

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: OLWEN HEAP
direct line: 01200 414408
e-mail: olwen.heap@ribblevalley.gov.uk
my ref: OH/CMS
your ref:
date: 18 January 2016

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

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

Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 26 JANUARY 2016** in the **TOWN HALL, CHURCH STREET, CLITHEROE**.

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held 27 October 2015 and the Special Policy and Finance held on 30 November 2015 – copies enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Revised Capital Programme 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 6. Revised Revenue Budget 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 7. Original Revenue Budget 2016/17 – report of Director of Resources – copy enclosed.

- ✓ 9. Flooding in Ribble Valley 2015 – report of Chief Executive – copy enclosed.
- ✓ 10. Local Council Tax Support Scheme 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 11. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 12. Lancashire Business Rates Pool – report of Director of Resources – copy enclosed.
- ✓ 13. Concurrent Function Grants – Further Application – report of Director of Resources – copy enclosed.
- ✓ 14. Grant to Longridge Over 60's Club – report of Director of Resources – copy enclosed.
- ✓ 15. Appointment of Clitheroe Grammar School Trustees – report of Chief Executive – copy enclosed.
- ✓ 16. Revised Corporate Strategy 2015/2019 – report of Principal Policy and Performance Officer – copy enclosed.
- 17. References from Committee (if any).

INFORMATION ITEMS

- ✓ 18. The English Indices of Multiple Deprivation 2015 – report of Chief Executive – copy enclosed.
- ✓ 19. Treasury Management Monitoring 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 19a. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 20. Minutes of Budget Working Group held on 22 October 2015 – copy enclosed.
- 21. Reports from Representatives on Outside Bodies (if any).

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

DECISION ITEMS

- ✓ 22. Sale of Council Owned Land – report of Director of Community Services – copy enclosed.
- ✓ 23. Employment Land Update – report of Chief Executive – copy enclosed.
- ✓ 24. Local Taxation and Housing Benefit Write-Offs – report of Director of Resources – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 5

meeting date: 26 JANUARY 2016
title: REVISED CAPITAL PROGRAMME 2015/16
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the revised 2015/16 capital programme for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 The original capital programme for 2015/16 was approved by Policy and Finance Committee in February 2015.

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

3 ORIGINAL CAPITAL PROGRAMME 2015/16

3.1 The original 2015/16 Policy and Finance Committee capital programme included three schemes at a total estimated cost of £371,400.

3.2 In addition, a budget of £100,000 for the Economic Development Initiatives scheme was moved from 2014/15 to 2015/16. This budget was set up to provide support for economic development whenever appropriate opportunities arise. Discussions were taking place regarding a number of potential sites in 2014/15.

3.3 The total of these two elements created a 2015/16 Policy and Finance Committee capital programme with four schemes and a total approved budget of £471,400, which is shown in Annex 1.

4 REVISING THE 2015/16 CAPITAL PROGRAMME

4.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £471,400, which is the same as the total originally approved budget.

4.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2015/16 £	Budget moved from 2014/15 £	Total Approved Budget 2015/16 £	Revised Estimate 2015/16 £	Actual Expenditure including commitments as at end of December 2015 £
371,400	100,000	471,400	471,400	3,772

4.3 Expenditure on the four capital programme schemes, at the end of December 2015, is £3,772, which is only 0.8% of the revised estimate. The main reasons for this are as follows:

- **OROOF - Council Offices Re-roofing (-£164,328) and WINDW – Council Offices Replacement Windows and Rooflights (-£88,300):** Work is currently in progress on the combined contract for these two schemes. It is expected to be completed by the year-end, weather permitting.
- **TNSCP – Clitheroe Townscape Scheme (-£115,000):** The scheme is on hold whilst we seek to establish whether Lancashire County Council's funding contribution will support expenditure on enhanced town centre improvements, which is the aim of the scheme, rather than core maintenance work. If a way forward is not agreed with the County Council before year-end, the scheme budget will be moved into 2016/17 as slippage. There will be a need to re-assess the scheme if agreement is not reached on enhanced improvements.
- **ECDVI – Economic Development Initiatives (-£100,000):** The site acquisition approved by this Committee in October 2015 is the one economic development opportunity in progress currently that will require investment support funding from the Economic Development Initiatives budget. At this stage, the actual timing of the site acquisition and any support costs to be funded from this budget is not confirmed. Any unused budget from 2015/16 will be moved into 2016/17 as slippage.

4.4 Updated capital evaluation forms completed by the responsible officers for all the schemes were reported to this Committee in the previous cycle.

5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see no change to the level of financing resources needed for 2015/16.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

- 6.1 The revised estimate for this Committee's 2015/16 capital programme is £471,400, which is the same as the total approved budget.
- 6.2 The combined contract for the Council Offices Re-roofing and Council Offices Replacement Windows and Rooflights schemes is expected to be completed by the year-end, weather permitting.
- 6.3 The Clitheroe Townscape scheme is on hold whilst we seek to establish whether Lancashire County Council's funding contribution will support expenditure on enhanced town centre improvements.
- 6.4 The actual timing of the site acquisition support costs to be funded from the Economic Development Initiatives budget is not confirmed.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve the revised capital programme for 2015/16 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF13-16/AC/AC
18 January 2016

For further background information please ask for Andrew Cook

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE – REVISED CAPITAL PROGRAMME 2015-16

Cost Centre	Scheme	Original Estimate 2015/16 £	Budget moved from 2014/15 £	Total Approved Budget 2015/16 £	Revised Estimate 2015/16 £	Actual Expenditure including commitments as at end of December 2015 £
OROOF	Council Offices – Re-roofing	167,500	0	167,500	167,500	3,172
WINDW	Council Offices – Replacement Windows and Rooflights	88,900	0	88,900	88,900	600
TNSCP	Clitheroe Townscape Scheme	115,000	0	115,000	115,000	0
ECDVI	Economic Development Initiatives	0	100,000	100,000	100,000	0
	Total Policy and Finance Committee	371,400	100,000	471,400	471,400	3,772

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 26 JANUARY 2016
 title: REVISED REVENUE BUDGET 2015/16
 submitted by: DIRECTOR OF RESOURCES
 principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To agree a revised revenue budget for 2015/16.

2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2015. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

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

2.3 The 2015/16 budget included provision for price increases of 2% and for the settled pay award of 2.2% spread over two years (2014/15 and 2015/16). This equates to approximately 1% pay increase for 2015/16.

3 CHANGES TO ORIGINAL ESTIMATE

3.1 The original estimate was approved in March 2015. That budget changed part way through the year with the approval of additional funding for hosting a stage of the Tour of Britain cycle race. This was approved by Policy and Finance Committee in September 2015.

3.2 Overall the total net budget for this committee has not changed as this additional expenditure was to be funded from existing earmarked reserves.

3.3 The impact of this change has been summarised below:

	Original Estimate £	Tour of Britain Cycle Race £	Amended Original Estimate £
Net Cost of Services	2,138,260	35,000	2,173,260
Movement in Earmarked Reserves			
Performance Reward Reserve	-49,974	-12,080	-62,054
Concessionary Travel	-40,026	0	-40,026
Fleming Vat Reserve	0	-22,920	-22,920
Other Reserves	99,600	0	99,600
Total	2,147,860	0	2,147,860

4 REVISED REVENUE BUDGET 2015/16

4.1 The revised budget is £84,560 lower than the original estimate. This is reduced to £73,070 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Original Estimate 2015/16	Movement in Expenditure	Movement in Income	Movement In Support Services	Movement in Capital Costs	Revised Estimate 2015/16
		£	£	£	£	£	£
ALBNM	Albion Mill	490	0	0	380	0	870
INDDV	Economic Development	90,930	0	0	5,740	0	96,670
TOURB	Tour of Britain	125,000	-6,160	-250	0	0	118,590
CEXEC	Chief Executives Department	0	56,980	0	-56,980	0	0
LSERV	Legal Services	0	1,930	-2,610	680	0	0
CORPM	Corporate Management	324,830	0	0	-2,540	0	322,290
CSERV	Corporate Services	176,600	21,360	-6,000	-1,970	0	189,990
CIVST	Civic Suite	0	-2,960	680	1,780	500	0
CLOFF	Council Offices	0	-10,340	270	7,150	2,920	0
EMERG	Community Safety	64,220	-140	0	-7,980	0	56,100
CLTAX	Council Tax	327,210	16,420	-10,510	-3,500	0	329,620
NNDRC	National Non Domestic Rates	51,890	18,290	-15,590	-590	0	54,000
DISTC	District Elections	77,750	-18,900	0	0	0	58,850
ELADM	Election Administration	44,790	0	0	11,110	0	55,900
ELECT	Register of Electors	93,260	6,370	-16,460	-6,100	0	77,070
PARIS	Parish Elections	0	21,510	0	0	0	21,510
CIVCF	Civic Functions	59,660	-1,470	0	2,330	0	60,520
COSDM	Cost of Democracy	455,160	-9,270	0	-28,970	0	416,920
LICSE	Licensing	10,470	1,290	-2,570	-3,160	0	6,030
LANDC	Land Charges	29,860	27,000	-44,620	-8,240	0	4,000
FGSUB	Grants and Subscriptions	146,830	-1,780	0	1,300	0	146,350
ESTAT	Estates	10,440	3,480	-1,470	-4,420	34,970	43,000
LUNCHS	Luncheon Clubs	13,960	-5,230	5,800	-1,150	0	13,380
FMISC	Policy & Finance Miscellaneous	-63,320	-23,600	2,980	7,090	0	-76,850
PERFM	Performance Reward Grants	14,140	3,360	0	-710	0	16,790
SUPDF	Superannuation Deficiency Payments	119,090	-8,530	0	-170	0	110,390
COMPR	Computers	0	-61,250	20	61,510	-280	0
FSERV	Financial Services	0	33,570	20	-33,590	0	0
OMDEV	Organisation & Member Development	0	4,230	-1,680	-2,550	0	0
CONTC	Contact Centre	0	-5,190	0	5,190	0	0
REVUE	Revenues and Benefits	0	33,520	-160	-33,360	0	0
NET COST OF SERVICES		2,173,260	94,490	-92,150	-91,720	38,110	2,121,990

ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
FNBAL H230	Election Fund	-55,870	0	-2,610	0	0	-58,480
FNBAL H326	Performance Reward Grants Reserve	-74,014	49,974	-3,360	0	0	-27,400
FNBAL H269	Valuation of Assets Reserve	2,000	0	0	0	0	2,000
FNBAL	Concessionary Travel Reserve	-40,026	40,026	0	0	0	0
FNBAL	Tour of Britain Reserve	0	0	-90,000	0	0	-90,000
FNBAL H325	VAT Shelter Reserve	180,000	0	0	0	0	180,000
FNBAL H276	Promotions Reserve	0	0	-9,260	0	0	-9,260
FNBAL H354	IER Reserve	-14,570	16,900	-9,510	0	0	-7,180
FNBAL H327	Fleming VAT Reserve	-22,920	6,410	0	0	0	-16,510
CPBAL H330	Revenue Contribution to Capital	0	1,580	0	0	0	1,580
FNBAL H272	Land Charges Restitution Reserve	0	17,950	0	0	0	17,950
FNBAL	IT Equipment Reserve	0	0	-7,610	0	0	-7,610
FNBAL H337	Equipment Reserve	0	2,000	-1,000	0	0	1,000
NET BALANCES AND RESERVES		-25,400	134,840	-123,350	0	0	-13,910
NET EXPENDITURE		2,147,860	229,330	-215,500	-91,720	38,110	2,108,080

4.2 The difference between the revised and original estimate is an estimated decrease in net spending of £39,780 after allowing for transfers to and from earmarked reserves. The main reasons for this are shown at Annex 1. However, a summary of the main variances is given below:

Description	Variations from original estimate to revised estimate £
CEXEC: Chief Executives Department	
Increase in employee costs due to the transfer of staff from Community Services to Chief Executive's Department offset by vacant posts in Environmental Health and Building Control sections.	63,330
DISTC: District Elections	
The costs for the May elections were shared between Parliamentary, District and Parish elections. The District element included an element for Parish elections.	-18,900
PARIS: Parish Elections	
The costs for the May elections were shared between Parliamentary, District and Parish elections. The Parish element was included in the provision for District elections.	21,510

Description	Variances from original estimate to revised estimate £
ELECT: Register of Electors	
Additional grant from Ministry of Justice to reimburse local authorities for expenditure incurred on the move to Individual Electoral Registration.	-16,900
LANDC: Land Charges	
Additional costs from Ribble Valley's share of litigation costs. This is offset by grant from Department of Communities and Local Government. Net income to be added to the earmarked reserve established for this purpose.	-17,950
LUNCH: Luncheon Clubs	
Increase in provision for grant payments to support new luncheon clubs	21,120
FMISC: Policy & Finance Miscellaneous Expenses	
Reduced external audit fee	-20,810
COMPR: Computer Services	
Reduction in software maintenance costs due to such costs now being charged direct to services.	-83,130
FSERV: Financial Services	
Increase in employee related expenditure as there has been no staff turnover. At the time of setting the Original Estimate, an allowance is made across all staffing budgets for staff vacancies/turnover.	17,650
Increase in software support costs as a share of maintenance of the Financial system now being charged direct to the service user rather than to Computer services.	21,300
OTHER	
Decrease in Support Service costs due to changes in cost allocations	-91,720

5 CONCLUSION

5.1 The difference between the revised and original estimate is a decrease in the net cost of services of £84,560; however this falls to a reduction in net spending of £39,780 after allowing for transfers to and from earmarked reserves.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – approval of the revised estimate would see a reduction in net expenditure of £39,780 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the council.
- Equality and Diversity – equality and diversity issues are considered in the provision of all council services.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised budget for 2015/16.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF11-16/TH/AC
5 January 2016

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>ALBNM: Albion Mill</i>					
Increase in support costs recharged mainly from Financial Services due to changes in cost allocation of these services			380		
Total Albion Mill					380
<i>INDDV: Economic Development</i>					
Increase in support costs recharged mainly from Community Services due to changes in cost allocation of these services			5,740		
Total Economic Development					5,740
<i>TOURB: Tour of Britain Cycle Race</i>					
Expenditure on hire of plant mainly from vehicle removal service and hire of temporary toilets was less than anticipated. Also only part of the contingency provision was required.	-6,410				
Total Tour of Britain Cycle Race					-6,410
<i>CEXEC: Chief Executive</i>					
Increase in employee costs due to the transfer of staff from Community Services to the Chief Executive's Department partly offset by vacant posts in Environmental Health and Building Control sections.	63,330				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Reduction in the budget provision for tuition fees, transport costs, protective clothing, printing and stationery, reference books and postages to reflect previous year's spending patterns.	-5,160				
Deletion of the email / internet usage provision, now included in the overall recharge of Computer Services costs	-1,350				
Reduction in support costs recharged mainly from Computer Services and accommodation costs due to changes in cost allocation of these services			-23,870		
The increase in net expenditure is reflected in increased recharges to other services			-33,110		
Total Chief Executive's Department					-160
LSERV: Legal Services					
Increase in employee related expenditure due to provision for staff turnover not being met	12,820				
Reduction in budget provision for the purchase of reference books partly due to a Virement to Licensing to fund the purchase of equipment and partly due to the effect of online reference subscriptions.	-3,000				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Decrease in provision for tuition fees, staff advertising, car allowances, car leasing repayments, and purchase of equipment and protective clothing, legal cost and statutory notices and also by an increase in income from legal fees mainly to reflect previous year's spending patterns.	-7,140	-2,120			
Deletion of the email / internet usage provision, now included in the overall recharge of Computer Services costs	-500				
Reduction in support costs mainly from Computer Services, accommodation costs and Organisation and Member Development partly offset by an increase in support costs mainly from Financial Services due to changes in cost allocation of these services.			-10,080		
The decrease in net expenditure is reflected in a decrease in recharges to other services			10,760		
Total Legal Services					740

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>CORPM: Corporate Management</i>					
Decrease in support costs mainly from Contact Centre and the Chief Executive's Department. This is partly offset by increases from Community Services Department and Financial Services due to changes in cost allocation of these services			-2,540		
Total Corporate Management					-2,540
<i>CSERV: Corporate Services</i>					
Increase in provision for the production of the Ribble Valley News and promotional activities, this is due to a delay in producing the Spring 2015 edition to allow publicity for the Tour of Britain cycle race after the publicity embargo was removed. The additional cost in this financial year will be funded from an earmarked reserve established for this purpose at the end of 2014/15.	9,260				
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge of Computer services.	6,830				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
A provision for consultant costs has been created to employ a productivity expert. This is offset by grant funding.	6,000	-6,000			
Reduced support costs mainly from Computer services and accommodation costs offset by an increase from Organisation and Member Development due to changes in cost allocation of these services			-1,970		
Total Corporate Services					14,120
<i>CIVST: Civic Suite</i>					
Reduced employee costs due to a reduction in overtime provision and temporary cover for Town Hall Keeper	-910				
Reduced energy costs mostly from reduced usage of gas	-1,450				
Reduction in support costs mainly from Community Services due to changes in costs allocation of this service			-14,470		
The decrease in net expenditure is reflected in reduced recharges to other services			16,250		

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
There has been an increase in the depreciation charge following on from the revaluation of our assets at the end of 2014/15				500	
Total Civic Suite					-80
<i>CLOFF: Council Offices</i>					
Reallocation of budget for repairs and maintenance based on the latest work plans	-6,330				
Reduced energy costs mostly from reduced usage of electricity and gas	-5,160				
Reduction in support costs mainly from Community Services and Organisation & Member Development due to changes in cost allocations of this service.			-26,940		
The decrease in net expenditure is reflected in reduced recharges to other services			34,090		
There has been an increase in the depreciation charge following on from the revaluation of our assets at the end of 2014/15				2,920	
Total Council Offices					-1,420

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
EMERG: Community Safety					
Decrease in support costs mainly from Chief Executive's Department and Community services due to changes in the allocation of costs from these services			-7,980		
Total Community Safety					-7,980
CLTAX: Council Tax					
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge from Computer Services.	15,850				
Additional income from a compensation payment from Royal Mail after an error was identified on the invoices for the response service.		-10,000			
Decrease in support costs mainly from Computer services partly offset by increases from Revenues Services and Financial Services due to changes in cost allocations of these services			-3,500		
Total Council Tax					2,350

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>NNDRC: National Non Domestic Rates</i>					
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge of Computer Services.	4,330				
External legal fees have been incurred due to a legal challenge regarding National Non Domestic Rates	1,780				
Income from retained business rates in relation to Enterprise Zones for 2013/14 and 2014/15 paid to Lancashire County Council	13,010	-13,010			
Increase in cost of collection grant and court costs		-2,590			
Decrease in support costs mainly from Computer Services offset by increases from Organisation and Member Development and Revenue Services due to changes in cost allocation of these services			-590		
Total National Non Domestic Rates					2,930

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>DISTC: District Elections</i>					
The cost of May elections were shared between Parliamentary, District Elections and Parish elections. The cost of the District elections was less than anticipated. The cost of this election is met from an earmarked reserve established by annual contributions to the reserve.	-18,900				
Total District Elections					-18,900
<i>PARIS: Parish Elections</i>					
The cost of May elections were shared between Parliamentary, District Elections and Parish elections. The cost of the Parish elections was more than anticipated. The cost of this election is met from an earmarked reserve established by annual contributions to the reserve.	21,510				
Total Parish Elections					21,510
<i>ELADM: Election Administration</i>					
Increase in support costs mainly from Organisation & Member Development, Legal Services and Financial Services due to changes in cost allocation from these services			11,110		
Total Election Administration					11,110

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>ELECT: Register of Electors</i>					
Additional cost of temporary staff employed on Individual Electoral Registration and photocopying - cost to be grant funded	2,960				
Increased cost of the delivery and collection, including postage, of electoral forms compared to previous year - cost to be grant funded.	6,710				
Reduction in software maintenance cost as share in cost reimbursed as part of the reimbursement for the Parliamentary Elections	-4,240				
Additional grant from Ministry of Justice to reimburse local authorities for expenditure incurred on move towards Individual Electoral Registration to be added to the earmarked reserve established for this purpose.		-16,900			
Reduction in support costs mainly from Legal Services due to changes in cost allocation from this service			-6,100		
Total Register of Electors					-17,570

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
CIVCF: Civic Functions					
Decrease in fuel cost and provisions for annual council, 'Mayoress at Home' and other expenses, offset by increase in vehicle insurance.	-1,700				
Increase in support costs mainly from Legal Services offset by a reduction from Organisation and Member Development due to changes in cost allocations from these services			2,330		
Total Civic Functions					630
COSDM: Cost of Democracy					
Following a review of the Members' Allowance Scheme there has been a reduction in special responsibility allowances offset by increases in basic allowances	-5,360				
The provisions for purchase of equipment, car allowances. Council meeting expenses have been reduced to reflect previous expenditure patterns.	-3,960				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Reduction in support costs mainly from Chief Executive's Department, Community Services and Organisation & Member Development partly offset by increases from Financial Services and Legal Services due changes in cost allocations from these services			-28,970		
Total Cost of Democracy					-38,290
<i>LICSE: Licensing</i>					
Reduction in expenditure on disclosure baring service checks offset by reduced income	-1,410	1,410			
Increase in budget provision for the purchase of equipment to enable the purchase of card printers. This was funded by a Virement from Legal Services	2,350				
Increase in income from premises and of taxi licenses.		-5,480			
Reduced support costs mainly from Financial Services due to changes in cost allocations from this service.			-3,160		
Total Licensing					-6,290

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
LANDC: Land Charges					
Additional costs from Ribble Valley's share of litigation costs of fees previously charged plus a settlement payment offset by an additional grant from Department for Communities and Local Government to contribute towards the costs of these restitution claims. The net income to be added to the earmarked reserve fund established for this purpose.	26,570	-44,520			
Reduced support costs mainly from Community Services and Legal Services partly offset by an increase from Chief Executive's Department due to changes in cost allocations from these services			-8,240		
Total Land Charges					-26,190
FGSUB: Policy & Finance Grants & Subscriptions					
Removal of provision for subscription to Local Government Information Unit	-1,680				
Increase in support costs from Financial Services due to changes in costs allocations from this service			1,300		
Total Policy & Finance Grants & Subscriptions					-380

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
<i>ESTAT: Estates</i>					
Additional cost of National Non Domestic Rates, energy fees and depreciation resulting from taking over the physiotherapy centre.	2,450			1,680	
Additional income from freehold sale of land, to be added to capital reserve		-1,580			
Reduction in support costs mainly from Community Services due to changes in costs allocations from this service. Increase in depreciation for Longridge Civic Hall and gym transferred from Community Cttee			-4,410	33,290	
Total Estates					31,430
<i>LUNCH: Luncheon Clubs</i>					
The provision for administration grant previous given to the Royal Voluntary Service for the meals on wheels service reallocated to provide support for new luncheon clubs.	-10,290				
As a result of the meals on wheels service ending there has been a reduction in cost of meals and transport offset by reduced income from sales	-15,130	5,230			
Increase in provision for grant payments to support luncheon clubs	21,120				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Reduced support costs mainly from Financial Services due to changes in cost allocations from this service			-1,150		
Total Luncheon Clubs					-220
<i>FMISC: Policy and Finance Miscellaneous Expenses</i>					
Reduced external audit fees mainly from the main audit of accounts	-20,810				
Reduced bank charges offset by reduction in recharge to other services	-2,790		2,790		
Increased support costs from Legal Services and Financial Services due to changes in cost allocations from these services			3,040		
Increased debt management expenses due to changes in cost allocations to the service			4,040		
Total Policy and Finance Miscellaneous Expenses					-13,730
<i>PERFM: Performance Reward Grants</i>					
Increase in schemes anticipated to be completed by March 2016 resulting in an increase in funding from the earmarked reserve established for this purpose.	3,360				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Reduced support costs from Chief Executive's Department due to changes in cost allocations from this service			-710		
Total Performance Reward Grants					2,650
<i>SUPDF: Superannuation Deficiency Payment</i>					
Reduction in deficiency payments due to reducing number of beneficiaries	-8,530				
Total Superannuation Deficiency Payment					-8,530
<i>COMPR: Computer Services</i>					
Increase in employee costs due to maternity cover.	14,770				
A provision for non-recurring expenditure has been introduced to fund the cost of migration of the Financial and Purchasing system to a new server. This expenditure will be met from an earmarked reserve.	7,610				
Reduction in computer consumables resulting from the move from individual printers to office based printers and also a reduction in the provision for government connect based on previous spending patterns.	-5,950				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Increase in email / internet cost due to costs no longer being recharged separately directly to services. These costs are now included in the overall recharge of computer services	5,890				
Reduction in software maintenance costs due to charges now being charged direct to service	-83,130				
Increase in support costs mainly from Financial Services offset by a reduction in accommodation charge due to changes in cost allocations from these services.			1,200		
The decrease in net expenditure is reflected in a decrease in recharges from this cost centre to other services			60,310		
Reduction in depreciation due to reduced capital expenditure on PSN compliance in 2014/15				-280	
Total Computer Services					420
FSERV: Financial Services					
Increase in employee related expenditure due no staff turnover in year	17,650				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Reduction in professional qualification tuition fees, reduced printing and stationery cost due to move to office based printers, removal of email / internet charge now included in main computer recharge, removal of provision for conference expenses as CIPFA conference not attended, offset by increased provision for reference books for trial of online subscription.	-4,050				
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge of Computer Services.	21,300				
Increase in support costs mainly from Computer Services offset by reduced accommodation charge due to changes in cost allocations from these services			26,090		
The increase in net expenditure is reflected in an increase in recharges to other services			-59,680		
Total Financial Services					1,310

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
OMDEV: Organisation & Member Development					
Increase in employee related expenditure due to low level of staff turnover in year	4,860				
Reduced printing and stationery costs due to move towards office based printers, also reduced photocopying and telephone cost due to reduction in usage and removal of email/internet provision.	-3,410				
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge of Computer Services.	3,880				
Additional income received from new mobile phone contract to be added to earmarked reserve		-2,000			
Increase in support costs mainly from Computer Services partly offset by reduction in accommodation costs and Legal Services support due to changes in cost allocations from this service			4,740		
The increase in net expenditure is reflected in an increase in recharges to other services			-7,290		
Total Organisation & Member Development					780

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
CONTC: Contact Centre					
Decrease in employee related expenditure due to a higher than anticipated level of staff turnover in year	-3,840				
Additional provision for non-recurring purchase of equipment to provide for 1 day consultancy, this cost is to be met from an earmarked reserve.	1,040				
Reduction in provision for protective clothing as new staff uniforms only replaced every two years.	-1,700				
Increased support costs mainly from Computer Services offset by decrease in accommodation charge due to changes in cost allocation of this service			11,470		
The increase in net expenditure is reflected in an increase in recharges to other services			-6,280		
Total Contact Centre					690
REVUE: Revenue Services					
Increase in employee related expenditure due to low level of staff turnover in year	18,640				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
Increase in software support which is now being charged direct to the service rather than being included in the overall recharge of Computer Services.	17,300				
Increase in support costs mainly from Contact Centre offset by reduction in accommodation charge due to changes in cost allocation of this service			4,430		
The increase in net expenditure is reflected in increased recharges to other services			-37,790		
Total Revenues Services					2,580
Other	-4,400	5,410	-2,960		-1,950
Sub-Total	94,490	-92,150	-91,720	38,110	-51,270

MOVEMENT IN RESERVES					
FNBAL/H230 Election Reserve					
Increase in funding of District and Parish Elections		-2,610			-2,610
FNBAL/H337 Equipment Reserve					
Funding for the consultancy day for relocation of software for contact centre.		-1,000			-1,000
Contribution to reserve from income received from entering into new mobile phone contract	2,000				2,000

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
FNBAL/H326 Performance Reward Grant Reserve					
Increase in funding of Performance Reward Grant schemes anticipated to complete in 2015/16		-3,360			-3,360
The initial establishment of the Tour of Britain reserve took place at the end of the 2014/15 financial year at the time of closing down the accounts – using funds from this earmarked reserve. As a consequence, this funding will now come directly from the new Tour of Britain earmarked reserve	49,974				49,974
FNBAL/H256 Concessionary Travel Reserve					
The initial establishment of the Tour of Britain reserve took place at the end of the 2014/15 financial year at the time of closing down the accounts – using funds from this earmarked reserve. As a consequence, this funding will now come directly from the new Tour of Britain earmarked reserve	40,026				40,026
FNBAL/H366 Tour of Britain Reserve					
Use of funding for the Tour of Britain from the reserve established at the end of the 2014/15 financial year at the time of closing down the accounts.		-90,000			-90,000

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM
ORIGINAL ESTIMATE TO REVISED ESTIMATE 2015/16**

	MOVEMENT IN EXPENDITURE	MOVEMENT IN INCOME	MOVEMENT IN SUPPORT SERVICES	MOVEMENT IN CAPITAL COSTS	TOTAL MOVEMENT
	£	£	£	£	£
FNBAL/H327 Fleming VAT Reserve					
Reduction in the additional funding for the Tour of Britain Cycle Race	6,410				6,410
FNBAL/H272 Land Charges Restitution Reserve					
Additional grant income received net of expenditure	17,950				17,950
FNBAL/H276 Promotions Reserve					
Funding for spring 2015 edition of Ribble Valley News and promotional activities for Tour of Britain cycle race		-9,260			-9,260
FNBAL/H354 IER Reserve					
Grant income added to reserve less funding for staffing, equipment and printing	16,900	-9,510			7,390
FNBAL/H262 IT Reserve					
Funding for the migration of the Financials and Purchasing system to a new server		-7,610			-7,610
CPBAL/H330 Capital Reserve					
Contribution to reserve from freehold sales	1,580				1,580
Total	229,330	-215,500	-91,720	38,1100	-39,780

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7

meeting date: 26 JANUARY 2016
title: ORIGINAL REVENUE BUDGET 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2016/17, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

- 2.1 The three year forecast to Policy and Finance Committee in September showed that significant reductions to our budget of £263k and £445k would be necessary for 2016/17 and 2017/18 based on our forecast future grant allocation reductions.
- 2.2 Our provisional Settlement Funding Assessment, announced on the 17 December 2015, is £1,862,605 for 2016/17. In comparison our current year's allocation is £2,240,595. This represents therefore a reduction of 17% in our core government funding
- 2.3 The finance settlement also includes the option of a guaranteed settlement for every council for the 4 years 2016/17 to 2019/20, where the council can demonstrate efficiency savings. This will require an efficiency plan to be published, although it is unclear at this time what this would entail. The core funding offered for 2017/18, 2018/19 and 2019/20 show that our grant reductions in future years will be more severe than anticipated. By 2019/20 not only will our Revenue Support Grant be eliminated but the Government propose to introduce a further reduction of £109,000 which will increase our tariff payable under the Business Rates Retention Scheme.
- 2.4 Based on the information provided in the finance settlement, the three year forecast has been reviewed and now indicates increased requirements for reductions to the council's budget. The forecast shows reductions needed of £423K in 2016/17, £756K in 2017/18 and £1,161K in 2018/19 which are markedly worse than we predicted.
- 2.5 The Government announce movements in our 'Spending Power' which includes income from Council Tax Payers, New Homes Bonus and other grants when quoting our funding allocations. According to the Government we will see an increase of 2.8% in our Spending Power in 2016/17. This includes the Government's assumption that the council will take up the ability to increase its council tax by the maximum allowed of £5, being a special concession for lower quartile authorities.
- 2.6 The Budget Working Group will continue to meet over the coming weeks and will ultimately make recommendations to Special Policy and Finance on 9 February 2016.

3 2016/17 DRAFT REVENUE BUDGET

- 3.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay and price increases at 1.5%.
- 3.2 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2015/16 Amended Original Estimate, to the proposed Original Estimate for 2016/17. Comments are also provided on the main variances.

4 COMMITTEE SERVICE ESTIMATES

4.1 CHIEF EXECUTIVE'S DEPARTMENT

Service Description							CEXEC
<p>The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. The Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety and provide the council's mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for Legal and Democratic Services are shown in a separate paragraph 4.27. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	910,400	13,640	700	93,100	0	0	1,017,840
Transport Related	27,760	420	-160	-1,120	0	0	26,900
Supplies and Services	22,320	350	-110	-2,560	0	0	20,000
Support Services	182,080	0	0	0	-16,250	0	165,830
Total Expenditure	1,142,560	14,410	430	89,420	-16,250	0	1,230,570
Other grants & reimbursements	-50	0	0	0	0	0	-50
Departmental Recharges	-1,130,750	0	0	0	-87,930	0	-1,218,680
Miscellaneous Recharges	-11,760	-180	180	0	-80		-11,840
Total Income	-1,142,560	-180	180	0	-88,010	0	-1,230,570
NET	0	14,230	610	89,420	-104,260	0	0
Comments							
<p>The increase in employee related expenses relates to forward planning staff being transferred from Community services Department under Community Services Committee. This is partly offset by a part-time democratic services post transferring to the Legal Services budget. There are also increases in national insurance costs due to changes in contributions for those staff in an occupational pension and a consequential increase in the share of employee insurance.</p> <p>The share of vehicle insurance cost have reduced due to a reallocation of insurance costs across services. Car allowances have also reduced due to less mileage being travelled/claimed in recent years. Email and internet connection charges have also reduced due to these costs now being included in the overall recharge of Computer services, rather than being recharged separately to services.</p> <p>The reduction in support services costs is mainly from Computer services and accomodation due to changes in cost allocations from these services.</p> <p>The net increase in net expenditure is reflected in increased recharges to services.</p>							

4.2 ORGANISATION AND MEMBER DEVELOPMENT

Service Description							OMDEV
<p><i>This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.</i></p>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	312,730	4,670	-110	14,560	0	0	331,850
Transport Related	5,220	80	-30	-960	0	0	4,310
Supplies and Services	36,280	550	10	370	0	0	37,210
Support Services	72,380	0	0	0	6,210	0	78,590
Total Expenditure	426,610	5,300	-130	13,970	6,210	0	451,960
Customer and Client Receipts	-4,160	-60	0	320	0	0	-3,900
Departmental Recharges	-422,450	0	0	0	-25,610	0	-448,060
Total Income	-426,610	-60	0	320	-25,610	0	-451,960
NET	0	5,240	-130	14,290	-19,400	0	0
Comments							
<p>The increase in staff costs results from a number of items, namely the creation of a budget provision for a modern apprentice; incremental pay awards and also changes to the national insurance contribution rates for employees with an occupational pensions.</p> <p>There has also been an increase in employee and vehicle insurance following a review of how these costs are allocated across services.</p> <p>Supplies and service expenses have increased due to the net effect of the deletion of the email and internet charge, which is now included in the overall recharge of computer services, and reductions in printing and photocopying charges due to a move to shared printers/photocopiers where the cost of consumables are included in the copy charge.</p> <p>An increase in support costs is mainly from computer services offset by a reduction from legal services due to changes in cost allocations from these services.</p> <p>The overall increase in net expenditure is reflected in increased departmental recharges to other services.</p>							

4.3 CORPORATE SERVICES

Service Description							CSERV
<p><i>The cost of a small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications, which is recharged here from the Organisation and Member Development Cost Centre.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	24,040	370	0	6,110	0	0	30,520
Support Services	152,560	0	0	0	-2,030	0	150,530
Total Expenditure	176,600	370	0	6,110	-2,030	0	181,050
Net	176,600	370	0	6,110	-2,030	0	181,050
Comments							
<p>The annual software maintenance charge for the Covalent system is now being charged direct to the service rather than being included in the recharge from computer services.</p> <p>The reduction in support costs is mainly from computer services and office accommodation offset by an increase from organisation and member development due to changes in cost allocations from these services.</p>							

4.4 CORPORATE MANAGEMENT

Service Description							CORPM
<p><i>Corporate Management concerns those activities and costs that provide the infrastructure to allow services to be provided and the information that is required for public accountability.</i></p> <p><i>This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making, preparation of published accounts, publicity, estimating and accounting for precepts.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Support Services	324,830	0	0	0	-4,240	0	320,590
Total Expenditure	324,830	0	0	0	-4,240	0	320,590
NET	324,830	0	0	0	-4,240	0	320,590
Comments							
The reduction in support service costs is mainly from the Chief Executive's Department, partly offset by increases from Financial Services and Community Services Department							

4.5 CIVIC SUITE

Service Description	CIVST
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All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs to reflect the level of usage that they have had of the facility during the year.

Link to Ambitions

To be a well managed council providing efficient services based on identified customer needs

Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	11,390	160	-10	-380	0	0	11,160
Premises Related	28,020	400	-10	-1,650	0	0	26,760
Supplies and Services	2,270	20	-20	-400	0	0	1,870
Support Services	25,420	0	0	0	-14,610	0	10,810
Depreciation and Impairment	9,080	0	0	0	0	490	9,570
Total Expenditure	76,180	580	-40	-2,430	-14,610	490	60,170
Customer and Client Receipts	-6,380	-90	40	2,380	0	0	-4,050
Departmental Recharges	-69,800	0	0	0	13,680	0	-56,120
Total Income	-76,180	-90	40	2,380	13,680	0	-60,170
NET	0	490	0	-50	-930	490	0

Comments

Within employee related expenses the budgets for overtime and temporary staff for the Civic suite have been reduced based on previous years expenditure. This is partly offset by increased superannuation charges.

There has also been a reduction in gas usage and also a reduction in the budget for refreshments.

Support cost have been reduced mainly from Community Services Department due to changes in cost allocation from this service and the removal of the recharge from the Civic Functions service cost centre.

At the end of 2014/15 the Civic Suite was revalued. This has resulted in an increase in the future depreciation charges.

The budget for income for function hire has reduced in line with previous trends/medium term fluctuations in use

The reduction in net expenditure is reflected in reduced recharges to other services.

4.6 COUNCIL OFFICES

Service Description	CLOFF
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This budget is for the cost of our Council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building at the end of the financial year.

Link to Ambitions

To be a well managed council providing efficient services based on identified customer needs

Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	45,110	660	0	570	0	0	46,340
Premises Related	151,170	2,270	-90	-7,260	0	0	146,090
Supplies and Services	8,190	120	0	190	0	0	8,500
Third Party Payments	1,010	20	0	0	0	0	1,030
Support Services	47,210	0	0	0	-26,630	0	20,580
Depreciation and Impairment	23,660	0	0	0	0	28,560	52,220
Total Expenditure	276,350	3,070	-90	-6,500	-26,630	28,560	274,760
Customer and Client Receipts	-9,320	-140	0	380	0	0	-9,080
Departmental Recharges	-267,030	0	0	0	1,350	0	-265,680
Total Income	-276,350	-140	0	380	1,350	0	-274,760
NET	0	2,930	-90	-6,120	-25,280	28,560	0

Comments

There has been an increase in the allocation of employee and premises insurance, following a review of the basis which this is carried out

Repairs have been reduced to reflect the planned maintenance programme.

Energy costs have also been reduced mainly as a result of reduced usage.

Support costs have fallen due to the use of more up to date time allocation data relating to Engineering Services.

Depreciation charged has also increased due to a revaluation of assets at the end of the previous financial year and also the 2015/16 capital programme of reroofing and window replacement.

The decrease in net expenditure is reflected in reduced recharges to other services.

4.7 COMMUNITY SAFETY

Service Description							EMERG
<p><i>The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.</i></p>							
Link to Ambitions							
To help make people's lives safer and healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	10,130	160	-20	1,280	0	0	11,550
Support Services	54,090	0	0	0	-8,370	0	45,720
Total Expenditure	64,220	160	-20	1,280	-8,370	0	57,270
NET	64,220	160	-20	1,280	-8,370	0	57,270
Comments							
<p>Increase in the charge for two way radio usage offset by reduced support costs mainly from Chief Executive's Department and Community Services Department due to changes in cost allocations from these services.</p>							

4.8 COUNCIL TAX

Service Description							CLTAX
<i>The administration and collection of council tax</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	55,670	830	300	16,450	0	0	73,250
Support Services	350,770	0	0	0	450	0	351,220
Depreciation and Impairment	12,500	0	0	0	0	0	12,500
Total Expenditure	418,940	830	300	16,450	450	0	436,970
Other grants, Reimbursement and contributions	-1,880	-30	-10	-510	0	0	-2,430
Customer and Client Receipts	-89,850	-1,350	1,350	0	0	0	-89,850
Total Income	-91,730	-1,380	1,340	-510	0	0	-92,280
NET	327,210	-550	1,640	15,940	450	0	344,690
Comments							
<p>Software maintenance costs have been increased to reflect the costs being charged direct to the service rather than as part of the overall recharge of computer services.</p> <p>Postage costs and income from bailiffs have also been increased based on previous years trends.</p> <p>The small increase in support costs reflect the increase from revenue and Financial Services partly offset by a reduction from Computer Services due to changes in cost allocations from these services.</p>							

4.9 NATIONAL NON DOMESTIC RATES

Service Description							NNDRC
<i>The administration and collection of national non-domestic rates</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	5,110	70	50	3,530	0	0	8,760
Transfer Payments	26,280	390	10	70	0	0	26,750
Support Services	114,470	0	0	0	1,660	0	116,130
Total Expenditure	145,860	460	60	3,600	1,660	0	151,640
Government Grants	-87,900	-1,320	1,320	-2,590	0	0	-90,490
Other Grants and Contributions	-70	0	0	-110	0	0	-180
Customer and Client Receipts	-6,000	-90	90	-30	0	0	-6,030
Total Income	-93,970	-1,410	1,410	-2,730	0	0	-96,700
NET	51,890	-950	1,470	870	1,660	0	54,940

Comments

Software maintenance costs have increased due to the costs being charged direct to the service rather than in the overall recharge from computer services.

Support costs reflect an increase from Revenues Services and Organisation and Member Development, partly offset by a reduction from Computer Services due to changes in cost allocations from these services. There has been an increase in the NNDR cost of collection grant but only small increases in summonses income.

4.10 ELECTION ADMINISTRATION

Service Description							ELADM
<i>The cost of administering elections to the council.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Support Services	44,790	0	0	0	10,770	0	55,560
Total Expenditure	44,790	0	0	0	10,770	0	55,560
NET	44,790	0	0	0	10,770	0	55,560

Comments

An increase in support costs from Financial Services, Legal Services and Organisation and Member Development due to changes in cost allocations from these services reflecting the Police and Crime Commissioner elections and possible referendum expected in 2016/17.

4.11 DISTRICT ELECTIONS

Service Description							DISTC
<i>The cost of holding local elections once every four years. An earmarked reserve is set aside to fund this cost. The next elections are in 2019.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	41,310	640	-640	-41,310	0	0	0
Premises Related	7,800	130	-130	-7,800	0	0	0
Transport Related	140	0	0	-140	0	0	0
Supplies and Services	28,500	420	-420	-28,500	0	0	0
Total Expenditure	77,750	1,190	-1,190	-77,750	0	0	0
NET	77,750	1,190	-1,190	-77,750	0	0	0
Comments							
To reflect there will be no district elections in 2016							

4.12 REGISTER OF ELECTORS

Service Description							ELECT
<i>The council has a statutory duty to compile and maintain a register of all those entitled to vote</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	5,420	80	10	0	0	0	5,510
Supplies and Services	47,140	710	-90	-3,950	0	0	43,810
Support Services	41,920	0	0	0	3,640	0	45,560
Total Expenditure	94,480	790	-80	-3,950	3,640	0	94,880
Customer and Client Receipts	-1,220	-20	-40	0	0	0	-1,280
Total Income	-1,220	-20	-40	0	0	0	-1,280
NET	93,260	770	-120	-3,950	3,640	0	93,600
Comments							
A reduction in printing and stationery offset by an increase in photocopying reflecting the use of internal printing of stationery. An increase in support costs mainly from Legal Services due to changes in cost allocations from this service.							

4.13 CIVIC FUNCTIONS

Service Description							CIVCF
<i>Costs of all all mayoral expenditure including events, functions, support and transport.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	12,330	190	20	260	0	0	12,800
Premises Related	350	10	10	190	0	0	560
Transport Related	7,600	110	-60	-720	0	0	6,930
Supplies and Services	23,870	360	0	-1,550	0	0	22,680
Support Services	17,400	0	0	0	500	0	17,900
Total Expenditure	61,550	670	-30	-1,820	500	0	60,870
Departmental Recharges	-1,890	0	0	0	1,890	0	0
Total Income	-1,890	0	0	0	1,890	0	0
NET	59,660	670	-30	-1,820	2,390	0	60,870

Comments
<p>The increase in employee costs is due to changes to the national insurance rates for employees in an occupational pensions.</p> <p>Reduced fuel costs and vehicle insurance together with reduced function costs have partly offset this increase.</p> <p>The increase in support costs from Legal Services is partly offset by Organisation and Member Development due to changes in cost allocations from this service.</p> <p>The departmental recharge to the civic suite has been removed.</p>

4.14 COST OF DEMOCRACY

Service Description							COSDM
<i>This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	4,260	70	50	-240	0	0	4,140
Supplies and Services	232,820	3,490	2,860	-6,800	0	0	232,370
Support Services	218,080	0	0	0	-13,020	0	205,060
Total Expenditure	455,160	3,560	2,910	-7,040	-13,020	0	441,570
NET	455,160	3,560	2,910	-7,040	-13,020	0	441,570
Comments							
<p>The budget provision for superannuation costs within employee related expenses has been removed as members are not eligible to join the scheme.</p> <p>As a result of the review to the members allowance scheme, basic allowances have been increased but special responsibility allowances have been reduced, the net effect together with reductions in car allowances and committee expenses is shown in supplies and services.</p> <p>There has been a reduction in support costs mainly from Organisation and Member Development and also Community Services Department, this is partly offset by increases from Legal Services and Financial Services due to changes in cost allocations from these services</p>							

4.15 LICENSING

Service Description							LICSE
<i>The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	4,710	70	0	-890	0	0	3,890
Supplies and Services	21,130	320	-20	630	0	0	22,060
Support Services	105,940	0	0	0	-9,380	0	96,560
Total Expenditure	131,780	390	-20	-260	-9,380	0	122,510
Other Grants and Contributions	-4,710	-70	0	890	0	0	-3,890
Customer and Client Receipts	-116,600	-1,750	1,120	-3,940	0	0	-121,170
Total Income	-121,310	-1,820	1,120	-3,050	0	0	-125,060
NET	10,470	-1,430	1,100	-3,310	-9,380	0	-2,550

Comments
<p>The reduction in employee costs relates to a decrease in the number of disclosure and barring checks on taxi drivers, the cost of which is borne by the driver.</p> <p>Within supplies and services a budget provision has been established for the advertising of the fees for taxi licensing, this budget has been transferred from Legal Services.</p> <p>The reduction in support costs is mainly from Legal Services due to changes in cost allocations from this service.</p> <p>The income from personal and premises licenses has been increased based on current trends.</p>

4.16 LAND CHARGES

Service Description							LANDC
<i>The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	2,920	40	110	-1,310	0	0	1,760
Supplies and Services	12,770	200	0	80	0	0	13,050
Support Services	85,480	0	0	0	-510	0	84,970
Depreciation and Impairment	5,330	0	0	0	0	0	5,330
Total Expenditure	106,500	240	110	-1,230	-510	0	105,110
Customer and Client Receipts	-76,640	-1,150	-100	-1,790	0	0	-79,680
Total Income	-76,640	-1,150	-100	-1,790	0	0	-79,680
NET	29,860	-910	10	-3,020	-510	0	25,430
Comments							
<p>There has been a reallocation of employee insurance and a small increase in income from searches resulting in a reduction in the cost to this service.</p> <p>Support service costs have been reduced mainly from Community Services Department and Legal Services offset by an increase from the Chief Executive's Department due to changes in cost allocations from these services.</p>							

4.17 GRANTS AND SUBSCRIPTIONS – POLICY AND FINANCE COMMITTEE

Service Description							FGSUB
<p><i>Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads and Local Government Association (subscription). In addition, concurrent function grants are allocated from this budget.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	14,430	220	-30	-1,680	0	0	12,940
Transfer Payments	131,200	1,970	-410	-200	0	0	132,560
Support Services	1,200	0	0	0	1,340	0	2,540
Total Expenditure	146,830	2,190	-440	-1,880	1,340	0	148,040
NET	146,830	2,190	-440	-1,880	1,340	0	148,040
Comments							
<p>The council no longer subscribes to the Local Government Information bulletin reducing the cost of subscriptions within supplies and services.</p> <p>It has been anticipated that the grant to the over 60's club will continue to reduce each year.</p> <p>The increase in support service costs is from Financial Services due to changes in cost allocations from this service.</p>							

4.18 ESTATES

Service Description							ESTAT
<i>The council has many assets, which include land and property. Individual Heads of Service manage the properties that support their operations and the legal section support this work.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	8,140	120	-10	2,580	0	0	10,830
Supplies and Services	1,380	20	0	0	0	0	1,400
Support Services	35,810	0	0	0	-620	0	35,190
Depreciation	0	0	0	0	0	34,970	34,970
Total Expenditure	45,330	140	-10	2,580	-620	34,970	82,390
Interest	-10	0	0	10	0	0	0
Customer and Client Receipts	-34,880	-530	-50	-2,930	0	0	-38,390
Total Income	-34,890	-530	-50	-2,920	0	0	-38,390
NET	10,440	-390	-60	-340	-620	34,970	44,000

Comments
<p>Since taking the physiotherapy centre, the council must now pay business rates and energy costs for the centre whilst it is unoccupied, the provision for these is shown under premises expenses. The depreciation relates to the centre and Longridge Civic Hall and Gym.</p> <p>Support service costs have been reduced mainly from Community Services Department partly offset by an increase from Legal Services due to changes in cost allocations from these services.</p> <p>The council has also taken on responsibility of meadowside garages from Symphony homes, as a result of which, the council will receive all the rent instead of 50% from April 2016.</p>

4.19 MEALS ON WHEELS AND LUNCHEON CLUBS

Service Description		VARIOUS CODES					
<p>Previously the Council received a grant from Lancashire County Council based on 50% of our Meals on Wheels and Luncheon Club costs up to a ceiling. In 2014 The County Council stopped supporting the meals on wheels service in its current format but have agreed that a new service based on Luncheon clubs would be supported through to March 2016, after which the council will use its 50% to support Luncheon clubs. There are currently 5 luncheon clubs where recurring financial support is provided by the Council. We are looking to develop more Clubs and work with new and existing clubs to help them become self sustainable in the longer term</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Transport Related	2,170	20	-20	-2,170	0	0	0
Supplies and Services	11,620	170	-170	-11,620	0	0	0
Third Party Payments	15,170	230	-230	-15,170	0	0	0
Transfer Payments	2,530	40	-40	10,380	0	0	12,910
Support Services	2,090	0	0	0	-1,130	0	960
Total Expenditure	33,580	460	-460	-18,580	-1,130	0	13,870
Other Grants and Contributions	-13,960	-210	210	13,960	0	0	0
Customer and Client Receipts	-5,660	-70	70	5,660	0	0	0
Total Income	-19,620	-280	280	19,620	0	0	0
NET	13,960	180	-180	1,040	-1,130	0	13,870
Comments							
<p>The net budget will remain at a similar level however, the luncheon club schemes will no longer be supported by Lancashire County Council in the financial year 2016/17. The remaining 50% share of the budget has therefore been transferred to provide a provision for grant payments .</p>							

4.20 POLICY AND FINANCE MISCELLANEOUS

Service Description							FMISC
<i>Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	1,040	20	-20	0	0	0	1,040
Premises Related	550	0	0	0	0	0	550
Supplies and Services	85,340	1,280	-40	-3,460	0	0	83,120
Transfer Payments	280	0	0	0	0	0	280
Support Services	11,740	0	0	0	1,640	0	13,380
Debt Management Expenses	33,610	500	-500	0	4,160	0	37,770
Total Expenditure	132,560	1,800	-560	-3,460	5,800	0	136,140
Other Grants and Contributions	-180,000	-2,700	2,700	0	0	0	-180,000
Customer and Client Receipts	-150	0	0	130	0	0	-20
Interest	-320	0	0	280	0	0	-40
Miscellaneous Recharges	-15,410	-230	40	2,790	0	0	-12,810
Total Income	-195,880	-2,930	2,740	3,200	0	0	-192,870
NET	-63,320	-1,130	2,180	-260	5,800	0	-56,730
Comments							
<p>The decrease in bank charges included within supplies and services and miscellaneous recharges reflect the move towards more automated systems for both payments and receipts. Audit of grant fees have also been reduced.</p> <p>Support service costs and debt management expenses have increased due to an increase in the recharge from Financial Services.</p> <p>Income from interest on car loans and administration fees has been reduced as there are fewer car loans and fewer rechargeable works being carried out.</p>							

4.21 PERFORMANCE REWARD GRANTS

Service Description							PERFM
<i>Residual budget relation to former Performance Reward Grant received by this Council. This budget has been used to fund various grants/community projects etc</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Transfer Payments	11,960	180	-180	47,820	0	0	59,780
Support Costs	2,180	0	0	0	-700	0	1,480
Total Expenditure	14,140	180	-180	47,820	-700	0	61,260
NET	14,140	180	-180	47,820	-700	0	61,260
Comments							
The new parish grant scheme resulting in an increase in grant payments.							
Reduction in support from the Chief Executive's Department, due to changes in cost allocation from this service.							

4.22 SUPERANNUATION DEFICIENCY PAYMENTS

Service Description							SUPDF
<i>Costs here relate to historic liabilities arising from unfunded pension costs.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	6,310	90	-90	0	0	0	6,310
Third Party Payments	112,610	1,690	-1,690	-10,040	0	0	102,570
Support Services	170	0	0	0	-170	0	0
Total Expenditure	119,090	1,780	-1,780	-10,040	-170	0	108,880
NET	119,090	1,780	-1,780	-10,040	-170	0	108,880
Comments							
Based on September 2015 inflation rates, no inflationary increase is anticipated. There is however a reduction in beneficiaries.							
Support costs from Financial Services has reduced due to changes in cost allocations from this service.							

4.23 COMPUTER SERVICES

Service Description							COMPR
<p>The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area. These costs are fully recharged to service users.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	156,860	2,350	-80	4,130	0	0	163,260
Premises	0	0	0	1,590	0	0	1,590
Transport Related	390	0	10	240	0	0	640
Supplies and Services	162,440	2,440	-1,230	-78,630	0	0	85,020
Support Services	35,480	0	0	0	2,520	0	38,000
Depreciation and Impairment	19,820	0	0	0	0	-6,750	13,070
Total Expenditure	374,990	4,790	-1,300	-72,670	2,520	-6,750	301,580
Other Grants and Reimbursements	-20	0	0	20	0	0	0
Departmental Recharges	-374,970	0	0	0	73,390	0	-301,580
Total Income	-374,990	0	0	20	73,390	0	-301,580
NET	0	4,790	-1,300	-72,650	75,910	-6,750	0

Comments
<p>Employee expenses have increased mainly as a result of changes to national insurance rates to employees who contribute to an occupational pension.</p>
<p>Employee and premises insurances have been increase due to a reallocation of the costs across services.</p>
<p>Changes within supplies and services include the removal of software support charges which are now charged directly to the relevant services. There has also been a reduction in computer consumables resulting from the move away from individual printers to shared office based ones.</p>
<p>There is an increase in support cost from Financial Services and Organisation and Member Development partly offset by a reduction in accommodation costs due to changes in cost allocations from these services.</p>
<p>The decrease in net expenditure has resulted in a decrease in recharges to other services.</p>

4.24 FINANCIAL SERVICES

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

Link to Ambitions

To be a well managed council providing efficient services based on identified customer needs

Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	566,050	8,470	-210	12,490	0	0	586,800
Premises Related	1,130	20	30	-1,180	0	0	0
Transport Related	9,880	160	-130	-120	0	0	9,790
Supplies and Services	28,330	420	190	18,630	0	0	47,570
Support Services	57,080	0	0	0	29,420	0	86,500
Total Expenditure	662,470	9,070	-120	29,820	29,420	0	730,660
Other Grants and reimbursements	-20	0	0	0	0	0	-20
Customer and Client Receipts	-1,140	-20	20	30	0	0	-1,110
Departmental Recharges	-655,470	0	0	0	-65,230	0	-720,700
Miscellaneous Recharges	-5,840	-90	90	0	-2,990	0	-8,830
Total Income	-662,470	-110	110	30	-68,220	0	-730,660
NET	0	8,960	-10	29,850	-38,800	0	0

Comments

Employee costs have increases due to changes in national insurance rates to employees who contribute to an occupational pension.

Employee and vehicle insurances have increased, but been partly offset by a reduction in premises insurance due to a reallocation of costs.

Car allowances and rail fares have been reduced based on previous trends of expenditure.

Within supplies and services printing and stationery has been reduced due to the move to office based printers. Software support has increased as a result of software maintenance being charged direct to the service rather than to Computer Services.

Support services has increased mainly from Computer services due to changes in cost allocations from this service.

The increase in net expenditure has resulted in an increase in recharges to other services.

4.25 LEGAL SERVICES

Service Description							LSERV
<p>The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.</p> <p>The section also includes the direct costs of staff working on land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions. These are recharged according to staff time allocations</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	303,410	4,550	-10	16,660	0	0	324,610
Premises Related	670	10	20	-700	0	0	0
Transport Related	7,320	110	-50	-1390	0	0	5,990
Supplies and Services	36,330	540	-20	-6,860	0	0	29,990
Support Services	105,420	0	0	0	-7,090	0	98,330
Total Expenditure	453,150	5,210	-60	7,710	-7,090	0	458,920
Other Grants and Contributions	-6,530	-100	-30	-2,120	0	0	-8,780
Departmental Recharges	-445,480	0	0	0	-2,770	0	-448,250
Miscellaneous Recharges	-1,140	-20	20	0	-750	0	-1,890
Total Income	-453,150	-120	-10	-2,120	-3,520	0	-458,920
NET	0	5,090	-70	5,590	-10,610	0	0
Comments							
<p>Employee costs have been increased due to a part-time democratic services post being transferred from Chief Executive's Department and also due to changes in national insurance rates for employees who contribute to an occupational pension.</p> <p>Other changes to employee costs include an increase in the allocation of superannuation lump sum payments, a decrease in the provision for tuition fees and an increase in the allocation of employee insurance.</p> <p>The allocation for premises insurance has been removed but the vehicle insurance increased.</p> <p>Other changes to transport costs include reduction to car allowances and car leasing repayments.</p> <p>Within supplies and services, reference books, email and internet connections, legal costs and statutory notices have all been reduced either as a result of previous trends or reallocation of costs.</p> <p>Support service costs have been reduced mainly from Computers Services offset by increases from Financial Services and accommodation due to changes in cost allocations from these services.</p> <p>Income from legal fees have been increased based on previous trends.</p> <p>The increase in net expenditure has resulted in an increase in recharges to other services.</p>							

4.26 CONTACT CENTRE

Service Description							CONTC
<i>The contact centre acts as first point of contact for a range of front line services and provides the main telephony service.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	164,060	2,460	-180	-3,520	0	0	162,820
Transport Related	150	0	0	170	0	0	320
Supplies and Services	22,740	340	-80	-1,070	0	0	21,930
Support Services	45,050	0	0	0	10,350	0	55,400
Depreciation and Impairment	2,780	0	0	0	0	0	2,780
Total Expenditure	234,780	2,800	-260	-4,420	10,350	0	243,250
Departmental Recharges	-234,780	0	0	0	-8,470	0	-243,250
Total Income	-234,780	0	0	0	-8,470	0	-243,250
NET	0	2,800	-260	-4,420	1,880	0	0
Comments							
<p>The reduction in employee costs is a combination of new employee employed at lower rates than previous employee, offset by changes to national insurance rates and increase in allocation of employee insurance.</p> <p>A provision for rail fares has been introduced offset by a reduction in the car allowances.</p> <p>Within supplies and services the email and internet has also been reduced to be included in the overall Computer Services recharge.</p> <p>Support costs have been increased mainly from Computer Services due to changes in cost allocations from this services.</p> <p>The increase in net expenditure has resulted in an increase in recharges to other services.</p>							

4.27 REVENUES AND BENEFITS

Service Description							REVUE
<i>Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual cost centres</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	459,710	6,900	-120	14,640	0	0	481,130
Transport Related	8,960	120	-30	-250	0	0	8,800
Supplies and Services	11,050	160	-120	15,810	0	0	26,900
Support Services	149,580	0	0	0	9,870	0	159,450
Total Expenditure	629,300	7,180	-270	30,200	9,870	0	676,280
Other grants and reimbursements	-10	0	0	10	0	0	0
Departmental Recharges	-629,230	0	0	0	-46,990	0	-676,220
Miscellaneous Recharges	-60	0	0	0	0	0	-60
Total Income	-629,300	0	0	10	-46,990	0	-676,280
NET	0	7,180	-270	30,210	-37,120	0	0
Comments							
<p>Employee costs have been increased by changes to national insurance rates for staff who contribute to an occupational pension and also increases to the allocation of superannuation lump sum payments and employee insurance.</p> <p>Car allowances have been reduced based on previous years trends, this is offset by an increase in the allocation of vehicle insurance.</p> <p>The main change to supplies and services is the increase in software support as it is now charged direct to the service rather than being included in the Computer Services recharge.</p> <p>Support costs have increased mainly from the Contact Centre, Civic Suite and Financial Services due to changes in cost allocations from these services.</p> <p>The increase in net expenditure has increased the recharges to other services.</p>							

4.28 ALBION MILL

Service Description							ALBNM
<i>The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	32,130	480	-480	30	0	0	32,160
Supplies and Services	1,690	30	0	0	0	0	1,720
Support Services	4,500	0	0	0	410	0	4,910
Total Expenditure	38,320	510	-480	30	410	0	38,790
Customer and Client Receipts	-37,830	-570	570	0	0	0	-37,830
Total Income	-37,830	-570	570	0	0	0	-37,830
NET	490	-60	90	30	410	0	960
Comments							
No significant changes to this service.							

4.29 TOUR OF BRITAIN CYCLE RACE

Service Description							TOURB
<i>This budget covers costs for hosting a stage of the Tour of Britain cycle race in 2015.</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	125,000	1,880	-1,880	-125,000	0	0	0
Total Expenditure	125,000	1,880	-1,880	-125,000	0	0	0
NET	125,000	1,880	-1,880	-125,000	0	0	0
Comments							
The event took place in 2015, and was for one year only.							

4.30 ECONOMIC DEVELOPMENT

Service Description							INDDV
<i>This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local economy.</i>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	160	0	0	10	0	0	170
Supplies and Services	19,520	300	0	0	0	0	19,820
Support Services	71,250	0	0	0	5,410	0	76,660
Total Expenditure	90,930	300	0	10	5,410	0	96,650
NET	90,930	300	0	10	5,410	0	96,650
Comments							
Increase in support costs mainly from Community Services Department due to changes in cost allocations from this service.							

5 SUMMARIES

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

a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2015/16 £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2016/17 £
CEXEC	Chief Executives Department	0	14,230	610	89,420	-104,260	0	0
OMDEV	Organisation & Member Development	0	5,240	-130	14,290	-19,400	0	0
CSERV	Corporate Services	176,600	370	0	6,110	-2,030	0	181,050
CORPM	Corporate Management	324,830	0	0	0	-4,240	0	320,590
CIVST	Civic Suite	0	490	0	-50	-930	490	0
CLOFF	Council Offices	0	2,930	-90	-6,120	-25,280	28,560	0
EMERG	Community Safety	64,220	160	-20	1,280	-8,370	0	57,270
CLTAX	Council Tax	327,210	-550	1,640	15,940	450	0	344,690
NNDRC	National Non Domestic Rates	51,890	-950	1,470	870	1,660	0	54,940
ELADM	Election Administration	44,790	0	0	0	10,770	0	55,560
DISTC	District Elections	77,750	1,190	-1,190	-77,750	0	0	0
ELECT	Register of Electors	93,260	770	-120	-3,950	3,640	0	93,600
CIVCF	Civic Functions	59,660	670	-30	-1,820	2,390	0	60,870
COSDM	Cost of Democracy	455,160	3,560	2,910	-7,040	-13,020	0	441,570
LICSE	Licensing	10,470	-1,430	1,100	-3,310	-9,380	0	-2,550
LANDC	Land Charges	29,860	-910	10	-3,020	-510	0	25,430
FGSUB	Grants and Subscriptions	146,830	2,190	-440	-1,880	1,340	0	148,040
ESTAT	Estates	10,440	-390	-60	-340	-620	34,970	44,000
LUNCH	Luncheon Clubs	13,960	180	-180	1,040	-1,130	0	13,870
FMISC	Policy & Finance Miscellaneous	-63,320	-1,130	2,180	-260	5,800	0	-56,730
PERFM	Performance Reward Grants	14,140	180	-180	47,820	-700	0	61,260
SUPDF	Superannuation Deficiency Payments	119,090	1,780	-1,780	-10,040	-170	0	108,880
COMPR	Computers	0	4,790	-1,300	-72,650	75,910	-6,750	0
FSERV	Financial Services	0	8,960	-10	29,850	-38,800	0	0
LSERV	Legal Services	0	5,090	-70	5,590	-10,610	0	0
CONTC	Contact Centre	0	2,800	-260	-4,420	1,880	0	0

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2015/16 £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2016/17 £
REVUE	Revenues and Benefits	0	7,180	-270	30,210	-37,120	0	0
ALBNM	Albion Mill	490	-60	90	30	410	0	960
TOURB	Tour of Britain Cycle Race	125,000	1,880	-1,880	-125,000	0	0	0
INDDV	Economic Development	90,930	300	0	10	5,410	0	96,650
NET COST OF SERVICES		2,173,260	59,520	2,000	-75,190	-166,910	57,270	2,049,950

ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES								
FNBAL H230	Election Fund	-55,870	330	0	77,750	0	0	22,210
FNBAL H256	Concessionary Travel Reserve	-40,026	0	0	40,026	0	0	0
FNBAL H327	Fleming VAT Claims Reserve	-22,920	0	0	22,920	0	0	0
FNBAL H362	IER Reserve	-14,570	0	0	3,030	0	0	-11,540
FNBAL H269	Valuation of Assets Reserve	2,000	30	0	0	0	0	2,030
FNBAL H325	VAT Shelter Reserve	180,000	0	0	0	0	0	180,000
FNBAL H326	Performance Reward Grants Reserve	-74,014	0	0	14,234	0	0	-59,780
NET BALANCES & RESERVES		-25,400	360	0	157,960	0	0	132,920
NET EXPENDITURE		2,147,860	59,880	2,000	82,770	-166,910	57,270	2,182,870

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2015/16 £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2016/17 £
Employee Costs	3,008,020	45,060	-580	108,760	0	0	3,161,260
Premises Costs	230,120	3,440	-660	-14,190	0	0	218,710
Transport Costs	69,590	1,020	-470	-6,460	0	0	63,680
Supplies and Services	1,050,110	15,770	-840	-209,000	0	0	856,040
Third Party	128,790	1,940	-1,920	-12,300	0	0	116,510
Transfer Payments	172,250	2,580	-620	45,160	0	0	219,370
Support Services	2,358,970	0	0	0	-20,560	0	2,338,410

	Original Estimate 2015/16 £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services £	Capital £	Original Estimate 2016/17 £
Depreciation & Impairment	73,170	0	0	0	0	57,270	130,440
Debt Management Expenses	33,610	500	-500	0	4,160	0	37,770
TOTAL EXPENDITURE	7,124,630	70,310	-5,590	-88,030	-16,400	57,270	7,142,190
Government Grants	-87,900	-1,320	1,320	-2,590	0	0	-90,490
Other Grants and Reimbursements	-207,250	-3,110	2,870	12,140	0	0	-195,350
Customer & Client Receipts	-389,830	-5,840	3,070	210	0	0	-392,390
Interest	-330	0	0	290	0	0	-40
Departmental Recharges	-4,231,850	0	0	0	-146,690	0	-4,378,540
Miscellaneous Recharges	-34,210	-520	330	2,790	-3,820	0	-35,430
TOTAL INCOME	-4,951,370	-10,790	7,590	12,840	-150,510	0	-5,092,240
NET COST OF SERVICES	2,173,260	59,520	2,000	-75,190	-166,910	57,270	2,049,950

ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES							
FNBAL/H230: Election Fund	-55,870	330	0	77,750	0	0	22,210
FNBAL/H256: Concessionary Travel Reserve	-40,026	0	0	40,026	0	0	0
FNBAL/H327: Fleming VAT Claims Reserve	-22,920	0	0	22,920	0	0	0
FNBAL/H362: IER Reserve	-14,570	0	0	3,030	0	0	-11,540
FNBAL/H269: Valuation of assets Reserve	2,000	30	0	0	0	0	2,030
FNBAL/H325: VAT Shelter Reserve	180,000	0	0	0	0	0	180,000
FNBAL/H326: Performance Reward Grants Reserve	-74,014	0	0	14,234	0	0	-59,780
NET BALANCES & RESERVES	-25,400	360	0	157,960	0	0	132,920
NET EXPENDITURE	2,147,860	59,880	2,000	82,770	-166,910	57,270	2,182,870

- 5.2 Net costs for this committee have decreased by £123,310 but after allowing for transfers to and from earmarked reserves the position changes to an increase in net expenditure of £35,010. The main reasons for this are summarised below:

Description	Variances from original estimate 2015/16 to original estimate 2016/17 £
CEXEC: Chief Executives	
Increased staffing costs due to staff transferring from Community Services Department to the Chief Executive's Department. This is partly offset by a part-time post being transferred to Legal Services and also increases to the employer's National Insurance rates for those staff that contribute to an occupational pension.	83,420
DISTC: District Elections	
A budget provision was included in the 2015/16 original estimate for holding the 2015 local elections. No district elections are due to take place in 2016.	-77,750
PERFM: Performance Reward Grants	
Increase in expenditure due to introduction of new parish grant schemes	47,820
COMPR: Computer Section	
Software maintenance costs are now being charged directly to the relevant services.	-76,960
FSERV: Financial Services	
Software maintenance costs now being charged directly to the relevant service.	21,300
TOURB: Tour of Britain Cycle Race	
The provision for hosting a stage of the cycle race was for one year only	-125,000

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

6 RISK ASSESSMENT

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

- Resources – approval of the original budget for 2016/17 would see an decrease in net expenditure of £123,310 compared with the original budget for 2015/16 or an increase of £35,010 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

7 FEES AND CHARGES

7.1 Fees and charges for this Committee were agreed in October 2015, and have been increased by 1.5% or more if the increase could be sustained. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2016.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue budget for 2016/17 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF12-16/TH/AC

11 January 2016

For further background information please ask for Trudy Holderness.

BACKGROUND WORKING PAPERS – Budget working papers 2015/16 RE + 2016/17 OE

Policy and Finance Committee – Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
FGSUB Policy and Finance Committee Grants and Subscriptions	SPARSE Rural (RSN Network) SPARSE are the most comprehensive rural network in England, and the only national network representing service providers, community representatives and national organisations. Their goal is to give rural areas a louder voice and bring rural thoughts and concerns together.	2,180	The service pulls together the work of Rural England and the representative role of the network to enable local authority officers and members, but also a wider network of organisations to effectively network together. By bringing together a range of cross sector organisations to facilitate the sharing of information, best practice, innovative ideas and research and analysis to ultimately provide a better service for rural communities.	2003
	North West Employers Organisation North West Employers is a body representing boroughs in Lancashire and Cheshire and other public service providers in the region on people matters and is certified as part of 1974 trade Union and Labour Relation Act.	3,400	North West Employers provide a network of support, advice and consultancy on all people matters, from human resources policy and practice, through to leadership, management development and organisational design and performance. They represent the interest of North West authorities as employers, including consultation on national pay and conditions of service. With the regional trade unions it operates a joint conciliation and dispute resolution process to support authorities.	1994
	Local Government Association (LGA) The LGA is a politically-led, cross-party organisation that seeks to promote local government on behalf of councils to national governments. Its aim is to influence and set the political agenda on issues that matter to councils so they are able to deliver local solutions to national problems	5,760	The LGA are a politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong credible voice with national government. It aims to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems.	1997
	District Councils' Network The District Councils' Network is a member led network of 199 district councils. It is a special interest group of the LGA, and provides a single voice for district councils within LGA and to Central Government	270	The District Councils' Network acts as an informed and representative advocate for districts to government and other national bodies. It responds to government consultations and undertakes research and produces publications on behalf of the sector.	2009

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 26 JANUARY 2016
title: FLOODING IN RIBBLE VALLEY DECEMBER 2015
submitted by: CHIEF EXECUTIVE
principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To report on the floods in the Ribble Valley in December 2015 and the action taken.

2 BACKGROUND

- 2.1 December 2015 has been one of the wettest months on record in the United Kingdom. High water levels in the rivers and on land coupled with record rainfall meant we were faced with a number of flooding incidents throughout December.
- 2.2 Following Storm Desmond and due to incessant rain on 12 December 2015, the culvert in Brookside Close, Whalley overflowed and a torrent of water ran down King Street, flooding approximately 20 properties in that area. There were also a small number of properties flooded at Ribchester and in Clitheroe and Barrow.
- 2.3 On 26 December 2015, as a result of Storm Eva, there was widespread flooding affecting parts of Whalley, Billington and Ribchester. There were also reported incidents of severe flooding in other parts of the Ribble Valley.

3 RESPONSE TO THE EMERGENCY

- 3.1 Our Emergency Planning Incident Room was set up in Committee Room 1 throughout December to ensure our work and that of the Emergency Services was fully co-ordinated. Most weekends in the lead up to Christmas saw the incident room open and staffed by the Emergency Planning Officer and Raynet volunteers.
- 3.2 On Christmas Day and Boxing Day, weather forecasts predicted that major flooding was likely in Whalley and Ribchester. The incident room was manned to deal with the emergency response from mid afternoon on 25 December until 7pm on 26 December 2015. In terms of the emergency response and evacuation, the response from the Emergency Services/Army/LCC and ourselves was exemplary and resulted in a major evacuation in Whalley.
- 3.3 The rest centre at Roefield Leisure Centre on Boxing Day was unavailable due to Christmas closure and whilst Longridge Civic Hall was opened, floods in Ribchester made it inaccessible from Whalley. We therefore decided to deviate from our Emergency Plan and found an alternative rest centre at Whalley Golf Club, which was subsequently opened and staffed by LCC. Most residents evacuated made their own arrangements, although 6 residents did avail themselves of the services at Whalley Golf Club with 3 of these being unable to return to their properties and placed in local hotels on the night of 26 December 2015.

4 RECOVERY OPERATION

- 4.1 The flooding affected approximately 250 households in Whalley, Billington and Ribchester with Whalley and Longworth Road in Billington being worst affected.

- 4.2 On Sunday 27 December 2015, CMT, the Leader of the Council, the Emergency Planning Officer and Head of Engineering met in Whalley to assess the situation. It was immediately clear a vast and prompt cleanup operation would be needed. Skips were promptly ordered to help with the clearance of flood damaged contents and it quickly became apparent that many more would be required. Throughout the day skips were continually being provided at various sites in Whalley, at Longworth Road, Billington and in Ribchester. The Council website was updated to set out the help available.
- 4.3 Staff from the Environment Agency were also on site carrying out door to door surveys of affected properties.
- 4.4 Street sweepers were also brought in to sweep mud and sediment from the streets affected in Whalley and Billington. This proved challenging given parked cars, some streets being cobbled, sightseers and mud and debris being cleaned from properties.
- 4.5 During the late afternoon a Ministerial visit was made to Whalley by Liz Truss MP the Minister for the Environment, Oliver Letwin MP the Minister for Government Policy in the Cabinet Office and Chancellor of the Duchy of Lancaster and James Bevan Chief Executive of the Environment Agency.
- 4.6 On Monday 28 December Whalley Village Hall was opened by Whalley Lions to receive donations and goods supplied by various individuals, charities, volunteers and groups. Volunteers visited households affected and helped residents in clearing houses and cleaning and disinfecting them. The work of the Lions, volunteers and local residents was phenomenal.
- 4.7 Thousands of sandbags were organized and delivered in-case there was more flooding later in the week and distributed around Whalley and Longworth Road, Billington with the help of volunteers and contractors.
- 4.8 The power companies (North West Electricity and British Gas) arrived to begin the process of checking gas and electricity supplies. More skips and street cleaning was arranged with the addition of a mechanical footway sweeper. The Utility companies were working in conjunction with the Council, volunteer electricians and service providers to restore power as quickly as possible. The floods had risen in many properties above the height of meters and fuse boxes which meant they had to be replaced.
- 4.9 A number of increasingly distressed residents began to present themselves in need of accommodation because their homes were unfit to live in. These were placed in local hotels. Other issues raised were health problems, insurance problems and landlord issues amongst many others. This pattern was to repeat itself for the rest of the week with continual demand for:-
- Drain clearance
 - Skips
 - Road cleaning
 - Sand bags
 - Temporary accommodation
 - General help and assistance
- 4.10 Senior Council staff were available to talk with and discuss any particular issues with residents the whole of the week and as you can imagine this was a very difficult and stressful time for all involved.

- 4.11 By Tuesday the Government had announced its financial support package for those affected by Storm Eva [26 December] and more staff were brought in to produce the £500 flood grants for those involved.
- 4.12 Over £100,000 was paid to residents either by cheque [Thursday 31 December] or by Bank Transfer on 5 January 2016.
- 4.13 Staff were also brought in to man emergency telephone lines set up in the council office, to update the website, post on social media and generally assist with recovery.
- 4.14 The Leader, Ward Councillors and many other Council members were also on hand to provide support and assistance. Our MP Nigel Evans provided a key role in supporting his constituents and on numerous occasions put pressure on Insurance Companies to take a more pragmatic approach.
- 4.15 By Thursday all properties had power restored and were capable of running at least a limited electricity supply. Also we had provided some 7,000 sandbags, arranged accommodation for 30+ families and more than 100 Skips.
- 4.16 By New Year's Day we started to scale back our presence although we continued on site in Whalley until Tuesday 5 January.
- 4.17 Week beginning 4 January we processed the council tax relief to properties affected and invited applications for business rate relief. The relief schemes based on Government guidelines are attached at Appendix A.
- 4.18 We continue to receive many requests for support and the ongoing work of the Council has been severely disrupted. I anticipate this could continue for many weeks to come.

5 FINANCIAL IMPLICATIONS

- 5.1 The Council has incurred considerable expense in helping residents and businesses recover from flooding. The main elements being:-

- Evacuation
- Provision of Sand Bags
- Provision of Skips
- Street and Footway cleaning
- Temporary Accommodation
- Temporary provision of Electricity

The cost so far comes to over £60,000 and is expected to grow as invoices outstanding are paid.

The Government have a scheme, the Bellwin Scheme, to reimburse local authorities in dealing with emergencies. The scheme allows expenditure to be reclaimed once a threshold has been reached. Ribble Valley's threshold is £12,720. We believe that all expenditure in excess of this threshold will be reimbursed.

- 5.2 Separately to the expenditure incurred directly by the Council in responding to the emergency, the Government have announced a series of grants/financial aid to households and businesses flooded by either of these storms:-
 - Flood Grants of £500 to each household flooded
 - A minimum of 3 months Council Tax relief for households flooded with a further 3 months for any temporary accommodation required

- Property Resilience Grants of up to £5,000 per flooded property for households and businesses
- Business Rate relief of 3 months for businesses flooded
- Grants to Businesses.

All except the latter being administered by this Council and being reimbursed by either the County Council or the Government via a Section 31 Grant.

6 RECOMMENDED THAT COMMITTEE

- Endorse the action taken
- Continue to support our residents and businesses affected by flooding;
- Agree to the Council Tax and Business Rate Relief schemes as set out in Annex A;
- Authorize the Director of Resources to seek to recover expenditure incurred on the floods from Central Government under the Bellwin scheme.

CHIEF EXECUTIVE

Ribble Valley BC 2015-16 Council Tax Flooding Relief Scheme

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

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

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

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

Minimum Relief for all properties affected

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

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

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

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

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

Properties that are unoccupied for more than 3 months

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

- The relief will apply for the period the property remains unoccupied and unliveable
- The relief will cease on reoccupation of the premises.
- An application will be required to be made to Ribble Valley Borough Council.
- The total period of relief granted will not exceed a maximum of 12 months.

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

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

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

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

NNDR flood relief – December 2015 – policy for Ribble Valley BC

To be awarded as discretionary rate relief under s47 of the LGFA 1988 and funded via s31 LGA 2003.

The flooding incident that this scheme applies to is where business properties have been flooded as a result of Storm Desmond or Storm Eva between the 3rd and the 26th December 2015.

The policy is to award 100% rate relief for a minimum of three months, or until the business restarts trading from the property if longer, up to a maximum of 12 months and state aid de minimis levels. The relief applies for the full three months even if the premises reopen within that time.

The relief will be given where;

- i) The property has been flooded in whole or in part as a result of the adverse weather conditions, and
- ii) As a result of that flooding, business activity has been adversely affected, and
- iii) The rateable value on the day of the flood event was less than £10 million.

This policy does not cover water damage caused by failure of a water main, internal water systems or failure of a sewerage system, (unless the failure was itself caused by the adverse weather conditions).

Ratepayers will be required to apply for the relief and to provide details of the adverse effect of the flooding upon their business. Ratepayers may also be required to confirm that the award of relief will not cause state aid limits to be exceeded.

The relief will apply for three months. A fresh application can be made if the business is not trading from the premises after three months, which will be considered by the Council.

Where a hereditament has been flooded more than once and business activities are adversely impacted, only one period of 3 months relief will be granted and this will be effective from the first date on which the above criteria were met.

Empty Properties

The scheme does not cover relief for any hereditament which was empty at the time it was flooded as there was no business activity on the premises at the time. Where a hereditament becomes empty after the flood then it will receive the normal 3 or 6 months (as applicable) empty property rate free period or will continue to receive the balance of the flooding relief.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 10

meeting date: 26 JANUARY 2016
title: LOCAL COUNCIL TAX SUPPORT SCHEME 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

- 1.1 To provide an update to members regarding our Local Council Tax Support (CTS) scheme.
- 1.2 To approve minor amendments to the Council's Local Council Tax Support scheme for 2016/17, and recommend this to Full Council on 1 March 2016.

2 BACKGROUND AND INFORMATION

- 2.1 You will recall that, as part of the package of welfare reform measures, the Government decided to abolish Council Tax Benefit from 1 April 2013 and replace it with locally determined schemes of council tax support. In doing so the Government reduced the funding available, to local councils to pay for this support, from 100% subsidy to a grant of only 90%. This grant has now been rolled into the main local authority funding and will therefore be further reduced for 2016/17 in line with the reduction applicable to each council.
- 2.2 The Local Government Finance Bill imposes a duty on billing authorities to make a scheme by **31 January each year** and to consult with major precepting authorities i.e. LCC/Fire and Police authorities and other persons likely to have an interest in the scheme if any significant changes are proposed.
- 2.3 The scheme adopted by this council matched the previous Council Tax Benefit scheme but with a 12% reduction in entitlement for those of working age. We consulted extensively on this scheme and it was broadly supported.

3 IMPLEMENTATION OF THE SCHEME

- 3.1 The first bills containing Local Council Tax Support were issued in March 2013 for the financial year 2013/14.
- 3.2 Current projections show that we will grant approximately £1.83m in Local Council Tax Support in 2015/16.
- 3.3 Of the expenditure £1.3m is accounted for by claimants of pension age and £0.7m relates to claimants of working age. Therefore the 12% reduction in entitlement for claimants of working age equates to £95,500.
- 3.4 Our experiences so far have shown that this debt is much harder to collect than other Council Tax liability and we have seen a significant increase in the number of reminders issued and subsequently the number of Council Tax payers that we have had to take recovery action against. However given the sensible approach that was decided by this committee to limit the reduction to reasonable levels I am confident that we will be able to continue to collect the sums due at almost the same rates as other Council Tax.

4 MINOR CHANGES TO OUR SCHEME

- 4.1 During the last 12 months there have been a number of changes to supporting legislation which means we need to update our scheme. These changes will not have a material impact on the amount of Local Council Tax Support awarded.
- 4.2 As stated above our Local Council Tax Support scheme is based, in a large part, on the previous Council Tax Benefit scheme. As such it remains a means tested benefit in all but name.
- 4.3 All other means tested benefits involve an income assessment which is then compared to the basic living needs of the claimant as calculated by reference to a complicated set of applicable amounts and premiums etc.
- 4.4 The Government recognises the need to maintain and uprate the income disregards, non-dependent deductions, applicable amounts and premiums for pensioner cases and have therefore instructed local authorities to increase these in line with other social security benefits for 2016/17.
- 4.5 However as each council has its own scheme for working age claimants it is no longer compulsory for this uprating to apply to cases of working age. It is therefore up to each local authority to determine how to treat this issue in their scheme.

5 DECIDING ON OUR SCHEME

- 5.1 Members need to make a final decision on our scheme for 2016/17 in order to make a recommendation to Full Council on 1 March 2016.
- 5.2 Given the experience that we have had in implementing the scheme since 2013/14 it is sensible that **we continue with our scheme based on the previous Council Tax Benefit scheme with a 12% reduction in support as you approved last year.**
- 5.3 However in order to ensure that our scheme continues to mirror the Housing Benefit scheme, and the scheme applicable to pensioners, **it is necessary to uprate it in the same way as those schemes.**

6 RECOMMEND THAT COMMITTEE

- 6.1 Recommend to Full Council the approval of our local council tax support scheme for 2016/17 as set out in the report.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF8-16/ME/AC
15 January 2016

A full copy of our proposed 2016/17 scheme can be found at:

https://www.ribblevalley.gov.uk/downloads/file/10516/draft_-_ribble_valley_council_tax_support_scheme_20162017

For further background information please ask for Mark Edmondson

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 11

meeting date: 26 JANUARY 2016
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 is one case where the company has been dissolved and therefore we need to write off NNDR debts. Annex 1 shows details of the debt we are seeking approval to write off – this totals £3,141.47.

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 £3,141.47 NNDR debts where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF7-16/ME/AC
15 January 2016

Write offs – NNDR

Year	Name		Amount £
<i>DISSOLVED</i>			
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.			
2012/13	UKS Clitheroe Ltd	Unit 1, Deanfield Court, Clitheroe BB7 1QS	*3,141.47
Total			3,141.47

* includes £120.00 costs

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 12

meeting date: 26 JANUARY 2016
title: BUSINESS RATE POOLING IN LANCASHIRE
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To update members regarding the latest position on Business Rate Pooling in Lancashire.
- 1.2 Agree that Ribble Valley Borough Council is the lead authority for the Lancashire Business Rates Pool for three complete years.

2 BACKGROUND

- 2.1 At your meeting on 8 September 2015 you agreed to this Council joining a Business Rates Pool for Lancashire.
- 2.2 As explained at that time there was considerable uncertainty with regard to;
 - Whether Business Rates Pooling would carry on in 2016/17
 - Whether there would be changes to how the levy would be calculated which could impact on the financial benefits of pooling.
 - Whether new pools would be invited to form, given the absence of any Pooling Prospectus normally issued by the Government each Autumn.
- 2.3 Contact was made with DCLG in October who stated that given the absence of decisions about pooling for 2016-17, they would receive requests for new pools to be formed, to include amongst other things, the following information:
 - Whether a new pool would have broad support in that area
 - The Draft pooling agreement stating how the pool would operate
 - The identity of the lead authority
- 2.4 They added that since statute requires designations regarding Business Rate Pools to be made before the draft local government finance settlement would be announced, applications for new pools should be made to them before 6 November 2015.

3 A LANCASHIRE BUSINESS RATE POOL

- 3.1 A number of meetings were held involving Lancashire S151 Officers to progress pooling. Also a sub-group (consisting of S151 Officers from Ribble Valley BC, Pendle BC, Rossendale BC, Chorley & South Ribble BC and Lancashire CC) met on a number of occasions to agree a draft scheme and key principles.
- 3.2 The draft scheme was agreed and also authorities were asked to confirm whether they formally wished to join the pool. The following authorities agreed to join:
 - Lancashire County Council
 - Burnley Borough Council
 - Chorley Borough Council
 - Hyndburn Borough Council

- Pendle Borough Council
 - Ribble Valley Borough Council
 - Rossendale Borough Council
 - South Ribble Borough Council
 - West Lancashire Borough Council
 - Wyre Borough Council
- 3.3 Prior to submitting our case to DCLG bids were invited from district members to act as lead authority for the pool.
- 3.4 As the pool is treated as a single body for the purposes of the rates retention scheme the Government calculates only one number for the sum that is owed by the pool as a tariff payment, or owed to the pool as a top-up payment. Similarly, there is a single number calculated as the sum owed to, or by the pool in respect of safety net or levy payments. Pools need to identify a Lead Authority through whom payments due to and from the Government can be channelled. This can be any one of the pool members, though in Lancashire it was felt this should be a district authority. The Government agree a schedule of payments with the Lead Authority setting out the in-year payments of tariff, or levy payments, to be paid by the pool, and top-up and safety net payments due to the pool.
- 3.5 In the absence of any other bids I volunteered Ribble Valley BC to be lead authority, subject to this Committee's approval. For this a fee of £20,000 per annum would be received i.e. £2,000 payable per pool member including ourselves.
- 3.6 Annex 1 shows the draft agreement agreed to be submitted for Lancashire.
- 3.7 The bid was submitted to DCLG on 5 November 2015 and on 8 December 2015 we received notification from the Government that they had formally designated the Lancashire Pool for local business rate retention purposes under the Local Government Finance Act 1988. A copy of this letter is attached at Annex 2.
- 3.8 Authorities named in the designation were given 28 days from the date of the Provisional Local Government Finance Settlement to decide if they wished to continue to be a member of the Lancashire pool. This deadline for withdrawing was Friday 15 January 2016.
- 3.9 No member of the Lancashire pool has withdrawn and hence the pool will go ahead for 2016/17.

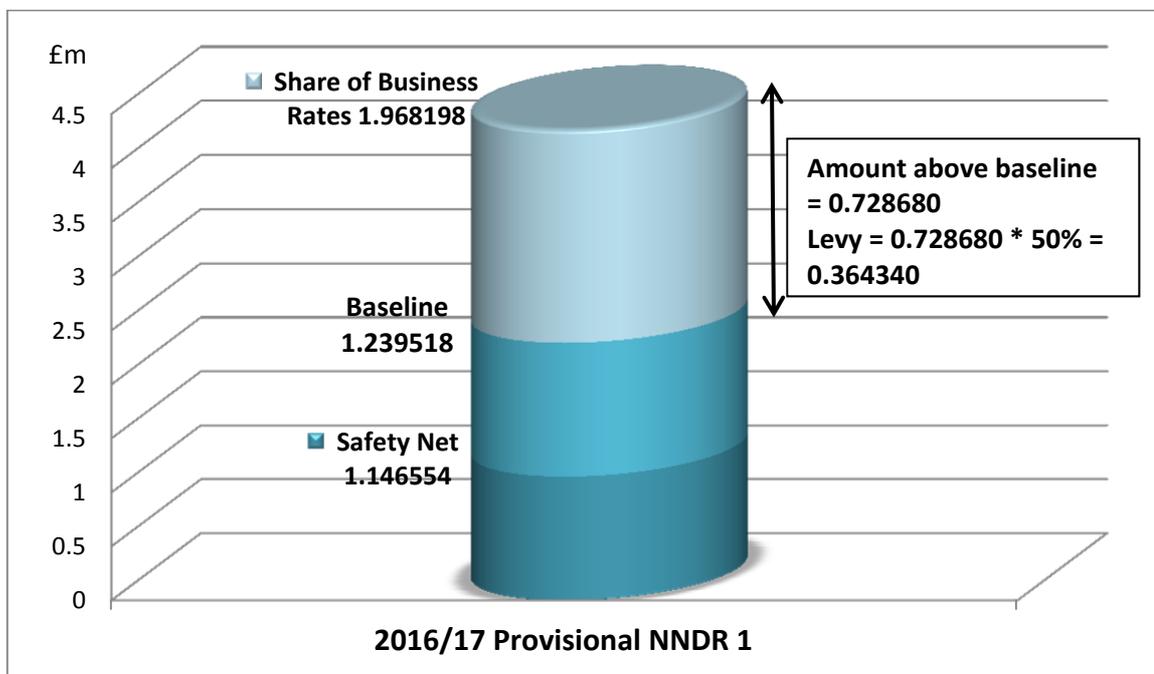
4 POOL BENEFITS

- 4.1 As reported previously this Council would benefit from retaining 90% of any levy payable for 2016/17. Based on our provisional NNDR 1 for 2016/17 we estimate the levy would be £364,340, hence under pooling we would benefit by extra income of £328,000. The County Council will receive the remaining 10% of retained levies for all pool district members.

5 POTENTIAL RISKS

- 5.1 As stated previously, central government provides a safety net facility for authorities who fail to achieve their baseline funding level. The government recompenses authorities to bring them up to 92.5% of their baseline funding level.
- 5.2 Under pooling, because the overall position of the pool is considered, a safety net trigger would only apply if the combined business rate income failed to reach 92.5% of the total business rates baselines. Some pools therefore build in their own protection by way of setting aside retained growth in the first instance to pay for this.

- 5.3 Under a Lancashire pooling arrangement however it has been accepted that no such protection would be provided within the pool and hence each individual authority will have to agree to forfeit their right to a safety net as a condition of joining the pool.
- 5.4 For authorities who estimate they will make losses in the following year however it is possible to withdraw from the pool which would then re-engage the government's safety net facility for that particular authority
- 5.5 Our provisional calculations (as referred to above) based on our NNDR1 for 2016/17 show that we are considerably above the safety net position by £728,680.



6 NEXT STEPS

- 6.1 Each member of the pool will need to ensure the pooling agreement is signed by their S151 officer.
- 6.2 Upon receiving the schedule of payments from DCLG we will need to ensure direct debits are set up to safeguard against any negative cash flow implications arising from carrying out our lead authority role

7 RECOMMENDATION

- 7.1 Note the Council is now formally a member of the Lancashire Business Rate Pool.
- 7.2 Committee agree to Ribble Valley Borough Council acting as lead authority for the Lancashire Business Rates Pool.

DIRECTOR OF RESOURCES

PF15-16/JP/AC
19 January 2016

Lancashire Business Rate Pool Agreement

This pooling agreement sets out the Governance Arrangements that are voluntarily entered into by members of the Lancashire Business Rates Pool.

1. PURPOSE OF POOL

- 1.1 It is the intention of Pool Members to improve the well-being of the communities they serve. By working together they can retain a greater proportion of business rate growth within the Pool area therefore providing opportunities to promote further economic growth as well as building financial resilience.
- 1.2 The Pool is entirely voluntary and builds on the strong and well established partnership between the district councils and the county council within Lancashire. The Lancashire Business Rates Pool is a natural Pooling arrangement given our geography.
- 1.3 It is the purpose of this Agreement to act as a statement of intent that will support the realisation of the above benefits.

2. POOL MEMBERSHIP:

- Lancashire County Council
- Burnley Borough Council
- Chorley Borough Council
- Hyndburn Borough Council
- Pendle Borough Council
- Ribble Valley Borough Council
- Rossendale Borough Council
- South Ribble Borough Council
- West Lancashire Borough Council
- Wyre Borough Council

3. TERM OF AGREEMENT

- 3.1 This Agreement shall continue to be in place unless terminated in accordance with these terms.
- 3.2 This Agreement is subject to a further financial review after publication of the Draft Local Government Finance Report. Any decision not to proceed by an individual member must be made to DCLG within 28 calendar days of the publication of the Draft Local Government Finance Report. This will automatically dissolve the pool. In advance of any Pool Member notifying DCLG of their withdrawal they must give notice to the other Pool Members within 21 days of publication of the Draft Local Government Finance Report.
- 3.3 Any Pool Member can leave the Pool from 1 April of the following financial year providing:

Lancashire Business Rate Pool Agreement

- Written notice is given to other Pool Members and DCLG in at least sufficient time for the Pool to remain in place for the remaining Pool Members, should they wish it to continue. Sufficient time is taken to be at least two months in advance of the deadlines for renewals / applications specified by DCLG in regulations and/or guidance and no later than 31 August, whichever is the earlier.

4. GOVERNANCE

- 4.1 A Governing Body will consist of one representative from each member. This will be the Leader of each member organisation.
- 4.2 Each member will have one vote in relation to decisions to be taken by the Governing Body.
- 4.3 Meetings of the Governing Body will be chaired in turn by each Member. Meetings will be held at least twice a year.
- 4.4 If there is an equal number of votes for/against, the Chair will provide a casting vote.
- 4.5 An Executive Body will consist of the S151 Officers of the Pool Members. The Executive Body will make recommendations on operational matters to the Governing Body and prepare reports for the Governing Body.
- 4.6 Examples of operational matters to be considered by the Governing Body are:
- Changes in Pool Membership
 - Dispute resolution
 - Appointment of the Lead Authority and funding arrangements

5. LEAD AUTHORITY

- 5.1 The Governing Body will approve Ribble Valley Borough Council to act as Lead Authority for three complete financial years. Thereafter the Lead Authority will be reconsidered.
- 5.2 The Lead Authority is responsible for all accounting and administration of the Pool.
- 5.3 The Lead Authority is responsible for all auditing and accounting requirements as set out in legislation.
- 5.4 The Lead Authority will be responsible for producing as a minimum an annual report to the Governing Body or other such reports as required.
- 5.5 The Lead Authority will be paid £20,000 per annum for administering the Pool. The cost of which shall be borne equally by each pool member and paid direct to the Lead Authority (NB the Lead Authority will also be liable for a share of this cost). This will be payable on 1 April each year.

Lancashire Business Rate Pool Agreement

6. RESPONSIBILITIES OF POOL MEMBERS

- 6.1 To provide all relevant information to the Lead Authority as required to carry out its responsibilities in a timely manner including year end information to enable the Lead Authority to calculate the end of year accounting entries needed.
- 6.2 To make payments in a timely manner and in accordance with the agreed Schedule.
- 6.3 To provide such information as the Executive Body and Governing Body agree is reasonable and necessary.
- 6.4 Upon leaving the Pool, the Pool Member will be responsible for any sums due to the pool as a result of their membership.

7. KEY PRINCIPLES OF THE POOL

- 7.1 Each Member of Pool forfeits the right to safety net protection.
- 7.2 The retained levy will be distributed as follows
 - 90% of their levy will be retained by each Pool Member who would otherwise have paid a levy to DCLG
 - 10% of their levy will be paid by each Pool Member (who would otherwise have paid a levy to DCLG) in to the Pool to be redistributed to Lancashire County Council.
- 7.3 Any Pool Member who fails to reach their baseline level will bear the difference themselves such that this will not impact on other Pool members.
- 7.4 The collection of business rates will continue to be the responsibility of each billing authority.

8. STATUS OF THIS AGREEMENT

- 8.1 The Pool Members agree that this shall be a binding contractual relationship and mutual commitment between them created by this Agreement and shall from the date hereof be construed accordingly.

9. SIGNATORIES ON BEHALF OF THE POOL MEMBERS

Signed by S151 Officer for and on behalf of

Burnley Borough Council

Signature

Name

Position

Date

Lancashire Business Rate Pool Agreement

Signed by S151 Officer for and on behalf of

Chorley Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

Hyndburn Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

Lancashire County Council

Signature

Name

Position

Date

Lancashire Business Rate Pool Agreement

Signed by S151 Officer for and on behalf of

Pendle Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

Ribble Valley Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

Rossendale Borough Council

Signature

Name

Position

Date

Lancashire Business Rate Pool Agreement

Signed by S151 Officer for and on behalf of

South Ribble Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

West Lancashire Borough Council

Signature

Name

Position

Date

Signed by S151 Officer for and on behalf of

Wyre Borough Council

Signature

Name

Position

Date



Department for
Communities and
Local Government

Mr Paul O'Donoghue
Fylde Borough Council
The Town Hall
St Annes Road West
Lytham St Annes
Lancashire
FY8 1LW

30 November 2015

Dear Paul,

Further to your email of 05 November 2015 asking the Secretary of State to form the Business Rates Pool of Lancashire, in accordance with paragraph 34 of Schedule 7B to the Local Government Finance Act 1988 ("the 1988 Act"), the Secretary of State designates the following authorities as a pool of authorities for the purposes of the scheme for local retention of non-domestic rates under Schedule 7B to the 1988 Act:

- Lancashire County Council
- Burnley Borough Council
- Chorley Borough Council
- Hyndburn Borough Council
- Pendle Borough Council
- Ribble Valley Borough Council
- Rossendale Borough Council
- South Ribble Borough Council
- West Lancashire Borough Council
- Wyre Borough Council

All members of the pool have agreed to this designation.

The designation has effect for the year beginning 1st April 2016 and for each subsequent year, unless revoked.

This designation is made subject to the conditions below.

1. The authorities to which this designation relates must appoint a lead authority to exercise the following functions:
 - To make and receive, on behalf of the pool members, payments in respect of any top ups and tariffs, levy and safety net and safety net on account payments to and from the Department.

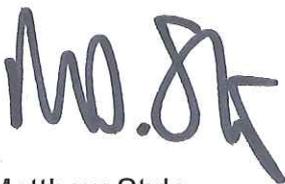
- To make and receive payments between members of the pool as determined by the governance agreements.
 - Administration (including the operation of the dissolution arrangements) of the pool in accordance with the governance arrangements.
2. If this designation is revoked, the authorities covered by this designation must take the following steps before the revocation takes effect:
- Comply with the dissolution arrangements established in the pool's governance agreement.

Local authorities in the pool will have 28 days beginning with the date on which the draft Local Government Finance Report is published to consider if they wish to continue to be designated as a pool. Provided that no authority within the pool requests the Secretary of State to make a revocation during that period, the pool will come into effect on 1 April 2016, meaning that all local authorities covered by the designation will remain in the pool for the full financial year.

If a member of the pool decides it no longer wishes to be designated as part of a pool for 2016-17 it must notify DCLG using the e-mail address in the following paragraph. If a local authority exercises this option to request revocation of the designation before the cut-off date the rest of the pool cannot continue. The Secretary of State will then revoke this designation and the local authorities identified as part of this pool will revert to being considered as individual authorities for the purposes of the business rates retention scheme.

If there are any questions about the content of this letter and the enclosed designation please contact Kate Henman on 0303 444 2873 or at kate.henman@communities.gsi.gov.uk as soon as possible.

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



Matthew Style

A member of the Senior Civil Service in the Department for Communities and Local Government

30 November 2015

2016/17 Estimated safety net and levy calculator			
Please select a local authority from the green drop-down menu			
	Ribble Valley	E2340	
Input			
Please enter figures in the yellow boxes, in £m to 6 decimal places. Eg. £4325447 would be entered as 4.325447			
Line 1	Non-domestic rating income	14.738839	Enter outturn figure for 2016-17 NNDR1, Part 1 Line 12
Line 2	Small Business Rates Relief	2.048888	Enter outturn figure for 2016-17 NNDR1, Part 2 Line 12 Column 1
Line 3	Relief given to other ratepayers	0.000000	Enter outturn figure for 2016-17 NNDR1, Part 2 Line 32 Column 1
Line 4	Relief given to Case B hereditaments	0.000000	Enter outturn figure for 2016-17 NNDR1, Part 2 Line 34
Line 5	Discretionary reliefs funded through S31 grant	0.060945	Enter outturn figure for 2016-17 NNDR1, Part 2 Line 43 Column 1
Calculation			
Line 6	BA tier split	0.40	Local authority share
Line 7	Upper tier split	0.00	
Line 8	Baseline funding level 2016/17	1.239518	As set out in the 2016-17 Local Government Finance Report
Line 9	Safety Net Threshold	1.146554	= 0.925 x Line 9
Line 10	Total non-domestic rates income	14.738839	= Line 1
Line 11	LA share of NDR income	5.895536	= Line 6 x Line 10
Line 12	Total Small Business Rate relief	2.048888	= Line 2
Line 13	LA share of Small Business Rate Relief	0.409778	= 0.5 x Line 6 x Line 12
Line 14	LA share of relief to other ratepayers	0.000000	= Line 6 x Line 3
Line 15	LA share of relief given to Case B hereditaments	0.000000	= -1 x Line 6 x Line 4
Line 16	LA share of discretionary reliefs funded by Section 31 grant	0.024378	= Line 6 x Line 5
Line 17	Pre-levy income	6.329691	= Line 11 + Line 13 + Line 14 + Line 15 + Line 16
Line 18	Tariff/top up	-4.361493	As set out in the 2016-17 Local Government Finance Report
Line 19	Chosen to spread the cost of provision for backdated appeals via adjustment to Surplus/Deficit?	0	1 = yes, 0 = no
Line 20	Chosen to spread the cost of provision for backdated appeals via capital financing regs	0	1 = yes, 0 = no
Line 21	Total provision for backdated losses on appeal	0.000000	From 2013-14 NNDR3 form Part 2, line 5, column 1
Output			
Line 22	Retained rates income	1.968198	= Line 17 + Line 18
Line 23	Amount below safety net threshold	-0.821644	= Line 9 - Line 22
Line 24	Total safety net due to the authority1	0.000000	If Line 23 is greater than 0, = Line 23, otherwise = 0
Line 25	Levy rate	0.50	
Line 26	Levy due from the authority1	0.364340	If Line 22 is greater than Line 8, = (Line 22-Line 8) x Line 25, otherwise = 0

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 26 JANUARY 2016
title: CONCURRENT FUNCTION GRANTS
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To seek approval of a further allocation of concurrent function grant for 2015/16.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 The Concurrent Grant Scheme, which was approved a number of years ago by this committee, gives grant assistance for those Parishes and Town Councils who provide services in their areas, which elsewhere are provided by the Borough Council. An annual revenue budget allocation has been approved of £20,000.

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

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

2.3 Support was set at a rate of 25% of eligible net revenue expenditure in the previous year subject to the overall cost to the Borough Council not exceeding £20,000p.a.

3 APPLICATIONS RECEIVED TO DATE

3.1 On 7 July 2015 all Parish Councils were sent a concurrent function grant application form for 2015/16 and an invitation to apply for a grant, with a request for applications to be received by the Borough Council by 2 October 2015.

3.2 Initially 19 applications were received, with qualifying revenue expenditure totalling £57,734. Details of these applications were reported to this committee on 27 October 2015, at which this committee approved grants totalling £14,434 in support of this expenditure.

4 FURTHER APPLICATION

4.1 At the time when committee approved the applications for grant support on 27 October, no application had been received from Chatburn Parish Council.

4.2 They have since made an application, with £2,414 of qualifying revenue expenditure, which on the terms of the grant scheme would equate to a maximum 25% award of £604.

4.2 Should committee wish to support this application, the total qualifying revenue expenditure submitted through all grant applications would be £60,148, with actual grant awarded being £15,037. This is well within the £20,000 budget provided.

4.3 Details of the grants approved at the meeting on 27 October is shown for information at Annex 1. The new claim made by Chatburn Parish Council is also shown in Annex 1, at the bottom of the table.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – a total budget of £20,000 is available to fund the grants requested and the proposed expenditure is within this balance.
- Technical, environmental and legal – no implications identified
- Political – no implications identified
- Reputation - the matter covered links to the Council's ambitions and priorities to protect and enhance the existing environmental quality of our area.
- Equality and Diversity – the scheme is open to all parish and town councils.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the latest application for Concurrent Functions Grant funding made by Chatburn Parish Council, totalling £604.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF9-16/TH/AC
8 January 2016

Background papers:
Concurrent function grant application papers 2015/16

For further information please ask for Trudy Holderness

ANNEX 1

**CONCURRENT FUNCTION GRANT APPLICATIONS – 2015/16
PREVIOUSLY APPROVED APPLICATIONS AND NEW APPLICATION FROM CHATBURN PARISH COUNCIL**

Parish / Town Council	Burial Grounds	Bus Shelters	Footpaths	Litter Collection (Incl Lengthsman)	Dog Waste Bins	Parks and Play Areas	Total	Less Funding	Total	2015/16 Previously Approved/ Proposed Grant (25%)
	£	£	£	£	£	£	£	£	£	£
APPLICATIONS ALREADY APPROVED										
Aighton Bailey/Chaigley						1,885.18	1,885.18	0	1,885.18	471.30
Bowland Forest(Higher)						1,602.14	1,602.14	0	1,602.14	400.54
Chipping						2,462.30	2,462.30	0	2,462.30	615.58
Clitheroe						5,586.14	5,586.14	0	5,586.14	1,396.54
Gisburn			373.00			1,719.22	2,092.22	-1,000.00	1,092.22	273.06
Grindleton				1,287.73			1,287.73	-200.00	1,087.73	271.93
Longridge				6,000.00		4,520.00	10,520.00	0	10,520.00	2,630.00
Mellor				1,456.66		2,000.97	3,457.63	0	3,457.63	864.41
Newton in Bowland						443.42	443.42	0	443.42	110.86
Pendleton				300.00			300.00	0	300.00	75.00
Read				787.47	1,940.00	725.20	3,452.67	0	3,452.67	863.17
Ribchester				1,800.92		484.00	2,284.92	0	2,284.92	571.23
Sabden	350.00	534.77	1,643.81	1,689.00	939.00	639.09	5,795.67	0	5,795.67	1,448.91
Salesbury						270.00	270.00	0	270.00	67.50
Simonstone				441.72		810.00	1,251.72	0	1,251.72	312.93
Waddington				1,442.21		1,416.74	2,858.95	0	2,858.95	714.74
Whalley	3,398.00			3,197.00		2,903.00	9,498.00	-2,000.00	7,498.00	1,874.50
Wilpshire				3,986.20			3,986.20	0	3,986.20	996.55
Wiswell	219.00	105.00	315.00			1,260.00	1,899.00	0	1,899.00	474.75
Sub-Total	3,967.00	639.77	2,331.81	22,388.91	2,879.00	28,727.40	60,933.89	-3,200.00	57,733.89	14,433.50
NEW APPLICATION										
Chatburn				585.13		1,829.00	2,414.13		2,414.13	603.53
New Total	3,967.00	639.77	2,331.81	22,974.04	2,879.00	30,556.40	63,348.02	-3,200.00	60,148.02	15,037.03

RIBBLE VALLEY BOROUGH COUNCIL DECISION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 14

meeting date: 26 JANUARY 2016
title: LONGRIDGE OVER 60'S CLUB GRANT REQUEST
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To consider a request from the Longridge Over 60's Club for a further review of the grant that is awarded towards the cost of the rent charged for their use of Towneley Buildings, Longridge.

2 BACKGROUND

- 2.1 In June 2009 this committee agreed to grant both Lancashire County Council, who occupy part of the building for the Youth and Community Centre, and the Over 60's club a new fifteen year lease. As a result the District Valuer was consulted and it was recommended that the Council charge the Longridge Over 60's club an annual rent of £7,850 per annum for the lease with five year rent reviews.
- 2.2 The Over 60's club subsequently requested a grant towards the rent and this committee approved a grant phased over the five years starting at £7,750 in 2010/11 reducing by £100 each year to £7,350 in 2014/15.

Financial Year	Level of Grant £
2010/11	7,750
2011/12	7,650
2012/13	7,550
2013/14	7,450
2014/15	7,350

- 2.3 At the time of informing the Over 60's club in June 2010 of the new lease and grant, it was explained that the council would review the grant awarded as part of the five yearly rent review process (Annex 1).

3 LATEST RENT REVIEW

- 3.1 In line with the five year review, the District Valuer has recently reviewed the rent for the Towneley Buildings. They have suggested that the rent for the use of the buildings by the Over 60's Club should remain at the same level of £7,850.
- 3.2 In September 2015 we wrote to Mrs Taylor (Annex 2) as one of the Trustees of the Over 60's club outlining the results of the rent review and explaining that the level of grant would continue on the same basis as previously approved, reducing by £100 each year starting at £7,250 in 2015/16.

4 REQUEST FOR FURTHER GRANT ASSISTANCE

4.1 On the 9 November 2015, a letter was received from Mrs Taylor suggesting that the Longridge Over 60's club had not anticipated having to pay more than £500 (rent net of grant) per annum for use of the building (Annex 3).

4.2 In the letter, Mrs Taylor has also asked the council to reconsider the level of grant offered.

5 FINANCIAL IMPLICATIONS

5.1 Over the life of the last 5 years of the lease the council has provided total grant assistance of £37,750 to the Longridge Over 60's Club. If the level of grant assistance was to continue to reduce by £100 per annum as outlined, there would be a further £35,250 of grant assistance given over the next 5 years.

6 RECOMMENDED THAT COMMITTEE

6.1 Consider whether to review the level of grant currently being provided to the Longridge over 60's Club towards their rent of the Towneley Building, Longridge.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF14-16/TH/AC
12 January 2015

LETTER OF JUNE 2010 TO LONGRIDGE OVER 60s CLUB

Please ask for: Mrs T Holderness
Our ref: TH
Your ref:
Email: trudy_holderness@ribblevalley.gov.uk
Fax: 01200 414436

15 June 2010

Dear Ms Taylor

LONGRIDGE OVER 60'S CLUB GRANT

On 8 June 2010 your request for a grant towards the cost of the new rent for the over 60's club at Townley Buildings was submitted to the Policy and Finance Committee. After careful consideration I am pleased to inform you the committee have approved to offer a grant over the next five years as follows:

2010/11 - £7,750
2011/12 - £7,650
2012/13 - £7,550
2013/14 - £7,450
2014/15 - £7,350

Thereafter the Borough Council will review the grant awarded as part of the five yearly rent review process.

John Gorton the Council's Legal Officer will be contacting you separately regarding your new lease agreement.

Should you have any other queries please do not hesitate in contacting me Trudy Holderness on 01200 414436.

Yours Sincerely

TRUDY HOLDERNESS
Senior Accountant

cc J. Gorton

Mrs. P Taylor
2 Risedale Drive
Longridge
PRESTON
PR3 3SA

Act 7/10

LETTER OF SEPTEMBER 2015 TO LONGRIDGE OVER 60s CLUB

Please ask for: Mrs T Holderness
Our ref: TH
Your ref:
Email: trudy.holderness@ribblevalley.gov.uk
Fax: 01200 414436

15 September 2015

Dear Mrs Taylor

LONGRIDGE OVER 60'S CLUB GRANT

In June 2010 your request for a grant towards the cost of the new rent for the over 60's club at Townley Buildings was approved by the Policy and Finance Committee. It was awarded as part of the five yearly rent review process, the District valuer has recently reviewed the rent as part of this process and has suggested that it remains at £7,850. The level of grant will continue on the same basis as previously approved, reducing by £100 each year. The grant over the next five years will therefore be as follows:

2015/16 - £7,250
2016/17 - £7,150
2017/18 - £7,050
2018/19 - £6,950
2019/20 - £6,850

Thereafter, we will once again review the grant awarded as part of the five yearly rent review process. I will arrange for an invoice to be sent out to you for the 2015/16 year in the coming week.

Should you have any other queries please do not hesitate in contacting me on 01200 414436.

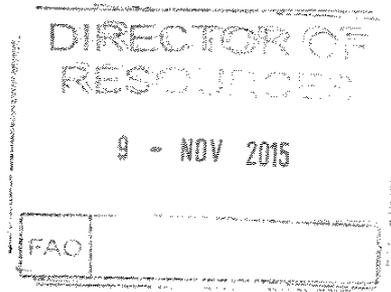
Yours Sincerely

TRUDY HOLDERNESS

Senior Accountant
cc J. Gorton

Mrs. P Taylor (Trustee)
Over 60's Club
Townley Buildings
Longridge
Preston
Lancs
PR3 3SA

LETTER OF NOVEMBER 2015 FROM LONGRIDGE OVER 60s CLUB



2 Risedale Drive

Longridge

Preston

PR3 3SA

5th November 2015

F.A.O Janet Pearson, Director of Resources

Dear Janet

I write to you as a Trustee of the Longridge Over 60's Club regarding your recent letter & invoice for the rent of the property in Townley Rd Longridge.

When the rent was last reviewed 5 years ago we were led to believe that £500 was the maximum amount we would ever have to pay & have budgeted accordingly.

Currently there are 80 members who meet regularly throughout the week and on Saturday to play dominoes, bingo or just for company and have a chat. A significant number of the members live alone and the Club is there only source of company.

The premises are also used by the Weightwatchers group twice a week and a yoga for seniors group meet on Fridays.

There is currently just over £2000 held in the bank but that figure will soon be depleted by heating bills during the winter months.

I appreciate your position regarding the rental amount but I would urge you to look again at your figures. Whilst the membership of the Club is not huge it is greatly appreciated by the people who use it and it would be a huge blow to the local community if the club was forced to close its doors.

I look forward to hearing from you.

Yours faithfully

Handwritten signature of Pam Taylor in cursive script.

Pam. Taylor

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 26 JANUARY 2016
 title: THE BOARD OF TRUSTEES OF THE CLITHEROE ROYAL GRAMMAR SCHOOL FOUNDATION - CONSULTATION
 submitted by: CHIEF EXECUTIVE
 principal author: DIANE RICE – HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

- 1.1 To inform Committee about proposed changes to the way in which the Clitheroe Royal Grammar School Foundation (the Foundation) is administered.
- 1.2 To afford Committee the opportunity to respond to the request contained in the letter attached as Appendix 1.
- 1.3 Relevance to the Council's ambitions and priorities
- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The request relates to the Council's commitment to promoting the best interests of the local community.

2 BACKGROUND

- 2.1 The Clitheroe Royal Grammar School Foundation is a registered charity and provides financial support to the Clitheroe Royal Grammar School and current and former pupils.
- 2.2 The Foundation was created in 1554 since which time its composition has altered as necessary to reflect the purpose of the Foundation, changes to the law relating to charitable foundations, and other circumstances affecting the Foundation, eg changes to the education system. Its objects are:
- To provide financial assistance to students and former students of the school, whose families are in financial need.
 - To provide for educational items and services that are additional to those provided by the School's annual grant from the government.
- 2.3 The Council has a long standing association with the Foundation. This association does not relate to funding but rather to the role that the school plays in the community which the Council serves.

3 ISSUES

- 3.1 The Charity Commission recommend that schemes for administrating charities should be kept under review. The current scheme was last reviewed in 1996. The Charity Commission also advise that wherever possible, Trustees should have skills which are relevant to the core purpose of their charity, in this case the management of the endowment.

3.2 The proposal on which the Council is being consulted, has been formulated by a working group set up on behalf of the Foundation to review the current structure, with particular reference to the number and role of the Trustees.

3.3 The current and proposed structures are as follows:

	RVBC	Clitheroe Town Council	Parent Governors Association	Co-opted Trustees
Current	3	3	1	5
Proposed	1	0	1	5

3.4 The Trustees nominated by the Council are Councillor Ian Brown who will retire at the end of a 4 year term on 20 May 2016 and Councillors Paula Dobson and Stephen Atkinson who were appointed on 22 May 2015 for a term of 4 years. Present Ribble Valley Borough Council nominee Trustees and the most recently retired Trustees have been asked to comment on the proposals, they have raised no objections.

3.5 The effect of the proposed changes is to reduce the number of Trustees who are nominated by elected bodies which represent the local community. There is no change proposed to the number of co-opted Trustees.

3.6 No information is provided about the method for selection of the co-opted Trustees. However, before a new scheme could be adopted, the Charity Commissioners would have to approve the scheme.

3.7 Once the consultation exercise has been completed, the Foundation will refer the matter to the Charity Commission.

3.8 If approved by the Charity Commission the Council will then appoint a single Trustee. The effect of this on the existing Trustees can be dealt with when the changes are implemented by which time Councillor Brown's term may have expired. One of the remaining Trustees has indicated that they would have no objection to resigning at the appropriate time.

4 RISK ASSESSMENT

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

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

5 RECOMMENDED THAT COMMITTEE

5.1 Consider the information attached at Appendix 1.

- 5.2 Agree to support the proposal to change the constitution of the Clitheroe Royal Grammar School Foundation.
- 5.3 Arrange for the Council to be represented by nominating a single Trustee once the changes have been put into effect.

DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

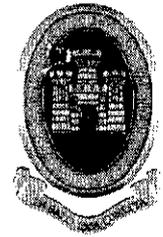
BACKGROUND PAPERS

Paper prepared on behalf of the Foundation by Dr A Clayton Chairman of the Trustees

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

REF: DR/260116-P&F

Clitheroe Royal Grammar School Foundation

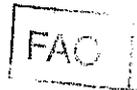


York Street, Clitheroe, Lancashire BB7 2DJ Tel: 01200 423118
Email: crgsfoundation@wilpshire.net

Stuart Hirst
Leader Ribble Valley Borough Council
Church Walk
Clitheroe
Lancashire
BB7 2RA

CHP

11 NOV 2015



10 November 2015

Dear Stuart

THE CLITHEROE ROYAL GRAMMAR SCHOOL FOUNDATION

The Clitheroe Royal Grammar School Foundation is a registered charity whose purpose is to hold and manage the historical endowment of Clitheroe Royal Grammar School. The object of the Foundation is to provide financial support for the School itself, and current and former pupils.

As you are no doubt aware, the Scheme of the above registered Charity has provided for the Board of Trustees to be made up of three trustees nominated by the Borough Council and nine other trustees, nominated by other bodies or co-opted by the trustees themselves.

The current Scheme was agreed by the Charity Commission in 1996. Under the terms of the previous Scheme agreed by the Charity Commission in 1990, Ribble Valley Borough Council nominated two trustees.

Throughout the long history of the Charity's existence, the constitution of the board of trustees has been varied on many occasions. These changes have been made to reflect either the changes in the status of the School itself or of the various bodies that have contributed financially to the School or had a vested interest in the education of its pupils.

The current trustees are very conscious that circumstances have changed somewhat since 1996; the School is now an Academy, and as such is funded directly by the Department of Education rather than by the Local Authority. At a meeting earlier this year, the trustees agreed to the formation of a sub-committee to review the present Scheme and consider the need for any changes.

One of the recommendations of the sub-committee is that the Borough Council be consulted on the suggestion that the number of trustees be reduced from twelve to seven, with the emphasis being on the appointment of trustees with a long-standing connection with the School. This proposal will not only streamline the administration of the board of trustees but more importantly it will reflect the Academy status of the School and its Governing Body.

The recommendation of the sub-committee is that the future constitution of the board of trustees be made up as follows:

- One member to be nominated by Ribble Valley Borough Council;
- One member nominated by the Parent Governors of the School;
- Five members to be co-opted.

The Clitheroe Royal Grammar School Foundation is a Registered Charity in England and Wales
Registration Number 526597
Chairman of Trustees: Dr A D Clayton BSc PhD CEng MChemE

26/11

Would the Borough Council agree to this change in the Charity's constitution? And if so, would the current nominated trustees (namely Ian Brown, appointed: 21 May 2012; and Paula Dobson and Stephen Atkinson, appointed: 22 May 2015) wish to remain as trustees until their respective four year terms of office expire, or would they wish to resign following the appropriate order for the change in the constitution. The decision would be theirs.

If you have any queries or wish to discuss the matter in further detail, please do not hesitate to contact me (01254 246373) or Geoff Isherwood (01254 812694).

I look forward to hearing from you.

Kind regards,



Andrew Clayton (Dr)

Chairman of Trustees
Clitheroe Royal Grammar School Foundation

Beane Feb

Rec'd DR 23/11/15

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 16

meeting date: 26th JANUARY 2016
title: REVIEW OF 2015-2019 CORPORATE STRATEGY
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To seek approval of the Council's reviewed Corporate Strategy 2015-2019.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Our Corporate Strategy, attached at Appendix A, sets out the strategic direction of the Council for the period 2015-2019, providing a focus to ensure that the services we deliver meets the needs of our communities. The Strategy has a four-year scope, but will be reviewed annually to ensure that it continues to reflect the changes to our priorities that occur over time. Following the local elections taking place in May 2019 we will develop a new Strategy, which will have a four year life span covering 2019-2023.

2.2 The Strategy contains:

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

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

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

2.5 The priorities and objectives were developed in 2015 based on the following:

- The Ribble Valley Sustainable Community Strategy
- The Leaders Objectives
- Consultation with our Communities through our Citizens' Panel

3 GENERAL COMMENTS

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

4 RISK ASSESSMENT

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

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

5 IT IS RECOMMENDED THAT COMMITTEE

- 5.1 Considers and approves the reviewed Corporate Strategy 2015-2019.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

PF4-16/MH/AC
14 January 2016

BACKGROUND PAPERS:

For further information please ask for Michelle Haworth, extension 4421

Ribble Valley Borough Council

CORPORATE STRATEGY

2015- 2019

Our Vision

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



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Foreword

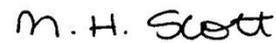
Welcome to Ribble Valley Borough Council's Corporate Strategy for 2015 - 2019.

This document sets out the strategic direction of the Council over the period 2015 - 2019, providing a focus to ensure that the services we deliver meet the needs of our communities. The Strategy has a four-year scope, but is reviewed annually to ensure that it continues to reflect changes to our priorities that occur over time. Following the next local elections taking place in 2019, we will develop a new Strategy.

Cllr Stuart Hirst
Leader of the Council



Marshal Scott
Chief Executive



What communities are telling us

Through participation in the Ribble Valley Citizens' Panel and the 2015 Perception Survey, we know that residents see the following issues as the most important in making somewhere a good place to live:

- Health services
- Crime levels
- Access to Nature
- Clean streets
- Road and pavement repairs
- Education provision
- Affordable, decent housing

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

- Clean Streets
- Road and pavement repairs
- Affordable, decent housing
- Public Transport
- The amount of dog fouling
- The level of traffic
- Job prospects

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

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

The Ribble Valley Sustainable Community Strategy 2014 - 2017

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

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

Our Priorities

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



Core Values

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

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

Our approach to Equality and Diversity

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

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

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

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

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



Priority 1 - To ensure a well-managed council providing efficient services based on identified customer needs

This is the Council's overarching corporate priority.

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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



Priority 2 - To sustain a strong and prosperous Ribble Valley

The prosperity of the economy in the Ribble Valley is demonstrated through the continuing high levels of economic growth in the area. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to market and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development.

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

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

Our objectives:

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

Our key actions:

- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
- To conclude a satisfactory development agreement and deliver a scheme for the redevelopment of the Clitheroe market area
- To develop, with relevant partners, additional measures to support the visitor economy
- To identify options and support the delivery of employment land
- Work with the County Council and other providers to improve the local infrastructure
- To support the delivery of the Standen Strategic Site, working with partners to ensure development is timely, of good quality and delivers the necessary infrastructure

Our key measures of success

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



Priority 3 - To help make people's lives safer and healthier

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

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

Our objectives:

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

Our key actions:

- To seek to improve Ribble Valley food businesses, to achieve a food hygiene rating of 3 star and above
- To tackle fuel poverty across the borough
- To continue to work with our Community Safety Partnership, ensuring that low crime levels are maintained, by tackling crime, anti-social behaviour and fear of crime
- To emphasise, and re-establish if necessary, the alcohol free zones in Clitheroe and other parts of the Ribble Valley
- To work with Ribble Valley GP's and other partners on local health and wellbeing needs
- To ensure access to services in isolated communities

Our key measures of success

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



Priority 4 - To protect and enhance the existing environmental quality of our area

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

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

Our objectives:

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

Our key actions:

- To deliver a co-ordinated approach to Planning through the Local Development Framework by progressing the Site Allocations Plan
- To increase the use of renewable energy sources
- To maximise recycling and reduce the amount of waste going to landfill
- To continue with our approach of zero tolerance of dog fouling, litter and fly tipping
- To deliver a waste and responsible dog ownership education and awareness programme

Our key measures of success

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



Priority 5 - To match the supply of homes in our area with the identified housing needs

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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

How to contact us

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

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

Tel: 01200 425111

Email: michelle.haworth@ribblevalley.gov.uk

Web: www.ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 26th JANUARY 2016
 title: ANALYSIS OF THE 2015 INDICES OF DEPRIVATION
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To provide information for committee about the Indices of Deprivation 2015.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives –
 - Corporate Priorities –
 - Other Considerations -
- The Indices of Deprivation provide invaluable data on the different levels of deprivation within the borough. This data can help the Council with service delivery, by identifying the areas of greatest need.

2 BACKGROUND

2.1 Since the 1970s local measures of deprivation have been calculated in England. This release of data contains the latest version of these statistics and form the English Indices of Deprivation 2015.

2.2 It is important to note that these statistics are a measure of deprivation, not affluence, and to recognise that not every person in a highly deprived area will themselves be deprived. Equally, there will be some deprived people living in the least deprived areas.

2.3 Deprivation covers a broad range of issues and refers to unmet needs caused by a lack of resources of all kinds, not just financial. The English Indices of Deprivation attempt to measure a broader concept of multiple deprivation, made up of seven domains of deprivation which are outlined below. They are combined to produce the overall Index of Multiple Deprivation (IMD). Each domain contains a number of components (see Appendix A).

- **Income** - measures the proportion of the population in an area experiencing deprivation related to low income.
- **Employment** - measures employment deprivation in an area conceptualised as involuntary exclusion of the working age population from the labour market.
- **Health and Disability** - measures premature death and the impairment of quality of life by poor health. It considers both physical and mental health. The domain measures morbidity, disability and premature mortality but not aspects of behaviour or environment that may be predictive of future health deprivation.
- **Education Skills and Training** - measures the extent of deprivation in terms of education, skills and training in an area. The indicators are structured into two sub-domains: one relating to children and young people and one relating to adult skills.
 - ◆ Sub-domain: Children/young people
 - ◆ Sub-domain: Skills
- **Barriers to Housing and Other Services** - measures the physical and financial accessibility of housing and key local services. The indicators fall into two sub-domains: 'geographical barriers', which relate to the physical proximity of local services, and 'wider barriers' which includes issues relating to access to housing such as affordability.
 - ◆ Sub-domain: Wider barriers
 - ◆ Sub-domain: Geographical barriers

- **Crime** - measures the rate of recorded crime in an area for four major crime types representing the risk of personal and material victimisation at a small area level.
- **Living Environment** - measures the quality of individuals' immediate surroundings both within and outside the home. The indicators fall into two sub-domains: the 'indoors' living environment, which measures the quality of housing, and the 'outdoors' living environment which contains two measures relating to air quality and road traffic accidents.
 - ◆ Sub-domain: The indoors living environment
 - ◆ Sub-domain: The outdoors living environment
- In addition to the Index of Multiple Deprivation and the seven domain indices, there are two supplementary indices: the Income Deprivation Affecting Children Index (IDACI) and the Income Deprivation Affecting Older People Index (IDAOPI).

3 NATIONAL RESULTS

- 3.1 The IMD 2015 updates the IMD 2010, where possible using the same indicators and sources of data.
- 3.2 An overview of the findings of the English Indices of Deprivation 2015 focuses on the national and sub-national patterns of multiple deprivation.
- 3.3 The overall measure of multiple deprivation experienced by people living in an area is calculated for every Lower layer Super Output Area (LSOA) in England. The IMD 2015 can be used to rank every LSOA in England according to their relative level of deprivation. (Lower super output areas are a statistical geography that are smaller in size than wards. They contain on average 1,500 people).
- 3.4 According to the IMD 2015 the most deprived LSOA in England is to the east of the Jaywick area of Clacton on Sea (Tendring 18a) and the least deprived is part of Wokingham (Wokingham 020E) both are in the East of England region.
- 3.5 The English Indices of Deprivation are a continuous measure of relative deprivation therefore there is no definitive point on the scale below which areas are considered to be deprived and above which they are not. In most cases, users concentrate on defining deprived areas by using a cut-off value beyond which areas are deemed to be the most deprived. For instance, a number of uses of the IMD have focussed on the most deprived 10 per cent (most deprived decile) of LSOAs in England. Deprived areas have been defined as those LSOAs that are amongst the 10 per cent most deprived in England according to the overall IMD.
- 3.6 Almost all of the most deprived LSOAs in England are in urban areas.

4 LOCAL RESULTS

- 4.1 The IMD 2015 provides measures of deprivation at local authority (as well as lower super output area level (LSOA)), ranking the deprivation of 354 local authority districts in England, where 1 is the most deprived and 354 is the least deprived.
- 4.2 The 2015 IMD replicates the 2010 IMD as far as possible, so changes in rankings are likely to reflect change between the two time periods.
- 4.3 This section examines the summary data at local authority level, and it examines changes in deprivation rankings in more depth and the LSOA level data.
- 4.4 Comparing the 2015 to the 2010 Index of Deprivation, for all of the six summary measures of deprivation, Ribble Valley ranks as being relatively less deprived. (This is a change from 2010 when comparing to the 2007 Index of Deprivation, where Ribble Valley ranked as being relatively more deprived.)

IMD summary ranks¹ for Ribble Valley, comparing 2004, 2007, 2010 and 2015.

IMD	Rank of Average Rank	Rank of Average Score	Proportion of LSOAs in most deprived 10% nationally	Rank of proportion of LSOAs in most deprived 10% nationally	Rank of Extent	Rank of Local Concentration
2004	283	288			298	318
2007	296	302			309	332
2010	285	290			294	312
2015	290	292	0	200	302	309
Difference* 2004 – 2007	-13	-14			-11	-14
Difference* 2007 - 2010	11	12			15	20
Difference* 2010 - 2015	-5	-2			-8	3

* A positive number highlights an increase in relative deprivation; a negative number highlights a relative decrease in deprivation.

4.5 Index of Multiple Deprivation 2015, borough level summary ranks for local authorities in Lancashire can be found in the table below.

4.6 Looking at the Rank of Average Score - four of Lancashire's local authorities fall into the 10% most deprived in the country. Blackpool is the most deprived local authority in the county. Its deprivation ranking has fallen from 6th out of 326 local authorities in 2010 to 1st. Burnley is the second most deprived with its ranking falling from 11th to 9th. The percentage of Lancashire LSOAs falling into the most deprived 10% in the country has increased from 4.74% to 4.93% (2010 to 2015). The percentage of Lancashire LSOAs falling into the most affluent 10% has decreased, from 1.72% to 1.7%.

LA NAME	Rank of Average Rank	Rank of Average Score	Rank of Extent	Rank of Local Concentration	Rank of proportion of LSOAs in most deprived 10% nationally
Blackburn with Darwen	24	15	13	20	12
Blackpool	4	1	12	1	7
Burnley District	17	9	16	8	9
Chorley District	186	175	146	137	125
Fylde District	218	217	196	191	174
Hyndburn District	28	26	24	41	22
Lancaster District	125	105	100	36	80
Pendle District	42	38	31	62	18
Preston District	72	61	46	60	53
Ribble Valley District	290	292	302	309	200
Rosendale District	98	108	109	117	119
South Ribble District	234	229	208	201	156
West Lancashire District	164	139	121	75	99
Wyre District	167	145	141	61	67

4.7 Further examining the 'rank of average score', the local authority that appears to have seen the biggest relative increase in its deprivation rank is Fylde, which ranked 236th most deprived in 2010 and is now the 217th most deprived local authority.

¹ See Appendix A for full description of the summaries

Changes in rank on the 'rank of average score' summary for local authorities in Lancashire.

	2015 Rank of Average Score	2010 Rank of Average Score	Difference
Chorley	175	156	-19
South Ribble	229	206	-23
Fylde	217	236	19
Ribble Valley	292	290	-2
Pendle	38	33	-5
Burnley	9	11	2
Wyre	145	163	18
Blackpool	1	6	5
Hyndburn	26	34	8
West Lancashire	139	136	-3
Preston	61	45	-16
Lancaster	105	116	11
Blackburn with Darwen	15	17	2
Rossendale	108	98	-10

(A positive number highlights an increase in relative deprivation; a negative number highlights a relative decrease in deprivation).

4.8 Local authority measures can provide useful summaries of deprivation in local areas. One measure that is used widely is the proportion of LSOAs in a local authority amongst the 10 per cent most deprived in England. Ribble Valley has 0.125 amongst the most deprived 10% nationally in the Barriers to Housing and Services and Living Environment components.

Ribble Valley BC	Average rank	Rank of average rank	Average score	Rank of average score	Proportion of LSOAs in most deprived 10% nationally	Rank of Proportion of LSOAs in most deprived 10% nationally	Scale	Rank of scale
Income	7189.41	315	0.062	316	0	211	3521	323
Employment	9550.24	268	0.07	268	0	200	2195.25	315
Education Skills and Training	7181.44	316	7.012	318	0	257		
Health Deprivation	10652.89	218	-0.463	212	0	173		
Crime	7870.25	292	-0.701	296	0	220		
Barriers to Housing and Services	13909.55	230	19.576	208	0.125	88		
Living Environment	17732.44	113	22.871	111	0.125	84		
Income deprivation affecting children	5358.03	325	0.057	325	0	233		
Income deprivation affecting older people	7712.81	300	0.087	302	0	183		

- All of the domains have been examined to see if any of Ribble Valley's 40 LSOA fall into the 10 per cent most deprived. The following notable results were found (please see Appendix B for full results):
 - Employment –
 - ◆ 2 LSOAs fall in the bottom 30 per cent (1 in Whalley ward and 1 in Littlemoor ward)
 - Health –
 - ◆ 2 LSOAs fall in the bottom 30 per cent (1 in Edisford and Low Moor ward and 1 in Littlemoor ward)
 - Crime –
 - ◆ 1 LSOA falls in the bottom 30 per cent (1 in Littlemoor ward)
 - Education, skills and training (subdomain Children and Young People) –
 - ◆ 3 LSOAs fall in the bottom 30 per cent (1 in Edisford and Low Moor ward, 1 in Primrose ward and 1 in Littlemoor ward)
 - Barriers to Housing and Services –
 - ◆ 5 LSOAs fall in the bottom 10 per cent (Aighton, Bailey and Chaigley, 1 in Billington and Old Langho ward, Bowland, Newton and Slaidburn, Gisburn and Rimington, 1 in Waddington and West Bradford ward)
 - ◆ 3 LSOAs fall in the bottom 20 per cent (1 in Clayton-le-Dale with Ramsgreave ward, 1 in Wilpshire, Wiswell and Pendleton)
 - ◆ 3 LSOAs fall in the bottom 30 per cent (Chipping, 1 in Mellor ward, 1 in Whalley ward)
 - Barriers to Housing and Services (sub domain geographical barriers) –
 - ◆ 11 LSOAs fall in the bottom 10 per cent (Aighton, Bailey and Chaigley, 1 in Billington and Old Langho ward, Bowland, Newton and Slaidburn, Chipping, 1 in Clayton-le-Dale with Ramsgreave ward, Gisburn and Rimington, 1 in Mellor ward, 1 in Waddington and West Bradford ward, 1 in Whalley ward, 1 in Wilpshire ward, Wiswell and Pendleton)
 - ◆ 5 LSOAs fall in the bottom 20 per cent (1 in Alston and Hothersall ward, 1 in Clayton-le-Dale with Ramsgreave ward, Ribchester, 1 in Waddington and West Bradford ward, and 1 in Wilpshire ward)
 - ◆ 4 LSOAs fall in the bottom 30 per cent (1 in Billington and Old Langho ward, 1 in Derby and Thornley ward, 1 in Langho ward, 1 in Primrose ward)
 - Living Environment –
 - ◆ 5 LSOA falls in the bottom 10 per cent (Aighton, Bailey and Chaigley, Bowland, Newton and Slaidburn, Chipping, Gisburn Rimington, 1 in Primrose ward)
 - ◆ 5 LSOAs fall in the bottom 30 per cent (1 in Derby and Thornley ward, 1 in Littlemoor ward, Ribchester, and both in Waddington and West Bradford ward)
 - Living Environment – (sub domain Indoors)
 - ◆ 5 LSOA falls in the bottom 10 per cent (Aighton, Bailey and Chaigley, Bowland, Newton and Slaidburn, Chipping, Gisburn Rimington, and 1 in Primrose ward)
 - ◆ 5 LSOAs fall in the bottom 20 per cent (1 in Derby and Thornley ward, 1 in Read and Simonstone ward, Ribchester, and both in Waddington and West Bradford ward)
 - ◆ 8 LSOAs fall in the bottom 30 per cent (1 in Alston and Hothersall ward, Chatburn, 1 in Clayton-le-Dale ward, 1 in Derby and Thornley ward, 1 in Edisford and Low Moor ward, both in Littlemoor ward, and Wiswell and Pendleton)
 - Rank of Index of Multiple Deprivation –
 - ◆ 1 LSOA falls in the bottom 40 per cent (1 of the LSOAs in Littlemoor ward)

5 USE OF THE DATA

5.1 A series of ward profiles have been produced that summarise a variety of information which is available at ward level. This information covers:

- Population, age and ethnicity;
- Deprivation – this has been updated to now reflect the 2015 Indices of Multiple Deprivation;
- Mosaic data;
- Education;
- Employment/Unemployment;
- Health;
- Housing and Tenure and;
- Crime.

5.2 The ward profiles can be found on the Council's website -

https://www.ribblevalley.gov.uk/info/200396/performance_and_statistics/1641/ward_profiles

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

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

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

PF3-16/MH/AC
14 January 2016

BACKGROUND PAPERS:

For further information please ask for Michelle Haworth, extension 4421

Components

Each domain contains a number of components as listed below.

- **Income** - measures the proportion of the population in an area experiencing deprivation related to low income. Calculated by summing the following 5 indicators:
 - Adults and children in Income Support families
 - Adults and children in Income-Based Jobseeker's Allowance families
 - Adults and children in Pension Credit (Guarantee) families
 - Adults and children in Child Tax Credit families (who are not in receipt of Income Support, Income-Based Jobseeker's Allowance or Pension Credit) whose equivalised income (excluding housing benefits) is below 60 per cent of the median before housing costs
 - Asylum seekers in England in receipt of subsistence support, accommodation support, or both.
- **Employment** - measures employment deprivation in an area conceptualised as involuntary exclusion of the working age population from the labour market. Calculated by summing the following 7 indicators:
 - Claimants of Jobseeker's Allowance (both Contributory and Income-Based) women aged 18-59 and men aged 18-64, averaged over 4 quarters
 - Claimants of Incapacity Benefit women aged 18-59 and men aged 18-64, averaged over 4 quarters
 - Claimants of Severe Disablement Allowance women aged 18-59 and men aged 18-64, averaged over 4 quarters
 - Claimants of Employment Support Allowance women aged 18-59 and men aged 18-64
 - Participants in New Deal for the 18-24s who are not in receipt of Jobseeker's Allowance, averaged over 4 quarters
 - Participants in New Deal for 25+ who are not in receipt of Jobseeker's Allowance, averaged over 4 quarters
 - Participants in New Deal for Lone Parents (after initial interview) aged over 18, averaged over 4 quarters.
- **Health and Disability** - measures premature death and the impairment of quality of life by poor health. It considers both physical and mental health. The domain measures morbidity, disability and premature mortality but not aspects of behaviour or environment that may be predictive of future health deprivation. 4 indicators are used to calculate this domain:
 - Years of Potential Life Lost – an age and sex standardised measure of premature death
 - Comparative Illness and Disability Ratio – an age and sex standardised measure of morbidity and disability
 - Measures of acute morbidity – an age and sex standardised rate of emergency admissions to hospital
 - Proportion of adults under 60 suffering from mood or anxiety disorders – a modelled indicator for the proportion of adults suffering from mood and anxiety disorders.
- **Education Skills and Training** - measures the extent of deprivation in terms of education, skills and training in an area. The indicators are structured into two sub-domains: one relating to children and young people and one relating to adult skills. 7 indicators are used to calculate this domain:
 - Sub-domain: Children/young people

- ◆ Average points score of pupils taking English, Maths and Science Key Stage 2 exams
- ◆ Average points score of pupils taking English, Maths and Science Key Stage 3 exams
- ◆ Average capped points score of pupils taking Key Stage 4 (GCSE or equivalent) exams
- ◆ Proportion of young people *not* staying on in school or non-advanced education above age 16
- ◆ Secondary school absence rate – the proportion of authorised and unauthorised absences from secondary school
- ◆ Proportion of those aged under 21 *not* entering Higher Education.
- Sub-domain: Skills
 - ◆ Proportion of adults aged 25-54 with no or low qualifications.
- **Barriers to Housing and Other Services** - measures the physical and financial accessibility of housing and key local services. The indicators fall into two sub-domains: 'geographical barriers', which relate to the physical proximity of local services, and 'wider barriers' which includes issues relating to access to housing such as affordability. Seven indicators are combined to calculate this domain:
 - Sub-domain: Wider barriers
 - ◆ Household overcrowding – the proportion of households within an LSOA which are judged to have insufficient space to meet the household's needs
 - ◆ Homelessness – the rate of acceptances for housing assistance under the homelessness provisions of the 1996 Housing Act (at local authority district level)
 - ◆ Difficulty of access to owner-occupation (local authority district level) – proportion of households aged under 35 whose income means they are unable to afford to enter owner occupation.
 - Sub-domain: Geographical barriers
 - ◆ Road distance to a GP surgery
 - ◆ Road distance to a supermarket or convenience store
 - ◆ Road distance to a primary school
 - ◆ Road distance to a Post Office.
- **Crime** - measures the rate of recorded crime in an area for four major crime types representing the risk of personal and material victimisation at a small area level.
 - Violence – number of reported violent crimes (19 reported crime types) per 1000 at risk population
 - Burglary – number of reported burglaries (4 reported crime types) per 1000 at risk population
 - Theft – number of reported thefts (5 reported crime types) per 1000 at risk population
 - Criminal damage – number of reported crimes (11 reported crime types) per 1000 at risk population.
- **Living Environment** - measures the quality of individuals' immediate surroundings both within and outside the home. The indicators fall into two sub-domains: the 'indoors' living environment, which measures the quality of housing, and the 'outdoors' living environment which contains two measures relating to air quality and road traffic accidents. 4 indicators are combined to calculate this domain:
 - Sub-domain: The indoors living environment
 - ◆ Social and private housing in poor condition
 - ◆ Houses without central heating
 - Sub-domain: The outdoors living environment

- ◆ Air quality
- ◆ Road traffic accidents

Indices of Multiple Deprivation 2015

The Indices of Deprivation 2015 provide a set of relative measures of deprivation for small areas (Lower-layer Super Output Areas) across England, based on seven domains of deprivation. The domains were combined using the following weights to produce the overall Index of Multiple Deprivation (IMD):

- Income Deprivation (22.5%)
- Employment Deprivation (22.5%)
- Education, Skills and Training Deprivation (13.5%)
- Health Deprivation and Disability (13.5%)
- Crime (9.3%)
- Barriers to Housing and Services (9.3%)
- Living Environment Deprivation (9.3%)

Description of the summary measures

Summaries of the 2015 IMD lower super output area level data are provided at local authority level, these are:

- **Average score** - Population weighted average of the combined scores for the LSOAs in a larger area. The average score summary measure is calculated by averaging the LSOA scores in each larger area after they have been population weighted. The resultant scores for the larger areas are then ranked, where the rank of 1 (most deprived) is given to the area with the highest score. This gives a measure of the whole area covering both deprived and non-deprived areas. The main difference from the average rank measure described below is that more deprived LSOAs tend to have more 'extreme' scores than ranks. So highly deprived areas will not tend to average out to the same extent as when using ranks; highly polarised areas will therefore tend to score higher on the average score measure than on the average rank.
- **Average rank** - Population weighted average of the combined ranks for the LSOAs in a larger area. This measure is calculated by averaging all of the LSOA ranks in each larger area after they have been population weighted. The 'average rank' scores for the larger areas are then ranked, where the rank of 1 (most deprived) is given to the area with the highest score. (For the purpose of calculating the score for the larger area, LSOAs are ranked such that the most deprived LSOA is given the rank of 32,844.) The nature of this measure – using all areas, and using ranks rather than scores – means that a highly polarised larger area would not tend to score highly, because extremely deprived and less deprived LSOAs will 'average out'. Conversely, a larger area that is more uniformly deprived will tend to score highly on the measure.
- **Proportion of Lower-layer Super Output Areas (LSOAs) in most deprived 10% nationally** - Proportion of a larger area's LSOAs that fall in the most deprived 10% of LSOAs nationally. The score is the proportion of the larger area's LSOAs that fall in the most deprived 10% of LSOAs nationally. The scores for the larger areas are then ranked, where the rank of 1 (most deprived) is given to the area with the highest score. (Larger areas which have no LSOAs in the most deprived 10 per cent of all such areas in England have a score of zero for this summary measure). By contrast to the average rank and average score measures, this measure focuses only on the most deprived LSOAs.
- **Extent** - Proportion of a larger area's population living in the most deprived LSOAs in the country. This is a weighted measure of the population in the most deprived 30 per cent of all areas:

- ◆ The population living in the most deprived 10 per cent of LSOAs in England receive a 'weight' of 1.0;
 - ◆ The population living in the most deprived 11 to 30 per cent of LSOAs receive a sliding weight, ranging from 0.95 for those in the eleventh percentile, to 0.05 for those in the thirtieth percentile.
 - ◆ The 'extent' scores for the larger areas are then ranked, where the rank of 1 (most deprived) is given to the area with the highest score. (Higher-level areas which have no LSOAs in the most deprived 30 per cent of all areas in England have a score of zero for this summary measure.) The extent measure is a more sophisticated version of the proportion of LSOAs in the most deprived 10 per cent nationally measure, and is designed to avoid the sharp cut-off seen in that measure, whereby areas ranked only a single place outside the most deprived 10 per cent are not counted at all.
- **Scale** - Income Scale is the number of people who are income deprived; Employment Scale is the number of people who are employment deprived. These measures are designed to give an indication of the number of people experiencing income deprivation and employment deprivation in the local area. For example, if two districts have the same percentage of income deprived people, the larger district will be ranked as more deprived on the income scale measure because more people are experiencing the deprivation.
 - **Local concentration** - Population weighted average of the ranks of a larger area's most deprived LSOAs that contain exactly 10% of the larger area's population. The 'local concentration' score for the larger area is ranked, where the rank of 1 (most deprived) is given to the area with the highest score. (For the purpose of calculating the score for the larger area, LSOAs are first ranked such that the most deprived LSOA is given the rank of 32,844.) Similar to the proportion of LSOAs in the most deprived 10 per cent nationally and extent measures, the local concentration measure is based on only the most deprived LSOAs in the larger area, rather than on all areas. By contrast to these measures however, the local concentration measure gives additional weight to very highly deprived areas.

Further Information on the Indices of Deprivation

- Since their original publication, the Indices of Deprivation have been used widely for a range of purposes. The Indices of Deprivation can be used for identifying areas with high levels of deprivation or areas with specific issues, such as health, that may not be considered deprived on the overall index. Local authorities or other larger geographies can also be compared by, for instance, looking at the proportion of the 10% most deprived LSOAs contained within each of the areas. Cut-offs other than the 10% most deprived may also be appropriate depending on the use being made of the summary.
- The Indices are central to the evidence base for regeneration policy in England and help target limited resources appropriately. As a composite index, the Index of Multiple Deprivation fits well with moves from Government to take a holistic approach to developing local services. The fact that the Indices cover a range of domains means that they will also be useful for driving forward policies to address local priorities.
- Previous versions of the Indices have been used by central Government as a criterion for allocating resources efficiently for programmes such as regeneration, and neighbourhood renewal, identifying disadvantaged pupils for additional support or allocating grants to community groups. Key users of the Indices are local authorities where the Indices are used to identify the local areas with the greatest level of need for support or intervention. Examples include analysing community safety data to evaluate neighbourhood policing and partnerships, using the Indices as local measures of community cohesion, investigating patterns of 'risk of youth offending', identifying the greatest health inequalities between the most and least deprived populations or for context in community safety strategic assessments.

- The Indices also allows communities to compare their areas with similar, or nearby areas on a range of nationally consistent measures. This helps residents to gauge their relative levels of deprivation, assess whether progress is being made and hold relevant authorities accountable.
- Most of the data used in the Indices of Deprivation 2015 relates to the tax year 2012/13 - see Chapter 4 of the Technical Report for more details.
- All of the data files and supporting documents for the English Indices of Deprivation 2015 are available from: www.gov.uk/government/statistics/english-indices-of-deprivation-2015
- The Indices of Deprivation 2015 have been published using the Open Government License (OGL) version 3.0, see www.nationalarchives.gov.uk/doc/open-government-licence/version/3/
- The Indices of Deprivation 2015 have been constructed for the Department for Communities and Local Government (DCLG) by Oxford Consultants for Social Inclusion (OCSI).
- For statistical enquiries, please contact: indices.deprivation@communities.gsi.gov.uk

LSOA	Ward	Index of Multiple Deprivation (IMD) Decile (where 1 is most deprived 10% of LSOAs)	Income Decile (where 1 is most deprived 10% of LSOAs)	Supplementary Indices		Employment Decile (where 1 is most deprived 10% of LSOAs)	Health Deprivation and Disability Decile (where 1 is most deprived 10% of LSOAs)	Crime Decile (where 1 is most deprived 10% of LSOAs)	Education, Skills and Training Decile (where 1 is most deprived 10% of LSOAs)	Sub-divisions		Barriers to Housing and Services Decile (where 1 is most deprived 10% of LSOAs)	Sub-divisions		Living Environment Decile (where 1 is most deprived 10% of LSOAs)	Sub-divisions	
				Income Deprivation Affecting Children Index (IDACI) Decile (where 1 is most deprived 10% of LSOAs)	Income Deprivation Affecting Older People (IDAOPI) Decile (where 1 is most deprived 10% of LSOAs)					Children and Young People Sub-domain Decile (where 1 is most deprived 10% of LSOAs)	Adult Skills Sub-domain Decile (where 1 is most deprived 10% of LSOAs)		Geographical Barriers Sub-domain Decile (where 1 is most deprived 10% of LSOAs)	Wider Barriers Sub-domain Decile (where 1 is most deprived 10% of LSOAs)		Indoors Sub-domain Decile (where 1 is most deprived 10% of LSOAs)	Outdoors Sub-domain Decile (where 1 is most deprived 10% of LSOAs)
E01025315	Aighton, Bailey and Chaigley	6	10	10	9	10	9	10	10	9	9	1	1	9	1	1	8
E01025316	Alston and Hothersall	10	10	10	8	10	6	10	9	10	8	6	2	10	7	6	9
E01025317	Alston and Hothersall	8	8	7	9	8	6	9	8	9	7	8	4	9	4	3	9
E01025318	Billington and Old Langho	9	8	9	7	8	6	10	8	7	8	7	3	10	5	4	6
E01025319	Billington and Old Langho	9	9	9	10	10	10	10	10	10	10	1	1	10	7	5	9
E01025320	Bowland, Newton and Slaidburn	5	10	10	9	8	8	8	8	8	7	1	1	10	1	1	10
E01025321	Chatburn	8	7	8	7	7	6	10	8	8	7	9	5	9	4	3	6
E01025322	Chipping	8	10	10	9	10	9	10	8	8	8	3	1	10	1	1	8
E01025323	Clayton-le-Dale with Ramsgreave	8	9	9	8	9	9	8	9	10	9	2	1	10	4	3	8
E01025324	Clayton-le-Dale with Ramsgreave	9	10	10	9	8	8	7	9	9	9	4	2	10	7	7	5
E01025325	Derby and Thornley	6	5	6	4	7	4	6	5	4	5	10	10	7	5	3	7
E01025326	Derby and Thornley	7	8	8	8	8	6	4	8	8	8	6	3	9	3	2	8
E01025327	Dilworth	10	9	10	9	9	7	9	8	8	8	9	5	10	8	6	9
E01025328	Dilworth	10	9	8	8	10	9	8	9	8	8	10	9	10	7	6	7
E01025329	Edisford and Low Moor	5	5	6	6	4	3	8	4	3	5	9	5	9	8	6	9
E01025330	Edisford and Low Moor	6	6	9	5	5	5	6	7	6	8	9	6	8	4	3	7
E01025331	Gisburn, Rimington	5	9	9	9	8	9	7	8	9	7	1	1	10	1	1	9
E01025332	Langho	10	10	10	10	10	8	10	10	10	10	10	6	10	9	9	8
E01025333	Langho	8	8	10	8	5	7	8	9	9	9	6	3	10	7	6	7
E01025334	Littlemoor	6	5	5	6	5	6	5	8	8	8	9	4	10	5	3	9
E01025335	Littlemoor	4	4	5	4	3	3	3	4	3	4	9	7	6	3	3	4
E01025336	Mellor	10	10	9	10	9	9	10	10	10	10	3	1	10	7	5	10
E01025337	Mellor	10	9	10	9	9	7	10	10	10	10	8	4	10	6	5	7
E01025338	Primrose	6	7	8	5	6	7	5	7	7	6	10	8	9	1	1	5
E01025339	Primrose	7	6	7	6	6	6	7	5	3	7	7	3	9	6	5	9
E01025340	Read and Simonstone	9	8	8	8	9	9	8	9	9	9	9	5	10	4	2	8
E01025341	Read and Simonstone	10	10	10	10	10	10	7	10	10	10	9	5	10	9	8	8
E01025342	Ribchester	9	9	9	8	10	9	10	9	8	9	6	2	9	3	2	9
E01025343	Sabden	9	8	8	7	7	7	9	7	6	8	10	8	9	6	4	9
E01025344	St Mary's	8	7	9	7	7	7	8	9	8	8	10	9	8	6	4	7
E01025345	St Mary's	10	10	10	10	9	8	9	9	9	9	9	5	10	7	6	7
E01025346	Salthill	9	8	9	9	7	7	7	9	9	8	10	5	10	5	4	7
E01025347	Salthill	7	6	7	6	5	7	7	8	7	8	8	4	9	7	6	7
E01025348	Waddington and West Bradford	8	9	10	9	9	9	10	8	8	8	4	2	10	3	2	8
E01025349	Waddington and West Bradford	8	10	10	9	9	9	9	10	10	9	1	1	10	3	2	9
E01025350	Whalley	10	9	10	7	8	8	8	10	9	10	9	5	10	7	7	6
E01025351	Whalley	6	8	10	9	3	6	8	9	10	7	3	1	10	6	4	8
E01025352	Wilpshire	10	10	10	10	10	10	9	10	10	9	2	1	10	10	10	9
E01025353	Wilpshire	10	10	10	10	9	9	9	10	10	10	4	2	10	8	7	8
E01025354	Wiswell and Pendleton	8	10	10	10	8	9	8	10	10	10	2	1	10	4	3	8

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 19

meeting date: 26 JANUARY 2016
title: TREASURY MANAGEMENT MONITORING 2015/16
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2015 to 31 December 2015.
- 1.2 Relevance to the Council's ambitions and priorities:
 - In accordance with the corporate strategy priority -"to ensure a well-managed Council, by maintaining critical financial management and controls." This report provides members with information regarding the treasury management activities for the period.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

- 2.1 Events in recent years have raised the profile of the treasury management function and highlighted the potential serious risks involved.
- 2.2 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board. They make funds available for long loan periods at interest rates just below market rates and lend to Government and Public bodies. The Council rarely borrows to fund its revenue activities and is much more likely at any point in time to have surplus funds to invest.
- 2.3 On a daily basis we assess our cash flow position. To do this we estimate the funds we expect to receive e.g. council tax payments, grants and fees, and deduct any known payments we expect to make e.g. precepts, creditors and salaries.
- 2.4 On most days the Council is in a position where it has surplus funds available to invest.
- 2.5 How we invest these surplus funds is governed by the Council's Treasury Management policies and practices agreed and reported to Policy and Finance Committee and ultimately Full Council.
- 2.6 The main points being:
 - (i) The Council maintains a list of organisations it will lend its surplus funds to, which is regularly reviewed. The current list is shown in section 7 of this report.
 - (ii) The Council has maximum limits for each bank or building society of £1.75m. The limit for the Debt Management Office (DMO), where the Government guarantees investments, is currently £5m and the limit for other Local Authorities, Police and Crime Commissioners, Fire and Rescue Services and Transport Authorities is £2.5m per institution

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

3 PUBLIC WORKS LOAN BOARD

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

4 BORROWING REQUIREMENTS

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

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2015	241	7	248
Transactions - New Loans	0	0	0
- Repayments	-18	0	- 18
External debt at 31 December 2015	223	7	230

- 4.2 No temporary loans were taken out during April to December 2015, as was the case in 2014.
- 4.3 The total interest paid on the Council's external debt during the period was £5,778 compared to £7,008 in the previous year.

5 TEMPORARY INVESTMENTS

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

5.2 The average interest we received on all external investments for the period 1 April 2015 to 31 December 2015 was 0.375%, which was above the average local authority seven-day notice deposit rate of 0.30%.

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

	Banks/Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2015	5,220	0	5,220
Transactions - New Investments	57,980	4,100	62,080
- Repayment of Investments	-53,350	0	-53,350
Monies Invested as at 31 December 2015	9,850	4,100	13,950

5.4 The following investments were held as at 31 December 2015.

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
19 Oct'15	103	Barclays Bank Plc.	Fixed 8 Jan'16	0.440	450	
19 Oct'15	116	Barclays Bank Plc	Fixed 8 Jan'16	0.440	450	
16 Nov'16	158	Barclays Bank Plc	Fixed 25 Jan'16	0.429	600	
						1,500
5 Oct'15	102	Coventry Building Society	Fixed 8 Jan'16	0.440	500	
24 Dec'15	130	Coventry Building Society	Fixed 18 Jan'16	0.400	500	
29 Dec'15	182	Coventry Building Society	Fixed 17 Mar'16	0.440	750	
						1,750
19 Nov'15	160	Bank of Scotland	Fixed 15 Feb'16	0.540	600	
31 Dec'15	183	Bank Of Scotland	Fixed 8 Jan'16	0.400	1,150	
						1,750
23 Oct'15	111	Lloyds Bank Plc	Fixed 19 Jan'16	0.500	670	
9 Nov'15	154	Lloyds Bank Plc	Fixed 8 Jan'16	0.430	300	
16 Dec'15	175	Lloyds Bank Plc	Fixed 22 Feb'16	0.490	780	
						1,750
30 Sept'15	131	Yorkshire Building Society	Fixed 8 Jan'16	0.470	1,500	
						1,500
24 Dec'15	181	HSBC Bank Plc	Fixed 4 Jan'16	0.160	100	
31 Dec'15	184	HSBC Bank Plc	Fixed 4 Jan'16	0.160	1,500	
						1,600
21 Dec'15	142	Barnsley Met BC	Fixed 22 Feb'16	0.350	900	
						900
28 Oct'15	147	Dumfries & Galloway Council	Fixed 19 Jan'16	0.350	900	
						900
2 Nov'15	151	Plymouth City Council	Fixed 15 Feb'16	0.350	2,300	
						2,300
Total Investments as at 31 December 2015						13,950

5.5 The total interest received on the Council's external investments during the period was £24,423 compared with £15,682 in the previous year.

6 PRUDENTIAL INDICATORS

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

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

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 2015.

- Upper limits on variable rate exposure. This indicator identifies a maximum limit for variable interest rates based upon the debt provision net of investments.
- Upper limits on fixed rate exposure. Similar to the previous indicators, this covers a maximum limit on fixed interest rates
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.
- Total principal funds invested for a period longer than 364 days. These limits are set to reduce the need for early sale of an investment and are based on the availability of investments after each year-end

6.4 The limits set on interest rate exposures for 2015/16 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	7,015	230
Limits on Fixed Interest Rates	7,015	230
Limits on Variable Interest Rates	1,403	0

6.5 The upper and lower limits for the maturity structure of its borrowings for 2015/16 were as follows:

	Upper Limit	Lower Limit	Current Actual
	%	%	%
Under 12 months	20	0	14.28
12 Months and Within 24 Months	20	0	14.27
24 Months and Within 5 Years	40	0	17.62
5 Years and Within 10 Years	30	0	20.56
10 Years and Above	90	0	33.27

6.6 The total principal funds invested for a period longer than 364 days was set at nil. This indicator is in place to ensure that the council is aware of the cash-flow implications of

investing for periods of longer than 364 days. In lending surplus funds, the council must ensure that it can't be put in a position where it would be forced to realise any of its investments before their maturity. If this were to be the case, the council could find itself with a financial loss.

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

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

7 LOCAL GOVERNMENT BONDS AGENCY

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

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

7.3 Ribble Valley Borough Council has invested in the agency, 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 had received, with the remaining balance paid in February 2015. So far 60 Councils have joined the Local Government Bond Agency as investors.

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

7.5 Through their investment, such as our own commitment of £10,000, the Agency will be owned by those local authorities that invest in its establishment and those that invest in its capitalisation during its first ten years of operations. Such authorities will become shareholders in the Agency and therefore we, as other authorities, will have our say in the way it is run.

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

8 APPROVED ORGANISATIONS

8.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents Standard and Poor, and Moody's together with the Fitch ratings prior to investing any monies on a day-to-day basis. The full list of ratings for our approved institutions is shown at Annex 3, and is a snapshot as at 4 January 2016.

- (iv) It has previously been approved that investments with Building Societies be limited to the top 8 building societies based on their total assets, excluding West Bromwich Building Society, recently we have looked at extending the number of building society to include Nottingham and Cumberland the next 2 building societies based on their total assets. However they were found not to be Fitch rated so have been disregarded.

8.2 The top 8 building societies based on their total assets are:

Name	Current Ranking January 2016	Fitch Rating		
		Full Transaction Review Date	Long Term	Short Term
Nationwide*	1	04.06.15	A	F1
Yorkshire*	2	04.06.15	A-	F1
Coventry*	3	15.07.15	A	F1
Skipton*	4	04.06.15	BBB+	F2
Leeds*	5	15.07.15	A-	F1
Principality*	6	04.06.15	BBB+	F2
West Bromwich*	7	Withdrawn from rating process		
Newcastle*	8	15.07.15	BB+	B

* No change since last reported

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

Fitch Ratings	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc*	15.07.15	A	F1
Barclays Bank Plc	08.12.15	A	F1
Bank of Scotland Plc*	19.05.15	A+	F1
Co-operative Bank (The)	19.11.15	B	B
HSBC Bank Plc	08.12.15	AA-	F1+
Lloyds Bank Plc*	19.05.15	A+	F1
National Westminster Bank Plc*	19.05.15	BBB+	F2
Royal Bank of Scotland Plc* (The)	19.05.15	BBB+	F2

* No change since last reported

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

9 RECENT EVENTS

9.1 The Office for Budget Responsibility (OBR) estimates that Public Sector Net Borrowing (PSNB) in November 2015 was £14.2 billion, up £1.3 billion on a year earlier. This is the

second consecutive month that borrowing has been higher than a year earlier, although borrowing in the first seven months of 2015/16 has been revised down by £1.6 billion.

- 9.2 The estimate excludes the effect on the public finances of the Office for National statistics decision to reclassify private registered providers of social housing in England, which includes most housing associations and some private sector providers, into the public sector. The decision has not yet been implemented in the official data. However the OBR expect housing associations to add £4.5 billion to borrowing in 2014/15 and £4.6 billion in 2015/16, so this would have little effect on the year-on-year changes.
- 9.3 Higher borrowing in November reflects the fact that receipts were up just £0.5 billion on a year earlier but central government spending was £1.7 billion higher. But timing effects and other one-off factors have affected the figures.
- Weak growth in central government accrued receipts reflects slow growth in VAT and NICs, but receipts were also boosted last November by £1.1 billion of fines levied on banks by the Financial Conduct Authority (FCA) related to failings in foreign exchange business practices. This November data include only £0.1 billion of FCA fines; and
 - Central government spending relative to last November was boosted by a £1.0 billion rise in EU contributions and a £0.8 billion rise in the Department for International Development (DfID) spending related to payments to the World Bank.
- 9.4 Considerable uncertainty remains over prospects for borrowing in the rest of the financial year, but PSNB is expected to fall more sharply over the final four months of the year than over the first eight. The main reason for the expected fall in PSNB is the Governments programme of financial asset sales.
- 9.5 Central government grants to local authorities are also expected to be lower in the remainder of the financial year than in 2014/15. For the eight months to November, current grants to local authorities are £2.7 billion lower than a year earlier. A further £2.9 billion fall is anticipated in remaining four months. This will reduce central government spending with an offsetting effect on local authority borrowing.

10 EXPOSURE TO RISK

- 10.1 It is imperative that we continue to protect the council's principal sums invested in order to minimize its exposure to risks.
- 10.2 To ensure our exposure is limited as far as possible, we have continued with the following measures:
- (i) Daily early morning meetings to discuss the latest position
 - Lending arrangements
 - A review of the Markets
 - A review of our current investments and whether we consider they are still safe.
 - Institution Ratings
 - (ii) Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
 - (iii) Keep Leader/Chief Executive informed

- (iv) Look to arrange new secure options for investments

11 CONCLUSION

- 11.1 It is essential to minimise the risk to the principal sums that are invested. Through the careful investment of sums in line with the council's strategy the level of risk in our investments has been kept to a minimum.
- 11.2 With interest rates remaining at low levels, the amount of income received from investing surplus cash balances continues to be low, but higher than those attained for the same period in the 2014/15 financial year.
- 11.3 Due to the continued movement in judgements made by rating agents, and the continued uncertainty in the global economy, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF10-16/TH/AC
5 January 2016

For further information please ask for Trudy Holderness.

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2015/16**

ANNEX 1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
INVESTMENTS BROUGHT FORWARD 1 APRIL 2015									
17-Mar-15	219	Nationwide BS	1,500,000	0.4300	21-Apr-15	-1,500,000	-618.49	A	F1
					Debtor		265.07		
30-Mar-15	222	Coventry BS	Rolled Over	0.3900	20-Apr-15		-112.19	A	F1
20-Apr-15	222	Coventry BS	500,000	0.4100	29-May-15	-500,000	-219.04		
					Debtor		10.68		
16-Feb-15	231	Lloyds Bank Plc	500,000	0.4200	20-Apr-15	-500,000	-362.47	A	F1
					Debtor		253.15		
04-Mar-15	238	Barclays Bank Plc	Rolled Over	0.3300	13-Apr-15		-180.82	A	F1
13-Apr-15	238	Barclays Bank Plc	500,000	0.3300	19-May-15	-500,000	-162.74		
					Debtor		126.58		
23-Mar-15	248	Coventry BS	Rolled Over	0.4000	21-Apr-15		-158.90	A	F1
21-Apr-15	248	Coventry BS	500,000	0.4100	29-May-15	-500,000	-213.42		
					Debtor		49.32		
25-Mar-15	250	HSBC	150,000	0.2100	08-Apr-15	-150,000	-12.08	AA-	F1+
					Debtor		6.04		
30-Mar-15	252	HSBC	500,000	0.2100	08-Apr-15	-500000	-25.89	AA-	F1+
					Debtor		5.75		
31-Mar-15	253	Bank Of Scotland	1,000,000	0.4000	21-Apr-15	-1,000,000	-230.14	A	F1
					Debtor		10.96		

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
31-Mar-15	254	HSBC	70,000	0.2100	01-Apr-15	-70,000	-0.40	AA-	F1+
					Debtor		0.40		
MONIES INVESTED @ 1 April 2015			5,220,000			-5,220,000	-1,568.63		
INVESTMENTS MADE APRIL TO DECEMBER 2015									
Apr'15									
01-Apr-15	1	Coventry BS	Rolled Over	0.4200	18-May-15		-270.41	A	F1
18-May-15	1	Coventry BS	Rolled Over	0.4000	22-Jun-15		-191.78	A	F1
22-Jun-15	1	Coventry BS	500,000	0.4100	11-Aug-15	-500,000	-280.82	A	F1
01-Apr-15	2	HSBC	80,000	0.2100	13-Apr-15	-80,000	-5.52	AA-	F1+
07-Apr-15	3	HSBC	80,000	0.2100	08-Apr-15	-80,000	-0.46	AA-	F1+
08-Apr-15	4	Bank Of Scotland	Rolled Over	0.4300	19-May-15		-241.51	A	F1
19-May-15	4	Bank Of Scotland	500,000	0.4500	06-Jul-15	-500,000	-295.89	A	F1
08-Apr-15	5	HSBC	270,000	0.2100	13-Apr-15	-270,000	-7.77	AA-	F1+
09-Apr-15	6	HSBC	70,000	0.2100	13-Apr-15	-70,000	-1.61	AA-	F1+
10-Apr-15	7	HSBC	300,000	0.2100	13-Apr-15	-300,000	-5.18	AA-	F1+
13-Apr-15	8	HSBC	100,000	0.2100	14-Apr-15	-100,000	-0.58	AA-	F1+
13-Apr-15	9	HSBC	220,000	0.2100	20-Apr-15	-220,000	-8.86	AA-	F1+
14-Apr-15	10	HSBC	150,000	0.2100	15-Apr-15	-150,000	-0.86	AA-	F1+
15-Apr-15	11	HSBC	90,000	0.2100	16-Apr-15	-90,000	-0.52	AA-	F1+
15-Apr-15	12	HSBC	100,000	0.2100	17-Apr-15	-100,000	-1.15	AA-	F1+
15-Apr-15	13	HSBC	650,000	0.2100	20-Apr-15	-650,000	-18.70	AA-	F1+
16-Apr-15	14	HSBC	130,000	0.2100	17-Apr-15	-130,000	-0.75	AA-	F1+
17-Apr-15	15	HSBC	180,000	0.2100	27-Apr-15	-180,000	-10.36	AA-	F1+
20-Apr-15	16	HSBC	750,000	0.2100	21-Apr-15	-750,000	-4.32	AA-	F1+
20-Apr-15	17	HSBC	100,000	0.2100	22-Apr-15	-100,000	-1.15	AA-	F1+
21-Apr-15	18	HSBC	210,000	0.2100	27-Apr-15	-210,000	-7.25	AA-	F1+
22-Apr-15	19	HSBC	70,000	0.2100	23-Apr-15	-70,000	-0.40	AA-	F1+
23-Apr-15	20	HSBC	120,000	0.2100	05-May-15	-120,000	-8.28	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYED	PRINCIPAL REPAYED £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
24-Apr-15	21	HSBC	60,000	0.2100	27-Apr-15	-60,000	-1.04	AA-	F1+
27-Apr-15	22	HSBC	150,000	0.2100	05-May-15	-150,000	-6.90	AA-	F1+
27-Apr-15	23	HSBC	200,000	0.2100	11-May-15	-200,000	-16.11	AA-	F1+
27-Apr-15	24	HSBC	200,000	0.2100	15-May-15	-200,000	-20.71	AA-	F1+
28-Apr-15	25	Bank Of Scotland	850,000	0.4300	29-May-15	-850,000	-310.42	A	F1
29-Apr-15	26	HSBC	160,000	0.2100	30-Apr-15	-160,000	-0.92	AA-	F1+
30-Apr-15	27	Nationwide BS	Rolled Over	0.4300	29-May-15		-512.47	A	F1
29-May-15	27	Nationwide BS	1,500,000	0.4300	06-Jul-15	-1,500,000	-672	A	F1
30-Apr-15	28	HSBC	450,000	0.2100	15-May-15	-450,000	-38.84	AA-	F1+
			8,240,000			-8,240,000	-2,943.05		
May'15									
01-May-15	29	HSBC	100,000	0.2100	18-May-15	-100,000	-9.78	AA-	F1+
05-May-15	30	HSBC	160,000	0.2100	18-May-15	-160,000	-11.97	AA-	F1+
05-May-15	31	HSBC	100,000	0.2100	19-May-15	-100,000	-8.05	AA-	F1+
05-May-15	32	HSBC	100,000	0.2100	22-May-15	-100,000	-9.78	AA-	F1+
06-May-15	33	HSBC	110,000	0.2100	11-May-15	-110,000	-3.16	AA-	F1+
08-May-15	34	HSBC	80,000	0.2100	11-May-15	-80,000	-1.38	AA-	F1+
11-May-15	35	Barclays Bank Plc	Rolled Over	0.3400	15-Jun-15		-163.01	A	F1
15-Jun-15	35	Barclays Bank Plc	500,000	0.2700	13-Jul-15	-500,000	-103.56	A	F1
12-May-15	36	HSBC	60,000	0.2100	15-May-15	-60,000	-1.04	AA-	F1+
13-May-15	37	HSBC	65,000	0.2100	26-May-15	-65,000	-4.86	AA-	F1+
14-May-15	38	HSBC	80,000	0.2100	26-May-15	-80,000	-5.52	AA-	F1+
15-May-15	39	HSBC	680,000	0.2100	18-May-15	-680,000	-11.74	AA-	F1+
15-May-15	40	Barclays Bank Plc	500,000	0.3300	22-Jun-15	-500,000	-171.78	A	F1
18-May-15	41	HSBC	520,000	0.2100	19-May-15	-520,000	-2.99	AA-	F1+
19-May-15	42	HSBC	80,000	0.2100	26-May-15	-80,000	-3.22	AA-	F1+
20-May-15	43	HSBC	80,000	0.2100	08-Jun-15	-80,000	-8.75	AA-	F1+
21-May-15	44	HSBC	80,000	0.2100	08-Jun-15	-80,000	-8.28	AA-	F1+
22-May-15	45	HSBC	60,000	0.2100	29-May-15	-60,000	-2.42	AA-	F1+
26-May-15	46	HSBC	180,000	0.2100	29-May-15	-180,000	-3.11	AA-	F1+
27-May-15	47	HSBC	110,000	0.2100	29-May-15	-110,000	-1.27	AA-	F1+
28-May-15	48	HSBC	900,000	0.2100	29-May-15	-900,000	-5.18	AA-	F1+

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								LONG-TERM	SHORT-TERM
29-May-15	49	HSBC	80,000	0.2100	01-Jun-15	-80,000	-1.38	AA-	F1+
			4,625,000			-4,625,000	-542.23		
Jun'15									
01-Jun-15	50	HSBC	800,000	0.2100	08-Jun-15	-800,000	-32.22	AA-	F1+
01-Jun-15	51	Bank Of Scotland	1,000,000	0.4500	20-Jul-15	-1,000,000	-604.11	A	F1
01-Jun-15	52	Coventry BS	Rolled Over	0.4100	06-Jul-15		-393.15	A	F1
06-Jul-15	52	Coventry BS	Rolled Over	0.4100	11-Aug-15		-404.38	A	F1
11-Aug-15	52	Coventry BS	1,000,000	0.4100	21-Sep-15	-1,000,000	-460.55	A	F1
03-Jun-15	53	HSBC	120,000	0.2100	19-Jun-15	-120,000	-11.05	AA-	F1+
05-Jun-15	54	HSBC	100,000	0.2100	08-Jun-15	-100,000	-1.73	AA-	F1+
08-Jun-15	55	HSBC	570,000	0.2100	15-Jun-15	-570,000	-22.96	AA-	F1+
08-Jun-15	56	Barclays Bank Plc	Rolled Over	0.3500	07-Aug-15		-287.67	A	F1
07-Aug-15	56	Barclays Bank Plc	Rolled Over	0.3430	17-Sep-15		-192.64	A	F1
17-Sep-15	56	Barclays Bank Plc	500,000	0.3700	13-Nov-15	-500,000	-288.90	A	F1
10-Jun-15	57	HSBC	85,000	0.2100	22-Jun-15	-85,000	-5.87	AA-	F1+
12-Jun-15	58	HSBC	275,000	0.2100	22-Jun-15	-275,000	-15.82	AA-	F1+
15-Jun-15	59	HSBC	330,000	0.2100	22-Jun-15	-330,000	-13.29	AA-	F1+
18-Jun-15	60	HSBC	100,000	0.2100	22-Jun-15	-100,000	-2.30	AA-	F1+
19-Jun-15	61	HSBC	65,000	0.2100	22-Jun-15	-65,000	-1.12	AA-	F1+
22-Jun-15	62	HSBC	230,000	0.2100	29-Jun-15	-230,000	-9.26	AA-	F1+
24-Jun-15	63	HSBC	150,000	0.2100	17-Jul-15	-150,000	-19.85	AA-	F1+
26-Jun-15	64	HSBC	110,000	0.2100	06-Jul-15	-110,000	-6.33	AA-	F1+
29-Jun-15	65	HSBC	460,000	0.2100	06-Jul-15	-460,000	-18.53	AA-	F1+
29-Jun-15	66	Barclays Bank Plc	500,000	0.3400	11-Aug-15	-500,000	-200.27	A	F1
30-Jun-15	67	HSBC	600,000	0.2100	06-Jul-15	-600,000	-20.71	AA-	F1+
30-Jun-15	68	Debt Management Office	1,600,000	0.2500	07-Jul-15	-1,600,000	-76.71	AA	
30-Jun-15	69	Lloyds Bank Plc	Rolled Over	0.4000	13-Jul-15		-74.08	A+	F1
13-Jul-15	69	Lloyds Bank Plc	520,000	0.4300	19-Aug-15	-520,000	-226.66	A+	F1
			9,115,000			-9,115,000	-3,390.16		
Jul'15									
01-Jul-15	70	HSBC	180,000	0.2100	02-Jul-15	-180,000	-1.04	AA-	F1+
02-Jul-15	71	HSBC	180,000	0.2100	06-Jul-15	-180,000	-4.14	AA-	F1+

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								LONG-TERM	SHORT-TERM
06-Jul-15	72	HSBC	150,000	0.2100	13-Jul-15	-150,000	-6.04	AA-	F1+
06-Jul-15	73	HSBC	130,000	0.2100	20-Jul-15	-130,000	-10.47	AA-	F1+
07-Jul-15	74	Nationwide BS	Rolled Over	0.4300	11-Aug-15		-618.49	A	F1
11-Aug-15	74	Nationwide BS	Rolled Over	0.4400	17-Sep-15		-669.04	A	F1
17-Sep-15	74	Nationwide BS	1,500,000	0.4600	19-Nov-15	-1,500,000	-1,190.96	A	F1
07-Jul-15	75	HSBC	120,000	0.2100	22-Jul-15	-120,000	-10.36	AA-	F1+
09-Jul-15	76	HSBC	220,000	0.2100	27-Jul-15	-220,000	-22.78	AA-	F1+
10-Jul-15	77	HSBC	280,000	0.2100	13-Jul-15	-280,000	-4.83	AA-	F1+
13-Jul-15	78	HSBC	220,000	0.2100	15-Jul-15	-220,000	-2.53	AA-	F1+
15-Jul-15	79	HSBC	100,000	0.2100	20-Jul-15	-100,000	-2.88	AA-	F1+
15-Jul-15	80	Lloyds Bank Plc	Rolled Over	0.4000	19-Aug-15		-318.36	A+	F1
19-Aug-15	80	Lloyds Bank Plc	830,000	0.4300	23-Oct-15	-830,000	-635.58	A+	F1
16-Jul-15	81	HSBC	80,000	0.2100	20-Jul-15	-80,000	-1.84	AA-	F1+
17-Jul-15	82	HSBC	90,000	0.2100	20-Jul-15	-90,000	-1.55	AA-	F1+
20-Jul-15	83	Bank Of Scotland	Rolled Over	0.4000	10-Aug-15		-92.05	A	F1
10-Aug-15	83	Bank Of Scotland	Rolled Over	0.4300	17-Sep-15		-179.07	A	F1
17-Sep-15	83	Bank Of Scotland	400,000	0.4300	23-Oct-15	-400,000	-169.64	A	F1
22-Jul-15	84	HSBC	100,000	0.2100	23-Jul-15	-100,000	-0.58	AA-	F1+
23-Jul-15	85	HSBC	130,000	0.2100	03-Aug-15	-130,000	-8.23	AA-	F1+
27-Jul-15	86	HSBC	310,000	0.2100	28-Jul-15	-310,000	-1.78	AA-	F1+
28-Jul-15	87	Bank Of Scotland	Rolled Over	0.4500	17-Sep-15		-691.64	A	F1
17-Sep-15	87	Bank Of Scotland	1,100,000	0.4300	23-Oct-15	-1,100,000	-466.52	A	F1
28-Jul-15	88	HSBC	75,000	0.2100	31-Jul-15	-75,000	-1.29	AA-	F1+
30-Jul-15	89	HSBC	150,000	0.2100	10-Aug-15	-150,000	-9.49	AA-	F1+
31-Jul-15	90	HSBC	260,000	0.2100	10-Aug-15	-260,000	-14.96	AA-	F1+
31-Jul-15	91	Debt Management Office	2,500,000	0.2500	11-Aug-15	-2,500,000	-188.36	AA	
31-Jul-15	92	Barclays Bank Plc	500,000	0.3420	07-Sep-15	-500,000	-178.03	A	F1
			9,605,000			-9,605,000	-5,502.53		
Aug'15									
03-Aug-15	93	HSBC	175,000	0.2100	14-Aug-15	-175,000	-11.08	AA-	F1+
05-Aug-15	94	HSBC	120,000	0.2100	10-Aug-15	-120,000	-3.45	AA-	F1+
07-Aug-15	95	HSBC	90,000	0.2100	10-Aug-15	-90,000	-1.55	AA-	F1+

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								LONG-TERM	SHORT-TERM
10-Aug-15	96	HSBC	60,000	0.2100	14-Aug-15	-60,000	-1.38	AA-	F1+
11-Aug-15	97	HSBC	100,000	0.2100	14-Aug-15	-100,000	-1.73	AA-	F1+
11-Aug-15	98	HSBC	230,000	0.2100	17-Aug-15	-230,000	-7.94	AA-	F1+
11-Aug-15	99	HSBC	100,000	0.2100	21-Aug-15	-100,000	-5.75	AA-	F1+
13-Aug-15	100	HSBC	90,000	0.2100	24-Aug-15	-90,000	-5.70	AA-	F1+
14-Aug-15	101	HSBC	50,000	0.2100	17-Aug-15	-50,000	-0.86	AA-	F1+
14-Aug-15	102	Coventry BS	Rolled Over	0.4100	05-Oct-15		-292.05	A	F1
05-Oct-15	102	Coventry BS	500,000	0.4400	Still Outstanding		-530.41	A	F1
17-Aug-15	103	Barclays Bank Plc	Rolled Over	0.4000	19-Oct-15		-310.68	A	F1
19-Oct-15	103	Barclays Bank Plc	450,000	0.4400	Still Outstanding		-401.42	A	F1
17-Aug-15	104	HSBC	520,000	0.2100	19-Aug-15	-520,000	-5.98	AA-	F1+
19-Aug-15	105	HSBC	170,000	0.2100	24-Aug-15	-170,000	-4.89	AA-	F1+
20-Aug-15	106	HSBC	80,000	0.2100	24-Aug-15	-80,000	-1.84	AA-	F1+
21-Aug-15	107	HSBC	50,000	0.2100	24-Aug-15	-50,000	-0.86	AA-	F1+
24-Aug-15	108	HSBC	350,000	0.2100	07-Sep-15	-350,000	-28.19	AA-	F1+
25-Aug-15	109	HSBC	60,000	0.2100	14-Sep-15	-60,000	-6.90	AA-	F1+
27-Aug-15	110	HSBC	90,000	0.2100	14-Sep-15	-90,000	-9.32	AA-	F1+
28-Aug-15	111	Lloyds Bank Plc	Rolled Over	0.4000	23-Oct-15		-411.18	A+	F1
23-Oct-15	111	Lloyds Bank Plc	670,000	0.5000	Still Outstanding		-642.47	A+	F1
28-Aug-15	112	HSBC	200,000	0.2100	18-Sep-15	-200,000	-24.16	AA-	F1+
			4,155,000			-2,535,000	-2,709.79		
Sept'15									
01-Sep-15	113	Debt Management Office	2,700,000	0.2500	17-Sep-15	-2,700,000	-295.89	AA	
01-Sep-15	114	HSBC	50,000	0.2100	07-Sep-15	-50,000	-1.73	AA-	F1+
03-Sep-15	115	HSBC	130,000	0.2100	22-Sep-15	-130,000	-14.21	AA-	F1+
07-Sep-15	116	Barclays Bank Plc	Rolled Over	0.3440	19-Oct-15		-178.13	A	F1
19-Oct-15	116	Barclays Bank Plc	450,000	0.4400	Still Outstanding		-401.42	A	F1
09-Sep-15	117	HSBC	60,000	0.2100	10-Sep-15	-60,000	-0.35	AA-	F1+
10-Sep-15	118	HSBC	90,000	0.2100	14-Sep-15	-90,000	-2.07	AA-	F1+
14-Sep-15	119	HSBC	250,000	0.2100	15-Sep-15	-250,000	-1.44	AA-	F1+
15-Sep-15	120	HSBC	500,000	0.2100	17-Sep-15	-500,000	-5.75	AA-	F1+
15-Sep-15	121	HSBC	200,000	0.2100	21-Sep-15	-200,000	-6.90	AA-	F1+

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								LONG-TERM	SHORT-TERM
17-Sep-15	122	HSBC	185,000	0.2100	21-Sep-15	-185,000	-4.26	AA-	F1+
18-Sep-15	123	HSBC	180,000	0.2100	05-Oct-15	-180,000	-17.61	AA-	F1+
21-Sep-15	124	Coventry BS	Rolled Over	0.4200	30-Nov-15		-402.74	A	F1
30-Nov-15	124	Coventry BS	500,000	0.4000	24-Dec-15	-500,000	-131.51	A	F1
22-Sep-15	125	HSBC	110,000	0.2100	12-Oct-15	-110,000	-12.66	AA-	F1+
24-Sep-15	126	HSBC	60,000	0.2100	25-Sep-15	-60,000	-0.35	AA-	F1+
25-Sep-15	127	HSBC	100,000	0.2100	05-Oct-15	-100,000	-5.75	AA-	F1+
28-Sep-15	128	HSBC	175,000	0.2100	19-Oct-15	-175,000	-21.14	AA-	F1+
28-Sep-15	129	HSBC	100,000	0.2100	22-Oct-15	-100,000	-13.81	AA-	F1+
28-Sep-15	130	Coventry BS	Rolled Over	0.4200	30-Nov-15		-362.47	A	F1
30-Nov-15	130	Coventry BS	Rolled Over	0.4000	24-Dec-15		-131.51	A	F1
24-Dec-15	130	Coventry BS	500,000	0.4000	Still Outstanding		-43.84	A	F1
30-Sep-15	131	Yorkshire BS	1,500,000	0.4700	Still Outstanding		-1,796.30	A-	F1
30-Sep-15	132	Debt Management Office	600,000	0.2500	19-Oct-15	-600,000	-78.08	AA	
30-Sep-15	133	HSBC	500,000	0.2100	05-Oct-15	-500,000	-14.38	AA-	F1+
30-Sep-15	134	HSBC	160,000	0.2100	23-Oct-15	-160,000	-21.17	AA-	F1+
			9,100,000			-6,650,000	-3,965.47		
Oct'15									
01-Oct-15	135	HSBC	130,000	0.21000	19-Oct-15	-130,000	-13.46	AA-	F1+
05-Oct-15	136	HSBC	250,000	0.16000	19-Oct-15	-250,000	-15.34	AA-	F1+
06-Oct-15	137	HSBC	75,000	0.16000	12-Oct-15	-75,000	-1.97	AA-	F1+
08-Oct-15	138	HSBC	160,000	0.16000	26-Oct-15	-160,000	-12.62	AA-	F1+
09-Oct-15	139	HSBC	70,000	0.16000	12-Oct-15	-70,000	-0.92	AA-	F1+
12-Oct-15	140	HSBC	250,000	0.16000	15-Oct-15	-250,000	-3.29	AA-	F1+
14-Oct-15	141	HSBC	115,000	0.16000	15-Oct-15	-115,000	-0.50	AA-	F1+
15-Oct-15	142	Barnsley MBC	Rolled Over	0.30000	21-Dec-15		-495.62		
21-Dec-15	142	Barnsley MBC	900,000	0.35000	Still Outstanding		-94.93		
16-Oct-15	143	HSBC	70,000	0.16000	19-Oct-15	-70,000	-0.92	AA-	F1+
19-Oct-15	144	HSBC	240,000	0.16000	23-Oct-15	-240,000	-4.21	AA-	F1+
21-Oct-15	145	HSBC	90,000	0.16000	23-Oct-15	-90,000	-0.79	AA-	F1+
26-Oct-15	146	HSBC	100,000	0.16000	09-Nov-15	-100,000	-6.14	AA-	F1+
28-Oct-15	147	Dumfries and Galloway	900,000	0.35000	Still Outstanding		-560.96		

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
29-Oct-15	148	HSBC	80,000	0.16000	09-Nov-15	-80,000	-3.86	AA-	F1+
30-Oct-15	149	HSBC	150,000	0.16000	02-Nov-15	-150,000	-1.97	AA-	F1+
			3,580,000			-1,780,000	-1,217.50		
Nov'15									
02-Nov-15	150	HSBC	80,000	0.16000	20-Nov-15	-80,000	-6.31	AA-	F1+
02-Nov-15	151	Plymouth City Council	2,300,000	0.35000	Still Outstanding		-1323.29		
04-Nov-15	152	HSBC	75,000	0.16000	09-Nov-15	-75,000	-1.64	AA-	F1+
06-Nov-15	153	HSBC	100,000	0.16000	09-Nov-15	-100,000	-1.32	AA-	F1+
09-Nov-15	154	Lloyds Bank Plc	300,000	0.43000	Still Outstanding		-187.32	A+	F1
11-Nov-15	155	HSBC	100,000	0.16000	12-Nov-15	-100,000	-0.44	AA-	F1+
12-Nov-15	156	HSBC	100,000	0.16000	23-Nov-15	-100,000	-4.82	AA-	F1+
13-Nov-15	157	HSBC	250,000	0.16000	16-Nov-15	-250,000	-3.29	AA-	F1+
16-Nov-15	158	Barclays Bank Plc	600,000	0.42900	Still Outstanding		-324.39	A	F1
16-Nov-15	159	HSBC	290,000	0.16000	23-Nov-15	-290,000	-8.90	AA-	F1+
18-Nov-15	160	HSBC	80,000	0.16000	23-Nov-15	-80,000	-1.75	AA-	F1+
19-Nov-15	160a	Bank Of Scotland	600,000	0.54000	Still Outstanding		-381.70	A+	F1
23-Nov-15	161	HSBC	430,000	0.16000	30-Nov-15	-430,000	-13.19	AA-	F1+
25-Nov-15	162	HSBC	120,000	0.16000	07-Dec-15	-120,000	-6.31	AA-	F1+
26-Nov-15	163	HSBC	70,000	0.16000	30-Nov-15	-70,000	-1.23	AA-	F1+
27-Nov-15	164	HSBC	250,000	0.16000	30-Nov-15	-250,000	-3.29	AA-	F1+
30-Nov-15	165	HSBC	650,000	0.16000	07-Dec-15	-650,000	-19.95	AA-	F1+
			6,395,000			-2,595,000	-2,289.14		
Dec'15									
01-Dec-15	166	HSBC	125,000	0.16000	18-Dec-15	-125,000	-9.32	AA-	F1+
02-Dec-15	167	HSBC	70,000	0.16000	03-Dec-15	-70,000	-0.31	AA-	F1+
03-Dec-15	168	HSBC	100,000	0.16000	22-Dec-15	-100,000	-8.33	AA-	F1+
04-Dec-15	169	HSBC	70,000	0.16000	07-Dec-15	-70,000	-0.92	AA-	F1+
07-Dec-15	170	HSBC	830,000	0.16000	14-Dec-15	-830,000	-25.47	AA-	F1+
09-Dec-15	171	HSBC	90,000	0.16000	14-Dec-15	-90,000	-1.97	AA-	F1+
11-Dec-15	172	HSBC	100,000	0.16000	21-Dec-15	-100,000	-4.38	AA-	F1+
14-Dec-15	173	HSBC	400,000	0.16000	21-Dec-15	-400,000	-12.27	AA-	F1+
14-Dec-15	174	HSBC	390,000	0.16000	15-Dec-15	-390,000	-1.71	AA-	F1+
16-Dec-15	175	Lloyds Bank Plc	780,000	0.49000	Still Outstanding		-167.54	A+	F1
15-Dec-15	176	HSBC	100,000	0.16000	21-Dec-15	-100,000	-2.63	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
16-Dec-15	177	HSBC	130,000	0.16000	21-Dec-15	-130,000	-2.85	AA-	F1+
18-Dec-15	178	HSBC	385,000	0.16000	21-Dec-15	-385,000	-5.06	AA-	F1+
21-Dec-15	179	HSBC	115,000	0.16000	24-Dec-15	-115,000	-1.51	AA-	F1+
23-Dec-15	180	HSBC	80,000	0.16000	24-Dec-15	-80,000	-0.35	AA-	F1+
24-Dec-15	181	HSBC	100,000	0.16000	Still Outstanding		-3.51	AA-	F1+
29-Dec-15	182	Coventry BS	750,000	0.44000	Still Outstanding		-27.12	A	F1
31-Dec-15	183	Bank Of Scotland	1,150,000	0.40000	Still Outstanding		-12.60	A	F1
31-Dec-15	184	HSBC	1,500,000	0.16000	Still Outstanding		-6.58	AA-	F1+
			7,265,000			-2,985,000	-294.43		
2015/16 INVESTMENTS MADE APRIL TO DECEMBER			62,080,000			-48,130,000	-22,854.30		
TOTAL INVESTMENTS 2015/16 (included Investments brought forward from 2014/15)			67,300,000			-53,350,000	-24,422.93		

POLICY AND FINANCE COMMITTEE

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

POLICY AND FINANCE COMMITTEE
FULL RATING LIST OF APPROVED INSTITUTIONS AS AT 4 JANUARY 2016

	Standard & Poor			Moody's			Fitch				Notes
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full	Long Term	Short Term	Outlook	
Building Societies											
Nationwide	A	A-1	Stable	A1	P-1	Stable	04/06/15	A	F1	Stable	£1m min
Yorkshire	-	-	-	A3	P-2	Positive	04/06/15	A-	F1	Stable	Via Sterling Brokers
Coventry	-	-	-	A2	P-1	Positive	15/07/15	A	F1	Stable	Via Sterling Brokers
Skipton	-	-	-	Baa2	P-2	Stable	04/06/15	BBB+	F2	Stable	
Leeds	-	-	-	A2	P-1	Stable	15/07/15	A-	F1	Stable	Not taking funds
Principality	-	-	-	Baa3	P-3	Positive	04/06/15	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn – 13/10/11			15/07/15	BB+	B	Stable	No Contact
Banks											
Santander UK Plc.	A	A-1	Negative	A1	P-1	Stable	15/07/15	A	F1	Positive	New Contact
Barclays Bank Plc.	A-	A-2	Stable	A2	P-1	Stable	08/12/15	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Stable	A1	P-1	Positive	19/05/15	A+	F1	Stable	
Bradford & Bingley Bank Plc.	-	-	-	A1	P-1	Stable	Rating Withdrawn – 06/09/12			Not taking funds	
Co-operative Bank (The)	-	-	-	Caa2	NP	Positive	19/11/15	B	B	Stable	£1m min
HSBC Bank Plc.	AA-	A-1+	Stable	Aa2	P-1	Stable	08/12/15	AA-	F1+	Stable	
Lloyds Bank Plc.	A	A-1	Stable	A1	P-1	Positive	19/05/15	A+	F1	Stable	£250k min
National Westminster Bank Plc.	BBB+	A-2	Stable	A3	P-2	Positive	19/05/15	BBB+	F2	Stable	Current a/c Required
Northern Rock (Asset Management) Plc. (NRAM Plc)	A	A-1	Stable	A1	P-1	Stable	Rating Withdrawn – 06/09/12			No Contact	
Royal Bank of Scotland Plc.	BBB+	A-2	Stable	A3	P-2	Positive	19/05/15	BBB+	F2	Stable	Current a/c Required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 19a

meeting date: 26 JANUARY 2016
 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 14 January 2016:

	£000	£000	2015/16 %	2014/15 %
Balance Outstanding 1 April 2015		467		
NNDR amounts due	18,814			
Plus costs	5			
Transitional surcharge	-3			
Write ons	21			
	18,837			
Less				
- Transitional relief	14			
- Exemptions	-334			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,261			
- Small Business Rate Relief	-2,049			
- Retail, Reoccupation, New Build, Discretionary Transitional Relief, and Flood Relief	-614			
- Interest Due	-0			
- Write Offs	-115			
	-4,359	14,478		
Total amount to recover		14,945		
Less cash received to 14 January 2016		-12,947	86.6	85.7
Amount Outstanding		1,998	13.4	14.3

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 December 2015 is 87.25% compared with 85.11% at 31 December 2014.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 14 January 2016:

	£000	£000	2015/16 %	2014/15 %
Balance Outstanding 1 April 2015		651		
Council Tax amounts due	39,201			
Plus costs	68			
Transitional relief	1			
Write ons	1			
	39,271			
Less - Exemptions	-521			
- Discounts	-3,496			
- Disabled banding reduction	-46			
- Council Tax Benefit	42			
- Local Council Tax Support	-1,832			
- Write offs	-8			
	-5,861	33,410		
Total amount to recover		34,061		
Less cash received to 14 January		-29,825	87.6	87.6
Amount Outstanding		4,236	12.4	12.4

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 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 December 2015 is 87.54% compared to 87.45% at 31 December 2014.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 15 January 2016 is:

	£000	£000
Amount Outstanding 1 April 2015		554
Invoices Raised	1,651	
Plus costs	3	
		1,654
Less write offs		108
Total amount to recover		2,100
Less cash received to 15 January 2016		1,605
Amount outstanding		495

Aged Debtors	000s	%
< 30 days	129	26.1
30 - 59 days	6	1.2
60 - 89 days	26	5.2
90 - 119 days	7	1.4
120 - 149 days	17	3.4
150+ days	311	62.7
	496	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 2015/2016

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

Target for year	Actual Performance	
	1 October 2015 – 31 December 2015	Average Performance
9 days	7.64 days	20 days per IRRV

New claims performance

Target for year	Actual Performance	
	1 October 2015 – 31 December 2015	Top grade 4 for all LA's 2007/08
23 days	20.5 days	Under 30 days

6 HOUSING BENEFIT OVERPAYMENTS

6.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. Performance for the period 10 October 2015 – 31 December 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.	82.53
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.	22.48
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.07

7 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF5-16/ME/AC
14 January 2016

For further information please ask for Mark Edmondson.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 22 OCTOBER 2015

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

1 Apologies

Cllrs: Knox and Rogerson

2 Minutes of meeting held on 10 September 2015

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

3 Calculation of Council Tax Base 2016/17

3.1 The Director of Resources presented a report on the calculation of the council tax base for the financial year 2016/17.

3.2 The various elements of the calculation of the tax base were explained and also the flexibilities under the Local Government Finance Act 2012 were reviewed. There were no proposals to change the council's discounts for 2016/17.

3.3 The impact of Local Council Tax Support on the tax base was explained, together with details of the grant that was proposed to be passed on to parishes. The grant was reducing in recognition of the cut in the council's government funding. Overall, £5,750 would be distributed to parishes in 2016/17.

3.4 The provisional council tax base for 2016/17 was 22,024.

4 Overall Revenue Monitoring 2015/16

4.1 The Head of Financial Services took members through a report on overall revenue monitoring for the first 6 months of 2015/16. The report covered the main areas of employee costs, fees and charges, and interest.

4.2 Overall, the variances for the period up to the end of September were favourable, with a net saving/additional income of £294,700 based on the areas covered in the report.

4.3 The main reasons for the variance were increased income from planning fees and trade waste, together with staff savings experienced across a number of services.

5 DCLG Permanent Secretary's Newsletter – October 2015

5.1 A copy of the DCLG permanent secretary's newsletter had been circulated for information. There was a general discussion around its contents.

6 Any Other Business

6.1 The Chief Executive updated members on progress with the acquisition of a site for Industrial Development.

7 Date and Time of Next Meeting

The next meeting was planned as:

- Thursday 26 November at 4.30pm – Committee Room 1