

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 23 AUGUST 2016** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

## AGENDA

### Part I - items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meetings held on 17 May 2016 - copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

### DECISION ITEMS

5. Arts Development Funding Support Grants – report of Director of Community Services – copy enclosed.

### INFORMATION ITEMS

- ✓ 6. The Redevelopment of Ribblesdale Pool Changing Rooms and Reception – report of Director of Community Services – copy enclosed.
- ✓ 7. Preparation for Refuse and Recycling Collection Service from 2018 – report of Director of Community Services – copy enclosed.

- ✓ 8. Capital Monitoring 2016-17 – report of Director of Resources – copy enclosed.
- ✓ 9. Revenue Outturn 2015-16 – report of Director of Resources – copy enclosed.
- ✓ 10. Revenue Monitoring 2015-17 – report of Director of Resources – copy enclosed.
- ✓ 11. 2015/16 Year End Performance – report of Director of Resources – copy enclosed.
- ✓ 12. General Report – report of Director of Community Services – copy enclosed.
- 13. Reports from Representatives on Outside Bodies (if any).

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

None

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE**

Agenda Item No.

meeting date: 23 AUGUST 2016  
title: ARTS DEVELOPMENT FUNDING SUPPORT GRANTS  
submitted by: JOHN HEAP DIRECTOR OF COMMUNITY SERVICES  
principal author: KATHERINE RODGERS, ARTS DEVELOPMENT OFFICER (P/T)

### **1 PURPOSE**

1.1 To present the recommendations of the working group in relation to the allocation of Arts Development Support Grants.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives: To make people's lives safer and healthier, specifically to increase opportunities for people to access cultural activities.
- Corporate Priorities: To be a well-managed Council, providing efficient and responsive services based on identified customer need.
- Other Considerations: None

### **2 BACKGROUND**

The purpose of Arts Development Support Grants is for RVBC to invest in the development of organisations and their projects, enhancing the arts provision within the Ribble Valley to then support and promote the future culture, and health and wellbeing, of its community.

### **3 ISSUES**

3.1 This is the first year that the Arts Development Grant allocation has been processed in the similar way to the Recreation and Culture Grants.

3.2 The application process has been developed in a way that encourages organisations to develop their projects to be sustainable and efficient for the future, supporting both new and existing arts providers to develop to their full potential.

3.3 Each application is checked that it meets the funding criteria and then scored on its merits; clear measurable achievements important to Ribble Valley's development, evidence of need, supporting diversity, sustainability, high quality experience, promotion planning, numbers of people to benefit, percentage return on RVBC contribution, and partners involved.

3.4 Although the scale of the grants awarded is relatively low in monetary value, the creditability of a group receiving this support from a borough council unlocks their access to funding from other sources. This, in turn, draws external money into the borough, giving the council a high return on the initial small investment.

- 3.5 Applications that are strong but require development will be supported by the Arts Development Officer to improve their project. A report will be brought back to a future meeting of committee to consider funding for these additional projects.
- 3.6 Applications that were not successful will be given feedback as to why, to increase their chances of being successful in future.
- 3.7 The next deadline for applications is 20 January 2017, at which time projects will be considered to commit the Arts Development Budget for 2017/18.

#### 4 RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources – A total of £9,820 is available for this grant scheme in 2016/17. This consists of £6,000 from the current year's budget, and £3,820 set aside in earmarked reserves from 2015/16 financial year.
- Technical, Environmental and Legal – Grant money is paid out following a satisfactory evaluation of the project and production of receipted invoices, unless agreed otherwise.
- Political – An officer and councillor working group will propose the allocation of grants to be awarded.
- Reputation – The grant programme is very well received in the communities of the Ribble Valley, and gives the Council an opportunity to support a varied range and scale of organisations and individuals who otherwise might not be able to access public funds.

#### 5 RECOMMENDED THAT COMMITTEE

Endorses the recommendation of the working group outlined in the appendix to this report.

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

KATHERINE RODGERS  
ARTS DEVELOPMENT OFFICER

For further information, please ask for Mark Beveridge 01200 414479  
or Katherine Rodgers 01200 414556

Community Services Committee 23.8.16 /KR / IW

Appendix  
ARTS DEVELOPMENT FUNDING SUPPORT - GRANT PROPOSALS 2016/17

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
Spot On Lancashire	<p style="text-align: center;"><b>Spot On Touring Activity</b></p> <p>"We seek support for our annual community touring programme, enabling volunteers in our member communities in the Ribble Valley to host the Spot On programme in Autumn 2016, Spring 2017. We anticipate delivering 10 events of which three are confirmed for Autumn 2016 in Tosside, Simonstone and Grindleton. Other participating venues include Mellor Brook, Dunsop Bridge, Sawley, and Bolton By Bowland."</p>	£11,783	£1,200	2016/17 0	£800
Clitheroe Youth Forum	<p style="text-align: center;"><b>Positive Activities</b></p> <p>"To involve young in planning, organising and fully involved in visiting several theatres to watch professional performances and if possible meet actors. The second part of the project would be to create art work with Paint Pot, at Swan Courtyard , Clitheroe"</p>	£4,150	£3,000	2016/17 0	£0
Lancaster Millenium Choir	<p style="text-align: center;"><b>Charlie The Cello</b></p> <p>"Charlie the cello is a community project with Lancashire children at its heart. It blends visual arts, storytelling and music. The project is created by composer Andy Whitfield, cellist Maja Bugge and artist Graham Lowe in close collaboration with the Lancaster based Millennium choir. The project will reach out through school workshops to around 300 children in the areas of Ribble Valley working closely with primary schools and their teachers. The school workshops have already been piloted to eight schools in the Lancaster area through the spring of 2016 with funding from the Arts Council. The project will happen in two stages. Stage one is a series of 10 workshops in the upper primary schools. Stage two is public performances of the work prepared in the workshops, along with composed music for cello and choir with big-screen illustrations in local venues."</p>	£10,025	£5,000	2016/17 0	Requested a scaled down version of this project to be proposed to run as a pilot project T.B.C.
The Festival of Fresh Talent	<p style="text-align: center;"><b>The Festival of Fresh Talent</b></p> <p>"The Festival Of Fresh Talent is a chance for my Ribble Valley based Guitar, Ukulele and Vocal pupils to perform in a friendly, welcoming, vibrant, creative and encouraging environment. The Festival is taking place at Grindleton Pavilion on Friday 22nd July 2016, 6pm and aims to provide a supportive environment for students to take to the stage (playing either guitar/ukulele or singing ) - for some students this will be their first ever time on stage. Therefore the event aims to help grow the young musicians' confidence and self-belief. I am immensely passionate about giving young musicians the freedom to perform -</p>	£210	£50 – 92 to cover against losses	2016/17 0	£50 - £92 to cover against losses

Appendix  
ARTS DEVELOPMENT FUNDING SUPPORT - GRANT PROPOSALS 2016/17

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
	music is made to be heard."				
<b>Spring into Phab</b>	<p style="text-align: center;"><b>Spring Into Phab Arts</b></p> <p>"Spring into Phab Arts is aimed at participants aged 8-30 years old, with and without learning disabilities. It will provide opportunities for people who would not normally have the chance to participate in an inclusive art project, to experience different art forms. The project will involve 2 different art forms (dance and photography), delivered over two 10 week blocks, and enable participants to experience arts activity in a safe, enjoyable environment. The artistic activity will give the young people taking part a tangible way of exploring and expressing their thoughts and feelings about topics important to them. The artistic creations will be exhibited in the wider community, in the form of exhibitions in local galleries/libraries and performances where appropriate. Participants will work with each other and professional artists to develop their confidence, skills and experience in these art forms. Participants and artists will enhance their understanding of inclusion and the barriers people with learning disabilities face, and the exhibited work will open a dialogue around inclusion in the wider community. Workshops will run on Saturday mornings for 1.5-2 hours, over 20 weeks and exhibitions/performances will take place in addition to the workshops."</p>	£4,604	£2300	2016/17 0	Requested development of project with another applicant to avoid duplication of service T.B.C.
<b>Muck or Nettles</b>	<p style="text-align: center;"><b>Cloudspotting Music Festival 2016</b></p> <p>"We are seeking support for the Family Activities aspect of the Cloudspotting Festival Programme. You can see an A-Z guide of what we are offering by visiting (<a href="http://www.cloudspotting-festival.co.uk/?page_id=53">http://www.cloudspotting-festival.co.uk/?page_id=53</a>). Culture &amp; Recreation contribution received for accessibility improvements"</p>	£71,420	£1,250	2016/17 £500	£0

Appendix  
ARTS DEVELOPMENT FUNDING SUPPORT - GRANT PROPOSALS 2016/17

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
<b>Access Ability</b>	<p style="text-align: center;"><b>Art Access</b></p> <p>"We aim to give people from disadvantaged backgrounds the opportunity to access the Arts with ease to learn skills or meet like-minded people to share interests and have social interaction. These people have a range of issues such as loneliness, isolation, poverty, low self-esteem, dis-engagement, mental health, language and discrimination. We want to provide these people with a safe, comfortable and sociable environment where they have space to do their own projects or learn new skills or develop social interaction with other people to make new friends. Some of them may have no experience of the Arts and we want to show them how the Arts can benefit them. Some of the people we work with have language issues and our Art tutors are able to teach people with language barriers."</p>	£3,400	£1,700	2016/17 0	Requested development of project with another applicant to avoid duplication of service T.B.C.
<b>Create Longridge</b>	<p style="text-align: center;"><b>Create Longridge</b></p> <p>"Create Longridge is a creative arts event which will encourage engagement in painting, drawing, urban art and textiles. Professional and amateur artists and textile enthusiasts will create new, original work featuring Longridge, its people and its surroundings. Schoolchildren and teenagers will have specific elements to involve them in the day with positive, measurable outcomes. Based on an internationally tried and tested formula, Create Longridge will bring visitors and artists to the town and allow Ribble Valley residents to participate in the creative process in a number of ways. The centrepiece is a painting competition where artists register with a blank canvas, disperse within a 3 mile radius and return with completed pieces no more than 10 hours later. The paintings will then be judged and all work exhibited for a week after the event."</p>	£6,500	£1,100	2016/17 0	£1000
<b>Shepherd May Productions</b>	<p style="text-align: center;"><b>Bugsy Malone</b></p> <p>"To provide an all-inclusive opportunity for children and young adults in the Ribble Valley and local area with the opportunity to perform quality theatre productions in theatres in Lancashire. Our aim is to be society free of ties to particular theatres or dance academies and allow anyone the opportunity in express themselves in theatre, dance and music. Our goal is that the productions are a much higher standard than anything that can be produced within schools and give the cast the experience of being involved in a professionally run production with experienced and talented Directors, Producers, Choreographers and Musicians. We have commenced our first production which is Bugsy</p>	£8,000	£3,000	2016/17 0	£1,000

Appendix  
ARTS DEVELOPMENT FUNDING SUPPORT - GRANT PROPOSALS 2016/17

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
	Malone. We are frugally purchasing and building sets and props that will save us hiring fees in the future. We have to raise funds for the first production which we are able to match in order that we can break even or even make a profit. All and any profits made will be used to fund the next project."				
Story Sisters	<p style="text-align: center;"><b>Well Creative</b></p> <p>"Our 10 week project will respond to the needs of our clients by providing cathartic training and employment opportunities within the creative arts, in tandem with drug, alcohol and mental illness recovery support. We will do this by offering filmmaking, creative writing and drama classes. Our support will be focussed around a peer based recovery plan that will address each individuals personal recovery goals, e.g. substance misuse solutions, training, education and employment. This plan will be created and managed jointly by each client and our organisation. We aim for our schedule to further develop our existing working partnerships with other local services, e.g. Community Restart, Inspire, The Work Company and 12 step fellowships such as Narcotics Anonymous and Alcoholics Anonymous. Our experience and research shows that, as people move along their recovery journeys, they are more able to manage their mental health and live more fulfilling and rewarding lives. This naturally adds further social, economic and environmental value through the impact on families and communities, as well as providing monetary savings for the NHS and the criminal justice system. "</p>	£6,259	£3,000	2016/17 0	Requested development of project to ensure no duplication with other services provision T.B.C.
Ribble Valley Jazz and Blues	<p style="text-align: center;"><b>Developing Youth Music Hub for Ribble Valley</b></p> <p>"Ribble Valley Jazz &amp; Blues has a core objective of supporting young people's aspirations to learn, play, and perform music creatively, at different levels. Schools, colleges, and local authority Music Hubs are experiencing declining resources, and young people experience difficulties in accessing tuition. At the same time Clitheroe &amp; Ribble Valleys population is expanding significantly, and the demand from young people for access to cultural services will increase. This project, backed by the resources and activities of Ribble Valley Jazz &amp; Blues will pilot opportunities for the development of a Youth Music Hub. A survey will: - (a) identify opportunities for working with one secondary school willing to offer additional individual music lessons, and (b) create opportunity for development of a new big band. Two qualified</p>	£6,000	£3,000	2016/17 £1000	£0



Appendix  
ARTS DEVELOPMENT FUNDING SUPPORT - GRANT PROPOSALS 2016/17

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
	<p>experienced music tutors will work collaboratively with up to 20 young people with some existing experience of playing an instrument over a period of 9 months. Tutors will initially support young musicians individually, subsequently forming them into a big band. The big band will work towards an event presenting a short concert to friends and families in April/May 2017. Tutors will report on progress, and identify opportunities for further development. Culture &amp; Recreation contribution received for 2016 May Festival."</p>				
<p><b>Stage 2 at Downham</b></p>	<p style="text-align: center;"><b>Hearing Loop</b></p> <p>To install a hearing loop system to enable the audience who are hard of hearing to obtain a clearer theatrical experience. The system could also be utilised by other users of Downham Village Hall.</p>	<p>£1300</p>	<p>£600</p>	<p>2016/17 £0</p>	<p>£0</p>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 23 AUGUST 2016  
title: THE RE-DEVELOPMENT OF RIBBLESDALE POOL CHANGING ROOMS  
AND RECEPTION  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

## 1 PURPOSE

- 1.1 To outline the work planned for Ribblesdale Pool which will require a closure to complete.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Council Ambitions – Ensure access to services is available to all.
  - Community Objectives – The areas identified in the Community Strategy include; Health and older people, Facilities, Education and Economy, and Community Safety. Projects supported through Arts Development may contribute in partnership towards these core areas.
  - Corporate Priorities – To help make people's lives safer and healthier.
  - Other Considerations – To ensure the building stock is maintained in a suitable manner for the users of the facility.

## 2 BACKGROUND

- 2.1 Ribblesdale Pool was first opened in 29 April 1972 and, since that time, has had various improvements and renovations carried out (the last being in 2000, which saw a refurbishment of the changing rooms - cubicles, lockers, and tiling). However, these areas are now dated. The fabric itself, such as the tiles, has reached the point where cleaning alone cannot restore its original brightness.
- 2.2 The Council applied for, and has been granted, £150,000 from Sport England, to which the Council is adding £59,000 to give an overall budget of £209k. This will enable a comprehensive refurbishment of the changing rooms and foyer area to be completed.
- 2.3 The tiled floor in both changing rooms will be replaced with a vinyl-type surface, and lockers and cubicles will be changed. As a new £1 coin is imminent, the locks will be adaptable to the new coinage. A suspended ceiling and new lighting will also be installed.
- 2.4 In addition, the facilities for disabled people will be significantly improved, with two new changing rooms created. These will accommodate carers, if needed, with direct access to the poolside.
- 2.5 The location of the reception desk will also be changed, and the vending area increased.
- 2.6 The work will be designed, planned, and overseen, by the Council's own Engineering Services team. Tenders for the work are being sought from suitable contractors.

### 3 ISSUES

- 3.1 To carry out this extensive work will require a closure of approximately three months, starting on 5 December 2016. Apart from the pool hall and staff room, the building will be out of bounds to everyone, bar the contractor.
- 3.2 Options for providing alternative changing accommodation to maintain general public access to the pool have been explored, including: building a temporary walkway from the pool to the football changing rooms; hiring-in temporary changing rooms and linking them to the pool hall. Whilst all are viable, the cost of doing this work would be in excess of £25k; this would then reduce by an equivalent amount the scope of the work which can be carried out in the building. Consequently, they have not been deemed viable within the budget provision.
- 3.3 The clubs which use the pool have been contacted, and it is planned to give them limited access on the basis that they will have no changing accommodation, and only portable toilets to use. Because the clubs are preparing for competitions in the period following Christmas, they need to keep training, and are prepared to accept the limitations of the service in order to keep training. An adjustment on their normal hire fee will be considered, to reflect the reduced service standards available.
- 3.4 All staff unable to work at the pool because of the refurbishment will be fully utilised elsewhere in the Council.

### 4 RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources – There is £209k available for the project which will make cost control critical to ensure the work is brought in on-budget. The primary risk is, once refurbishment work commences, problems arise which will have to be addressed. Although a small contingency is allowed for in the budget, the capital sum available does not allow for significant extras.
- Technical, Environmental and Legal – The material removed will be recycled in accordance with recommended guidelines.
- Political – none
- Reputation – This is the Council's primary leisure facility, therefore, if the project runs over time, it will lead to dissatisfaction from users, and impact on the reputation of the Council. The closure itself will be problematical for users; however, the work is so extensive a partial closure would not work for the general public.

### 5 CONCLUSION

Ribblesdale Pool is a popular and well-used facility that is showing signs of wear and tear. Its original layout does not provide for 21<sup>st</sup> century requirements regarding provision for people with disabilities. The Council's investment, along with the 3:1 contribution from Sport England, should secure the continued provision of high-quality facilities for years to come.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Mark Beveridge 01200 414479  
Ref: Community Services 23 August 2016 / CW / IW

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No. 7

meeting date: 23<sup>RD</sup> AUGUST 2016  
title: PREPARATION FOR REFUSE AND RECYCLING COLLECTION SERVICES  
FROM 2018  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: PETER McGEORGE

## 1 PURPOSE

- 1.1 To advise Members on the implications for the current refuse and recycling collection services following the withdrawal by Lancashire County Council of Cost Sharing payments from April 2018;
- 1.2 To advise Members that a number of preliminary reports will be presented to this Committee over the next twelve months, each focussing on one of a range of options available to this authority that may in part, mitigate this loss of income, and;
- 1.3 To present to Members one of the options which is to introduce a charge for the collection of garden waste.
- 1.4 Relevance to the Council's ambitions and priorities:
  - Community Objectives – To increase the recycling of waste material.
  - Corporate Priorities – To be a well managed Council providing efficient services based on identified customer needs.
  - Other Considerations – To protect and enhance the environmental quality of our area.

## 2 BACKGROUND

- 2.1 Since the introduction of this Council's, three stream collection service we have always relied on either recycling credit or latterly Cost Sharing payments to help deliver the service.
- 2.2 A report was presented to Members of this Committee in January 2015, summarising a number of options available to this authority following the proposal by Lancashire County Council to cease statutory recycling credit payments from April 2015. Members were minded (Minute 495) to "approve a Cost Sharing Agreement, subject to satisfactory contractual agreement being reached, and delegated to the Chief Executive and Director of Community Services, in consultation with the Leader and Chairman of Committee, authority to negotiate the agreement with a view to concluding this matter to the benefit of Ribble Valley Taxpayers".
- 2.3 An acceptable contractual arrangement was reached with the County Council resulting in the signing of a three year Cost Sharing agreement, which commenced on 1<sup>st</sup> April

2015. Members are reminded that Lancashire County Council has also confirmed that Cost Sharing payments to all districts will be withdrawn and these will cease at the end of our agreement on 31<sup>st</sup> March 2018.

2.4 The Cost Sharing payment arrangements to Ribble Valley are as follows:

	2015/16	2016/17	2017/18	Total over 3 years
Cost Sharing Income	£430,341	£430,341	£430,341	£1,291,023
Green Waste Processing	Inclusive	Inclusive	Inclusive	Inclusive
Income Sharing Payment (where applicable)	Additional actual £259	Additional est £259	Additional est £259	Additional est £777
Paper and Card Payment Offset	Actual Deduction £70,098	Estimated Deduction £90,340	Estimated Deduction £90,340	Estimated Deduction £250,778
Indicative Retained Balance under Cost Sharing	£360,502	£340,260	£340,260	£1,041,022

Members are therefore advised that the withdrawal of the Cost sharing agreement will leave this authority with a budget shortfall of £430,341per annum based on current service provision.

### 3 ISSUES

3.1 Officers are currently exploring a range of options that may in part mitigate the budget shortfall the main of which are listed below:

- Charging for garden waste collections
- Options for dealing with mixed paper and cardboard
- Changes to refuse collection frequency although officers are aware that this would not be Members choice
- Changes to recycling collection frequencies
- Alternative arrangements for the recycling of all our recyclable / compostable waste streams
- Cessation of the collection of one or more of the recyclable / compostable waste streams

3.2 Over the next 12 months a report specifically focussing on one of the above options (not necessarily in list order) will be presented to each meeting of this Committee up to and including August 2017, following which a decision by Members will be sought.

3.3 Members are advised that even at this early stage of discussions, it is predicted that none of the options would provide the sole solution to meet the financial shortfall.

3.4 Whilst the principal driver for evaluating the options is to provide an accurate estimate of the financial benefits, there are other equally important factors that officers have to take

into consideration that may affect the success or outcome of each option. These are as follows:

- Statutory legal requirements - Since 2010 waste collection authorities in England and Wales have had a duty under Section 45 of the Environmental Protection Act 1990 to arrange for the separate collection of at least two types of recyclable waste from households. In addition Regulation 13 of The Waste (England and Wales) Regulations 2011 (Amended 2012) requires waste collection authorities from 1<sup>st</sup> January 2015, to collect waste paper, metal, plastic and glass separately (four recyclable materials) which required this authority to undertake Technical, Environmental, Economic and Practicable (TEEP) assessment of their co-mingled collection arrangements against these requirements.
- Reputational issues – Negative changes to services are not generally welcomed by householders and would most certainly affect their opinion of the Council and in all likelihood reduce the level of support / involvement in the changes.
- Operational considerations – Changing the frequency of collection and /or the method of collection system may offer savings but may also require investment if changes to collection vehicles and changes to wheeled bin sizes are required.
- Unknowns – Lancashire County Council are the waste disposal authority with statutory responsibility for the provision of treatment / disposal facilities for the waste collected by the Lancashire districts. The recent “mothballing” of their Waste Technology Parks has raised uncertainty on how and where our waste streams will be dealt with in future. Many of the waste disposal authority’s decisions have an impact on how districts provide their services, as we have recently experienced with the instruction to remove food waste from our green wheeled bins. The County Council is currently undertaking soft market testing of all their waste facilities and is aware of the urgency to provide districts an early indication of their future plans so that these can be considered in the changes that we must make due to the withdrawal of Cost Sharing payments.

### 3.5 **Option to charge for the collection of Garden Waste.**

3.6 Under the `Controlled Waste Regulations` 2012 the Waste Collection Authority (Ribble Valley Borough Council) can make a charge for the collection of garden waste.

3.7 As part of this Council`s early initiatives (2003) to improve our recycling services and accordingly improve our recycling performance, households in the Ribble Valley were provided with a limited number of bio-degradable sacks for a free kerbside collection of garden waste. As we extended our fleet of twin bodied collection vehicles and introduced the three stream collection service, the sacks were replaced by a 140 litre wheeled bin. The decision to use the smaller wheeled bins was in part due to the County wide initiative providing householders with free home compost bins. The Council recognised that the collection of garden waste was a discretionary service and that smaller bins would serve as a waste minimisation exercise encouraging householders to consider how they deal with the waste they produced.

3.8 In 2012 we received £750k funding through the Weekly Collection Support Scheme grant. The funding was awarded to replace two, twin bodied refuse and recycling

collection vehicles and to provide larger (240 litre) green wheeled bins to householders in gardened properties for the recovery of food waste alongside garden waste for composting. It was decided that the provision of a larger green wheeled bin would be on an `opt out` basis. **Members are reminded that as a result of the `moth balling` of the Waste Technology Parks and the decision to cease the treatment of mixed food and garden waste by the County Council, that from 1<sup>st</sup> July 2016 householders in the Ribble Valley can no longer place food waste in their green wheeled bin.**

- 3.9 Over the last few years an increasing number of Councils have introduced charges for garden waste collection due to increasing pressure on local authority budgets and range between £20 - £69 per annum, but is typically between £25 - £35.
- 3.10 Implementation of charging on a subscription (opt-in) basis means that only those residents that choose to use the garden waste collection service pay for it. It can be argued that this is a fairer system for local taxpayers particularly for residents in terraced properties , flats etc who do not produce garden waste and it also follows the `producer pays` principle.
- 3.10 Officers have surveyed other authorities with a similar rural nature who have already introduced a subscription based garden waste collection service for residents, the results of that survey are attached in Appendix A.
- 3.11 Whilst the majority of authorities provide a standard 240 litre wheeled bin, Richmondshire district council provides a 140 litre with the reduction in capacity reflected in their subscription charges. All the authorities allow residents to pay for additional wheeled bins with most offering a small discount on the extra bins. All collect fortnightly and interestingly no authority provides an all year round service, with most suspending the service during the months of December and January. All surveyed provide a separate collection service for garden waste and so suspension of the service would present some operational savings. As we collect garden waste through an integrated collection system suspension of the service may not provide any direct financial or operational benefits, although this will be examined in more detail as decisions are made.
- 3.12 A subscription service is likely to see a reduction in the number of households using the service and consequently a reduction in the Council`s overall recycling rate performance. Feedback from the survey has shown that take up is particularly low when the scheme is initially introduced, participation rates do improve steadily from year two of the scheme although even then most are still only achieving between 40% - 50% participation. In a national survey undertaken by Waste Resources Action Programme (WRAP) the highest participation rate recorded was 65% of gardened properties. It is difficult to predict what extra demand there may be from Ribble Valley residents to pay for additional bins collected so officers can only calculate the benefits of the scheme using one bin per household. There are approximately 16,280 properties with gardens within the Ribble Valley generating 3885 tonnes per annum of garden waste for composting. A comparison of the estimated benefits of charging for the collection of garden waste against participation can be seen in Appendix B. For the purpose of this exercise officers have used two of the common subscription charges (£25 + £30) to calculate potential income based on participation rates. Although the Lancashire districts are awaiting clarification from the County Council on their long term treatment plans there is still some

uncertainty whether or not they intend to pass on the gate fees for the treatment of garden waste so estimated gate fees have been included. The figures highlighted in each table are a reasonable estimate of what participation / benefits could be expected by this authority by introducing a charge for collection and at best will only cover 50% of the loss of Cost Sharing payments leaving an estimated deficit of over £270k.

- 3.13 The optimum charge required to cover the total loss of Cost Sharing payments based on a 40% participation rate would be approximately £66.00 per bin per annum.
- 3.14 The net financial benefits provided in Appendix B do not include the likely costs to administer the scheme such as staffing, stickers for bins, letters, postage, publicity etc and subject to the outcome of the overall exercise these areas will need to be examined further.
- 3.15 Again subject to the outcome of the final decision by Members there are other technical and operational issues that would need to be addressed.

#### 4 RISK ASSESSMENT

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

- Resources – None at this stage although a fuller evaluation to include the issues in 3.14 and 3.15 will be required subject to the decisions made by Members on the conclusion of all the reports in August 2017.
- Technical, Environmental and Legal – There is no legal requirement to collect garden waste on any implied frequency and under Schedule 2 of the Controlled Waste Regulations it is classified as a type of waste for which a charge can be made.
- Political – None at this stage although the introduction of charges for a service provided free since 2003 would not be popular.
- Reputation – None at this stage although the introduction of charges could generate resident dissatisfaction resulting in a reduced participation of the service.
- Equality & Diversity – eg No implications identified.

#### 5 CONCLUSION

5.1 Although this report demonstrates that the introduction of charges for garden waste would be unlikely to address the financial problem arising from the withdrawal of Cost sharing payments in 2018, it does indicate that this is one measure that could help to `bridge the funding gap`.



5.2 Over the coming months, officers will present a suite of measures for consideration by Committee, with a view to arriving at a package of measures that address the financial problem whilst retaining a reasonable level of service for residents.

PETER McGEORGE  
WASTE MANAGEMENT OFFICER

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### BACKGROUND PAPERS

Community Committee Reports:

Options following the withdrawal of recycling credits - 13 January 2015

Minute 495

The Implications for Ribble Valley following the decision by Lancashire County Council to mothball their waste treatment facilities at Farington and Thornton – 15 March 2016

Kerbside Collection of mixed food and garden waste – 15 January 2013

Waste Management Files

The Environmental Protection Act 1990

The Controlled Waste Regulations 2012

TEEP

For further information please ask for Peter McGeorge, extension 4467.

REF: Author/typist/committee/date

**SURVEY ON AUTHORITIES CHARGING FOR GARDEN WASTE COLLECTIONS**

		<b>CRAVEN</b>	<b>NORTHUMBERLAND</b>	<b>RYEDALE</b>	<b>RICHMONDSHIRE</b>	<b>WYRE</b>
<b>1</b>	<b>Size of bin</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>140 litre</b>	<b>240</b>
<b>2</b>	<b>Additional bins / sizes</b>	<b>tbc</b>	<b>No – but can pay for more</b>	<b>Sacks – but can pay for more</b>	<b>No but can pay for more</b>	<b>Yes but all charged same rate</b>
<b>3</b>	<b>Charge per bin</b>	<b>£26</b>	<b>£28</b>	<b>£37</b>	<b>£20 + £12 for each additional</b>	<b>£30 + £25 for each additional</b>
<b>4</b>	<b>Discounts</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>5</b>	<b>Length of scheme</b>	<b>4 years</b>	<b>2010 authority wide</b>	<b>tbc</b>	<b>3 Years</b>	<b>May 2016</b>
<b>6</b>	<b>Was garden waste collected prior to charge?</b>	<b>tbc</b>	<b>Yes dependant on area</b>	<b>tbc</b>	<b>Bin free but offered chargeable sacks for excess</b>	<b>Yes in chargeable sacks</b>
<b>7</b>	<b>Gate Fee</b>	<b>tbc</b>	<b>Yes but built into PFI contract</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>8</b>	<b>Participation rate per annum</b>	<b>Tbc - offered to 55% of gardened properties</b>	<b>2010/11 - 19000 / 145382 2011/12 - 19610 / 145382 2012/13 - 20738 / 147010 2013/14 - 21306 / 148000 2014/15 - 22760 / 148000 2015/16 - 23791 / 148000</b>	<b>tbc</b>	<b>2014/15 – 41.5% 2015/2016 – 43.75% 2016/2017 – 41.9%</b>	<b>50% on properties 80% based on number of bins</b>
<b>9</b>	<b>Tonnage rate per annum</b>	<b>3400 t</b>	<b>2010/11 – 7861 t 2011/12 – 7341 t 2012/13 – 7839 t 2013/14 – 7490 t 2014/15 – 8830 t 2015/16 – no data</b>	<b>tbc</b>	<b>71.9% collected</b>	<b>No data</b>
<b>10</b>	<b>Annual Collection charge/ participation rate</b>	<b>2013 / 2014 - £24</b>	<b>2010/11 - £20 2011/12 - £21 2012/13 - £22 2013/14 - £23</b>		<b>£17 in years 1&amp;2 £20 year 3</b>	<b>No data</b>

		<b>CRAVEN</b>	<b>NORTHUMBERLAND</b>	<b>RYEDALE</b>	<b>RICHMONDSHIRE</b>	<b>WYRE</b>
			2014/15 - £24 2015/16 - £26 2016/17 - £28			
11	Is this a dedicated collection service?	Yes	Yes	Yes	Yes	Yes
12	Collection schedule	20 collections March - November	20 collections March - November	20 collections March - November	(March – November) 1 collection in January for Xmas trees	22 collections February - November
13	Collection frequency Has this changed?	Fortnightly - No	Fortnightly - No	Fortnightly - No	Fortnightly - No	Fortnightly - No
14	What do you use to identify householders on scheme?	Tag to attach to bin handle	Proof of pay sticker and collection sheets issued to crews	Proof of pay sticker and collection sheets issued to crews	Plastic Sticker for bin. Outside company charge £1 per bin to administer scheme	Stickers on bins and use bartec
15	Is there an annual cost to administer the scheme?	£20k per annum	Administration exceeds £10 per bin but other costs absorbed	tbc	See above	Yes but absorbed in revenue budgets
16	Do you have collection protocol?	Yes	Yes	Yes	Yes	Yes
17	Do you remove unwanted bins?	tbc	Yes on request	Yes	Yes and charged £10 for householders own use	Yes
18	Do you have a communication plan?	tbc	Yes	Yes	No - internal printing costs	Yes Cost shared with LCC
19	Have you experienced operational issues?	tbc	No	tbc	No	Overloading of bins

		<b>CRAVEN</b>	<b>NORTHUMBERLAND</b>	<b>RYEDALE</b>	<b>RICHMONDSHIRE</b>	<b>WYRE</b>
<b>20</b>	<b>Have you seen an increase in requests for new bins?</b>	tbc	No	tbc	No	Yes – replacement for split /damaged bins
<b>21</b>	<b>Do you charge for any other service?</b>	tbc	Bulky Household	tbc	Bulky Household	Bulky Household

**ESTIMATED BENEFITS BY CHARGING FOR GREEN WASTE COLLECTION**

Key: Gardened properties = 16280

Annual Tonnage = 3885

Take up		Income @ £25 per bin	Estimated Gate Fee @ £25 pt		Operational	Net Benefit
16280	100%	£407,000	3885 t	£97,125.00	0	£309,875.00
14652	90%	£366,300	3496.5 t	£87,412.50	0	£278,887.50
13024	80%	£325,600	3108 t	£77,700.00	0	£247,900.00
11396	70%	£284,900	2719.5 t	£67,987.50	0	£216,912.50
9768	60%	£244,200	2331 t	£58275.00	0	£185,925.00
8140	50%	£203,500	1942.5 t	£48562.50	0	£154,937.50
6512	40%	£162,800	1554 t	£38,850.00	0	£123,950.00
4884	30%	£122,100	1165.5 t	£29,137.50	0	£92,962.50

Take up		Income @£30 per bin	Estimated Gate Fee @ £25 pt		Operational	Net Benefit
16280	100%	£488,400	3885 t	£97,125.00	0	£391,275.00
14652	90%	£439,560	3496.5 t	£87,412.50	0	£352,147.50
13024	80%	£390,720	3108 t	£77,700.00	0	£313,020.00
11396	70%	£341,880	2719.5 t	£67,987.50	0	£273,892.50
9768	60%	£293,040	2331 t	£58275.00	0	£234,765.00
8140	50%	£244,200	1942.5 t	£48562.50	0	£195,637.50
6512	40%	£195,360	1554 t	£38,850.00	0	£156,510.00
4884	30%	£146,520	1165.5 t	£29,137.50	0	£117,382.50

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

Agenda Item No 8

meeting date: 23 AUGUST 2016  
 title: CAPITAL MONITORING 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

## 1 PURPOSE

1.1 To provide members with information on the progress of the approved Community Committee 2016/17 capital programme for the period to the end of July 2016.

1.2 Relevance to the Council's ambitions and priorities:

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

## 2 BACKGROUND

2.1 In total 6 new schemes for Community Committee, totalling £374,500, were approved by the Policy and Finance Committee and Full Council at their meetings in February and March 2016 respectively.

2.2 One scheme within the programme, £209,000 for Ribblesdale Pool Improvement Work, was approved subject to receiving external funding of £150,000 from Sport England.

2.3 The full capital programme is shown at Annex 1.

## 3 CAPITAL MONITORING 2016/17

3.1 The table below summarises the total Community Committee capital programme budget, expenditure to date and variance, as at the end of July 2016. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET		EXPENDITURE	
Original Estimate 2016/17 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
374,500	374,500	<b>132,054</b>	-242,446

3.2 At the end of July 2016, £132,054 had been spent or committed. This is 35.3% of the annual capital programme for this Committee.

3.3 Orders have been placed for the vehicles and plant purchases being made on four of the six approved schemes. These schemes will be completed in-year.

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

- **RPIMP – Ribblesdale Pool Improvement Work (-£209,000):** External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.
- **PLAYQ – Play Area Improvements 2016/17 (-£30,375):** Main improvements will be planned for September 2016 onwards, based on playground assessments after the summer school holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify such work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.

#### 4 2017/18 PROVISIONAL CAPITAL PROGRAMME AMENDMENT

4.1 Members are asked to note the following for information. One scheme approved in the provisional 2017/18 capital programme, Ribble Valley off-street car parks – upgrade of payment systems, was based on upgrading all car park payment machines to be able to accept the new £1 coin and to accept chip and pin payments.

4.2 The introduction of the new £1 coin has been brought forward by the Royal Mint to March 2017. Likewise, that element of the capital scheme has now been brought forward in to the 2016/17 financial year. As the value of that part of the scheme is estimated to be only £6,000 and therefore below the £10,000 de minimis for capital, this work will now be treated as revenue expenditure funded from earmarked reserves.

4.3 In addition, the chip and pin payments part of the scheme will now be deferred for twelve months to assess whether the recently introduced pay by phone system negates the need for this.

#### 5 CONCLUSION

5.1 At the end of July 2016, £132,054 had been spent or committed. This is 35.3% of the annual capital programme for this Committee.

5.2 At this stage, it is expected that all schemes will be completed in-year and within budget.

5.3 The Ribblesdale Pool Improvement Work external funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM6-16/AC/AC  
12 August 2016

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – Policy and Finance Committee Overall Capital Programme 2016-2019 report, 9 February 2016.

## Community Services Committee - Capital Programme 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2016 £	Variance as at end of July 2016 £
WVDHX	Replacement of Works Section Small Van – Ford Transit Toilet Van (PF09 DHX)	12,000	12,000	<b>11,082</b>	-918
PLAYQ	Play Area Improvements 2016/17	40,000	40,000	<b>9,625</b>	-30,375
FORKL	Replacement of Salthill Depot Multi Use Fork Lift Truck	16,000	16,000	<b>15,850</b>	-150
GVUKE	Replacement of John Deere Gang Mower Tractor (PN05 UKE)	46,000	46,000	<b>44,051</b>	-1,949
GVFRV	Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec	51,500	51,500	<b>51,446</b>	-54
RPIMP	Ribblesdale Pool Improvement Work ( <i>subject to securing external funding</i> )	209,000	209,000	<b>0</b>	-209,000
	<b>Total Community Committee</b>	<b>374,500</b>	<b>374,500</b>	<b>132,054</b>	<b>-242,446</b>



## Community Services Committee – Capital Programme 2016/17

### WVDHX – Replacement of Works Section Small Van – Ford Transit Toilet Van (PF09 DHX)

Service Area: Works Administration

Head of Service: Adrian Harper

**Brief Description:**

Replacement of the Works Administration section small Ford Transit, currently used to service the Council toilets, with an equivalent spec vehicle. The annual mileage of the vehicle is now 17,500 as only one vehicle is used on the toilets support. Dedicated and reliable transport is necessary for the service to function efficiently.

**Start date, duration and key milestones:**

Start April 2016.

**Financial Implications – CAPITAL:**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	12,000	11,082	-918
ANTICIPATED TOTAL SCHEME COST	12,000		

**Financial Implications – ANNUAL REVENUE:**

£100 per annum reduced fuel costs expected – new vehicle will be more fuel efficient.

**Useful economic life:**

5 years.

**Progress - Budget Holder Comments**

*July 2016: No change to May 2016 comments.*

*May 2016: Order has been placed for the replacement van for £11,082. Delivery is expected by September 2016. There will be some further costs to make the van fit for purpose after delivery, such as fitting an extractor fan and switching over the two way radio. These costs are expected to be less than £900, so the final costs are expected to be within budget.*

## Community Services Committee – Capital Programme 2016/17

### PLAYQ - Play Area Improvements 2016/17

Service Area: Play Areas  
Head of Service: Mark Beveridge

**Brief Description:**

Provide a fund for improving and maintaining the Council's eighteen play areas.

**Start date, duration and key milestones:**

Start Date – April 2016

Anticipated Completion Date – March 2017

**Financial Implications – CAPITAL**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	40,000	9,625	-30,375
ANTICIPATED TOTAL SCHEME COST	40,000		

**Financial Implications – REVENUE**

None expected.

**Useful Economic Life**

The life expectancy varies, depending upon the type of equipment purchased. Location and intensity of use is also a factor.

**Progress - Budget Holder Comments**

*July 2016: No change to May 2016 comments.*

*May 2016: Spend to date relates to improvement work across several play areas, including gates and fencing work ordered for Kestor Lane. Main improvements will be planned for September 2016 onwards, based on playground assessments after the summer school holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.*

## Community Services Committee – Capital Programme 2016/17

### FORKL – Replacement of Salthill Depot Multi Use Fork Lift Truck

Service Area: Salthill Depot

Head of Service: Adrian Harper

**Brief Description:**

The current forklift truck was purchased as a refurbished unit in 2003. It is not heavily used (meaning not continuous) but it is used for various applications on practically a daily basis and it is absolutely essential that a manoeuvrable and reliable forklift truck is on hand for sections of the depot to use. The numbers of drivers trained and certified to use this piece of equipment has been increased to reflect its importance in the efficient operation of the depot. It would be appropriate to source a replacement machine.

**Start date, duration and key milestones:**

Procurement dependent on equipment available.

**Financial Implications – CAPITAL:**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	16,000	15,850	-150
ANTICIPATED TOTAL SCHEME COST	16,000		

**Financial Implications – ANNUAL REVENUE:**

Existing service – no change.

**Useful economic life:**

Expected to be no less than 13 years.

**Progress - Budget Holder Comments**

*July 2016: An order was placed in June for a new fork lift truck for £15,850, within budget. No other costs expected. The delivery date is to be confirmed but is likely to be approximately 3 months because we require a bespoke configuration of controls.*

*May 2016: Procurement process in progress.*

## Community Services Committee – Capital Programme 2016/17

### GVUKE – Replacement of John Deere Gang Mower Tractor (PN05 UKE)

Service Area: Grounds maintenance

Head of Service: Mark Beveridge

**Brief Description:**

This large tractor is used to power the gang mower that cuts all the large areas of grass that are maintained by the Council, to include pitches at Longridge, Clitheroe, the Castle fields and contract work for, for example, CRGS. The current tractor purchased new in 2005 will be 11 years old at the programmed replacement date and its reliability will be failing. The machine should be replaced if the demand for cutting remains at current levels.

**Start date, duration and key milestones:**

In 2016/17

**Financial Implications – CAPITAL:**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	46,000	44,051	-1,949
ANTICIPATED TOTAL SCHEME COST	46,000		

**Financial Implications – ANNUAL REVENUE:**

Existing service – no change.

**Useful economic life:**

Expected life anticipated to be 10 years.

**Progress - Budget Holder Comments**

*July 2016: Procurement process completed. An order was placed for a Gang Mower Tractor for £44,051 in June 2016, within budget. No other costs expected. The Tractor has been delivered in early August 2016.*

*May 2016: Procurement process to be completed in June 2016 and order to be placed when quotes are received.*

## Community Services Committee – Capital Programme 2016/17

### GVFRV – Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec

Service Area: Grounds maintenance

Head of Service: Mark Beveridge

**Brief Description:**

This roll-on-roll-off skip loader is a multi-use vehicle that is used for the transportation of equipment and bulk materials for the maintenance of parks and for the seasonal transportation of mowing equipment. It was purchased in 2006. It will be 10 years old at the time of the programmed replacement and its reliability will be failing. The machine should be replaced if the demand for cutting and maintenance remains at current levels.

**Start date, duration and key milestones:**

In 2016/17

**Financial Implications – CAPITAL:**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	51,500	51,446	-54
ANTICIPATED TOTAL SCHEME COST	51,500		

**Financial Implications – ANNUAL REVENUE:**

Existing service – no change.

**Useful economic life:**

Expected life anticipated to be 10 years.

**Progress - Budget Holder Comments**

*July 2016: Procurement process completed. An order has been placed for the RO-RO Truck for £51,446, within budget. No other costs expected. Delivery expected by Autumn 2016.*

*May 2016: This is a specialist vehicle and estimated cost is above £50k so is being purchased via a tender process. Closure date for bids is 22 June 2016 and all bids will be considered then.*

## Community Services Committee – Capital Programme 2016/17

### RPIMP – Ribblesdale Pool Improvement Work (*subject to securing external funding*)

Service Area: Ribblesdale Pool  
Head of Service: Mark Beveridge

**Brief Description:**

An improvement scheme which comprises modernisation work to the reception and changing areas and pool viewing balcony, and the creation of separate disability changing area provision with access from reception and straight to the pool hall.

**Start date, duration and key milestones:**

Works - December 2016

**Financial Implications – CAPITAL**

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	209,000	0	-209,000
ANTICIPATED TOTAL SCHEME COST	209,000		

**Financial Implications – REVENUE**

None expected.

**Useful Economic Life**

15 years.

**Progress - Budget Holder Comments**

*July 2016: External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.*

*May 2016: Initial bid submitted to Sport England in March 2016 for £150,000 grant funding and further bid information submitted in May 2016. Awaiting the formal funding announcement in June 2016.*

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

INFORMATION

Agenda Item No 9

meeting date: 12 AUGUST 2016  
title: REVENUE OUTTURN 2015/16  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To report on the outturn for the financial year 2015/16 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

## 2 BACKGROUND

2.1 The Council's draft Statement of Accounts has been approved by the Director of Resources, and audited by the Council's external auditors. The audited version of the accounts has been submitted to Accounts and Audit Committee for approval at their meeting on 17 August. Confirmation of their approval will be provided at your meeting.

2.2 The information contained within the Statement is in a prescriptive format. However, the service cost information is being reported to Committees for their own relevant services in our usual reporting format in the current cycle of meetings

## 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £223,822 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £138,642. This has been added to General Fund Balances.

3.2 In the table below are a number of services with a net cost of 'nil'. This is where services are fully recharged out to other service areas.

Cost Centre	Cost Centre Name	Revised Estimate 2015/16 £	Actual 2015/16 £	Variation £
COMMD	Community Services Department	0	0	0
HWREP	Highways Repairs	23,000	20,767	-2,233
CULVT	Culverts & Watercourses	13,720	10,258	-3,462
DRAIN	Private Drains	620	425	-195
RIVBK	Riverbank Protection	2,470	1,798	-672

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Revised Estimate 2015/16 £</b>	<b>Actual 2015/16 £</b>	<b>Variation £</b>
<b>BUSSH</b>	Bus Shelters	16,520	12,292	-4,228
<b>SEATS</b>	Roadside Seats	2,230	2,616	386
<b>SIGNS</b>	Street Nameplates & Signs	33,160	33,703	543
<b>STCLE</b>	Street Cleansing	329,950	328,852	-1,098
<b>VARIOUS</b>	Public Conveniences	182,110	169,736	-12,374
<b>LITTR</b>	Litter Bins	17,070	18,493	1,423
<b>RCOLL</b>	Refuse Collection	1,224,350	1,190,109	-34,241
<b>RPBIN</b>	Replacement Waste Bins	0	-23,446	-23,446
<b>PAPER</b>	Waste Paper & Card Collection	146,910	119,874	-27,036
<b>TFRST</b>	Waste Transfer Station	73,240	69,584	-3,656
<b>TRREF</b>	Trade Refuse	-52,160	-40,151	12,009
<b>CRIME</b>	Crime and Disorder	41,700	31,827	-9,873
<b>ARTDV</b>	Art Development	32,840	28,755	-4,085
<b>PLATG</b>	Platform Gallery	139,430	133,776	-5,654
<b>MUSEM</b>	Castle Museum	249,500	251,615	2,115
<b>MCAFE</b>	Museum Café	19,700	19,703	3
<b>TURSM</b>	Tourism	98,410	83,280	-15,130
<b>VARIOUS</b>	Car Parks	-104,270	-119,938	-15,668
<b>CCTEL</b>	CCTV Equipment	108,720	102,744	-5,976
<b>LDEPO</b>	Longridge Depot	0	0	0
<b>SDEPO</b>	Salthill Depot	7,590	0	-7,590
<b>VARIOUS</b>	Refuse Collection Vehicles	-2,260	0	2,260
<b>VARIOUS</b>	Grounds Maintenance Vehicles	0	0	0
<b>VARIOUS</b>	Works Administration Vehicles	0	0	0
<b>VEHCL</b>	Vehicle Workshop	0	0	0
<b>VARIOUS</b>	Plant	0	0	0
<b>TWOWR</b>	Two Way Radio	0	0	0
<b>WKSAD</b>	Works Administration	1,260	0	-1,260
<b>CARVN</b>	Caravan Site	-7,890	-8,854	-964
<b>EDPIC</b>	Edisford Picnic Area	-8,930	-10,012	-1,082
<b>PKADM</b>	Grounds Maintenance	-1,000	0	1,000
<b>ROEBN</b>	Roefield Barn	-250	-249	1
<b>RVPRK</b>	Ribble Valley Parks	446,490	428,953	-17,537
<b>RPOOL</b>	Ribblesdale Pool	293,040	277,132	-15,908
<b>EALLW</b>	Edisford All Weather Pitch	13,910	4,611	-9,299
<b>EXREF</b>	Exercise Referral Scheme	52,480	40,852	-11,628
<b>SPODV</b>	Sports Development	84,700	78,060	-6,640
<b>GRSRC</b>	Grants and Subscriptions	3,240	2,990	-250
<b>XMASL</b>	Xmas Lights/RV in Bloom	4,460	4,739	279
<b>RECU</b>	Recreation/Culture Grants	31,990	29,366	-2,624
<b>CULTG</b>	Culture Grants	2,910	2,879	-31



<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Revised Estimate 2015/16 £</b>	<b>Actual 2015/16 £</b>	<b>Variation £</b>
<b>SPOGR</b>	Sports Grants	6,450	6,449	-1
<b>WBHEQ</b>	Wellbeing and Health Equality	0	0	0
<b>WTFAM</b>	Working Together with Families	0	0	0
<b>NET COST OF SERVICES</b>		<b>3,527,410</b>	<b>3,303,588</b>	<b>-223,822</b>
<b>Transfers to/(from) earmarked reserves</b>				
COBAL/ H210	Recreation and Culture Grants Reserve	9,990	16,240	6,250
COBAL/ H239	Crime Reduction Partnership Reserve	-3,120	5,070	8,190
COBAL/ H222	Grant Funded Sports Development Reserve		2,010	2,010
COBAL/ H333	Refuse Collection Reserve	-112,200	-96,884	15,316
COBAL/ H337	Equipment Reserve	-4,950	7,050	12,000
COBAL/ H282	Exercise Referral Reserve	-13,750	-3,782	9,968
COBAL/ H328	Repairs and Maintenance Reserve		8,570	8,570
COBAL/ H283	Clitheroe Food Festival		13,653	13,653
CPBAL/ H330	Capital Reserve – (Sale of Vehicles, Obsolete GM equipment & Sale of Stonebridge Toilets)	12,000	22,023	10,023
COBAL/ H211	Christmas Lights/RV in Bloom		-350	-350
CPBAL/ H285	Vehicle & Plant Repairs & Renewal Fund	46,000	46,000	0
COBAL/ H363	Whalley Moor Woodland Reserve		-450	-450
<b>NET COST OF SERVICES AFTER TRANSFERS TO/(FROM) RESERVES</b>		<b>3,461,380</b>	<b>3,322,738</b>	<b>-138,642</b>

3.3 The main variations have been extracted, and are shown with the Budget Holder's comments at Annex 1. However, a summary of the major variations is set out in the table below.

<b>Service Area</b>	<b>Description of Variance</b>	<b>Amount £</b>
<b>Paper Income (Payment to LCC)</b>	Payment to LCC for income collected from the sale of paper under the cost sharing agreement lower than estimated, as budget based on LCC proposal rather than current paper prices.	-27,036
<b>Utilities</b>	<ul style="list-style-type: none"> <li>• Lower than estimated expenditure on gas, in particular at Ribblesdale Pool (£10,282) due to suspected fault with the meter. The suspected fault has been reported to the utilities company who believe that the meter is working correctly.</li> <li>• Underspends on electricity at various locations, in particular Council Offices (£6,035) and Ribblesdale Pool (£2,700). The budget was based upon the average usage over the previous 3 years, actual usage was lower than the average.</li> </ul>	-25,219
<b>Fuel</b>	General fall in diesel prices plus the ongoing purchase of more fuel efficient vehicles through the capital programme has resulted in lower diesel expenditure than estimated.	-28,269
<b>Staffing</b>	Staff turnover, in particular within Community Services Department in the posts of Senior Planning Officer, Countryside Offices, Principal Surveyor and Surveying Assistants x 2 has resulted in lower staffing costs. Additionally a period of long term sick within Street Cleansing has added to the variance.	-41,216
<b>Service Income</b>	<ul style="list-style-type: none"> <li>• The closure of an alternative supplier has resulted in additional trade refuse income (£36,227)</li> <li>• Income from the sale of household waste bins which is offset against expenditure incurred in the purchase of the bins. The surplus/deficit is transferred to an earmarked reserve (£23,446)</li> </ul>	-17,537

#### 4 CONCLUSION

- 4.1 There have been a considerable number of variations in both income and expenditure during the year, and this has given rise to an overall underspending of £223,822 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £138,642.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM7-16/AJ/AC  
11 August 2016

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 12 January 2016*  
*Closedown Working Papers*

For further information please ask for Amy Johnson.

## COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 2015/16 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>COMMD: Community Services Department</u></b>					
Reduction in employee costs due to staff vacancies in the last 3 months of the financial year, particularly in relation to planning staff and Engineering Services	-17,320				
Tuition Fees – training requirements not as estimated	-2,440				
Mileage Allowances – much lower than expected level of mileage claimed	-3,380				
Advertising – reduced expenditure on job adverts placed due to reduced number and value of each advert placed	-3,520				
Postages – expenditure lower than estimated	-3,020				
Printing & Stationery – less expenditure than anticipated	-1,720				
Purchase of Equipment & Materials – purchases lower than estimated	-1,030				
Professional Subscriptions – staff vacancies plus new appointments has meant that different subscriptions are subscribed to	-1,930				
Reduced recharges from support services departments due to savings achieved in their budgets			-11,860		
Sale of Equipment/Materials – sale of van previously used by the Assistant Surveyor/Electrician. This income has been set aside in the capital earmarked reserve		-1,750			
Decrease in income from recharges to other services - reflecting reductions in expenditure on this service, as outlined above		53,170			
<b>Total Community Services Department</b>					<b>5,200</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>HWREP: Highway Repairs</u></b>					
Purchase of Equipment & Materials – no purchases made	-1,080				
<b>Total Highway Repairs</b>					<b>-1,080</b>
<b><u>CULVT: Culverts &amp; Watercourses</u></b>					
Repairs and Maintenance – clearance of gutters/grates/gulleys following the bad weather over winter	1,150				
Floods – minimal local authority flood responsibility. Expenditure incurred following storms Desmond & Eva reclaimed under the Bellwin Scheme. These costs and the associated reclaim are shown under Policy & Finance committee	-4,400				
<b>Total Culverts &amp; Watercourses</b>					<b>-3,250</b>
<b><u>BUSSH: Bus Shelters</u></b>					
Repairs and Maintenance – reduced repair/maintenance requirements across the bus shelters for which this authority is responsible	-3,880				
<b>Total Bus Shelters</b>					<b>-3,880</b>
<b><u>SIGNS: Street Nameplates and Signs</u></b>					
Repairs and Maintenance – increased expenditure on the replacement of street signs	1,010				
Reduced support service recharge from Community Services due to lower than estimated expenditure in that service area			-1,130		
<b>Total Street Nameplates and Signs</b>					<b>-120</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>VARIOUS: Public Conveniences</u></b>					
Repairs and Maintenance of Buildings – overspend mainly on repairs at Castle Field due to recurring vandalism. Other minimal overspends at various locations	5,710				
Metered Water Supplies – expenditure slightly higher than estimated	1,100				
General cleaning – cautious estimate based upon the reallocation of toilet costs. To be reviewed at revised estimate 2016/17. Variance mitigated by increased recharges to other services	-16,380				
<b>Total Public Conveniences</b>					<b>-9,570</b>
<b><u>STCLE: Amenity Cleansing</u></b>					
Employee Costs – period of long term sick has resulted in an employee going on to half pay. Additionally the period of sickness has reduced the overtime worked by the employee	-4,700				
Tuition Fees – very low level of training undertaken in comparison to the budget	-1,140				
Depot Recharge – increased expenditure at Salthill Depot has resulted in a higher recharge to this service	1,910				
Hire of Plant – increased use of the sweeper following the bad weather over winter – some areas had to be revisited	4,220				
<b>Total Amenity Cleansing</b>					<b>290</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>RCOLL: Refuse Collection</u></b>					
Agency Staff – toilet cleaners now trained as refuse loaders and used as cover in periods of sickness rather than agency staff	-4,040				
Increased expenditure at Salthill Depot has resulted in a higher recharge to this service	9,110				
Tuition Fees - very low level of training undertaken in comparison to the budget	-2,500				
Promotional Activities – bin stickers have replaced calendars at a lower cost. Additionally the stickers have been distributed in house rather than through the use of agency staff	-3,550				
Use of Transport – lower than estimated spend on diesel offset in part by an increase in repair costs	-10,780				
Protective Clothing – additional expenditure on waterproof jackets and trousers	3,290				
Reduced support service costs in particular Community Services and Organisation and Member Development due to lower expenditure in those service areas			-6,130		
Household Special Collections – increased demand for the service has resulted in additional income		-5,440			
Sale of Mild Steel – lower tonnages collected and sold than in the previous year		1,420			
Sale of Equipment/Materials – income received from the sale of obsolete bins lower than estimated. Budget to be reviewed going forward		12,330			
Additional recharge income from trade refuse and street cleansing due to tonnages collected		-27,430			
<b>Total Refuse Collection</b>					<b>-33,720</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>RPBIN: Replacement Waste Bins</u></b>					
Income for the year for the provision of waste bins to householders. This is offset against expenditure incurred in the purchase of the bins and the surplus set aside in an earmarked reserve to fund future replacements of bins		-23,450			
<b>Total Replacement Waste Bins</b>					<b>-23,450</b>
<b><u>PAPER: Waste Paper and Card Collection</u></b>					
Transport Costs – lower than estimated expenditure on diesel	-2,700				
Hire of Transport – ongoing maintenance of the vehicles has mitigated the need to hire transport during times of vehicle repair	-1,020				
Cost Sharing Penalty Charge – the budget was based upon estimates provided by LCC rather than the estimated budgeted income from the sale of paper	-28,800				
Sale of Equipment/Materials – price per tonne actually received differed from the figure used when setting the budget due to fluctuating market prices		6,680			
<b>Total Waste Paper and Card Collection</b>					<b>-25,840</b>
<b><u>TRREF: Trade Refuse</u></b>					
Tipping Charges – an increase in the number of commercial customers has resulted in an increase in the disposal tonnage and in turn tipping charges payable	19,180				
Trade Waste Collection (Charitable & Commercial) – an increase in the number of customers has resulted in an increase in income (charitable £10,420, commercial £25,810). However, there is an associated increase in costs relating to commercial collection (shown above)		-36,230			
Sacks & Stickers – reduced income from the sale of sacks and stickers – may be in part due to increased take up of the bin hire scheme		4,730			
Refuse Collection – increased recharge from refuse collection due to higher tonnages collected	25,560				
<b>Total Trade Refuse</b>					<b>13,240</b>



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>ARTDV: Arts Development</u></b>					
Promotional Activities – conscious effort to underspend to allow monies to be put aside in an earmarked reserve for future years grant allocations (see report elsewhere on the Agenda)	-3,820				
<b>Total Arts Development</b>					<b>-3,820</b>
<b><u>TFRST: Waste Transfer Station</u></b>					
Temporary Staff – minimal use of temporary staff during the year	-1,560				
Use of Transport - savings in costs, mainly relating to repairs and maintenance and diesel	-1,420				
<b>Total Waste Transfer Station</b>					<b>-2,980</b>
<b><u>CRIME: Crime and Disorder</u></b>					
Promotional Activities – some schemes yet to be complete. Unspent monies transferred to an earmarked reserve	-9,690				
Reduced support service costs, in particular from Community Services due to reduced expenditure within that service area			-1,680		
Contributions & Donations – additional funding received regarding the mounted police scheme		-1,000			
Police and Crime Commissioner Grant – some funding top sliced and passed to the provider rather than coming via RVBC		2,500			
<b>Total Crime and Disorder</b>					<b>-9,870</b>
<b><u>PLATG: Platform Gallery</u></b>					
Sundry Purchases – purchases lower than estimated	-1,650				
Lower support services recharges, mainly in relation to Community Services due to lower costs in that service area			-1,890		
<b>Total Platform Gallery</b>					<b>-3,540</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>MUSEM: Clitheroe Castle Museum</u></b>					
Electricity – a lower cost of Kwh has resulted in less expenditure	-1,910				
Non-Recurring Maintenance Items – repairs to the walkway at the castle. Work not complete at year end so monies transferred to reserve to allow the work to be completed in 2016/17	-7,450				
Curatorial Services – fees lower than anticipated	-3,180				
Depreciation – higher charge than budgeted				2,320	
Sale of Goods – income lower than estimated		3,700			
Adult Admissions – lower number of admissions has resulted in reduced income		7,950			
Reduced income from room hire/events		1,320			
<b>Total Clitheroe Castle Museum</b>					<b>2,750</b>
<b><u>TURSM: Tourism &amp; Events</u></b>					
Publicity – additional costs incurred due to the promotion of the wedding website, offset by additional income generated (Sponsorship of Event)	1,330				
Reduced recharges, especially in Community Services, due to lower spend within that service area			-2,320		
Visitors Guide Income – lower than estimated profit share, in part due to design and printing costs being higher than budgeted		1,820			
Sponsorship of Event – additional income generated through sponsorship of attendance at wedding fayres		-3,080			
Clitheroe Food Festival – Monies transferred to earmarked reserve in order to support future food festivals		-13,650			
<b>Total Tourism &amp; Events</b>					<b>-15,900</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>VARIOUS: Car Parks</u></b>					
Repairs and Maintenance – various repair demands, in particular to the height barrier at Chipping car park	2,930				
Non-Recurring Maintenance Items – repairs to the wall at Church Walk car park due to accident damage. Part repair costs covered by insurance but additional repairs required which could not be recovered	3,430				
Agency Staff – no use of agency staff during the year	-1,060				
Ground Rents – budget allowed for an increased rent, but the future rent level has yet to be agreed	2,240				
Printing and Stationery – lower expenditure on the purchase of tickets than in previous years	-1,250				
CCTV – underspend within this service area has resulted in a lower recharge to the car parks service	-1,170				
Car Park Charges – income slightly higher than budgeted, in particular at Edisford car park		-8,120			
Leasing Costs – vehicle lease start date delayed	-2,790				
Land Rents – rental income received from Network Rail for Mitchell Street car park while works carried out to the rail line		-3,900			
Car Park Fines – budget reduced to reflect the trend of falling fine income – reduction has been over estimated		-2,490			
<b>Total Car Parks</b>					<b>-12,180</b>
<b><u>LITTR: Litter Bins</u></b>					
Purchase of Equipment/Materials – replacement demands higher than expected	1,690				
<b>Total Litter Bins</b>					<b>1,690</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>CCTEL: CCTV Equipment</u></b>					
Repairs to Equipment – repair demands lower than estimated	-1,660				
Private Contract Payments – the budget allows for a daily handover period which is no longer required	-2,600				
Car Parks Administration – Off Street – recharge to car parks slightly lower due to lower expenditure within this service area		1,170			
<b>Total CCTV Equipment</b>					<b>-3,090</b>
<b><u>SDEPO: Salthill Depot</u></b>					
Heating Oil – reduced usage	-1,400				
R&M Oncosted Wages – unrecoverable costs on the preparation of vans and trailers for election use	1,980				
Stores Oncost – a lower value of items went through stores due to falling fuel costs, resulting in a decrease in stores oncosts recovered		15,220			
Recharges to Users – adjustment to reflect the increased expenditure referred to above plus reduced stores oncost recovery		-22,840			
<b>Total Salthill Depot</b>					<b>-7,040</b>
<b><u>VEHCL: Vehicle Workshop</u></b>					
Depot Recharge – increased costs at Salthill Depot have resulted in a higher recharge	2,050				
<b>Total Vehicle Workshop</b>					<b>2,050</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>RCVEH: Refuse Collection Vehicles</u></b>					
Vehicle Repairs and Maintenance – high repair demands plus hire of replacement vehicles to maintain the service	14,180				
Diesel – general fall in diesel prices plus the purchase of more fuel efficient vehicles has led to a fall in diesel costs	-19,590				
Tyres - fewer replacements needed. The budget allows for the full replacement of a set of tyres per vehicle, at an approximate cost of £3,000 per set	-3,790				
Vehicle CCTV Systems – delay in installation of a CCTV system on the new refuse vehicle procured in 2015/16. Monies transferred to reserve to allow for installation in 2016/17	-1,900				
Sale of Equipment/Materials – sale of refuse vehicle. Monies transferred to the capital earmarked reserve		-4,000			
Recharge to Refuse Collection Service - decrease to reflect reduced costs outlined above		15,180			
<b>Total Refuse Collection Vehicles</b>					<b>80</b>
<b><u>GMVEH: Grounds Maintenance Vehicles</u></b>					
Vehicle Repairs and Maintenance – saving reflects previous levels of servicing and maintenance and updating of the vehicle fleet	-2,080				
Diesel – general fall in diesel prices has led to a fall in diesel costs	-4,830				
Sale of Equipment/Materials – sale of various grounds maintenance equipment		-10,790			
Recharge to Users - reduction to reflect savings above		18,290			
<b>Total Grounds Maintenance Vehicles</b>					<b>590</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>EVEHA: Works Vehicles</u></b>					
Vehicle Repairs and Maintenance – saving reflects previous levels of servicing and maintenance	-2,770				
Diesel – lower prices have resulted in a fall in costs	-1,110				
Recharge to Users - reduction to reflect savings above		4,260			
<b>Total Works Vehicles</b>					<b>380</b>
<b><u>WKSAD: Works Administration</u></b>					
Depot Recharge – increased costs at Salthill Depot have resulted in a higher recharge	1,200				
Use of Transport – saving reflecting previous levels of servicing and maintenance, and updating of the vehicle fleet	-4,180				
Recharge to Capital Schemes – nature of the capital programme has reduced the schemes from which oncosts can be recovered		3,320			
Decreased recovery of overtime recharges due to minimal overtime worked		2,500			
<b>Total Works Administration</b>					<b>2,840</b>
<b><u>PLANT - Plant</u></b>					
Vehicle Repairs & Maintenance – fewer repair demands than estimated	-1,990				
Recharge to Users – reduction to reflect savings		1,350			
<b>Total Plant</b>					<b>-640</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>SPODV: Sports Development</u></b>					
Purchase of Equipment/Materials – lower expenditure incurred than anticipated	-1,750				
Working with Families Activity Programme – spend not as estimated. Unspent monies transferred to an earmarked reserve	-1,040				
Subscriptions – subscription for the cycling website not paid	-1,230				
Consultants – expenditure on the survey of pitches – monies to be transferred from an earmarked reserve	1,030				
Reduced support services recharge, in particular from Community Services due to lower spend in that service area			-2,560		
<b>Total Sports Development</b>					<b>-5,550</b>
<b><u>EXREF: Exercise Referral</u></b>					
Salaries – vacancy in the position of part time Healthy Lifestyles Officer	-1,620				
Salaries Overtime – additional overtime to be funded from Best Foot Forward grant monies	2,550				
Non-Recurring Purchases of Equipment – expenditure on Best Foot Forward and Active East grant schemes not as estimated. Funded by grant monies which are held in an earmarked reserve, as a consequence less has been taken from the reserve	-10,680				
<b>Total Exercise Referral</b>					<b>-9,750</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>PKADM: Grounds Maintenance</u></b>					
Trees, Seeds, Shrubs, Plants & Flowers – bad weather over the winter period meant that planting was scaled back	-1,270				
Depot Recharge – increased net expenditure at Salthill Depot passed on to services	6,980				
Reduced support services recharges, in particular Community Services, due to decreased expenditure in those service areas			-2,540		
Use of Transport – lower vehicle repairs and maintenance costs have resulted in a lower recharge	-7,500				
Sale of Equipment/Materials – sale of various grounds maintenance equipment. Monies transferred to the capital earmarked reserve		-10,790			
Reduced recharge to other services, following savings in expenditure		17,190			
<b>Total Grounds Maintenance</b>					<b>2,070</b>
<b><u>RVPRK: Ribble Valley Parks</u></b>					
Repairs and Maintenance of Buildings – lower repair demands than estimated	-3,160				
Emergency Tree Work – emergency works required	3,220				
Electricity – usage lower than estimated	-1,540				
Depreciation – an assets previously classified as an investment asset and therefore not depreciated now classified as an operational asset and depreciation now chargeable				2,200	
Recharge from Grounds Maintenance – reduced recharge following savings on grounds maintenance referred to above	-19,600				
Non-Recurring Maintenance Items – expenditure on Whalley Moor Community Woodland lower than estimated. Funded by grant monies held in an earmarked reserve	-9,550				
Use of Commuted Sums – expenditure on Whalley Moor Community Woodland funded by monies in an earmarked reserve rather than S106 monies		10,000			
<b>Total Ribble Valley Parks</b>					<b>-18,430</b>



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>RPOOL: Ribblesdale Pool</u></b>					
Repairs and Maintenance of Buildings – reduced maintenance requirements	-1,290				
Electricity – usage lower than estimated	-2,700				
Gas – suspected fault with the meter based upon previous years readings. Reported to utility company who believe that the meter is working correctly	-10,280				
Cold Drinks – lower sales (see below) has resulted in a decreased need for purchases	-1,640				
Purchase of Equipment/Materials – purchases lower than budgeted	-1,200				
Reduced recharges from support service departments following savings achieved in their budgets, in particular Organisation & Member Development and Community Services			-3,800		
Sale of Goods – reduced income from items purchased for resale and snacks vending machine sales		5,850			
Courses – budgeted income higher than outturn due to an accounting adjustment in the 2014/15 financial year		6,080			
School Swimming Lessons – increased take up from the previous year continued in to this year		-2,670			
Adult & Junior Admissions – more pool lanes have been assigned to clubs which has reduced the potential income from general admissions. Additionally there is a nationwide trend of a fall in general admissions		2,910			
Hire of Baths – Clubs & Other – more pool lanes have been assigned to club use which is reflected through increased income		-2,540			
Contracts – increased income from Roefield for member swims		-1,400			
Aqua Fitness – higher attendance than anticipated		-1,860			
<b>Total Ribblesdale Pool</b>					<b>-14,540</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £
<b><u>EALLW: Edisford All Weather Pitch</u></b>					
Hire of Pitches - higher than anticipated usage in part due to the installation of the 3G pitch		-8,800			
<b>Total Edisford All Weather Pitch</b>					<b>-8,800</b>
<b><u>RECUL: Recreation and Culture Grants</u></b>					
A grant totalling £3,500 no longer being claimed offset in part by additional grants awarded. Monies are brought in from an earmarked reserve to fund this expenditure. The money brought in at the end of this financial year was therefore less than originally budgeted to reflect the grant no longer being claimed	-2,500				
<b>Total Recreation and Culture Grants</b>					<b>-2,500</b>
	<b>-165,680</b>	<b>6,710</b>	<b>-33,910</b>	<b>4,520</b>	<b>-188,360</b>
				<b>Total of other Variances</b>	<b>-35,462</b>
<b>Total Variances for Community Services Committee (Net Cost of Services)</b>					<b>-223,822</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 10

meeting date: 23 AUGUST 2016  
 title: REVENUE MONITORING 2016/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To let you know the position for the period April to July 2016 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

## 2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall underspend of £184,799 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £203,184.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
ARTDV	Art Development	32,670	7,814	6,869	-945	
VARIOUS	Car Parks	-112,260	-10,771	-40,856	-30,085	
VARIOUS	Public Conveniences	183,350	60,979	54,846	-6,133	
BUSSH	Bus Shelters	23,220	5,173	1,140	-4,033	
CARVN	Caravan Site	-8,010	0	-1,031	-1,031	
CCTEL	Closed Circuit Television	116,160	32,756	24,746	-8,010	
VARIOUS	Car Park Vehicles	0	3,802	2,839	-963	
COMMD	Community Services Department	0	411,413	396,891	-14,522	
CRIME	Crime and Disorder	65,800	12,219	7,370	-4,849	
CULTG	Culture Grants	6,430	4,200	1,900	-2,300	
CULVT	Culverts & Water Courses	17,150	1,168	192	-976	

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
DRAIN	Private Drains	1,330	-70	-18	52	
EALLW	Edisford All Weather Pitch	21,950	-448	-6,005	-5,557	
VARIOUS	Works Admin Vehicles	0	5,698	4,824	-874	
EDPIC	Edisford Picnic Area	-8,880	-11,378	-11,637	-259	
EXREF	Exercise Referral Scheme	68,000	15,734	35,760	20,026	
VARIOUS	PLANT	0	3,142	3,598	456	
GRSRC	Grants & Subscriptions - Community	2,680	0	0	0	
HWREP	Highway Repairs	29,970	548	0	-548	
LDEPO	Longridge Depot	0	6,269	5,153	-1,116	
LITTR	Litter Bins	20,000	3,072	3,549	477	
MCAFE	Museum Cafe	19,190	-2,575	-1,524	1,051	
MUSEM	Castle Museum	247,280	12,074	18,770	6,696	
PAPER	Waste Paper and Card Collection	125,600	-3,467	-3,733	-266	
PKADM	Grounds Maintenance	0	-76,898	-78,221	-1,323	
VARIOUS	Grounds Maintenance Vehicles	0	19,050	17,710	-1,340	
PLATG	Platform Gallery and Visitor Information	129,510	31,593	36,243	4,650	
VARIOUS	Refuse Collection Vehicles	0	133,204	133,973	769	
RCOLL	Refuse Collection	1,126,670	169,120	152,840	-16,280	
RECU	Recreation Grants	36,870	7,758	-2,242	-10,000	
RIVBK	Riverbank Protection	2,490	418	0	-418	
ROEBN	Roefield Barn	-250	-121	-13	108	
RPBIN	Chargeable Replacement Waste Bins	0	0	-7,876	-7,876	
RPOOL	Ribblesdale Pool	312,730	38,660	31,102	-7,558	
RVPRK	Ribble Valley Parks	464,020	133,104	140,842	7,738	
SDEPO	Salthill Depot	0	15,653	18,412	2,759	
SEATS	Roadside Seats	5,050	828	22	-806	
SIGNS	Street Nameplates & Signs	47,560	1,118	1,062	-56	
SPODV	Sports Development	85,470	1,788	1,373	-415	
SPOGR	Sports Grants	8,360	4,086	1,755	-2,331	

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
STCLE	Street Cleansing	333,620	138,919	141,958	3,039	Amber
TFRST	Waste Transfer Station	86,460	36,278	34,822	-1,456	Green
TRREF	Trade Refuse	-68,440	-181,276	-277,469	-96,193	Red
TURSM	Tourism and Events	97,730	12,245	11,357	-888	Green
TWOWR	Two Way Radio	0	-564	966	1,530	Green
VEHCL	Vehicle Workshop	0	-4,832	-1,701	3,131	Amber
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	Green
WKSAD	Works Administration	0	-24,273	-29,641	-5,368	Red
XMASL	Xmas Lights & RV in Bloom	4,100	944	0	-944	Green

Sum:	3,523,580	1,014,154	829,355	-184,799
<b>Transfers to/from Earmarked Reserves</b>				
Crime Reduction Partnership Reserve	-13,320	0	0	0
New Homes Bonus (Introduction of new £1 coin)	-6,000	0	0	0
Equipment Reserve – Hot Power wash for Refuse Collection	0	0	-7,132	-7,132
Repairs & Maintenance Reserve - repairs to the walkway at the Castle	0	0	-7,253	-7,253
Equipment Reserve – new CCTV system for refuse vehicle VN65 WHR	0	0	-4,000	-4,000
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>3,504,260</b>	<b>1,014,154</b>	<b>810,970</b>	<b>-203,184</b>

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

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

2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.5 In summary the main areas of variance which are unlikely to rectify themselves by the end of the financial year are summarised below:

Description	Variance to end July 2016 £
<b>Refuse Collection (RCOLL)</b> – A move to replace drivers with 'Driver/Loaders' has resulted in an underspend on drivers wages	-9,580
<b>Works Administration (WKSAD)</b> – Staff vacancy in the position of General Operative. The vacancy has now been filled.	-4,177
<b>Community Services Department (COMMD)</b> – Staff vacancy in the position of Principal Planning Officer.	-3,047
<b>Ribblesdale Pool (RPOOL)</b> – Vacancies in the positions of 2 x Pool Attendants.	-6,332
<b>Diesel (VARIOUS)</b> – Diesel prices lower than when the budget was prepared plus the purchase of more fuel efficient vehicles.	-50,335

### 3 ADDITIONAL REVENUE ITEM

- 3.1 The 2017/18 provisional capital programme included a scheme for the upgrade of the off street car park payment systems to ensure that all machines accept the new £1 coin and also cashless payments. The introduction of the new £1 coin has been brought forward by the Royal Mint to March 2017. Therefore this element of the scheme, estimated at £6,000, will now be funded from earmarked reserves in the 2016/17 revenue budget (as can be seen in section 2.1). The impact on this committee's revenue budget is summarised in the table below:

	Original Estimate 2016/17 £	Additional Revenue Item £	Restated Original Estimate £
Committee Net Requirements	3,523,580	6,000	3,529,580
Taken From/Added to Balances	-13,320	-6,000	-19,320
<b>Net Expenditure</b>	<b>3,510,260</b>	<b>0</b>	<b>3,510,260</b>

### 4 CONCLUSION

- 4.1 The comparison between actual and budgeted expenditure shows an underspend of £175,148 for the first four months of the financial year 2015/16.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM8-16/AJ/AC  
12 August 2016

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-162,400	-141,352	-207,535	-66,183	The budget allows for the majority of invoices to be raised in April with additional smaller invoices raised monthly. Allowance also made for cancellation of contracts.	The budget is to be reviewed at Revised Estimate, and adjusted to reflect anticipated income. Any additional income above budget at the end of the financial year will be set aside in the capital earmarked reserve to finance a replacement vehicle for this service in 2018/19.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-45,680	-27,866	-61,053	-33,187	The budget allows for the majority of invoices to be raised in April with additional smaller invoices raised monthly. Allowance also made for cancellation of contracts.	The budget is to be reviewed at Revised Estimate, and adjusted to reflect anticipated income. Any additional income above budget at the end of the financial year will be set aside in the capital earmarked reserve to finance a replacement vehicle for this service in 2018/19.
RECUL/4678	Recreation Grants/Grants to Voluntary Organisations	19,140	3,958	-6,000	-9,958	The actual relates to estimated creditors for 3 x grants awarded in prior years. There were delays in awarding the grants due to the grants being in relation to building works which were weather dependant.	Requests for 2 x payments have been made and once a request for the final payment has been made the variance will be mitigated.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RCOLL/0160	Refuse Collection/Drivers Wages	243,780	81,324	71,744	-9,580	A driver has been redeployed as a loader. The budget is based upon the number of drivers as per the Establishment List, hence the underspend shown.	A review of the budget will be carried out at revised estimate.
MUSEM/2432	Castle Museum/Electricity	9,540	2,135	-6,762	-8,897	The actual relates to an estimated creditor for expenditure incurred in 2015/16. A bill for an estimated read has been received however this has been mitigated by a credit note as a bill has been requested based upon an actual meter read.	The variance will be mitigated once the invoice is received.
RCOLL/2885	Refuse Collection/Plastic Sacks	9,860	8,655	124	-8,531	Stores issue of plastic sacks not yet made.	Variance will be mitigated once issues have been made.
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-7,876	-7,876	Sale of bins to householders.	Income to be offset against expenditure incurred in the purchase of the bins at year end. Any surplus/deficit transferred to/from an earmarked reserve.



Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CCTEL/3074	Closed Circuit Television/Private Contract Payments	84,310	28,124	20,833	-7,291	Awaiting invoices for the monthly monitoring of the CCTV cameras.	Variance will be mitigated once invoices received.
RPOOL/0180	Ribblesdale Pool/Pool Attendants Wages	51,770	17,268	10,936	-6,332	Vacancies in the positions of 2 x pool attendants.	The budget will be reviewed at revised estimate to reflect staffing numbers experienced in year.
RVPRK/2402	Ribble Valley Parks/Repair & Maintenance - Buildings	21,390	7,012	12,157	5,145	Works to the flagpole at the Castle to repair the rotten timber post.	A reassessment of the buildings repairs and maintenance budget will be carried out at revised estimate.
MUSEM/2409	Castle Museum/Non Recurring Maintenance Items	0	0	6,781	6,781	Repairs to the walkway.	Monies held in an earmarked reserve to fund expenditure in 2016/17.
RCOLL/2809	Refuse Collection/Non Recurring Purchases of Equipment etc	0	0	7,132	7,132	Purchase of hot powerwash.	Monies held in an earmarked reserve to fund expenditure in 2016/17.
MUSEM/2402	Castle Museum/Repair & Maintenance - Buildings	15,580	6,151	14,074	7,923	Roof repairs at the museum and café.	The overall R&M budget will be reviewed at revised estimate.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RVPRK/2409	Ribble Valley Parks/Non Recurring Maintenance Items	0	0	8,290	8,290	Expenditure at Whalley Moor Community Woodland - funded by monies in an earmarked reserve.	Expenditure funded by monies in earmarked reserve.
SDEPO/8907z	Salthill Depot/Stores Oncost	-59,900	-19,980	-10,853	9,127	Lower value of issues to date, in particular due to lower fuel prices has resulted in a lower rate of oncost recovery.	Issues will continue to be monitored and the budget reviewed at revised estimate.
EXREF/0100	Exercise Referral Scheme/Salaries	32,540	10,888	25,640	14,752	A prudent approach was taken when compiling the budget with no assumption made on the status of the 'Up and Active' contract. The budget therefore only allows for 2 permanent staff members as per the main Establishment List, however as the 'Up and Active' contract has since been won expenditure includes salary payments to fixed term staff members employed as part of the contract. This will be offset by the contract income.	The budget will be amended at revised estimate to reflect the staffing levels and income and expenditure in relation to the 'Up and Active' contract.
VARIOUS/2432	Public Conveniences/ Electricity						

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
VARIOUS/ 2447	Car Parks/Ground Rents	13,060	12,475	-8,895	-21,370	The actual relates to an estimated creditor for backdated ground rent at Church Walk Car Park dating back to 2007.	It has been agreed to carry forward the estimated creditor as a request for payment of the backdated rent could be made at any time. A second rent review was due in 2013/14 however this has not occurred.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
WKSAD/8900z	Works Administration/Oncost 100%	-188,860	-63,004	-67,424	-4,420	Reduced demand for works admin employees to work on capital schemes has increased the number of hours spent on revenue tasks. The total amount recovered as revenue oncost has increased as a result.
WKSAD/0110	Works Administration/Wages	94,520	32,361	28,184	-4,177	Vacancy in the position of General Operative. Vacancy now filled.
STCLE/8430z	Street Cleansing/LCC Recharge Income	-6,490	-6,490	-4,030	2,460	Income lower than estimated due to budget reductions by LCC. The level of work carried out will be reflective of the income received and the budget reviewed at revised estimate.
RPOOL/8532i	Ribblesdale Pool/Hire of Baths - Clubs	-37,320	-37,320	-40,976	-3,656	Additional lanes have been assigned to club use, allowing for the generation of additional income. Budget to be reviewed at revised estimate.
COMMD/0100	Community Services Department/Salaries	852,070	288,338	285,291	-3,047	Vacancy in the position of Principal Planning Officer. The vacancy has been filled.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
EALLW/8505n	Edisford All Weather Pitch/All Weather Pitch (vatable)	-17,380	-4,906	-7,929	-3,023	Increased usage over the period when compared with last year, may be due in part to the installation of the 3G pitch. Budget to be reviewed at revised estimate.
CRIME/8651z	Crime and Disorder/Police and Crime Commissioner Grant	0	0	-2,953	-2,953	Grant from the police & Crime Commissioner received which was not anticipated when the budget was prepared.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	345,100	124,832	121,894	-2,938	Lower time than anticipated spent maintaining the parks. Time spent in other service areas.
BUSSH/2881	Bus Shelters/Purchase of Equipment & Materials	5,350	2,675	0	-2,675	No purchases to date. Focus is on maintaining and repairing the existing shelters rather than purchasing new ones.
RCOLL/8597n	Refuse Collection/Bin Hire Scheme	-410	-410	-2,960	-2,550	Take up of bin hire scheme higher than estimated. Budget to be reviewed at revised estimate. Monies set aside in an earmarked reserve

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
PAPER/2909	Waste Paper and Card Collection/Cost Sharing Penalty Charge - Paper	100,380	25,095	22,585	-2,510	Penalty fluctuates dependent upon income received from the sale of paper. This is determined by both the tonnages sold and also the current market value of paper.
RCOLL/8547u	Refuse Collection/Household Special Collections	-20,660	-6,892	-9,301	-2,409	Higher demand than anticipated for household special collections. Budget to be reviewed at revised estimate.
CULTG/4676	Culture Grants/Grants to Individuals	4,200	4,200	1,900	-2,300	Only grants totalling £1,900 have been awarded. Budget to be reviewed accordingly at revised estimate.
SDEPO/2456	Salthill Depot/Metered Water Supplies	5,080	1,104	-1,109	-2,213	Actual relates to an estimated creditor for 2015/16. Awaiting invoice.
SPOGR/4676	Sports Grants/Grants to Individuals	3,650	3,650	1,500	-2,150	Only grants totalling £1,500 have been awarded. Budget to be reviewed accordingly at revised estimate.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
SPODV/8039z	Sports Development/Children`s Trust Grant (LCC)	0	0	-2,000	-2,000	Grant received which was not anticipated when the budget was prepared. A budget will be brought in at revised estimate.
TRREF/8410z	Trade Refuse/Commercial Collection Sacks & Sticker	-27,940	-9,320	-7,088	2,232	Income lower than estimated. May in part be due to a higher take up of the bin hire scheme.
PKADM/0110	Grounds Maintenance/Wages	140,020	46,708	49,055	2,347	The budget makes an allowance for staff turnover. No vacancies have arisen to date resulting in the variance shown.
RCOLL/2998	Refuse Collection/Software Maintenance	0	0	2,495	2,495	For data hosting and support for refuse vehicles.
PAPER/8297n	Waste Paper and Card Collection/Sale of Equipment/Materials	-107,150	-35,744	-33,012	2,732	Budget based upon a higher rate per tonne than being received - budget to be reviewed at revised estimate.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
PLATG/8708n	Platform Gallery and Visitor Information/Commission - Vatable	-27,480	-6,331	-3,587	2,744	The Arts/craft exhibition which has just ended was a touring exhibition and focused more on items to view rather than purchase. The current exhibition (Clay Collective) focuses more upon items that can be purchased and commission generated. Additionally a review of artists stock held in the shop has just been carried out to identify items which are selling and those which are not.
RPOOL/8279n	Ribblesdale Pool/Items Purchased for Resale	-19,890	-7,759	-4,895	2,864	Lower sales, offset in part by reduced expenditure on purchases of goods for resale.
RPOOL/2881	Ribblesdale Pool/Purchase of Equipment & Materials	4,550	2,561	5,993	3,432	Purchase of new dosing unit for the small pool.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-71,670	-24,754	-21,176	3,578	Admission income lower than budgets. May in part be due to more lanes assigned for club use and also a nationwide decrease in admissions generally.
RCOLL/0150	Refuse Collection/Loaders Wages	299,240	99,824	103,692	3,868	A driver has been redeployed as a loader. The budget is based upon the number of loaders as per the Establishment List, hence the overspend shown.



Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RPOOL/0130	Ribblesdale Pool/Temporary Staff	35,040	14,715	18,944	4,229	At present there are 2 x vacancies in the positions of Pool Attendants. This has resulted in an increase use of temporary staff to cover for these vacancies.
STCLE/8075z	Street Cleansing/Lancashire Highways Partnership Funding	-15,550	-15,550	-11,625	3,925	Income lower than estimated due to budget reductions by LCC. The level of work carried out will be reflective of the income received and the budget reviewed at revised estimate.
VARIOUS/2475	Public Conveniences/General Cleaning	69,170	23,074	18,731	-4,343	Variance mainly due to general cleaning expenditure being lower than anticipated. The budget is to be reviewed at revised estimate.
VARIOUS/2432	Public Conveniences/Electricity	5,000	3,737	692	-3,045	Awaiting invoices from the electricity company. Meter reads have been submitted.
VARIOUS/8420n	Car Parks/Car Park Charges	-331,330	-113,808	-118,396	-4,588	Additional income received, in particular at Edisford Car Park.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
VARIOUS/2402	Car Parks/Repairs & Maintenance - Buildings	12,800	4,298	1,554	-2,744		Minimal repair demands to date.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No 11

meeting date: 23 AUGUST 2016  
 title: 2015/2016 YEAR-END PERFORMANCE INFORMATION  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

## 1 PURPOSE

- 1.1 This is the year-end report of 2015/2016 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
- Community Objectives –
  - Corporate Priorities –
  - Other Considerations -
- Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

## 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
- The outturn figures for all local performance indicators relevant to this committee for 2015/16. Some notes have been provided to explain significant variances either between the outturn and the target or between 2015/2016 data and 2014/2015 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
  - Targets for service performance for the year 2015/2016 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 5 indicators that can be compared to target:
- 60% (3) of PIs met target (green)
  - 40% (2) of PIs close to target (amber)
  - 0% (0) of PIs missed target (red)









- 2.6 Analysis shows that of the 5 indicators where performance trend can be compared over the years:
- 80% (4) of PIs improved
  - 0% (0) of PIs stayed the same
  - 20% (1) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council's website. In addition, some of the outturn performance information has not been collected/not yet available before this report was produced.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 In respect of PIs for Culture, Recreation and Leisure Services, - since Mark Beveridge took over as Head of Service he has been reviewing the performance information collected for monitoring the various services. A full set of indicators will be introduced for 2016/2017.
- 3.2 In respect of PIs for Engineering Services, Adrian Harper, Head of Engineering Services, has provided the following information regarding performance and targets:
- **PI ES5 - Percentage of households receiving a three-stream collection service**  
- Target virtually met.
  - **PI ES9 (NI191) - Residual household waste per household** – variance not significant.
- 4 CONCLUSION
- 4.1 Consider the 2015/2016 performance information provided relating to this committee.

**Michelle Haworth**  
PRINCIPAL POLICY AND  
PERFORMANCE OFFICER











**Jane Pearson**  
DIRECTOR OF RESOURCES

CM9-16/MH/AC  
11 August 2016

For further information please ask for Michelle Haworth, extension 4421

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

### Engineering Services Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI ES1	Number of reported missed collections per 100,000 population	20	19	12	18	17	17	17			Target revised with introduction of consistency in methods of reporting and monitoring. Increase monitoring and allocation of responsibility to refuse collection staff. Improved communications of accountability. Work required to establish which claims are genuine and to remove false claims from numbers.	To increase the recycling of waste material
PI ES2	Percentage of missed collections put right in 24 hrs	92%	98%	99.25%	99%	99%	99%	99%			Target controlled by rearranging work to include missed bins and restrictions on access to properties. Figure unlikely to increase due to 3rd party access problems.	To increase the recycling of waste material
PI ES5	Percentage of households receiving a three-stream collection service	96.49%	96.5%	96.53%	96.6%	96.5%	96.5%	96.6%			All new developments/new builds will be provided with 3 stream waste collection services which will increase the percentage of the borough covered but only fractionally	To increase the recycling of waste material
PI ES9 (NI 191)	Residual household waste per household	539	525	540	525	550	560	565			Target increased due to LCC changes for restricting food waste in green collection and charges to Household Waste sites.	To increase the recycling of waste material
PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling and composting	38.65%	42.00%	40.25%	40.00%	35.00%	36.00%	37.00%			Whilst recycling of mechanical sweepings have promoted the potential for an increase in the target figure the recent changes made by LCC and the subsequent potential for RVBC charging for green waste collection (will have) had a negative effect. The assumption is that the green waste not collected will go elsewhere rather than into the residual bin.	To increase the recycling of waste material

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 23 AUGUST 2016  
title: GENERAL REPORT  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: HELEN CRESSWELL  
PLATFORM GALLERY & INFORMATION CENTRE SUPERVISOR

## 1 PURPOSE

To inform on the latest exhibitions at the Platform Gallery, for furniture, and pottery.

## 2 PLATFORM GALLERY AND VIC

The exhibition programme continues to be well received, and information on the latest two is provided below;-

### 2.1 Inside Out | 30 April – 9 July 2016

**Inside Out** was a touring show curated by the Crafts Council, featuring 24 pieces of furniture from the Crafts Council Collection. It represented significant makers spanning the last four decades, including Tom Dixon, Tomoko Azumi, and Fred Baier. Featuring a range of materials and techniques, both traditional and cutting-edge, the show offered visitors unique insight into the objects and the craftspeople behind them through archival material, maquettes and drawings. An accompanying website app allowed visitors to hear oral histories with the makers, and watch excerpts of some craft films.

The show was accompanied by weekly curator tours (Monday afternoons) with Helen Cresswell - Gallery & Information Centre Supervisor (Job Share), and invitations were made to local schools to visit the show.

A total of 6,773 plus visitors came to the Platform Gallery in the duration of the show, which is comparatively higher than previous years' records for the time of year. It enjoyed an excellent reception with visitors:

"Loved the Crafts Council furniture exhibition and great conversation with the curator. Really interesting to see furniture instead of smaller/more usual crafty stuff. Thank you."

"Furniture exhibition – Fascinating! One of your better ones. I really appreciate the effort put into displays in this gallery and am a regular visitor here – living nearby. Keep it up!"

"By far the best exhibition of varied crafts for miles around. Better than anything you find in Manchester. Needs to be treasured."

"That really did make me think!! Amazing workmanship and a joy to behold. Thank you."

"Such elegant, ingenious pieces. Would have liked to go online to read info but no internet wifi!"

“Fantastic exhibition – could do with more of this sort of thing – perhaps even more up to date than some of these pieces!”

## 2.2 **Clay Collective | in collaboration with the Northern Potters Association** now until 8 October 2016

This exhibition showcases contemporary ceramics made by the Northern Potters Association, an increasingly diverse and dynamic regional craft network. Many are names familiar to the Platform Gallery, and one is famed for winning the recent BBC programme *The Great British Pottery Throw Down*. Matt Wilcock kindly opened the show for us, and has allowed us to exhibit the winner’s trophy, made and decorated by the programme’s judges, Keith Brymer Jones and Kate Malone.

The exhibition allows visitors to see and purchase some of the best pottery to be found in the North West, and is accompanied by a pop-up studio which is hosting several of the potters throughout the run. All visitors are encouraged to have a go and play with clay in these drop-in, accessible, family-friendly workshops.

### 3 **CONCLUSION**

It is hoped these exhibitions will continue to inspire visitors of all ages.

HELEN CRESSWELL  
PLATFORM GALLERY & INFORMATION CENTRE SUPERVISOR (Job Share)

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

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Community Services 23.8.16 / HC / IW