistent with the LCC environment directorate commissioning plan for Ribble Valley. There will be ongoing liaison with LCC over capital investment and the amount of LCC funding together with other external sources of funding may change. This will be kept under review.

Impact on the environment:

The scheme is an environmental enhancement scheme. Contractors would be required to ensure sustainable methods of construction and sources of materials.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Risk:

- **Political:** *The scheme would support the Council's corporate ambitions and priorities.*
- **Economic:** *The scheme would support the attractiveness of Clitheroe as a tourist destination and enhance the commercial attractiveness of the centre providing growth opportunities for local businesses.*
- **Sociological:** *People appreciate nice surroundings.*
- **Technological:** *Opportunities to utilise new technology in delivering the contracts.*
- **Legal:** *The scheme will support the Council's statutory duties.*
- **Environmental:** *The scheme will deliver environmental enhancements.*

ADDITIONAL NOTE – The funding shown on this scheme has been updated to reflect capital financing approved by Full Council on 3 March 2015

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Council Offices – Re-roofing Scheme

Service Area: Engineering Services

Head of Service: Adrian Harper

Brief Description:

As the appearance of the Council Offices forms the first impression to any visitors or residents of the borough, it is essential that they are maintained to a high standard. This needs to reflect the Council's efforts to continually provide and improve outstanding services to the residents of the Borough and provide a comfortable working environment for its employees.

Overall the building is in a fair external condition, however it is noted that since construction in 1980 only minor repairs to the roof have been carried out. Due to the general life expectancy of fixing nails being approximately 15-20 years before they start to suffer from corrosion, causing slipped, missing and damaged slates that can result in water ingress and additional internal damages it is recommended that the roof be re-slatted.

Following the survey of the office roof, in October 2013, it has been noted that there are a number of slipped slates, missing slates and lead tie fixings already present on the roof, this suggesting that corrosion of the current fixings is present.

It is recommended that the roof be stripped back (with a high percentage of the slates stored and re-used) and a breathable felt installed with new battens and nail fixings. This will also provide some additional protection to the internals of the building, as an additional protective layer in the breathable felt will direct any penetrating water into the gutters.

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

Overriding aim/ambition that the scheme meets:

- To be a well-managed Council.
- To help make people's lives safer and healthier.
- To protect and enhance the existing environmental quality of our area.

Government or other imperatives to the undertaking of this scheme:

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

If the scheme wasn't carried out the roof condition will continue to deteriorate and potentially lead to ingress of water causing damage to interior finishes and potentially hazardous to users of the building. Furthermore, the risk of a slipped roof slate falling and hitting a member of the public is increased with each year that passes. The risk of this is prosecution, unlimited fine and potentially a case of corporate manslaughter. This risk should be managed.

Improving service performance, efficiency and value for money:

The renewal of the roof covering would provide the opportunity to install a breathable membrane, potentially providing additional protection from water ingress, and would prevent damage to ceiling tiles and roof structure reducing the costs of redecoration and replacement of tiles. The individually expensive repairs to the roof to address slipped tiles would also be avoided.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Consultation:

Feedback has been received from staff including heads of service in relation to water ingress. The areas affected have included: level D reception area, level B reception, John Heap's office and John Macholc's office.

Start date, duration and key milestones:

April 2015: Tender and undertake programme of works

June 2015: Commencement of works

August 2015: Completion and start

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Contractors	165,000
Internal Staff Salaries	2,500
TOTAL	167,500

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Existing Service – no change	-

Useful economic life:

It is assumed that the roof fixings will continue to deteriorate and will cause damage to the roof structure and internal areas of the offices over the next 10 years. If the works were to be carried out it would increase the functional lifespan of the offices by 25 – 30 years. If this work is not undertaken it is likely that the speed and the scale of the deterioration of the roof will accelerate. It is expected that it will increase as follows:

- 2015 - 25 Slipped and missing slates. Moderate water ingress.
- 2016 - 40 Slipped and missing slates. Moderate water damage.
- 2017 - 90 Slipped and missing slates. Significant water damage.

The necessary repair works, which can only be classed as a temporary measure before complete replacement of the roof, would have considerable cumulative revenue costs.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Additional supporting information:

A condition survey of the roof was undertaken in October 2013 and has highlighted the following areas of concern:

- Cement verges cracked with mortar missing.
- Approximately 25No. Slipped slates to all roof slopes.
- Approximately 70No. lead ties visible to all roof slopes.
- Ridge tiles require re-bedding due to missing and cracked mortar.
- Staining to ceiling tiles in several areas of the offices.

Impact on the environment:

N/A

Risk:

- **Political:** *Potential loss of reputation resulting from roof slates hitting a pedestrian.*
- **Economic:** *The long term benefits of investing in maintaining our buildings reduces potential defects and reduces long-term expenditure.*
- **Sociological:** *N/A*
- **Technological:** *The latest materials, including improved insulation will be specified as part of the re-roofing and should result in long term cost savings.*
- **Legal:** *Legislation in relation to health and safety and injuries to the general public caused by failing roof coverings may result in claims against the Council if this work is not carried out. This includes corporate manslaughter legislation.*
- **Environmental:** *Materials with a high recycled content will be specified where possible.*

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Church Walk Council Offices – Replacement of Original Windows and Rooflights

Service Area: Council offices

Head of Service: Adrian Harper

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 rooflights in the Church Walk Council Offices.

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

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 rooflights 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 of 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.

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.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

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. **THIS IS THE OPTION APPROVED BY FULL COUNCIL ON 3 MARCH 2015.**

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 2015: Specify and Tender.

June 2015: Commencement of works.

August 2015: Completion.

Financial Implications – CAPITAL:

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

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

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

ADDITIONAL NOTE – This bid was put forward for the 2017/18 financial year. It has been brought forward to 2015/16 to run alongside the Council Offices re-roofing scheme

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Economic Development Initiatives

Service Area: Regeneration

Head of Service: Colin Hirst

Brief Description:

The project is to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The bid particularly seeks to support our high growth sectors in the provision of land and premises or tourism infrastructure where applicable. The Council needs to be able to develop and respond to initiatives that will support delivery of business growth. In order to develop schemes, funding needs to be available to undertake works in areas such as valuation and feasibility assessments, due-diligence, initial planning and design work. As projects progress funding needs to be available to support acquisition, marketing and development. Specific funding for land or premises would be the subject of separate bids as required.

Early projects include identifying options to deliver employment land, schemes to support high growth business opportunities and necessary infrastructure to support our rural business base including Tourism.

Overriding aim/ambition that the scheme meets:

To sustain a strong and prosperous Ribble Valley.

Government or other imperatives to the undertaking of this scheme:

This bid supports the Government's growth aspirations and the emerging joint working with partner Lancashire districts and the LEP.

Improving service performance, efficiency and value for money:

The funding will enable a range of potential projects to be brought forward to address the Council's agreed aims and objectives. Specialist resources will be commissioned as necessary or to add to delivery capacity within the Council. In regard to sites it could be anticipated that either an asset would be realised with enhanced value if disposed or would generate an income stream for the Council depending upon the nature of the scheme.

Consultation:

Specific schemes would be subject to member agreement and public consultation as appropriate. Schemes would be consistent with the Council's Economic Development Strategy and Town Centre Action Plans that have been subject to consultation. The project will also support delivery of the adopted Community Strategy and the Local Development Framework, both of which have the benefit of widespread community consultation.

Start Date, duration and key milestones:

Key milestones would depend upon the individual projects developed.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Total	100,000

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Unspecified - General revenue costs would be anticipated to be contained within existing budgets	-

Useful economic life:

Dependent upon the nature of the project.

Additional supporting information:

None.

Impact on the environment:

Schemes would be expected to make a positive contribution to the environment to deliver Sustainable Development.

Risk:

- **Political:** *The Council has stated its intentions to support our local economy and deliver economic growth.*
- **Economic:** *The bid is targeted towards economic development initiatives and supports the government's growth agenda.*
- **Sociological:** *A strong local economy underpins a strong society and provides the means to deliver on all aspects of the Council's priorities.*
- **Technological:** *Initiatives can support High Growth Knowledge and Advanced Manufacturing sectors.*
- **Legal:** *The Council will need to undertake enhanced due-diligence steps in connection with some projects.*
- **Environmental:** *Projects will support the delivery of Sustainable Development and the Council's ambitions to safeguard the qualities of the local environment through appropriate site provision.*

ADDITIONAL NOTE – This scheme has been moved back from 2014/15 to 2015/16, as no appropriate economic development opportunities were identified to fit funding from this scheme in 2014/15

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 13

meeting date: 16 JUNE 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 4 June 2015:

	£000	£000	2015/16 %	2014/15 %
Balance Outstanding 1 April 2015		467		
NNDR amounts due	18,527			
Plus costs	3			
Transitional surcharge	0			
Write ons	19			
	18,549			
Less				
- Transitional relief	5			
- Exemptions	-301			
- Charity, Rural, Former Agricultural Discretionary Relief	-1,034			
- Small Business Rate Relief	-1,955			
- Retail, Reoccupation, New Build, and Discretionary Transitional Relief	-509			
- Interest Due	-0			
- Write Offs	-23			
	-3,817	14,732		
Total amount to recover		15,199		
Less cash received to 4 June		-3,191	21.0	20.6
Amount Outstanding		12,008	79.0	79.4

NB The figures included in the table include not only those charges for 2015/16 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 May 2015 is 20.82% compared with 20.10% at 31 May 2015. Furthermore our collection rate for 2014/15 at 31 March 2015 was 98.23% compared with 97.78% for 2013/14 at 31 March 2014.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 4 June 2015:

	£000	£000	2015/16 %	2014/15 %
Balance Outstanding 1 April 2015		651		
Council Tax amounts due	39,039			
Plus costs	36			
Transitional relief	0			
Write ons	0			
	39,075			
Less - Exemptions	-496			
- Discounts	-3,312			
- Disabled banding reduction	-46			
- Council Tax Benefit	23			
- Local Council Tax Support	-1,884			
- Write offs	-1			
	-5,716	33,359		
Total amount to recover		34,010		
Less cash received to 4 June		-7,054	20.74	20.65
Amount Outstanding		26,956	79.26	79.35

NB The figures included in the table include not only those charges for 2015/16 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 2015/16 at 31 May 2015 is 20.99% compared to 20.92% at 31 May 2014. Furthermore our collection rate for 2014/15 at 31 March 2015 was 98.83% compared to 98.99% for 2013/14 at 31 March 2014.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 5 June 2015 is:

	£000	£000
Amount Outstanding 1 April 2015		554
Invoices Raised	758	
Plus costs	1	
		759
Less write offs		1
Total amount to recover		1,312
Less cash received to 5 June 2015		570
Amount outstanding		742

Aged Debtors	000s	%
< 30 days	54	7.3
30 - 59 days	41	5.5
60 - 89 days	276	37.2
90 - 119 days	54	7.3
120 - 149 days	4	0.5
150+ days	313	42.2
	742	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 April 2014 – 31 March 2015	Average Performance
10 days	8.3 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 April 2014 – 31 March 2015	Top grade 4 for all LA's 2007/08
23 days	18.1 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 April 2014 – 31 March 2015.

Completed fraud investigations		Average caseload	Number of investigations per 1,000 caseload
Housing Benefit	79	1,887	41.86
Council Tax Support	79	2,454	32.19

Summary of prosecutions/sanctions	
Cautions	5
Administrative penalties	1
Successful prosecutions	1
Total	7

Number of prosecutions/sanctions per 1,000 caseload		
Housing Benefit	7/1,887	3.71
Council Tax Support	7/2,454	2.85

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 April 2014 – 31 March 2015:

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.	81.67
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.	48.22
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.	1.56

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

PF30-15/ME/AC
5 June 2015

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 14

meeting date: 16 JUNE 2015
 title: OVERALL CAPITAL OUTTURN 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with details of the capital programme outturn for all committees for the year ending 31 March 2015.

2 BACKGROUND

2.1 The initial 2014/15 capital programme for the Council consisted of six schemes. Following slippage of schemes from 2013/14 and a number of additional approvals during the financial year this increased to a final capital programme of thirteen schemes.

2.2 Two schemes had their budget moved into 2015/16 at revised estimate stage, because work would not be undertaken on those schemes in 2014/15. This meant there was expenditure on eleven capital schemes in 2014/15. There was also a transfer of £63,270 from the Landlord Tenant Grant scheme to the Disabled Facility Grant scheme in year, due to the level of applications made on the Disabled Facility Grant scheme.

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

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

3 CAPITAL PROGRAMME 2014/15 OUTTURN

3.1 The table below summarises the overall financial position on the full capital programme for all committees. It shows:

- Budget approvals made.
- Actual expenditure on all schemes in-year.
- Slippage moved into 2015/16 – slippage is where unspent budget has been approved by committee to be moved into next year’s capital programme.

Committee	BUDGET ANALYSIS							ACTUAL	
	Original Estimate £	Budget Moved from 2013/14 £	Slippage from 2013/14 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Budget Moved to 2015/16 £	Actual Expenditure £	Slippage into 2015/16 £
Community	110,000	0	11,710	15,450	137,160	90,160	47,000	88,671	0
Health and Housing	205,540	57,020	34,680	0	297,240	297,240	0	238,312	30,147
Policy and Finance	0	0	116,430	0	116,430	16,430	100,000	53,828	0
TOTAL	315,540	57,020	162,820	15,450	550,830	403,830	147,000	380,811	30,147

- 3.2 During the year the Council spent £380,811 on eleven capital schemes, which is 94% of the revised estimate. The vast majority of the underspend in-year related to three on-going housing grant schemes Disabled Facilities Grants, Landlord/Tenant Grants and the Repossession Prevention Fund.
- 3.3 The Disabled Facilities Grants and Landlord/Tenant Grants schemes continue in 2015/16 and slippage of the 2014/15 underspends on these schemes was requested from the Health and Housing committee. Slippage was also requested on the Installation of Cemetery Infrastructure scheme from the Health and Housing committee.
- 3.4 Slippage was not requested for the underspend on the ring-fenced Repossession Prevention Fund scheme. Because of the special nature of this scheme, it has been decided to move the Fund balance to an earmarked reserve from 2015/16 onwards. The Fund will no longer be part of the capital programme but it will continue to be used in the same way going forwards, to help prevent homelessness where appropriate.
- 3.5 No schemes overspent in the year.
- 3.6 The Performance Reward Grants (PRG) scheme on Policy and Finance committee shows £38,219 spend in-year and no capital budget. This is because the Council is required to capitalise 50% of the PRG expenditure that is paid out each year. In essence this is purely an accounting adjustment and the grants are fully funded from PRG grant monies that the Council have previously received.
- 3.7 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights the schemes where slippage was requested.

4 RISK ASSESSMENT

- 4.1 The risks associated with this report are set down below:
- Resources – There are no additional financing requirements needed for the Council's 2014/15 capital programme.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
 - Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

- 5.1 During the year the Council spent £380,811 on eleven capital schemes, which is 94% of the revised estimate.
- 5.2 No schemes overspent in the year.
- 5.3 Two schemes had their budget moved into 2015/16 at revised estimate stage.
- 5.4 Slippage on three schemes, totalling £30,147, was requested from the Health and Housing committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF27-15/AC/AC

1 June 2015

For further information please ask for Andrew Cook

Overall Capital Programme Outturn 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 2014/15	Slippage into 2015/16
		£	£	£	£	£	£	£	£	£
Community Committee										
CFTOI	Castlefield Toilets Refurbishment	33,000	0	0	0	33,000	33,000	0	32,954	0
PLAYN	Play Area Improvements 2013/14	0	0	11,710	0	11,710	11,710	0	10,780	0
PLAYO	Play Area Improvements 2014/15	30,000	0	0	0	30,000	30,000	0	29,492	0
TGAPS	Installation of 3G Artificial Pitch	47,000	0	0	0	47,000	0	47,000	0	0
RGRNT	Grant to Roefield – Activity Room	0	0	0	15,450	15,450	15,450	0	15,445	0
Total Community Committee		110,000	0	11,710	15,450	137,160	90,160	47,000	88,671	0

Overall Capital Programme Outturn 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 2014/15	Slippage into 2015/16
		£	£	£	£	£	£	£	£	£
Health and Housing Committee										
CMEXT	Installation of Cemetery Infrastructure	0	0	4,970	0	4,970	4,970	0	4,100	870
DISCP	Disabled Facilities Grants	119,540	10,000	-11,340	63,270	181,470	181,470	0	170,322	11,148
LANGR	Landlord/Tenant Grants	75,000	20,000	40,270	-63,270	72,000	72,000	0	53,871	18,129
PWPBC	Replacement of Pest Control Vehicle PO07 WPB	11,000	0	0	0	11,000	11,000	0	10,019	0
REPPF	Repossession Prevention Fund	0	27,020	780	0	27,800	27,800	0	0	0
Total Health and Housing Committee		205,540	57,020	34,680	0	297,240	297,240	0	238,312	30,147

Overall Capital Programme Outturn 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 2014/15	Slippage into 2015/16
		£	£	£	£	£	£	£	£	£
Policy and Finance Committee										
ECDVI	Economic Development Initiatives	0	0	100,000	0	100,000	0	100,000	0	0
PSNCO	Public Sector Network Compliance	0	0	16,430	0	16,430	16,430	0	15,609	0
PRGCP	Performance Reward Grants	0	0	0	0	0	0	0	38,219	0
Total Policy and Finance Committee		0	0	116,430	0	116,430	16,430	100,000	53,828	0
TOTAL FOR ALL COMMITTEES										
		315,540	57,020	162,820	15,450	550,830	403,830	147,000	380,811	30,147

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 15

meeting date: 16 JUNE 2015
title: TREASURY MANAGEMENT ACTIVITIES 2014/15
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To inform you of our 2014/15 treasury management operations.
- 1.2 Relevance to the Council's ambitions and priorities:
 - ❖ In accordance with the corporate strategy priority "to ensure a well-managed Council by maintaining critical financial management and controls." This report provides members with information regarding the treasury management activities for 2014/15.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive an annual report on its treasury management activities.

2 BACKGROUND

- 2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.
- 2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities and is much more likely at any point in time to have surplus funds to invest.
- 2.3 On a daily basis we assess our cash flow position. To do this we estimate the funds we expect to receive e.g. council tax payments, grants, fees and shares, and deduct any known payments we expect to make e.g. precepts, creditors and salaries.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest.
- 2.5 How we invest these surplus funds is governed by the Council's Treasury Management policies and procedures agreed and reported to Policy and Finance Committee and ultimately Full Council.

The main points being:

- (i) The Council maintains a list of organisations it will lend its surplus funds to that is regularly reviewed.
- (ii) The Council has maximum limits for each institution of £1.5m with the exception of the Debt Management office, where investments are guaranteed by the Government. Our limit with the DMO is currently £5m.

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

3 INFORMATION

- 3.1 Since 5 March 2009, bank base interest rates have remained unchanged at 0.50%.
- 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 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, by which time a further return will have been made and a new eligibility list published for the following 12 months.
- 3.6 There was no immediate effect on this council, as all of our PWLB loans are on a fixed rate. However, this will impact on future decisions that the Council may make to borrow from the PWLB

4 BORROWING REQUIREMENTS

- 4.1 The movements of the Council's external debt for the period can be summarised as follows:

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2014	294	7	301
Transactions: New Loans	0	0	0
Repayments	-53	0	- 53
External debt at 31 March 2015	241	7	248

- 4.2 No temporary loans were taken out during 2014/15, as was the case in 2013/14.

- 4.3 The total interest paid on the Council's external debt was £13,199 compared to £16,463, all of which related to PWLB debt.

	Interest Paid	
	2013/14 £	2014/15 £
Public Works Loan Board	16,463	13,199
Temporary Loan	0	0
Total Interest Paid	16,463	13,199

5 INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest we received on all external investments for the period 1 April 2014 to 31 March 2015 was 0.368%, which slightly 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
Investments at 1 April 2014	3,050	0	3,050
Transactions – Investments	82,770	0	82,770
Repayments	-80,600	0	-80,600
Investments at 31 March 2015	5,220	0	5,220

- 5.4 The following investments were held as at 31 March 2015.

Date Invested	Ref.	Borrower	Notice	Rate %	£'000	£'000
31-Mar-2015	253	Bank of Scotland	Fixed 21/04	0.400	1,000	
						1,000
16-Feb-2015	231	Lloyds Bank Plc	Fixed 20/04	0.420	500	
						500
17-Mar-2015	219	Nationwide BS	Fixed 21/04	0.43	1,500	
						1,500
30-Mar-2015	222	Coventry BS	Fixed 20/04	0.39	500	
23-Mar-2015	248	Coventry BS	Fixed 21/04	0.40	500	
						1,000
25-Mar-2015	250	HSBC	Fixed 08/04	0.210	150	
30-Mar-2015	252	HSBC	Fixed 08/04	0.210	500	
31-Mar-2015	254	HSBC	Fixed 01/04	0.210	70	

Date Invested	Ref.	Borrower	Notice	Rate %	£'000	£'000
						720
04-Mar-2015	238	Barclays Bank Plc	Fixed 13/04	0.330	500	
						500
Total Investments as at 31 March 2015						5,220

- 5.5 The total interest received from investments and loans to outside bodies was £36,369 compared with £31,155 for the previous year. The increase was mainly from additional interest received from temporary investments offset by a reduction in interest from the loans from outside bodies. The interest received was allocated as follows:

Interest Allocated to:	2013/14 £	2014/15 £
General Fund	24,001	28,943
Trusts & Bequests	7,154	7,426
	31,155	36,369

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 recently revised to take account of the implications of the implementation of the International Financial Reporting Standard (IFRS).
- 6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 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 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	Actual £'000
Maximum Principal Sums Borrowed >364 days	5,409	248
Limits on Fixed Interest Rates (100%)	5,409	301
Limits on Variable Interest Rates (20%)	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 %	Actual %
Under 12 months	20	0	17.68
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.

7.1 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.

7.2 Ribble Valley Borough Council has invested in the agency, initially giving an intention to give support of £10,000. Initially the Agency only drew down £4,000 of our commitment due to the overwhelming level of support it has received, and the remaining balance was paid in February. So far 60 Councils have joined the Local Government Bond Agency as investors.

- 7.3 The Agency will offer a viable alternative source of capital funding to councils, other than the Public Works Loans Board (PWLB). Historically we have used the PWLB for our long term borrowing, 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.
- 7.4 Through their investment, such as our own commitment of £10,000, 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.
- 7.5 The contribution that we have invested will be returned to us after 10 years of successful operations of the agency, together with interest which will be earned at commercial rates. The contribution will also allow us access to more competitive long term borrowing rates.

7 CONCLUSION

- 7.1 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.
- 7.2 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 in the 2013/14 financial year.
- 7.3 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

PF26-15/TH/AC
3 JUNE 2015

Background papers:
Loans Fund Closedown Papers
Treasury Management Strategy 2014

For further information please ask for Trudy Holderness, extension 4436

POLICY AND FINANCE COMMITTEE

TEMPORARY INVESTMENT ACTIVITY – 2014/15

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
INVESTMENTS BROUGHT FORWARD AT 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		
NEW INVESTMENTS - APRIL 2014 to MARCH 2015									
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

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
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+
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+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
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+
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+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
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+
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+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
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+
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	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		

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								LONG-TERM	SHORT-TERM
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+
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	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+

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								LONG-TERM	SHORT-TERM
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+
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	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+

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								LONG-TERM	SHORT-TERM
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
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	Debt Management Office	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+

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								LONG-TERM	SHORT-TERM
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	Rolled Over	0.3800	19-Jan-15		-541.37	A	F1
19-Jan-15	184	Barclays Bank Plc	1,000,000	0.3800	17-Mar-15	-1,000,000	-593.42	A	F1
			4,900,000			-4,900,000	-1,299.57		
Dec'14									
01-Dec-14	185	Lloyds Bank Plc	1,500,000	0.4100	04-Feb-15	-1,500,000	-1,095.21	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+
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	0.4500	04-Feb-15	-500,000	-357.53	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	Rolled Over	0.3360	26-Jan-15		-193.32	A	F1
26-Jan-15	195	Barclays Bank Plc	500,000	0.2600	23-Feb-15	-500,000	-99.73	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	04-Feb-15	-500,000	-247.12	A	F1
31-Dec-14	198a	Bank Of Scotland Plc	Rolled Over	0.4300	04-Feb-15		-412.33	A	F1
04-Feb-15	198a	Bank Of Scotland Plc	1,000,000	0.450000	23-Mar-15	-1,000,000	-579.45	A	F1
31-Dec-14	199	HSBC Bank Plc	1,200,000	0.2100	05-Jan-15	-1,200,000	-34.52	AA-	F1+
24-Dec-14	200	HSBC Bank Plc	170,000	0.2100	12-Jan-15	-170,000	-18.58	AA-	F1+
			7,520,000			-7,520,000	-3,147.90		
Jan' 15									
05-Jan-15	201	Coventry BS	1,000,000	0.4400	17-Mar-15	-1,000,000	-855.89	A	F1
05-Jan-15	202	HSBC	140,000	0.2100	12-Jan-15	-140,000	-5.64	AA-	F1+
05-Jan-15	203	HSBC	200,000	0.2100	19-Jan-15	-200,000	-16.11	AA-	F1+
05-Jan-15	204	HSBC	100,000	0.2100	22-Jan-15	-100,000	-9.78	AA-	F1+
05-Jan-15	205	HSBC	300,000	0.2100	26-Jan-15	-300,000	-36.25	AA-	F1+

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								LONG-TERM	SHORT-TERM
08-Jan-15	206	HSBC	80,000	0.2100	12-Jan-15	-80,000	-1.84	AA-	F1+
09-Jan-15	207	HSBC	300,000	0.2100	19-Jan-15	-300,000	-17.26	AA-	F1+
12-Jan-15	208	HSBC	375,000	0.2100	19-Jan-15	-375,000	-15.10	AA-	F1+
14-Jan-15	209	HSBC	120,000	0.2100	15-Jan-15	-120,000	-0.69	AA-	F1+
15-Jan-15	210	HSBC	600,000	0.2100	19-Jan-15	-600,000	-13.81	AA-	F1+
19-Jan-15	211	HSBC	525,000	0.2100	26-Jan-15	-525,000	-21.14	AA-	F1+
20-Jan-15	212	HSBC	120,000	0.2100	26-Jan-15	-120,000	-4.14	AA-	F1+
22-Jan-15	213	HSBC	180,000	0.2100	09-Feb-15	-180,000	-18.64	AA-	F1+
23-Jan-15	214	HSBC	65,000	0.2100	26-Jan-15	-65,000	-1.12	AA-	F1+
26-Jan-15	215	HSBC	500,000	0.2100	04-Feb-15	-500,000	-25.89	AA-	F1+
28-Jan-15	216	Debt Management Office	890,000	0.2500	13-Feb-15	-890,000	-97.53	AA	
30-Jan-15	217	HSBC	190,000	0.2100	02-Feb-15	-190,000	-3.28	AA-	F1+
			5,685,000			-5,685,000	-1,144.11		
Feb'15									
02-Feb-15	218	Debt Management Office	1,000,000	0.2500	09-Feb-15	-1,000,000	-47.95	AA	
02-Feb-15	219	Nationwide BS	Rolled Over	0.4400	17-Mar-15		-777.53	A	F1
17-Mar-15	219	Nationwide BS	1,500,000	0.4300	Still Outstanding		-265.07	A	F1
02-Feb-15	220	HSBC	340,000	0.2100	05-Feb-15	-340,000	-5.87	AA-	F1+
04-Feb-15	221	HSBC	80,000	0.2100	05-Feb-15	-80,000	-0.46	AA-	F1+
05-Feb-15	222	Coventry BS	Rolled Over	0.4200	30-Mar-15		-304.93	A	F1
30-Mar-15	222	Coventry BS	500,000	0.3900	Still Outstanding		-10.68	A	F1
05-Feb-15	223	HSBC	220,000	0.2305	13-Mar-15	-220,000	-50.02	AA-	F1+
06-Feb-15	224	HSBC	60,000	0.2100	09-Feb-15	-60,000	-1.04	AA-	F1+
09-Feb-15	225	Lloyds Bank Plc	1,000,000	0.4500	31-Mar-15	-1,000,000	-616.44	A	F1
09-Feb-15	226	HSBC	220,000	0.2100	16-Feb-15	-220,000	-8.86	AA-	F1+
10-Feb-15	227	HSBC	100,000	0.2100	20-Feb-15	-100,000	-5.75	AA-	F1+
12-Feb-15	228	HSBC	65,000	0.2100	13-Feb-15	-65,000	-0.37	AA-	F1+
13-Feb-15	229	HSBC	160,000	0.2100	23-Feb-15	-160,000	-9.21	AA-	F1+
13-Feb-15	230	Bank Of Scotland	500,000	0.4300	17-Mar-15	-500,000	-188.49	A	F1
16-Feb-15	231	Lloyds Bank Plc	500,000	0.4200	Still Outstanding		-253.15	A	F1
16-Feb-15	232	HSBC	230,000	0.2100	02-Mar-15	-230,000	-18.53	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED / DUE £	FITCH RATING AT TIME OF INVESTMENT	
								LONG-TERM	SHORT-TERM
16-Feb-15	233	HSBC	200,000	0.2100	09-Mar-15	-200,000	-24.16	AA-	F1+
19-Feb-15	234	HSBC	230,000	0.2100	23-Feb-15	-230,000	-5.29	AA-	F1+
23-Feb-15	235	HSBC	280,000	0.2100	13-Mar-15	-280,000	-29.00	AA-	F1+
26-Feb-15	236	HSBC	100,000	0.2100	20-Mar-15	-100,000	-12.66	AA-	F1+
			7,285,000			-4,785,000	-2,635.46		
Mar'15									
02-Mar-15	237	HSBC	430,000	0.21	04-Mar-15	-430,000	-4.95	AA-	F1+
04-Mar-15	238	Barclays Bank Plc	500,000	0.33	Still Outstanding		-126.58	A	F1
04-Mar-15	239	HSBC	60,000	0.21	09-Mar-15	-60,000	-1.73	AA-	F1+
06-Mar-15	240	HSBC	60,000	0.21	09-Mar-15	-60,000	-1.04	AA-	F1+
09-Mar-15	241	HSBC	110,000	0.21	16-Mar-15	-110,000	-4.43	AA-	F1+
12-Mar-15	242	HSBC	70,000	0.21	16-Mar-15	-70,000	-1.61	AA-	F1+
13-Mar-15	243	HSBC	200,000	0.21	16-Mar-15	-200,000	-3.45	AA-	F1+
16-Mar-15	244	HSBC	575,000	0.21	17-Mar-15	-575,000	-3.31	AA-	F1+
16-Mar-15	245	HSBC	400,000	0.21	23-Mar-15	-400,000	-16.11	AA-	F1+
17-Mar-15	246	HSBC	90,000	0.21	19-Mar-15	-90,000	-1.04	AA-	F1+
19-Mar-15	247	HSBC	150,000	0.21	23-Mar-15	-150,000	-3.45	AA-	F1+
23-Mar-15	248	Coventry BS	500,000	0.40	Still Outstanding		-49.32	A	F1
23-Mar-15	249	HSBC	420,000	0.21	30-Mar-15	-420,000	-16.92	AA-	F1+
25-Mar-15	250	HSBC	150,000	0.21	Still Outstanding		-6.04	AA-	F1+
27-Mar-15	251	HSBC	130,000	0.21	30-Mar-15	-130,000	-2.24	AA-	F1+
30-Mar-15	252	HSBC	500,000	0.21	Still Outstanding		-5.75	AA-	F1+
31-Mar-15	253	Bank Of Scotland	1,000,000	0.40	Still Outstanding		-10.96	A	F1
31-Mar-15	254	HSBC	70,000	0.21	Still Outstanding		-0.40	AA-	F1+
			5,415,000			-2,695,000	-259.33		
INVESTMENTS MADE APRIL 2014 to MARCH 2015			82,770,000			-77,550,000	-22,021.88		
TOTAL INVESTMENTS 2014/15 (INCLUDING INVESTMENTS BROUGHT FORWARD FROM 2013/14			85,820,000			-80,600,000	-22,707.94		

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 16 June 2015
 title: REPRESENTATIVES ON OUTSIDE BODIES 2015/16
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

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

2 BACKGROUND

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

3 ISSUES

- 3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 19 May 2015.

Armed Forces Champion	Cllr Jim White
Clitheroe Royal Grammar School	Cllrs Ian Brown, Stephen Atkinson and Paula Dobson
Citizen's Advice Bureau	Cllrs Ged Mirfin, Lesley Graves and Mary Robinson
Hyndburn & Ribble Valley Council for Voluntary Services	Cllr Richard Newmark
LGA Consultative committee	Cllrs Stuart Hirst and Allan Knox

Police & Crime Panel	Cllr Terry Hill
Ribble Valley Community Safety Partnership	Cllr Robert Thompson
Ribble Valley Community Transport	Cllr Ian Sayers
SPARSE	Cllr Richard Sherras

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

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2015/16.
- Technical, Environmental and Legal – no significant risks identified
- Political) the Council's representation on a number of these bodies is important
- Reputation) to both it's political and reputational relationship with wider partnerships
- Equality & Diversity - no significant risks identified

5 CONCLUSION

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

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 19.5.15

REF: CE/OMH/P&F/16.6.15

For further information please ask for Olwen Heap, extension 4408