

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **POLICY AND FINANCE COMMITTEE** is at **6.30pm on TUESDAY, 24 JANUARY 2017** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 25 October 2016 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Concurrent Functions Grant Requests – report of Director of Resources – copy enclosed.
- ✓ 6. Update on Business Rates and Council Tax Flood Relief Scheme – report of Director of Resources – copy enclosed.
- ✓ 7. Revised Capital Programme 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 8. Capital Programme Review and New Bids – report of Director of Resources – copy enclosed.

- ✓ 9. Revised Revenue Budget 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 10. Original Revenue Budget 2017/18 – Report of Director of Resources – copy enclosed.
- ✓ 11. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 12. Local Government Boundary Commission for England Review – Warding Proposals – report of Director of Resources – copy enclosed.
- ✓ 13. Annual Review of 2015/19 Corporate Strategy – report of Director of Resources – copy enclosed.
- 14. References from Committee (if any).

INFORMATION ITEMS

- ✓ 15. Council Tax Base 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 16. Treasury Management Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 17. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 18. Minutes of Budget Working Group held on 12 October 2016 and 23 November 2016 – report of Director of Resources – copy enclosed.
- 19. Minutes of Market Redevelopment Working Group – held on 13 July 2016, 16 September 2016, 19 October 2016, 2 November 2016 and 8 November 2016
- 20. Reports from Representatives on Outside Bodies (if any).

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

DISCUSSION

- ✓ 21. Local Taxation and Housing Benefit Write-Offs – report of Director of Resources – copy enclosed.
- ✓ 22. Decision of Emergency Committee – report of Director of Community Services – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 5

meeting date: 24 JANUARY 2017
title: CONCURRENT FUNCTION GRANTS
submitted by: DIRECTOR OF RESOURCES
principal author: SALLY MASON

1 PURPOSE

1.1 To approve the allocation of concurrent function grants for 2016/17.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

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

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

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

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

3 ISSUES

- 3.1 On 8 September 2016 all Parish Councils were sent a concurrent function grant application form for 2016/17 and an invitation to apply for a grant, with applications to be received by the Borough Council by 2 December 2016.
- 3.2 There were 22 applications received, two of which require further information before committee approval and relate to Clitheroe Town Council and Sabden Parish Council. These will be brought back to committee for further consideration in March 2017.
- 3.3 The remaining 20 applications totalled £58,036.53, which based on a grant rate of 25% equates to £14,509.16. Details of the applications received are shown at Annex 1. All 20 grant applications are supported by documentation such as copy invoices.

4 RISK ASSESSMENT

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

5 RECOMMENDATION

- 5.1 Approve the allocation of grants as proposed in Annex 1 totalling £14,509.16 for 20 parish and town councils.

ACCOUNTING TECHNICIAN

DIRECTOR OF RESOURCES

PF12-17/SM/AC
16 January 2017

Background papers:
Concurrent function grant application papers 2016/17

For further information please ask for Sally Mason

CONCURRENT FUNCTION GRANT APPLICATIONS – 2016/17

Parish / Town Council	Burial Grounds £	Bus Shelters £	Footpaths £	Foot-way Lighting £	Litter Collection (Incl Lengths-man) £	Dog Waste Bins £	Parks and Play Areas £	Total £	Less Funding £	Total £	2016/17 Proposed Grant (25%) £	2015/16 Grant Paid £
Aighton Bailey/Chaigley							2,258.46	2,258.46	0.00	2,258.46	564.62	471.30
Barrow	145.00	190.00	190.00		173.33		947.50	1,645.83	0.00	1,645.83	411.46	0.00
Billington & Langho	993.34				2,718.80		429.00	4,141.14	0.00	4,141.14	1,035.29	0.00
Bolton By Bowland					4,917.91			4,917.91	3,615.00	1,302.91	325.73	0.00
Bowland Forest(Hghr)							1,996.64	1,996.64	0.00	1,996.64	499.16	400.54
Chatburn					699.75	225.00	1,431.30	2,356.05	0.00	2,356.05	589.01	603.53
Chipping							2,172.47	2,172.47	0.00	2,172.47	543.12	615.58
Gisburn			315.00				1,794.13	2,109.13	1,000.00	1,109.13	277.28	273.06
Grindleton			1,334.23					1,334.23	200.00	1,134.23	283.56	271.93
Longridge					5,800.00		6,925.00	12,725.00	0.00	12,725.00	3,181.25	2,630.00
Mellor	398.07				1,456.66		1,822.41	3,677.13	0.00	3,677.13	919.28	864.41
Newton in Bowland						117.06	335.24	452.30	0.00	452.30	113.08	110.86
Pendleton							300.00	300.00	0.00	300.00	75.00	75.00
Read	805.89				140.00	1,040.00	1,002.86	2,988.75	0.00	2,988.75	747.19	863.17
Ribchester					1,155.31		360.00	1,515.31	0.00	1,515.31	378.83	571.23
Simonstone					312.00			312.00	0.00	312.00	78.00	312.93
Waddington							2,004.22	2,004.22	0.00	2,004.22	501.06	714.74
Whalley	2,673.00		1,055.00				2,367.00	6,095.00	0.00	6,095.00	1,523.75	1,874.50
Wilpshire			4,800.00		3,103.18		1,231.01	9,134.19	0.00	9,134.19	2,283.55	996.55
Wiswell	74.00		550.00				91.77	715.77	0.00	715.77	178.94	474.75
Sub-Total	5,089.30	190.00	8,244.23	0.00	20,476.94	1,382.06	27,469.00	62,851.53	4,815.00	58,036.53	14,509.16	12,124.08

Parish / Town Council	Burial Grounds £	Bus Shelters £	Footpaths £	Foot- way Lighting £	Litter Collection (Incl Lengths- man) £	Dog Waste Bins £	Parks and Play Areas £	Total £	Less Funding £	Total £	2016/17 Proposed Grant (25%) £	2015/16 Grant Paid £
Further Information Requested – to be brought back to Committee in March 2017												
Clitheroe*												0.00
Sabden*												1,448.91
Sub-Total												1,448.91
No Application Received (but where grant was paid in 2015/16)												
Salesbury												67.50
Sub-Total												67.50
TOTAL	5,089.30	190.00	8,244.23	0.00	20,476.94	1,382.06	27,469.00	62,851.53	4,815.00	58,036.53	14,509.16	13,640.49

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

DECISION

Agenda Item No 6

meeting date: 24 JANUARY 2017
title: UPDATE ON BUSINESS RATES AND COUNCIL TAX FLOOD RELIEF
SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

- 1.1 To update Committee about the Flood Relief Schemes that were approved in January 2016 as a result of the flooding caused by storms Desmond and Eva in 2015.
- 1.2 To seek approval to extend the Council Tax Relief Scheme.

2 BACKGROUND

- 2.1 December 2015 was one of the wettest months on record in the United Kingdom. High water levels in the rivers and on land coupled with record rainfall meant the Ribble Valley had a number of flooding incidents throughout December.
- 2.2 On 29 December 2015 the Government announced a financial support package, which included both Business Rates and Council Tax Relief for those affected.
- 2.3 The Government requested that the relief be granted as soon as possible and therefore we created two schemes that enabled payments to be made direct into the bank accounts of those affected early in the New Year.
- 2.4 Formal approval of the Business Rates and Council Tax Relief Scheme was sought and granted at the Policy and Finance Committee meeting on 26 January 2016.
- 2.5 Both reliefs were limited to a maximum period of twelve months i.e. to 24 December 2016.

3 UPDATE

- 3.1 We granted Business Rates Relief to 32 premises totalling £63,031.46 all of which are now back open and trading.
- 3.2 We granted Council Tax Relief to 245 properties totalling £190,523.12, 13 of which have still not been able to return home.
- 3.3 As the deadline for the relief to end was approaching we contacted the Department for Communities and Local Government (DCLG) to clarify if they would allow us to extend the relief to those households who had been unable to return home.
- 3.4 DCLG confirmed that they would continue to fund the relief for those householders who had not been able to return home after 24 December 2016 and as a result we have extended the relief to 31 March 2017 for those affected.
- 3.5 We continue to monitor each case and should any of those households receiving relief return home the relief will be ended.
- 3.6 A revised Council Tax Relief Scheme with the end date extended until 31 March 2017 is attached at Annex A.

4 FINANCIAL IMPLICATIONS

- 4.1 Both the Business Rates and Council Tax Relief Schemes are fully funded by Central Government and therefore the only cost to Council Tax payers has been in the administration of the scheme.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the revised Council Tax Relief Scheme as set out at Annex A.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF10-17/ME/AC
13 January 2017

Ribble Valley BC Council Tax Flooding Relief Scheme

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

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

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

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

Minimum Relief for all properties affected

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

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

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

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

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

Properties that are unoccupied for more than 3 months

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

- The relief will apply for the period the property remains unoccupied and unliveable
- The relief will cease on reoccupation of the premises.
- An application will be required to be made to Ribble Valley Borough Council.
- The relief granted will not exceed 31st March 2017.

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

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

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

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 7

meeting date: 24 JANUARY 2017
title: REVISED CAPITAL PROGRAMME 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the revised 2016/17 capital programme for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 The original capital programme for 2016/17 was approved by Policy and Finance Committee in February 2016.

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

3 ORIGINAL CAPITAL PROGRAMME 2016/17

3.1 The original 2016/17 Policy and Finance Committee capital programme consisted of one scheme at an estimated cost of £100,000.

3.2 In addition, there were four schemes from the 2015/16 financial year that were not completed by the 31 March 2016. The total unspent balance on these schemes, £172,500, is known as slippage. This slippage has been transferred into the 2016/17 capital programme budget.

3.3 As a result of the above, the total approved budget for this Committee's capital programme of five schemes was £272,500. This is shown at Annex 1.

4 REVISING THE 2016/17 CAPITAL PROGRAMME

4.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £104,530, which is a reduction of £167,970 from the previously approved capital budget. The main reasons for this are:

- **ECDVI – Economic Development Initiatives (-£100,000):** There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital budget before the year-end. It is recommended that the revised estimate is reduced to nil and the £100,000 budget is moved to 2017/18.

- **TNSCP – Clitheroe Townscape Scheme (-£55,000):** The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme, so there is no further progress on plans to spend the budget at this stage and there is expected to be no expenditure on the scheme in 2016/17. A report will be brought to a future meeting of this Committee when plans are drawn up. It is recommended that the revised estimate is reduced to nil and the £55,000 budget is moved to 2017/18.
- **OROOF - Council Offices Re-roofing (-£11,590) and WINDW – Council Offices Replacement Windows and Rooflights (-£1,380):** Work has now been completed within budget on the combined Council Offices Re-roofing and Council Offices Windows and Rooflights schemes. Only the 5% contract retention payments remain outstanding. These payments, totalling £12,450, are due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the schemes can only take place in 2017/18 and it is recommended that £12,450 of the combined schemes budget is moved to 2017/18.

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

Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget moved to 2017/18 £	Actual Expenditure including commitments as at end of December 2016 £
100,000	172,500	272,500	104,530	167,450	99,040

4.3 Expenditure including commitments on the capital programme schemes at the end of December 2016 is £99,040, which is 94.7% of the revised estimate. A large proportion of this relates to the £94,514 commitment for the recently awarded contract on the ICT Infrastructure Refresh scheme. At this stage, the aim is to complete the scheme by the end of the financial year, dependent on the detailed project plan timings agreed with the preferred supplier.

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

5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £167,970 in the level of financing resources needed in 2016/17 and £167,450 of capital financing resources will be moved into 2017/18.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

- 6.1 The Clitheroe Townscape scheme is on hold and there are no appropriate economic development opportunities in progress currently which are likely to be funded from the Economic Development Initiatives scheme budget before the year-end. It is proposed that the budgets on these schemes, totalling £155,000, are moved to 2017/18.
- 6.2 The outstanding retention payment on the combined contract for the Council Offices Re-roofing and Replacement Windows and Rooflights schemes cannot be paid until May 2017, so it is recommended that £12,450 budget on these schemes is moved to 2017/18.
- 6.3 Following this review, the proposed revised estimate is £104,530, which is a reduction of £167,970 from the previously approved capital budget and is largely due to movements detailed in the above two paragraphs.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve the revised capital programme for 2016/17 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF1-17/AC/AC
9 January 2017

For further background information please ask for Andrew Cook

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE – REVISED CAPITAL PROGRAMME 2016-17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Budget moved to 2017/18 £	Actual Expenditure including commitments as at end of December 2016 £
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)	100,000	0	100,000	100,000	0	94,514
OROOF	Council Offices – Re-roofing	0	14,760	14,760	3,170	7,910	3,169
WINDW	Council Offices – Replacement Windows and Rooflights	0	2,740	2,740	1,360	4,540	1,357
TNSCP	Clitheroe Townscape Scheme	0	55,000	55,000	0	55,000	0
ECDVI	Economic Development Initiatives	0	100,000	100,000	0	100,000	0
	Total Policy and Finance Committee	100,000	172,500	272,500	104,530	167,450	99,040

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 24 JANUARY 2017
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To recommend the proposed future five-year capital programme (2017/18 to 2021/22) for this committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in February 2016, for the financial years 2017/18 and 2018/19. Also new bids received from Heads of Service for the period 2019/20 to 2021/22 are presented for consideration. No bids have previously been requested for this final three year period.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids bearing in mind the limited financial resources that are available to finance the capital programme.

3 REVIEW OF THE CAPITAL PROGRAMME 2017/18 TO 2018/19

- 3.1 For Policy and Finance Committee there were originally 7 schemes that were already approved for the 2017/18 to 2018/19 timeframe.
- 3.2 A scheme for the replacement of the council telephone system is currently in the capital programme for the 2018/19 financial year. Due to issues that have currently been experienced with the telephone system it is proposed that this scheme is moved forward to the 2017/18 financial year.
- 3.3 As a result the 2017/18 to 2018/19 approved capital programme has been amended to reflect this. And the table below provides a summary. A full breakdown by scheme is provided at Annex 1.

	2017/18 £	2018/19 £	TOTAL £
Previously Approved	26,000	147,750	173,750
Bring Forward 'New Council Telephone System' Scheme to 2017/18 financial year	45,000	-45,000	0
Adjusted Total	71,000	102,750	173,750

4 NEW CAPITAL BIDS FOR THE PERIOD 2019/20 TO 2021/22

- 4.1 Heads of Service were also asked to put forward new bids (Annex 2) for the 2019/20 to 2021/22 capital programme. For this committee there have been 3 bids that have been submitted. There is no external funding associated with any of the bids

4.2 Details of the scheme bids are attached to this report at Annex 2, and a summary listing by scheme is shown below.

Policy and Finance Committee Schemes	2019/20 £	2020/21 £	2021/22 £	TOTAL £
BID 1: Resurfacing of Dewhurst Road, Langho	60,000			60,000
BID 2: Redesign of the Corporate Website	30,000			30,000
BID 3: Corporate Firewall	15,000			15,000
Total of New Bids for Policy and Finance Committee	105,000	0	0	105,000

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

4.4 It must be noted that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and the special meeting of Policy and Finance Committee against the limited financial resources that are available to finance the capital programme.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2017/18 TO 2021/22

5.1 The table below provides a summary of the impact of currently approved capital programme schemes, including the switch in financial years for the telephone system scheme, and also those new bids that have been received for Heads of Service (subject to approval).

2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
71,000	102,750	105,000	0	0

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – The **new bids** that have been submitted for this committee would require funding of £105,000 from Council resources.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 There are currently 7 schemes in the capital programme for the period 2017/18 to 2018/19 for this committee.

7.2 There have been 3 new capital scheme bids for the period 2019/20 to 2021/22. There is no potential external funding associated with these new schemes.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the future five-year programme for 2017/18 to 2021/22 as attached and agree any amendments they wish to make.

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

HEAD OF FINANCIAL SERVICES
PF6-17/LO/AC

DIRECTOR OF RESOURCES

10 January 2017

For further background information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

Community Services Committee
Previously Approved Capital Programme – 2017/18 to 2018/19

ANNEX 1

SCHEMES	2017/18	2018/19	TOTAL
	£	£	£
Replacement server for Revenues & Benefits	13,500		13,500
Printing section equipment upgrade	12,500		12,500
Council Chamber – Seating renewal scheme		11,250	11,250
Windows Server Upgrade		23,500	23,500
New Council Telephone System		45,000	45,000
Civic Suite Upgrade		45,000	45,000
Queensway Garages – Replace roof covering and repairs		23,000	23,000
Total Previously approved for Policy and Finance Committee	26,000	147,750	173,750
Bring Forward 'New Council Telephone System' Scheme to 2017/18 financial year	45,000	-45,000	0
Adjusted Total	71,000	102,750	173,750

Policy and Finance Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 1: Resurfacing of Dewhurst Road, Langho
Service Area: Estates
Submitted by: Adrian Harper

Brief Description of the Scheme:

RVBC have already spent £7k this year on patching the private road owned by RVBC. On the road there is a Mental Health Hospital, a children's nursery, a football club and 3 private properties. The estimate is to re-kerb, provide drainage and resurface.

The level of work will not be to adoption standards but will remove the liability for a number of years.

Without the work being done RVBC is open to claims from motorists and potential bad press.

Revenue Implications:

The surface will continue to break up until it is resurfaced. In 2016/17 this council has spent £7,000 making good the surfacing.

Timescale for Completion:

Tender 4 weeks, lead in period 6 weeks to allow communication with residents and businesses, contract 2 months

Any Risks to Completion:

Resident or business opposition to the scheme

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
60,000	0	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council

Policy and Finance Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 2:	Redesign of the Corporate Website
Service Area:	ICT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The last major redesign of the corporate web site took place in 2014, by 2019/20 the current site will be 5 years old and website styling, best practice and functionality will have moved on greatly since 2014.

The current site will be showing its age, and be less engaging to members of the public.

Revenue Implications:

None above the existing budgeted revenue charges

Timescale for Completion:

5 months based on the previous re-design

Any Risks to Completion:

Staff absence, limited experienced resources, supplier going out of business

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
30,000	0	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council

Policy and Finance Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 3:	Corporate Firewall
Service Area:	ICT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The current corporate firewall was replaced in 2014. New security threats from the internet are emerging at a rapid rate and technology must keep pace. In order to protect RVBC from cyber threats we will need to enhance our firewall/internet gateway.

Revenue Implications:

None above the existing budgeted revenue charges

Timescale for Completion:

2-3 months depending on hardware availability

Any Risks to Completion:

Staff absence, limited experienced resources, supplier going out of business, fluctuation of the pound against the dollar, hardware availability

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
15,000	0	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 24 JANUARY 2017
title: REVISED REVENUE BUDGET 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2016/17 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2016.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2015/16 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The 2016/17 budget included provision for pay and price increases of 1.5%. Overall general inflation for the year has been slightly less than this and the overall pay award was settled at 1% although some lower pay scales were increased by a higher amount.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.

- 3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.
- 3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that effect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of December against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.
- 4 PROPOSED REVISED REVENUE BUDGET 2016/17
- 4.1 The revised budget is £70,100 lower than the original estimate. This is reduced to £14,060 after movements on earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
ALBNM: Albion Mill	960	2,320	1,860	20		5,160
CEXEC: Chief Executives Department	0	-52,330		52,330		0
CIVCF: Civic Functions	60,870	-2,510	-200	-240		57,920
CIVST: Civic Suite	0	-3,890	-340	4,100	130	0
CLOFF: Council Offices	0	12,310	-10,590	17,060	-18,780	0
CLTAX: Council Tax	344,690	42,200	-24,070	-13,330		349,490
COMPR: Computer Services	0	-11,980		11,980		0
CONTC: Contact Centre	0	4,120		-4,120		0
CORPM: Corporate Management	320,590			6,600		327,190
COSDM: Cost of Democracy	441,570	-7,940		-7,070		426,560
CSERV: Corporate services	181,050	0		-1,190		179,860
DISTC: District Elections	0	-780				-780
ELADM: Election Administration	55,560			-4,850		50,710
ELECT: Register of Electors	93,600	14,450	-12,980	-12,960		82,110

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
EMERG: Community Safety	57,270	-1,390		3,160		59,040
ESTAT: Estates	44,000	-510	-990	-390	13,340	55,450
FLDRB: Flood Resilience Grants - Businesses	0	82,030	-82,030			0
FLDRH: Flood Resilience Grants - Households	0	630,820	-630,820			0
FMISC: Policy & Finance Miscellaneous	-56,730	-13,930	-6,020	-2,150	710	-78,120
FSERV: Financial Services	0	3,380	-30	-3,350		0
INDDV: Economic Development	96,650			10,780		107,430
LANDC: Land Charges	25,430	6,500	160	-4,130		27,960
LICSE: Licensing	-2,550	-6,270	3,610	21,100		15,890
LSERV: Legal Services	0	190	-640	450		0
LUNCH: Luncheon Clubs	13,870	250				14,120
NNDRC: National Non Domestic Rates	54,940	-3,900	-18,140	5,080		37,980
OMDEV: Organisation & Member Development	0	1,350	70	-1,420		0
PARIS: Parish Elections	0	5,190				5,190
PERFM: Performance Reward Grants	61,260	-39,060		40		22,240
REVUE: Revenues & Benefits	0	3,210		-3,210		0
RURAD: Rural Areas Delivery	107,254					107,254
SUPDF: Superannuation Deficiency Payments	108,880	-12,120				96,760

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
FGSUB: Grants & Subscriptions - Policy and Finance	148,040	-10,110		-240		137,690
Grand Total	2,157,204	641,600	-781,150	74,050	-4,600	2,087,104

5 EARMARKED RESERVES

5.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium-term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

5.2 Reserves can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- a contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- a means of building up funds, this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

5.3 The table below provides a summary of the proposed Revised Estimate for 2016/17 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	2,157,204	2,087,104	
FNBAL/H326 Performance Reward Grant (PRG) Reserve	-59,780	-20,720	This reserve was established from money payable by Central Government for the achievement of targets contained within Local Area Agreements. The contribution from the reserve represents the reduced funding required for the revised estimated revenue expenditure in 2016/17, which is largely Parish Grants
FNBAL/H362 Individual Electoral Registration (IER) Reserve	-11,540	-16,600	The reserve was established from grant received for the implementation of Individual Electoral Registration. The contribution from the reserve is used to fund the additional costs incurred in 2016/17, offset by additional income from grant received.
FNBAL/H230 Election Reserve	22,210	17,800	Reserve established from monies set aside on an annual basis to smooth out the cost of local elections. The contribution of £22,210 represents the amount required to smooth the cost of district elections held every four years, this is adjusted in the revised estimate by the funding required for the parish election held in the year, offset by amortisation of equipment added to reserve.

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
FNBAL/H269 Revaluation Reserve	2,030	2,030	This reserve was established from monies set aside on an annual basis to smooth out the costs of the full revaluation of council assets which must be carried out every five years. The contribution is to build up a reserve for the next revaluation, which will be in 2020.
FNBAL/H282 Land Charges Restitution Reserve	0	-6,720	Reserve established by grant funding to cover litigation costs. The contribution from the reserve is to fund litigation costs incurred in 2016/17.
FNBAL/H337 Equipment Reserve	0	-6,850	This reserve is established by setting aside unspent budget provisions and miscellaneous grants received to fund equipment and new burdens imposed on the council. The contribution from the reserve is a combination of funds to cover the cost of Icon upgrade offset by income from transparency grant received from DCLG.
FNBAL/H326 Vat Shelter Reserve	180,000	158,000	As part of the housing stock transfer to a social housing landlord an VAT shelter agreement was established. The council receives an annual payment from the landlord which is set aside in a reserve. This contribution represents the annual contribution to the reserve for the financial year 2016/17.
FNBAL/H361 Business Rates Volatility Reserve	0	44,050	This reserve was established to protect the council against business rates volatility. The contribution to the reserve is reflects the removal of the provision for discretionary business rate relief, together with additional income from the business rate pooling administration fee, less the additional cost of the CIPFA finance advisory network (FAN) subscription.
FNBAL/H262 IT Equipment reserve	0	15,910	The reserve was established to fund the purchase of computer equipment, both capital and revenue The contribution shown reflects savings from budgets for government connect costs and hardware and software maintenance, to fund unforeseen expenditure, which have now been removed from the revenue budget in future years.

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
CPBAL/H330 Capital Reserve Fund	0	2,060	This reserve is used to fund capital programme. Income from freehold sales which are below the de minimus level for capital receipts are added here to the capital reserve, for use in the future to fund the capital programme.
Committee Net Cost of Services after Movements on Earmarked Reserves	2,290,124	2,276,064	

6 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

6.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2016/17 to DRAFT Revised Estimate 2016/17 £
CEXEC: Chief Executives Department	
Employee costs reduced due to changes in staffing structure mainly in the building control section	-49,140
CLOFF: Council Offices	
Increase in repair and maintenance budget for replacement heating controls.	10,590
Reduced provision for depreciation due to reclassification of reroofing and window replacement capital scheme, from equipment to operational land and buildings, resulting in a longer life span.	-18,780
Additional income from rent of council offices from the Department for Work and Pensions following the co-location of Clitheroe Job Centre	-10,590
CLTAX: Council Tax	
Upgrade to ICON system funded from an earmarked reserve established from local council tax support grant	14,950
Repayment of unallocated section 31 flood grant received in 2015/16 as a result of storm Eva.	27,950
Section 31 grant received in 2015/16 brought forward into 2016/17 to be repaid after reconciliation of council tax discounts given as a result of Storm Eva	-27,950

Description	Variance Original Estimate 2016/17 to DRAFT Revised Estimate 2016/17 £
COMPR: Computer Services	
Reduction in hardware and software maintenance, consumables and government connect costs. Part of the reduction is to be set aside in an earmarked reserve to fund unforeseen expenditure.	-21,600
ELECT: Register of Electors	
Additional expenditure on postages and printing and stationery due to the introduction of Individual Electoral Registration	11,970
Additional grant received to continue to support the additional costs involved in introducing electoral registration	-12,980
ESTAT: Estates	
Increase in depreciation charge reflecting the change in classification of physiotherapy centre and garage sites	13,340
FLDRB/FLDRH: Flood grants - Business / Households	
Approved grants payable to businesses and Households in respect of flood resilience measures	712,850
Reimbursement of resilience grants paid from LCC via Section 31 Grant	-712,850
FGSUB: Grants & Subscriptions	
Grants not fully allocated for 2016/17. The revised estimate has been reduced to reflect this.	-10,110
FMISC: Policy & Finance Miscellaneous	
The latest external audit fees are lower than those originally budgeted for. The external audit fee fell to these new levels in the 2015/16 financial year.	-15,970
Reduction in income from VAT Shelter paid by Symphony Homes.	22,000
Additional grant from DCLG for work on transparency, to be added to reserves to fund future expenditure.	-8,100
Additional income as a result of Ribble Valley BC acting as the lead authority for the Lancashire Business Rate pool. All authorities in the pool are charged an administration fee.	-20,000

Description	Variance Original Estimate 2016/17 to DRAFT Revised Estimate 2016/17 £
NNDRC: National Non Domestic Rates	
The provision for payment of business rates discretionary grants has been removed as it is no longer needed under the recent business rates retention scheme	-26,350
PERFM: Performance Reward Grants	
Reduction in the level of Parish Grants that are expected to be paid out during the current financial year.	-39,060
SUPDF: Superannuation Deficiency Payments	
Reduction in deficiency payments due to reducing number of beneficiaries	-12,120
Support Service Costs	
Increase in support costs mainly due to reduced recharges to other services	74,050

7 CONCLUSION

7.1 The difference between the revised and original estimate is a decrease in net expenditure of £14,060 after allowing for transfers to and from earmarked reserves.

8 RISK ASSESSMENT

8.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see a decrease in net expenditure of £70,100 or £14,060 after movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

9 RECOMMENDED THAT COMMITTEE

9.1 Agree the revenue revised estimate for 2016/17.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF4-17/TH/AC
16 January 2017

For further background information please ask for Trudy Holderness

BACKGROUND PAPERS - None

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
ALBNM: Albion Mill					
Due to units being vacant for more than 3 months, business rates become due from the council. The movement in expenditure relates to the charge from when the units become liable for business rates to the end of the financial year.	2,320				
Fall in income from units due to vacancies, offset by a deposit paid.		1,860			
Total Albion Mill					4,180
CEXEC: Chief Executives Department					
Reduction in employee costs due to changes in staffing structure mainly in the building control section	-49,140				
Reduction in provision for vehicle insurance and leased car cost due to a vehicle not being required at this time.	-3,300				
Reduction in accommodation cost offset by increase in support costs from financial services due to changes in cost allocation from these services.				-2,810	

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
The reduction in overall net expenditure on this service is reflected in a reduction in recharges to other services				55,140	
Total Chief Executives Department					-110
CIVCF: Civic Functions					
Reduction in employee costs due to a reduction in contracted hours of mayors' attendant.	-2,080				
Reduction in support costs mainly from financial services due to changes in cost allocation from this service				-240	
Total Civic functions					-2,320
CIVST: Civic Suite					
Reduction in employee costs partly due to staff turnover but also a reduction in contracted hours for the town hall keeper post.	-1,480				
Reduction in provision for repair and maintenance of buildings due a reallocation of resources to other services	-2,070				
Reduction in support costs from community and legal services due to changes in cost allocations from these services.				-1,230	

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
The reduction in net expenditure is reflected in a reduction in recharges to other services				5,330	
Total Civic Suite					550
CLOFF: Council Offices					
Increase in employee costs due to long term sickness cover.	2,930				
Increase in repair and maintenance of building budget for replacement heating controls	10,590				
Additional income from rent of office facilities to Department for Work and Pension for Clitheroe job centre.		-10,590			
Reduced provision for depreciation due to reclassification of reroofing and window replacement capital works, from equipment to operational land and building, resulting in a longer life span, and hence lower in year depreciation.			-18,780		
Increase in support costs mainly from organisation and member development				520	
The reduction in net expenditure is reflected in a reduction in recharges to other services				16,540	
Total Council Offices					1,210

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
CLTAX: Council Tax					
Upgrade to ICON system funded from an earmarked reserve established from local council tax support grant	14,950				
Provision made for unallocated section 31 flood grant received in 2015/16	27,950				
Section 31 grant received in 2015/16 brought forward into 2016/17 to be reconciled to council tax discounts given as a result of Storm Eva		-27,950			
Reduced income from summonses		3,880			
Reduction in support costs mainly from revenues and financial services due to changes in cost allocation from these services				-13,330	
Total Council Tax					5,500
COMPR: Computer Services					
Increase in employee costs mainly due to an extension to the apprentice post.	9,390				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in hardware and software maintenance, consumables and government connect costs. Part of the reduction is to be set aside in an earmarked reserve to fund unforeseen expenditure.	-21,600				
Reduction in accommodation charge and support costs from organisation and member development due to changes in cost allocations from these services.				-1,040	
The reduction in net expenditure is reflected in a reduction in recharges to other services				13,020	
Total Computer Services					-230
CONTC: Contact Centre					
Employee costs have increased due to changes in staffing in a post that was previously held by an apprentice.	3,450				
The reduction in net expenditure is reflected in a reduction in recharges to other services				-4,120	
Total Contact Centre					-670

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
CORPM: Corporate Management					
Increase in support costs mainly from financial services and contact centre offset by reduction in costs from chief executives department due to changes in cost allocations from these services.				6,600	
Total Corporate Management					6,600
COSDM: Cost of Democracy					
Reduction in supplies and service costs mainly from the purchase of equipment and materials reflecting previous spending and also reduction in members allowances reflecting the new member allowances scheme.	-7,230				
Reduction in accommodation costs and support costs from chief executives department due to changes in cost allocations from these services				-7,070	
Total Cost of Democracy					-14,300
ELADM: Election Administration					
Reduction in support costs mainly from legal services due to changes in cost allocations from this service.				-4,850	
Total Election Administration					-4,850

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
ELECT: Register of Electors					
Increase in employee costs reflecting cost of employing temporary staff and increase in cost of canvassers	6,320				
Additional expenditure on postages and printing and stationery due to the introduction of Individual Electoral Registration	11,970				
Reduction in software maintenance costs due to part of costs recovered from elections held in the year.	-3,820				
Reduction in support costs mainly from legal services due to changes in cost allocations from this service.				-12,960	
Additional grant received to support the additional costs of Individual Electoral Registration		-12,980			
Total Register of Electors					-11,470
EMERG: Community Safety					
Increase in support service costs mainly from financial services due to changes in cost allocations from this service				3,160	
Total Community Safety					3,160

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
ESTAT: Estates					
Increase in depreciation charge reflecting the change in classification of physiotherapy centre and garage sites to 'surplus asset not for sale' under operational land and buildings.			13,340		
Total Estates					13,340
FLDRB/FLDRH: Flood grants - Businesses / Households					
Approved grants payable to businesses and Households in respect of flood resilience measures	712,850				
Reimbursement of resilience grants paid from LCC via Section 31 Grant		-712,850			
Total Flood Grants					0
FMISC: Finance Miscellaneous					
The latest external audit fees are lower than those originally budgeted for. The external audit fee fell to these new levels in the 2015/16 financial year.	-15,970				
New subscription to CIPFA Finance Advisory Service	2,300				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Additional grant from DCLG for work on transparency, to be added to reserves to fund future expenditure.		-8,100			
Reduction in income from VAT Shelter paid by Symphony Homes.		22,000			
Additional income as a result of Ribble Valley BC acting as the lead authority for the Lancashire Business Rate pool. All authorities in the pool are charged an administration fee. This income will be set aside in the Business Rates Volatility Reserve.		-20,000			
Increase in support costs from financial services due to changes in cost allocations from this service				-2,150	
Total Finance Miscellaneous					-21,920
FSERV: Financial Services					
Increase in employee costs due to a low level of staff turnover to date, partly offset by some savings relating to the procurement and apprentice posts	4,640				

**POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in accommodation cost and other support costs due changes in cost allocations from the services.				-2,820	
Total Financial Services					1,820
INDDV: Economic Development					
Increase in support costs mainly from chief executives department due to changes in cost allocations from this service				10,510	
Total Economic Development					10,510
LANDC: Land Charges					
Litigation costs incurred funded from an earmarked reserve set aside for this purpose.	6,720				
Reduction in support costs mainly from community and legal services due to changes in cost allocations from these services				-4,130	
Total Land Charges					2,590

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
LICSE: Licensing					
Reduction in software maintenance costs due to only part of year being invoiced in order to bring billing period in line with financial year.	-4,960				
Reduction in licensing income mainly from taxi and premises licenses		2,850			
Increase in support costs mainly from legal services due to changes in cost allocations from this service				21,100	
Total Licensing					18,990
LSERV: Legal Services					
Reduction in accommodation cost and support costs from computer services offset by increase in costs from chief executives department due to changes in cost allocations from these services				-2,620	
Reduction in net expenditure is reflected in reduced recharges to other services				3,070	
Total Legal Services					450

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
NNDRC: National Non Domestic Rates					
Increase in supplies and service expenditure mainly from an increase in legal expenses and this council's administration fee for the Lancashire business rate pool	4,410				
The provision for payment of business rates discretionary grants has been removed as it is no longer needed under the recent business rates retention scheme	-26,750				
Receipt of business rate enterprise zone share - paid to the Lancashire Economic Partnership (LEP) via Lancashire County Council	17,770	-17,770			
Increase in support costs mainly from financial, legal and revenue services due to changes in cost allocations from these services				5,090	
Total National Non Domestic Rates					-17,250
OMDEV: Organisation & Member Development					
Increase in employee costs reflecting changes in staff turnover provision	3,850				
Reduction in tuition fees and printing and stationery costs to bring estimate in line with previous spending profiles	-2,260				

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in accommodation cost and other support costs due changes in cost allocations from the services.				-1,490	
Total Organisation & Member Development					100
PARIS: Parish Elections					
Cost of Longridge Town Council Election, cost to be met from the Elections earmarked reserve	5,190				
Total Parish Elections					5,190
PERFM: Performance reward grants					
Reduction in Parish Grants expected to be paid in 2016/17	-39,060				
Total Performance Reward Grant					-39,060
REVUE: Revenues & Benefits					
Increase in employee costs reflecting changes in staff turnover provision	4,450				
Decrease in accommodation costs and support costs from financial services offset by increases from organisation & member development and contact centre due to changes in cost allocations from these services				-8,490	

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
The reduction in net expenditure is reflected in a reduction in recharges to other services				5,280	
Total Revenues & Benefits					1,240
SUPDF: Superannuation Deficiency Payments					
Reduction in deficiency payment due to reducing number of beneficiaries	-12,120				
Total Superannuation Deficiency Payments					-12,120
FGSUB: Grants and Subscriptions - Policy & Finance					
The provision for grants was not fully allocated for 2016/17. The revised estimate has been reduced to reflect this.	-10,110				
Total Grants & Subscriptions					-10,110
Other	-8,500	-1,500	840	-1,960	-11,120
Subtotal	641,600	-781,150	-4,600	74,050	-70,100
MOVEMENT IN EARMARKED RESERVES					
<i>FNBAL/H326</i> <i>Performance Reward Grant (PRG) Reserve</i>					
Decrease in the contribution required to fund Parish Grants paid in 2016/17	39,060				39,060

POLICY AND FINANCE COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>FNBAL/H362 Individual Electoral Registration (IER) Reserve</i>					
Increase in contribution required from reserve to fund additional costs incurred, offset by additional income from grant received	12,980	-18,040			-5,060
<i>FNBAL/H230 Election Reserve</i>					
A contribution from the reserve is required to fund cost of holding Longridge Town Council election in the year, offset by the amortisation of equipment added to the reserve	780	-5,190			-4,410
<i>FNBAL/H282 Land Charges Restitution Reserve</i>					
Contribution from the reserve to fund litigation costs incurred in year.		-6,720			-6,720
<i>FNBAL/H337 Equipment Reserve</i>					
The net contribution from the reserve relates to funds required for ICON system upgrade offset by transparency grant received from DCLG	8,100	-14,950			-6,850

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>FNBAL/H325 Vat Shelter Reserve</i>					
Reduction in contribution to reserve due to a fall in anticipated income received from Symphony Homes		-22,000			-22,000
<i>FNBAL/H361 Business Volatility Reserve</i>					
Contribution to reserve funded from the removal of discretionary business rate relief and additional income from business rate pooling administration fee less cost of CIPFA Financial Advisory Network (FAN) subscription.	46,350	-2,300			44,050
<i>FNBAL/H262 IT Equipment reserve</i>					
The contribution to reserve relates to the savings from government connect costs and hardware and software maintenance.	15,910				15,910
<i>CPBAL/H230 Capital Reserve Fund</i>					
Contribution to reserve from additional income from freehold sales	2,060				2,060
Total Movement in Earmarked Reserves	125,240	-69,200	0	0	56,040
Total Movement	766,840	-850,350	-4,600	74,050	-14,060

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to end December	Full Year Original Estimate	Proposed Revised Estimate
ALBNM	Albion Mill	5,609	15,508	960	5,160
CEEXEC	Chief Executives Department	792,425	751,521	0	0
CIVCF	Civic Functions	37,486	35,098	60,870	57,920
CIVST	Civic Suite	28,757	22,920	0	0
CLOFF	Council Offices	160,026	161,702	0	0
CLTAX	Council Tax	43,968	31,946	344,690	349,490
COMPR	Computer services	184,044	201,132	0	0
CONTC	Contact Centre	143,273	148,390	0	0
CORPM	Corporate Management	0	0	320,590	327,190
COSDM	Cost of Democracy	177,060	169,090	441,570	426,560
CSERV	Corporate Services	21,580	19,355	181,050	179,860
DISTC	District Elections	0	-781	0	-780
ELADM	Election Administration	0	0	55,560	50,710
ELECT	Register of Electors	47,458	36,860	93,600	82,110
EMERG	Community Safety	6,819	4,683	57,270	59,040
ESTAT	Estates	-16,085	-13,924	44,000	55,450
FLDRB	Flood Resilience Grants - Businesses	0	38,802	0	0
FLDRH	Flood Resilience Grants - Households	0	345,693	0	0
FMISC	Policy & Finance Miscellaneous	42,236	25,690	-56,730	-78,120
FSERV	Financial Services	489,324	498,082	0	0
INDDV	Economic Development	11,836	7,368	96,650	107,430
LANDC	Land Charges	-47,181	-33,271	25,430	27,960
LICSE	Licensing	-79,623	-79,317	-2,550	15,890
LSERV	Legal Services	268,346	264,222	0	0
LUNCH	Luncheon Clubs	9,684	2,756	13,870	14,120
NNDRC	National Non Domestic Rates	7,373	8,971	54,940	37,980
OMDEV	Organisation & Member Development	292,679	275,913	0	0
PARIS	Parish Elections	0	5,196	0	5,190
PERFM	Performance Reward Grants	44,840	41,438	61,260	22,240

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to end December	Full Year Original Estimate	Proposed Revised Estimate
REVUE	Revenues & Benefits	386,101	394,014	0	0
RURAD	Rural Areas Delivery	0	0	107,254	107,254
SUPDF	Superannuation Deficiency Payments	74,872	69,409	108,880	96,760
FGSUB	Grants & Subscriptions - Policy & Finance	113,702	114,448	148,040	137,690
Committee Subtotal		3,246,609	3,562,914	2,157,204	2,087,104
Earmarked Reserves					
FNBAL/H326	Performance Reward Grants Reserve	-44,840	-41,438	-59,780	-20,720
FNBAL/H362	Individual Electoral Registration Reserve	-11,540	-13,048	-11,540	-16,600
FNBAL/H230	Election Reserve	0	-4,415	22,210	17,800
FNBAL/H269	Revaluation Reserve	0	0	2,030	2,030
FNBAL/H282	Land Charges Reserve	0	-6,723	0	-6,720
FNBAL/H337	Equipment Reserve	0	-2,500	0	-6,850
FNBAL/H321	Vat Shelter Reserve	0	0	180,000	158,000
FNBAL/H361	Business Rate Volatility Reserve	0	15,705	0	44,050
CPBAL/H330	Capital Reserve	0	2,055	0	2,060
Subtotal Earmarked Reserves		-56,380	-50,364	132,920	173,050
Total		3,190,229	3,512,550	2,290,124	2,260,154

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 10

meeting date: 24 JANUARY 2017
title: ORIGINAL REVENUE BUDGET 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2017/18, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

- 2.1 In September we updated the Council's four year Budget Forecast which predicted budget gaps as follows: £265k in 2017/18, £719k in 2018/19, £921k in 2019/20.
- 2.2 In October this Council submitted an Efficiency Plan to the Government in order to secure a multi year finance settlement. We were notified on 16 November that we are now formally on the multi-year settlement and can expect to receive the allocations published as part of the 2016/17 local government finance settlement in 2017/18, 2018/19 and 2019/20.
- 2.3 On Thursday 15 December 2016 the provisional Local Government Finance Settlement was announced and confirmed these allocations.
- 2.4 It was also announced that there would be significant changes to the New Homes Bonus Scheme following the consultation earlier in the year. The main changes are:
- In 2017/18 allocations paid will reduce from 6 years to 5
 - In 2018/19 allocations paid will reduce from 5 years to 4
 - A new growth baseline of 0.4% has been set for 2017/18 below which the bonus will not be paid. The Government will announce each year what the growth baseline will be
 - From 2018/19 the Government will consider withholding New Homes Bonus from local authorities that are not planning effectively ie making positive decisions on planning applications and delivering housing growth. They will also consider withholding payments from homes built following an appeal.
- 2.5 For Ribble Valley the impact of these changes is that our in year New Homes Bonus allocation for 2017/18 will reduce from £510k to £384k a reduction of £126k, as a result of the new 0.4% growth baseline. In effect our taxbase had to increase by 102 new properties before we could receive any New Homes Bonus for 2017/18. Our total allocation for next year will now be £1.570k instead of £1.815k a reduction of £244k. We will face further reductions in 2018/19 when the number of years included in the grant reduces from 5 to 4.

- 2.6 The Government also set out the referendum criteria for 2017/18. This will allow a maximum increase in band d council tax for Ribble Valley of £5. In addition to a 2% increase in council tax they have also allowed upper tier councils a further 3% in each of the next two years to be spent on social care.
- 2.7 From 1 April 2016 we have been a member of the Lancashire Business Rate Pool which means that we will benefit from not having to pay a 50% levy on growth above our business rate baseline. We currently estimate that our retained levy will be around £400k. A reconfigured pool for Lancashire has been agreed by the Government for 2017/18.
- 2.8 The Budget Working Group and the Special Policy and Finance Committee meeting will have to consider the implication of these announcements in approving our budget for next year.

3 BUDGET WORKING GROUP GUIDANCE TO SERVICE COMMITTEES

- 3.1 The Budget Working Group considered the forecast position for 2017/18 and gave the following guidance to service committees.

Committees should consider their budgets carefully. Where possible savings be identified in the preparation of the detailed estimates and shown in the budget analysis reported to service committees.

4 BUDGET PROCESS

- 4.1 Presented to committee for decision in October were the proposed fees and charges for 2017/18. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 4.2 Following a great deal of in-depth service analysis and meetings with regard to this committees budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 4.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 4.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2017/18 will also be approved

5 2017/18 DRAFT REVENUE BUDGET

- 5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 1.1% and increases at 1.5% for all other items.

5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each costs centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.
- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public

5.3 As you will see, the draft proposed budget for 2017/18 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2016/17:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 1.1% Pay and 1.5% Other:** The budget forecast allows for inflation on pay at 1.1% and on all other items (with some exceptions such as grants) of 1.5%. This is where that general allowance for inflation is brought in to the individual budget areas.

- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven. In past years items included under the new 'Savings' heading were also included here.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column
- **DRAFT Original Estimate 2017/18:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

5.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2016/17 Original Estimate, to the DRAFT Original Estimate for 2017/18. Comments are also provided on the main variances.

6 COMMITTEE SERVICE ESTIMATES

6.1 Cost Centre and Description ALBNM: Albion Mill

The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	32,160		480	-480				32,160
Supplies & Services	1,720		30					1,750
Support Services	4,910		0			10		4,920
Total Expenditure	38,790	0	510	-480	0	10	0	38,830
Customer & Client Receipts	-37,830		-570	570				-37,830
Total Income	-37,830	0	-570	570	0	0	0	-37,830
Net Expenditure	960	0	-60	90	0	10	0	1,000

6.2 **Cost Centre and Description**

CEXEC: Chief Executives Department

The Chief Executive's Department comprises three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health. The Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety and provide the council's mandatory housing functions. Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for Legal and Democratic Services are shown in a separate paragraph 6.22. Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	1,017,840	-31,080	10,930	26,100	14,310			1,038,100
Transport Related Expenditure	26,900	-2,950	400	-190	-550			23,610
Supplies & Services	20,000	-2,770	260	0	-240			17,250
Support Services	165,830		0			-3,000		162,830
Total Expenditure	1,230,570	-36,800	11,590	25,910	13,520	-3,000	0	1,241,790
Other Grants and Contributions	-50		0					-50
Departmental Recharges	-1,218,680		0			-10,970		-1,229,650
Miscellaneous Recharges	-11,840		0			-250		-12,090
Total Income	-1,230,570	0	0	0	0	-11,220	0	-1,241,790
Net Expenditure	0	-36,800	11,590	25,910	13,520	-14,220	0	0

CEXEC: Chief Executives Department
Commentary on Substantial Budget Changes

Employee Related Expenditure

The savings are mainly due to a restructure of the building control team, offset by an increase in costs due to a previous grant funded post being brought into main stream funding.

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Transport Related Expenditure

The savings relate to the removal of the provision for a leased car not currently being required. There has also been a reduction in car allowances and car insurance costs.

Supplies & Services

The savings relate to reductions in several budget heads such as protective clothing, printing and stationery, reference books and postages this is to reflect past spending profiles.

Support Services

The reduction in support costs relates to a lower accommodation charge offset by an increase in the cost of IT support, this is due to changes in cost allocations from these services.

Departmental / Miscellaneous Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.3 Cost Centre and Description

CIVCF: Civic Functions

Costs of all mayoral expenditure including events, functions, support and transport.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	12,800		140	10	-590			12,360
Premises Related Expenditure	560		10	40				610
Transport Related Expenditure	6,930		100	-80	-330			6,620
Supplies & Services	22,680		350		-1,420			21,610
Support Services	17,900		0			-230		17,670
Total Expenditure	60,870	0	600	-30	-2,340	-230	0	58,870
Net Expenditure	60,870	0	600	-30	-2,340	-230	0	58,870

6.4 **Cost Centre and Description** CIVST: Civic Suite

All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	11,160		110	-390	10			10,890
Premises Related Expenditure	26,760	-420	380	260	-420			26,560
Supplies & Services	1,870		20	-10	70			1,950
Support Services	10,810		0			-1,080		9,730
Depreciation and Impairment	9,570		0				130	9,700
Total Expenditure	60,170	-420	510	-140	-340	-1,080	130	58,830
Customer & Client Receipts	-4,050		-60		-210			-4,320
Departmental Recharges	-56,120		0			1,610		-54,510
Total Income	-60,170	0	-60	0	-210	1,610	0	-58,830
Net Expenditure	0	-420	450	-140	-550	530	130	0

6.5 **Cost Centre and Description** CLOFF: Council Offices

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

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	46,340		520	4,160	150			51,170
Premises Related Expenditure	146,090	-1,530	2,200	1,870	-2,420			146,210
Supplies & Services	8,500		120	-20				8,600
Third Party Payments	1,030		20					1,050
Support Services	20,580		0			840		21,420
Depreciation and Impairment	52,220		0				-18,780	33,440
Total Expenditure	274,760	-1,530	2,860	6,010	-2,270	840	-18,780	261,890
Customer & Client Receipts	-9,080		-130	100	-23,000			-32,110
Departmental Recharges	-265,680		0			35,900		-229,780
Total Income	-274,760	0	-130	100	-23,000	35,900	0	-261,890
Net Expenditure	0	-1,530	2,730	6,110	-25,270	36,740	-18,780	0

CLOFF: Council Offices

Commentary on Substantial Budget Changes

Employee Related Expenditure

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Premises Related Expenditure

Reduction in water usage. Also a reduction in business rates following the 2017 revaluation.

Depreciation and Impairment

Reduction in provision for depreciation due to a past scheme needing to be reclassified from equipment and materials to land and buildings resulting in a longer life span, and therefore lower annual charge.

Customer & Client Receipts

Additional income from rent of facilities to Department for Work and Pensions due to co-location of Clitheroe Job Centre in the Council Offices

Departmental Recharges

Recharges to other services have been reduced due to a reduction in net expenditure.

6.6 **Cost Centre and Description** CLTAX: Council Tax

The administration and collection of council tax

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	73,250	-200	1,080	-240	180			74,070
Support Services	351,220		0			-8,570		342,650
Depreciation and Impairment	12,500		0					12,500
Total Expenditure	436,970	-200	1,080	-240	180	-8,570	0	429,220
Customer & Client Receipts	-89,850		-1,350	1,350	3,880			-85,970
Other Grants and Contributions	-2,430		-40					-2,470
Total Income	-92,280	0	-1,390	1,350	3,880	0	0	-88,440
Net Expenditure	344,690	-200	-310	1,110	4,060	-8,570	0	340,780

CLTAX: Council Tax

Commentary on Substantial Budget Changes

Support Services

Reduction in support costs from revenues and financial services offset by increase in costs from legal due to changes in cost allocations from these services.

Customer & Client Receipts

Reduction in income from summonses

6.7 **Cost Centre and Description** COMPR: Computer Services

The Computer (ICT) Services Section function supports all the services in the council where there is an ICT reliance. It is responsible for the installation and development of the computer based systems of the council. Management of the data protection responsibilities of the council also falls within this service area. These costs are fully recharged to service users.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	163,260		1,810	5,850	8,020			178,940
Premises Related Expenditure	1,590		20					1,610
Transport Related Expenditure	640	-430	0					210
Supplies & Services	85,020	-18,460	1,120	30	-3,000			64,710
Support Services	38,000		0			-1,110		36,890
Depreciation and Impairment	13,070		0				8,260	21,330
Total Expenditure	301,580	-18,890	2,950	5,880	5,020	-1,110	8,260	303,690
Departmental Recharges	-301,580		0			-2,110		-303,690
Total Income	-301,580	0	0	0	0	-2,110	0	-303,690
Net Expenditure	0	-18,890	2,950	5,880	5,020	-3,220	8,260	0

COMPR: Computer Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in staffing costs due to the extension of the modern apprentice post. The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Supplies & Services

Savings achieved by a reduction in the provision for hardware and software maintenance, consumables and government connect cost, to bring estimates in line with previous year's spending profiles. In addition to savings on software maintenance, the provision for maintaining the national land and property gazetteer has been transferred to Community committee.

Depreciation and Impairment

Increase in depreciation charge resulting from capital scheme improving ICT infrastructure scheme.

Departmental Recharges

Departmental recharges have been increased due to an increase in the net expenditure on this service.

6.8 **Cost Centre and Description** **CONTC: Contact Centre**

The contact centre acts as first point of contact for a range of front line services and provides the main telephony service.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	162,820		1,830	6,840	-190			171,300
Transport Related Expenditure	320		0		10			330
Supplies & Services	21,930		320	-100				22,150
Support Services	55,400		0			2,010		57,410
Depreciation and Impairment	2,780		0				-2,780	0
Total Expenditure	243,250	0	2,150	6,740	-180	2,010	-2,780	251,190
Departmental Recharges	-243,250		0			-7,940		-251,190
Total Income	-243,250	0	0	0	0	-7,940	0	-251,190
Net Expenditure	0	0	2,150	6,740	-180	-5,930	-2,780	0

CONTC: Contact Centre

Commentary on Substantial Budget Changes

Employee Related Expenditure

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Support Services

Increase in support costs from computer service and organisation and member development offset by a reduction in the accomodation charge due to changes in cost allocation from these services.

Depreciation and Impairment

Decrease in depreciation as the CRM system purchased in 2011/12 has now been fully depreciated.

Departmental Recharges

Increase in income from recharges to other services due to an increase in net expenditure of the contact centre.

6.9 **Cost Centre and Description** CORPM: Corporate Management

Corporate Management concerns those activities and costs that provide the infrastructure to allow services to be provided and the information that is required for public accountability.

This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making, preparation of published accounts, publicity, estimating and accounting for precepts.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Support Services	320,590		0			5,670		326,260
Total Expenditure	320,590	0	0	0	0	5,670	0	326,260
Net Expenditure	320,590	0	0	0	0	5,670	0	326,260

CORPM: Corporate Management
Commentary on Substantial Budget Changes

Support Services
 Increase in support costs mainly from financial services and contact centre off set by reduction from chief executives department due to changes in cost allocations from these services.

6.10 **Cost Centre and Description** COSDM: Cost of Democracy

This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	4,140		40	-830	110			3,460
Supplies & Services	232,370	-3,100	3,440	8,240	0			240,950
Support Services	205,060		0			-3,670		201,390
Total Expenditure	441,570	-3,100	3,480	7,410	110	-3,670	0	445,800
Net Expenditure	441,570	-3,100	3,480	7,410	110	-3,670	0	445,800

COSDM: Cost of Democracy

Commentary on Substantial Budget Changes

Supplies & Services

Savings achieved from reduction in the provisions for purchase of equipment and materials, newspapers, members car allowances, travel expenses and council meeting expenses, to bring estimates in line with previous years spending profiles.

Support Services

Reduction in support costs from chief executives department and accomodation costs offset by increase in costs from Financial services and legal services due to changes in cost allocations from these services.

6.11 **Cost Centre and Description**

CSERV: Corporate services

The cost of a small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications, which is recharged here from the Organisation and Member Development Cost Centre.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	30,520		460	10	0			30,990
Support Services	150,530					-1,050		149,480
Total Expenditure	181,050	0	460	10	0	-1,050	0	180,470
Net Expenditure	181,050	0	460	10	0	-1,050	0	180,470

6.12 Cost Centre and Description

ELADM: Election Administration

The cost of administering elections to the council.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Support Services	55,560		0			-12,240		43,320
Total Expenditure	55,560	0	0	0	0	-12,240	0	43,320
Net Expenditure	55,560	0	0	0	0	-12,240	0	43,320

ELADM: Election Administration**Commentary on Substantial Budget Changes****Support Services**

Reduction in support costs from legal services and chief executives department due to changes in cost allocations from these services.

6.13 Cost Centre and Description

ELECT: Register of Electors

The council has a statutory duty to compile and maintain a register of all those entitled to vote

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	5,510		60					5,570
Supplies & Services	43,810		660	-10	10,320			54,780
Support Services	45,560		0			-13,080		32,480
Total Expenditure	94,880	0	720	-10	10,320	-13,080	0	92,830
Customer & Client Receipts	-1,280		-20					-1,300
Other Grants and Contributions	0		0					0
Total Income	-1,280	0	-20	0	0	0	0	-1,300
Net Expenditure	93,600	0	700	-10	10,320	-13,080	0	91,530
Associated Movement in Earmarked Reserves	-11,540				10,120			-1,420
Net After Earmarked Reserves	82,060	0	700	-10	20,440	-13,080	0	90,110

ELECT: Register of Electors**Commentary on Substantial Budget Changes****Supplies & Services**

Increase in provision for postages reflecting previous years spending profiles.

Support Services

Reduction in support costs from legal services due to changes in cost allocations from this service.

Associated Movement in Earmarked Reserves

Reduction in contribution from reserve due to lack of resources in reserve

6.14 **Cost Centre and Description**

EMERG: Community Safety

The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency risks.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	11,550		180	-40	-1,380			10,310
Support Services	45,720		0			3,540		49,260
Total Expenditure	57,270	0	180	-40	-1,380	3,540	0	59,570
Net Expenditure	57,270	0	180	-40	-1,380	3,540	0	59,570

EMERG: Community Safety**Commentary on Substantial Budget Changes****Support Services**

Increase in support costs from fiancail services an chief executive department offset by reduction in cost from community services due to changes in cost allocations from these services.

6.15 **Cost Centre and Description** ESTAT: Estates

The council has many assets, which include land and property. Individual Heads of Service manage the properties that support their operations and the legal section support this work.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	10,830	-710	150		-840			9,430
Supplies & Services	1,400		20					1,420
Support Services	35,190		0			590		35,780
Depreciation and Impairment	34,970		0				13,340	48,310
Total Expenditure	82,390	-710	170	0	-840	590	13,340	94,940
Customer & Client Receipts	-38,390		-580	140	-1,150			-39,980
Total Income	-38,390	0	-580	140	-1,150	0	0	-39,980
Net Expenditure	44,000	-710	-410	140	-1,990	590	13,340	54,960

ESTAT: Estates

Commentary on Substantial Budget Changes

Depreciation and Impairment

The increase in depreciation charge reflects the change of classification of the garage sites from investment assets to operational assets.

6.16 **Cost Centre and Description** FGSUB: Grants & Subscriptions - Policy and Fin

Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this Committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads and Local Government Association (subscription). In addition, concurrent function grants are allocated from this budget.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	12,940		190					13,130
Transfer Payments	132,560	-100	1,580		11,060			145,100
Support Services	2,540		0			-210		2,330
Total Expenditure	148,040	-100	1,770	0	11,060	-210	0	160,560
Net Expenditure	148,040	-100	1,770	0	11,060	-210	0	160,560

FGSUB: Grants & Subscriptions - Policy and Fin

Commentary on Substantial Budget Changes

Transfer Payments

The provision for payment of grants to precepting bodies has been increased by transferring the provision for grant funding the parish lengthsman scheme from planning committee to this committee.

6.17 **Cost Centre and Description**

FMISC: Policy & Finance Miscellaneous

Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	1,040		20					1,060
Premises Related Expenditure	550		0					550
Supplies & Services	83,120	-4,030	1,240		3,370			83,700
Transfer Payments	280		0					280
Support Services	13,380		0			-1,980		11,400
Capital Financing Costs	37,770		0				1,290	39,060
Total Expenditure	136,140	-4,030	1,260	0	3,370	-1,980	1,290	136,050
Government Grants	0		0					0
Customer & Client Receipts	-20		0					-20
Interest	-40		0		10			-30
Other Grants and Contributions	-180,000		0		2,000			-178,000
Miscellaneous Recharges	-12,810		0		70			-12,740
Total Income	-192,870	0	0	0	2,080	0	0	-190,790
Net Expenditure	-56,730	-4,030	1,260	0	5,450	-1,980	1,290	-54,740
Associated Movement in Earmarked Reserves	182,030		30		-4,300			177,760
Net After Earmarked Reserves	125,300	-4,030	1,290	0	1,150	-1,980	1,290	123,020

FMISC: Policy & Finance Miscellaneous

Commentary on Substantial Budget Changes

Supplies & Services

There is an increase in external audit fees for the audit of grants.

Other Grants and Contributions

Reduction in income from VAT shelter money paid by Symphony Homes offset by increase in income from admin fee charged for business rate pooling.

Associated Movement in Earmarked Reserves

Reduction in contribution to VAT shelter reserve due to anticipated reduction in income received offset by a contribution to Business rate volatility reserve

6.18 **Cost Centre and Description**

FSERV: Financial Services

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

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	586,800	-12,600	6,370	9,330	6,410			596,310
Transport Related Expenditure	9,790		140		640			10,570
Supplies & Services	47,570	-650	710	-140	0			47,490
Support Services	86,500		0			-3,240		83,260
Total Expenditure	730,660	-13,250	7,220	9,190	7,050	-3,240	0	737,630
Customer & Client Receipts	-1,110		-20		-30			-1,160
Other Grants and Contributions	-20		0					-20
Departmental Recharges	-720,700		0			-6,930		-727,630
Miscellaneous Recharges	-8,830		0			10		-8,820
Total Income	-730,660	0	-20	0	-30	-6,920	0	-737,630
Net Expenditure	0	-13,250	7,200	9,190	7,020	-10,160	0	0

FSERV: Financial Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

Savings in staffing costs achieved by reducing the procurement post to part time and also employing a new full time apprentice post.

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Support Services

Reduction in accomodation costs offset by increase in costs from computer services due to changes in cost allocations from these services.

Departmental Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.19 **Cost Centre and Description** INDDV: Economic Development

This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local economy.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	170		0		290			460
Supplies & Services	19,820		300					20,120
Support Services	76,660		0			9,270		85,930
Total Expenditure	96,650	0	300	0	290	9,270	0	106,510
Net Expenditure	96,650	0	300	0	290	9,270	0	106,510

INDDV: Economic Development

Commentary on Substantial Budget Changes

Support Services

Increase in support costs from chief executive department due to changes in cost allocations from this service.

6.20 Cost Centre and Description

LANDC: Land Charges

The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	1,760		30	50				1,840
Supplies & Services	13,050		200	-260				12,990
Support Services	84,970		0			-1,740		83,230
Depreciation and Impairment	5,330		0				-5,330	0
Total Expenditure	105,110	0	230	-210	0	-1,740	-5,330	98,060
Customer & Client Receipts	-79,680		-1,200	80				-80,800
Total Income	-79,680	0	-1,200	80	0	0	0	-80,800
Net Expenditure	25,430	0	-970	-130	0	-1,740	-5,330	17,260

LANDC: Land Charges**Commentary on Substantial Budget Changes****Depreciation and Impairment**

Removal of provision for depreciation of the land charges system as it has been fully depreciated.

6.21 **Cost Centre and Description** LICSE: Licensing

The council has a statutory duty to licence premises that serve alcohol, provide regulated entertainment or permit gambling and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	3,890		60	-10	-760			3,180
Supplies & Services	22,060	-550	320	-430				21,400
Support Services	96,560		0			25,810		122,370
Total Expenditure	122,510	-550	380	-440	-760	25,810	0	146,950
Customer & Client Receipts	-121,170		-1,820	1,230	2,970			-118,790
Other Grants and Contributions	-3,890		-60	10	760			-3,180
Total Income	-125,060	0	-1,880	1,240	3,730	0	0	-121,970
Net Expenditure	-2,550	-550	-1,500	800	2,970	25,810	0	24,980

LICSE: Licensing

Commentary on Substantial Budget Changes

Support Services

Increase in support costs from legal services due to changes in cost allocation from this service.

Customer & Client Receipts

Based on previous three years income it is estimated that there will be an increase in income mainly from taxi and premises licences.

6.22 **Cost Centre and Description**

LSERV: Legal Services

The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.

The section also includes the direct costs of staff working on land charges, licensing, mayoralty and democratic services, elections, electoral registration, the complaints procedure and various related enforcement functions. These are recharged according to staff time allocations

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	324,610	-1,390	3,570	7,490	-200			334,080
Transport Related Expenditure	5,990	-360	90	-30	690			6,380
Supplies & Services	29,990	-2,970	420	20	570			28,030
Support Services	98,330		0			-2,330		96,000
Total Expenditure	458,920	-4,720	4,080	7,480	1,060	-2,330	0	464,490
Customer & Client Receipts	0		0		-1,020			-1,020
Other Grants and Contributions	-8,780		-130		500			-8,410
Departmental Recharges	-448,250		0			-4,690		-452,940
Miscellaneous Recharges	-1,890		0			-230		-2,120
Total Income	-458,920	0	-130	0	-520	-4,920	0	-464,490
Net Expenditure	0	-4,720	3,950	7,480	540	-7,250	0	0

LSERV: Legal Services

Commentary on Substantial Budget Changes

Employee Related Expenditure

Savings have been achieved by recruiting replacement staff on a lower salary point than previous employee.

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Reduction in provision for payment of employees professional subscriptions.

Supplies & Services

Savings from protective clothing, photocopying, reference books, postages and legal expenses to bring estimates in line with previous years spending profiles.

A provision for subscription the North West Legal Consortium has been introduced to assist the council in procuring legal services.

Support Services

Reduction in accommodation charge, financial and revenue services offset by an increase in support costs from chief executives department and contact centre due to changes in cost allocations from these services.

Departmental Recharges

The increase in net expenditure is reflected in an increase in recharges to other services.

6.23 **Cost Centre and Description**

LUNCH: Luncheon Clubs

Financial support is provided by the Council to develop new and existing clubs to help them become self sustainable in the longer term

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	12,910		0					12,910
Support Services	960		0			1,200		2,160
Total Expenditure	13,870	0	0	0	0	1,200	0	15,070
Net Expenditure	13,870	0	0	0	0	1,200	0	15,070

6.24 Cost Centre and Description

NNDRC: National Non Domestic Rates

The administration and collection of national non-domestic rates

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	8,760		130	-60	2,130			10,960
Transfer Payments	26,750		0		-26,750			0
Support Services	116,130		0			6,390		122,520
Total Expenditure	151,640	0	130	-60	-24,620	6,390	0	133,480
Government Grants	-90,490		0	-1,360				-91,850
Customer & Client Receipts	-6,030		-90	90	770			-5,260
Other Grants and Contributions	-180		0		10			-170
Total Income	-96,700	0	-90	-1,270	780	0	0	-97,280
Net Expenditure	54,940	0	40	-1,330	-23,840	6,390	0	36,200
Associated Movement in Earmarked Reserves					26,750			26,750
Net After Earmarked Reserves	54,940	0	40	-1,330	2,910	6,390	0	62,950

NNDRC: National Non Domestic Rates

Commentary on Substantial Budget Changes

Supplies & Services

The unavoidable change to the services mainly relates to our contribution towards the administration cost of business rate pooling.

Transfer Payments

The provision for payment of business rates discretionary grants has been removed as it is no longer needed under the recent business rates retention scheme

Support Services

Increase in support costs from financial, legal and revenues services offset by reduction in cost from computer services due to changes in cost allocations from these services.

Associated Movement in Earmarked Reserves

The reduction in transfer payments have been added to the business volatility reserve

6.25 **Cost Centre and Description**

OMDEV: Organisation & Member Development

This budget covers human resources, central administration functions and corporate services. Human resources provide the personnel function and organisation wide training. The central administration function provides typing and corporate printing. Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	331,850	-1,000	3,710	5,060	180			339,800
Transport Related Expenditure	4,310	-360	60	-40	200			4,170
Supplies & Services	37,210	-1,590	540		40			36,200
Support Services	78,590		0			-980		77,610
Total Expenditure	451,960	-2,950	4,310	5,020	420	-980	0	457,780
Customer & Client Receipts	-3,900		-60		80			-3,880
Departmental Recharges	-448,060		0			-5,840		-453,900
Total Income	-451,960	0	-60	0	80	-5,840	0	-457,780
Net Expenditure	0	-2,950	4,250	5,020	500	-6,820	0	0

OMDEV: Organisation & Member Development

Commentary on Substantial Budget Changes

Employee Related Expenditure

The saving in employee related expenditure relates to a reduction in the provision for tuition fees to bring the estimate in line with previous years spending profiles.

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Departmental Recharges

the increase in net expenditure is reflected in an increase in the recharges to other services.

6.26 **Cost Centre and Description**

PERFM: Performance Reward Grants

Residual budget relation to former Performance Reward Grant received by this Council. This budget has been used to fund various grants/community projects etc.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	59,780		0		-6,280			53,500
Support Services	1,480		0			30		1,510
Total Expenditure	61,260	0	0	0	-6,280	30	0	55,010
Net Expenditure	61,260	0	0	0	-6,280	30	0	55,010

PERFM: Performance Reward Grants

Commentary on Substantial Budget Changes

Transfer Payments

Reduction in payment of grants compared to 2016/17

6.27 Cost Centre and Description

REVUE: Revenues & Benefits

Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual cost centres

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	481,130	-3,040	5,310	11,050				494,450
Transport Related Expenditure	8,800	-500	120	-40	50			8,430
Supplies & Services	26,900		390	-570	1,470			28,190
Support Services	159,450		0			-9,010		150,440
Total Expenditure	676,280	-3,540	5,820	10,440	1,520	-9,010	0	681,510
Departmental Recharges	-676,220		0			-4,550		-680,770
Miscellaneous Recharges	-60		0			-680		-740
Total Income	-676,280	0	0	0	0	-5,230	0	-681,510
Net Expenditure	0	-3,540	5,820	10,440	1,520	-14,240	0	0

REVUE: Revenues & Benefits

Commentary on Substantial Budget Changes

Employee Related Expenditure

Savings from new staff being recruited.

The above inflationary increase is mainly due to an increase in the rate of employers superannuation contributions.

Support Services

Reduction in accommodation and financial service costs offset by an increase in support costs from organisation and member development and contact centre due to changes in cost allocation from these services.

Departmental Recharges

Increase in net expenditure is reflected in an increase in recharges to other services.

6.28 **Cost Centre and Description**

RURAD: Rural Areas Delivery

This grant was awarded by the government in recognition that council services in rural areas face extra costs. The grant was a late announcement by the government last year and an expenditure budget was included whilst consideration was given as to how it should be treated longer term. The grant will now be used to help support the overall budget, rather than being expended under a separate cost heading.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	107,254	-107,254	0					0
Total Expenditure	107,254	-107,254	0	0	0	0	0	0
Net Expenditure	107,254	-107,254	0	0	0	0	0	0

RURAD: Rural Areas Delivery**Commentary on Substantial Budget Changes****Supplies & Services**

Removal of the budget provision. This grant income will now be used to help support the overall budget. This increased grant was a late announcement from the government at the time of setting the budget last year, and final treatment had not been able to be considered in detail at that point in time

6.29 Cost Centre and Description

SUPDF: Superannuation Deficiency Payments

Costs here relate to historic liabilities arising from unfunded pension costs.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	6,310		70	-10				6,370
Third Party Payments	102,570		1,540	-630	-11,930			91,550
Total Expenditure	108,880	0	1,610	-640	-11,930	0	0	97,920
Net Expenditure	108,880	0	1,610	-640	-11,930	0	0	97,920

SUPDF: Superannuation Deficiency Payments**Commentary on Substantial Budget Changes****Third Party Payments**

The reduction in cost is due to a decrease in number of beneficiaries.

6 SUMMARIES

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

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
ALBNM: Albion Mill	960		-60	90		10		1,000
CEXEC: Chief Executives Department	0	-36,800	11,590	25,910	13,520	-14,220		0
CIVCF: Civic Functions	60,870		600	-30	-2,340	-230		58,870
CIVST: Civic Suite	0	-420	450	-140	-550	530	130	0
CLOFF: Council Offices	0	-1,530	2,730	6,110	-25,270	36,740	-18,780	0
CLTAX: Council Tax	344,690	-200	-310	1,110	4,060	-8,570		340,780
COMPR: Computer Services	0	-18,890	2,950	5,880	5,020	-3,220	8,260	0
CONTC: Contact Centre	0		2,150	6,740	-180	-5,930	-2,780	0
CORPM: Corporate Management	320,590		0			5,670		326,260
COSDM: Cost of Democracy	441,570	-3,100	3,480	7,410	110	-3,670		445,800

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
CSERV: Corporate services	181,050		460	10	0	-1,050		180,470
ELADM: Election Administration	55,560		0			-12,240		43,320
ELECT: Register of Electors	93,600		700	-10	10,320	-13,080		91,530
EMERG: Community Safety	57,270		180	-40	-1,380	3,540		59,570
ESTAT: Estates	44,000	-710	-410	140	-1,990	590	13,340	54,960
FGSUB: Grants & Subscriptions - Policy and Fin	148,040	-100	1,770		11,060	-210		160,560
FMISC: Policy & Finance Miscellaneous	-56,730	-4,030	1,260		5,450	-1,980	1,290	-54,740
FSERV: Financial Services	0	-13,250	7,200	9,190	7,020	-10,160		0
INDDV: Economic Development	96,650		300		290	9,270		106,510
LANDC: Land Charges	25,430		-970	-130		-1,740	-5,330	17,260
LICSE: Licensing	-2,550	-550	-1,500	800	2,970	25,810		24,980
LSERV: Legal Services	0	-4,720	3,950	7,480	540	-7,250		0

a) Cost of service provided by the committee (Objective)

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
LUNCH: Luncheon Clubs	13,870		0			1,200		15,070
NNDRC: National Non Domestic Rates	54,940		40	-1,330	-23,840	6,390		36,200
OMDEV: Organisation & Member Development	0	-2,950	4,250	5,020	500	-6,820		0
PERFM: Performance Reward Grants	61,260		0		-6,280	30		55,010
REVUE: Revenues & Benefits	0	-3,540	5,820	10,440	1,520	-14,240		0
RURAD: Rural Areas Delivery	107,254	-107,254	0					0
SUPDF: Superannuation Deficiency Payments	108,880		1,610	-640	-11,930			97,920
Grand Total	2,157,204	-198,044	48,240	84,010	-11,380	-14,830	-3,870	2,061,330
Associated Movement in Earmarked Reserves	132,920		360		38,850			172,130
Net After Earmarked Reserves	2,290,124	-198,044	48,600	84,010	27,470	-14,830	-3,870	2,233,460

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	3,161,260	-49,110	34,580	74,700	27,450			3,248,880
Premises Related Expenditure	218,710	-2,660	3,240	1,690	-3,390			217,590
Transport Related Expenditure	63,680	-4,600	910	-380	710			60,320
Supplies & Services	963,294	-141,574	12,500	6,420	12,110			852,750
Third Party Payments	103,600		1,560	-630	-11,930			92,600
Transfer Payments	232,280	-100	1,580		-21,970			211,790
Support Services	2,338,410		0			-8,160		2,330,250
Depreciation and Impairment	130,440		0				-5,160	125,280
Capital Financing Costs	37,770		0				1,290	39,060
Total Expenditure	7,249,444	-198,044	54,370	81,800	2,980	-8,160	-3,870	7,178,520
Government Grants	-90,490		0	-1,360				-91,850
Other Grants and Contributions	-195,350		-230	10	3,270			-192,300
Customer & Client Receipts	-392,390		-5,900	3,560	-17,710			-412,440
Interest	-40		0		10			-30
Departmental Recharges	-4,378,540		0			-5,520		-4,384,060
Miscellaneous Recharges	-35,430		0		70	-1,150		-36,510
Total Income	-5,092,240	0	-6,130	2,210	-14,360	-6,670	0	-5,117,190
Net Expenditure	2,157,204	-198,044	48,240	84,010	-11,380	-14,830	-3,870	2,061,330
Associated Movement in Earmarked Reserves	132,920		360		38,850	0		172,130
Net After Earmarked Reserves	2,290,124	-198,044	48,600	84,010	27,470	-14,830	-3,870	2,233,460

7 EARMARKED RESERVES

7.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium-term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

7.2 Reserves can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- a contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- a means of building up funds, this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

7.3 Each service committee makes varied use of Earmarked Reserves, each very specific to the nature of the services that they provide

7.4 Earmarked reserves enable flexibility in approach to financial and service pressures, allowing the council to respond in a timely manner.

7.5 It therefore follows that there are a variety of different categories of earmarked reserves that we hold:

- Shorter Term Service Commitments
- Reserves to smooth the revenue impact of longer term cyclical costs
- Trading or business unit reserves
- Sums set aside for major schemes such as capital projects
- Longer term strategic or corporate reserves
- External grant funding where expenditure has yet to be incurred

7.6 In the Original Estimate for 2016/17 this committee planned to use £132,920 from earmarked reserves to support its net expenditure. Looking forward to 2017/18, the proposal included in the estimates is that this committee use £172,130 from earmarked reserves to support its spending.

7.7 The table below provides a summary of the DRAFT Original Estimate for 2017/18 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	DRAFT Original Estimate 2017/18	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	2,061,330	
FNBAL/H326 Performance Reward Grant (PRG) Reserve	-53,500	Reserve established from money payable by Central Government for the achievement of targets contained within Local Area Agreements. This contribution from the reserve represents the estimated revenue expenditure in 2017/18
FNBAL/H362 IER Reserve	-1,420	Reserve established from grant received for the implementation of individual electoral registration. This contribution from the reserve represents the estimated balance left in the reserve it is to fund the photocopying cost.
FNBAL/H230 Election Fund	22,540	Reserve established from monies set aside on an annual basis to smooth out the cost of local elections. This contribution represents the annual contribution to the reserve for the financial year 2017/18.
FNBAL/H269 Revaluation Reserve	2,060	Reserve established from monies set aside on an annual basis to smooth out the costs of revaluation of assets carried out every five years. This contribution represents the annual contribution to the reserve for the financial year 2017/18.
FNBAL/H326 VAT Shelter Reserve	158,000	As part of the housing stock transfer to a social housing landlord an VAT shelter agreement was established. The council receives an annual payment from the landlord which is set aside in a reserve. This contribution represents the annual contribution to the reserve for the financial year 2017/18.
FNBAL/H361 Business Rate Volatility Reserve	44,450	Reserve established to protect the council against business rate volatility. This contribution to the reserve is funded from the removal of the budget for discretionary rate relief, additional income from business rate pooling administration fees, less the additional cost of subscriptions to the CIPFA Financial Advisory Network.
Committee Net Cost of Services after Movements on Earmarked Reserves	2,233,460	

8 KEY VARIATIONS

- 8.1 The net expenditure for this committee has decreased by £56,664 after allowing for associated movements on earmarked reserves. The main reasons for this net decrease are summarised in the table below.

Description	Variance Original Estimate 2016/17 to DRAFT Original Estimate 2017/18 £
CEEXEC: Chief Executives Department	
Savings in employee costs due to a restructure of building control section, partly offset by increase due to a previous grant funded post being brought into main stream funding.	-17,430
CLOFF: Council Offices	
Reduction in provision for depreciation due to a past scheme needing to be reclassified from equipment and materials to land and buildings resulting in a longer life span, and therefore lower annual charge.	-18,780
Additional income from rent of facilities to Department for Work and Pension.	-23,000
COMPR: Computer Services	
Reduction in provisions for hardware and software maintenance, consumables and government connect cost, to bring estimates in line with previous years spending profile	-18,460
Increase in staffing costs due to extension of apprentice post	8,350
Increase in depreciation resulting from 2016/17 ICT Infrastructure capital scheme.	8,260
ELECT: Register of Electors	
Increase in provision for postage costs reflecting previous spending profiles	10,110
ESTAT: Estates	
Increase in depreciation reflecting change in classification of physio centre and garage sites	13,340

Description	Variance Original Estimate 2016/17 to DRAFT Original Estimate 2017/18 £
FGSUB: Grants & Subscriptions - Policy & Finance	
Provision for grants to precepting bodies increased by transferring the provision for grant funding the parish lengthsman scheme from planning committee to this committee.	11,060
FMISC: Finance Miscellaneous	
Reduction in income from VAT shelter money paid by Symphony Homes.	22,000
Additional income as a result of hosting the business rate pool, all authorities are charged an administration fee.	-20,000
FSERV: Financial Services	
Savings in staffing costs by reducing contracted hours of procurement post.	-11,940
Increase in staffing costs by employing a modern apprentice	6,560
NNDRC: Non Domestic Rates	
The provision for payment of business rates discretionary grants has been removed as it is no longer needed under the recent business rates retention scheme	-26,750
RURAD: Rural Areas Delivery	
This grant was awarded by the government in recognition that council services in rural areas face extra costs. The grant was a late announcement by the government last year and an expenditure budget was included whilst consideration was given as to how it should be treated longer term. The grant will now be used to help support the overall budget, rather than being expended under a seperate cost heading.	-107,254
SUPDF: Superannuation Deficiency Payments	
Reduction in payments due to reducing number of beneficiaries	-11,930
Inflation	
Provision for inflationary increases	132,250
Support Service Costs	
Reduction in support costs	-14,830

9 RISK ASSESSMENT

9.1 The approval of this report may have the following implications

- Resources: approval of the original budget for 2017/18 would see an decrease in net expenditure of £95,874 compared with the original budget for 2016/17 which is £56,664 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

10 RECOMMENDED THAT COMMITTEE

- 10.1 Agree the revenue original estimate for 2017/18 and to submit this to the Special policy and Finance Committee, subject to any further considerations made by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF5-17/TH/AC
12 January 2017

For further background information please ask for Trudy Holderness

BACKGROUND PAPERS - None

Policy and Finance Committee - Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
FGSUB Policy and Finance Committee Grants And Subscriptions	<p>SPARSE Rural (RSN Network) SPARSE are the most comprehensive rural network in England, and the only national network representing service providers, community representatives and national organisations. Their goal is to give rural areas a louder voice and bring rural thoughts and concerns together.</p>	2,180	The service pulls together the work of Rural England and the representative role of the network to enable local authority officers and members, but also a wider network of organisations to effectively network together. By bring together a range of cross sector organisations to facilitate the sharing of information, best practice, innovative ideas and research and analysis to ultimately provide a better service for rural communities.	2003
	<p>North West Employers Organisation North West Employers is a body representing boroughs in Lancashire and Cheshire and other public service providers in the region on people matters and is certified as part of 1974 trade Union and Labour Relation Act.</p>	3,400	North West Employers provide a network of support, advice and consultancy on all people matters, from human resources policy and practice, through to leadership, management development and organisational design and performance. They represent the interest of North West authorities as employers, including consultation on national pay and conditions of service. With the regional trade unions it operates a joint conciliation and dispute resolution process to support authorities.	1994
	<p>Local Government Association (LGA) The LGA is a politically-led, cross-party organisation that seeks to promote local government on behalf of councils to national governments. Its aim is to influence and set the political agenda on issues that matter to councils so they are able to deliver local solutions to national problems</p>	5,750	The LGA are a politically-led,cross-party organisation that works on behalf of councils to ensure local government has a strong credible voice with national government. It aim to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems.	1997

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
FGSUB Policy and Finance Committee Grants And Subscriptions	District Councils' Network The District Councils' Network is a member led network of 199 district councils. It is a special interest group of the LGA, and provide a single voice for district councils within LGA and to Central Government	340	The District Council's Network acts as an informed and representative advocate for districts to government and other national bodies. It responds to government consultations and undertakes research and produces publications on behalf of the sector.	2009
FMISC/ FSERV Finance Miscellaneous / Financial Services	Finance Advisory Network The Finance Advisory Network (FAN) supports and advises subscribers on best practice in finance	3,290	The FAN network provides an advisor service to which the council can put technical queries. It provides a dedicated link with peers around the country and also access to publications and newsletters to keep on top of latest developments., communicate and network	2016

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 11

meeting date: 24 JANUARY 2017
title: LOCAL TAXATION AND COUNCIL TAX WRITE OFFS
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off certain Council Tax and National Non-Domestic Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

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

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

2 BACKGROUND

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

NNDR

2.2 As a matter of law, we are under obligation to take reasonable steps to collect Business Rates debts.

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

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

Council Tax

2.5 As a matter of law, we are under an obligation to take reasonable steps to collect council tax debts.

2.6 We do this by various means, including summonses, Attachment of Earnings, Attachment of Benefits, Attachment of Allowances, distraint of goods, bankruptcy, Charging orders and committal warrants. However, there are some cases where debtors simply leave their property with arrears and where we have no forwarding address, or are declared bankrupt or are deceased with insufficient funds in the estate.

2.7 The onset of the recession has seen more individuals get into financial difficulties.

3 CURRENT POSITION

- 3.1 There are now five cases where the company has been dissolved or liquidated and therefore we need to write off Council Tax and NNDR debts. Annex 1 shows details of the debt we are seeking approval to write off – this totals £21,090.39 and £120 costs.

4 FINANCIAL IMPLICATIONS

- 4.1 Until 31 March 2013 when NNDR debts were written off the costs were met from the non-domestic rate pool.
- 4.2 The new rates retention scheme came into effect on 1 April 2013 and as a result the cost of NNDR write offs are now met in part by central government and in part by local government.
- 4.3 Where Council Tax debts are written off the costs are borne by the Council Tax Collection Fund and therefore fall on local Council Tax payers.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £21,090.39 NNDR debts and £120 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF7-17/ME/AC
13 January 2017

ANNEX 1

Write offs – NNDR

Year	Name	Property	Amount £
DISSOLVED			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2016/17	Fitness Finesse (Clitheroe) Ltd	Unit 2-3, Albion Court, Clitheroe BB7 1NS	1,631.53
2015/16	Sylhet Brasserie Ltd	Spring Mill Hotel, Whalley Road, Langho, Blackburn BB6 8DD	9,913.72
2015/16	Red Mango (Clitheroe) Ltd	Double Tree Indian Restaurant, York Street, Clitheroe BB7 2DL	7,491.30
Total			19,036.55

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2015/16	Pub Solutions North Ltd	Fielden's Arms, Whalley Road, Mellor Brook, Blackburn BB2 7PR	*1,957.58
TOTAL			1,957.58

Write offs – Council Tax

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2015/16	Pub Solutions North Ltd	Fielden's Arms, Whalley Road, Mellor Brook, Blackburn BB2 7PR	*216.26
TOTAL			216.26

*includes £60 costs

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 24th JANUARY 2017
 title: LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW
 – WARDING PROPOSALS
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE
 OFFICER

1 PURPOSE

- 1.1 The 2nd stage of the Local Government Boundary Commission for England's review of Ribble Valley is to respond to the consultation and put forward warding proposals. This report seeks approval for the proposals below.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – A main consideration for Council size is our Governance and decision making arrangements. Retaining 40 Councillors provides efficient and effective representation to the public.
 - Corporate Priorities –
 - Other Considerations - The distribution of the 40 Councillors has been considered - ensuring electoral equality and community representation.

2 BACKGROUND

- 2.1 The Local Government Boundary Commission for England (LGBCE) confirmed, following its meeting on 15th November, that they agreed with the Council's size submission - this being 40 elected members. They also advised that there was some flexibility if, when the Council looked at making its proposals, the Council felt that more or less Councillors would be a better reflection of communities (indicating between 38-42 would be acceptable).
- 2.2 The LGBCE launched the consultation process on 22nd November and this runs until 30th January. The consultation can be found at - <https://www.lgbce.org.uk/current-reviews/north-west/lancashire/ribble-valley>
- 2.3 In order to meet the Commission's submission deadline for our warding proposals, the proposals need to be agreed by this committee.

3 THE PROPOSALS

- 3.1 The Council's Boundary Review working group has met several times and recognised that changes are required in order to gain electoral equality across the borough (see Appendix A for minutes of the working group). Some wards are already outside the +/- 10% variance and other wards will be by 2022 following expected development. The electoral forecast for 2022 is 48,027 which equates to 1,201 electors per Councillor (currently 1136).
- 3.2 The current warding structure of the Borough is set out below:-

Ward	Number of Members
Aighton, Bailey and Chaigley	1
Alston and Hothersall	2
Billington and Old Langho	2
Bowland, Newton and Slaidburn	1
Chatburn	1
Chipping	1

Ward	Number of Members
Clayton-le-Dale with Ramsgreave	2
Derby and Thornley	2
Dilworth	2
Edisford and Low Moor	2
Gisburn, Rimington	1
Langho	2
Littlemoor	2
Mellor	2
Primrose	2
Read and Simonstone	2
Ribchester	1
Sabden	1
Salthill	2
St Mary's	2
Waddington and West Bradford	2
Whalley	2
Wilpshire	2
Wiswell and Pendleton	1

- 3.3 The working group has reviewed the wards, with support from officers, and now makes the following proposals.
- 3.4 Having considered the forecast electorate and warding it is recommended that remaining with 40 Councillors would provide efficient and effective representation to the public and best enable appropriate warding proposals. Calculations based on alternative numbers of Councillors, for example 41, didn't work across the borough and in some wards created even bigger variances.
- 3.5 The review started by looking at the wards at the outermost edges of the borough in the north east and south west of the borough - as there is less scope for changes to boundaries in these areas due to being surrounded by other boroughs. The following information is provided to illustrate the working group's considerations for each area.

Mellor

- 3.6 The ward forecast produces a future variance of -12%. Adding the Osbaldeston area to the ward reduces the variance to -6%. The other option would be to add Ramsgreave, but this would make the new ward too big. It is proposed to add Osbaldeston to the current Mellor ward, retaining 2 members.

Clayton-le-Dale with Ramsgreave and Wilpshire

- 3.7 Removing Osbaldeston from the Clayton-le-Dale with Ramsgreave ward creates a forecast electorate too small for 2 members. Removing Ramsgreave and joining it with Wilpshire (renamed Wilpshire and Ramsgreave) creates a 2 member ward with a variance of 8% and leaves a renamed Clayton-le-Dale and Salesbury, a 1 member ward with a variance of 3%.

Read and Simonstone

- 3.8 The forecast produces a future variance of -18% in this ward. To reduce this variance, maintaining a 2 member ward, the only option is to add some electors from either of the two neighbouring wards. It is proposed that 75 electors are added from the Portfield Bar area of the Whalley ward (see Map A). This has the effect of reducing the variance to -15%. Options are limited in this area to further reduce the variance.

Chatburn

- 3.9 The forecast produces a future variance of -15% in this ward. It is proposed that Mearley and Worston are added to reduce the variance to -8%. The two areas naturally fit with Chatburn, Downham and Twiston.

Wiswell and Pendleton

- 3.10 Removing Mearley and Worston from the current Wiswell and Pendleton ward reduces the number of forecasted electors to 1882. This is too many for a 1 member ward and too few for a 2 member ward. It was noted that the ward boundary goes through the middle of the proposed Barrowlands development. It is therefore suggested that a more natural boundary between the wards of Whalley and Barrow would be the A59. Therefore it is proposed that 410 electors are added to Barrow from Whalley to create a 2 member ward (renamed Wiswell and Barrow) with a variance of -5%.

Aighton, Bailey and Chaigley

- 3.11 It was considered reasonable to put Mitton and Little Mitton with the rest of the Bashall Eaves and Mitton Parish. By also adding Waddington and Bowland Forest LD to Aighton, Bailey and Chaigley a 2 member ward could be created. However, the working group felt there was an opportunity to create 2 new single member wards. These being Waddington, Bashall Eaves and Mitton (with a 2% variance) and Hurst Green and Whitewell which would incorporate Hurst Green/Stonyhurst, Chaigley, Dutton and Bowland Forest LD (with a -9% variance).

Bowland, Newton and Slaidburn

- 3.12 The forecast for the current ward produces a future variance of -14%. The removal of Bowland Forest LD increases this variance. It is proposed that Sawley joins with Bolton-by-Bowland, Newton-In-Bowland, Easington and Slaidburn to create a 1 member ward (renamed Bowland) with a variance of -2%.

Waddington and West Bradford

- 3.13 It is proposed that by removing Waddington and Sawley from Waddington and West Bradford a new single member ward of Grindleton and West Bradford is created with a variance of 3%.

Langho and Billington and Old Langho

- 3.14 The forecast produces a future variance of -25% for Langho. It is proposed to put Dinckley and Brockhall and Old Langho together to create a 1 member ward with a variance -7% (renamed Brockhall and Dinckley). This leaves Billington and Langho with a forecast electorate of 3182, which is too large for a 2 member ward. Taking into consideration the reduced electorate of the altered Whalley area it was considered reasonable to add some of the Billington area (the area south east of the railway line around Painter Wood) to Whalley which has the result of reducing the forecast electorate to create a 2 member ward (renamed Billington and Langho) (see Map B).

Whalley

- 3.15 Removing the area around Portfield Bar, Mitton and Little Mitton, and the area around the Eagle at Barrow from the Whalley ward and adding the Painter Wood area from Billington and Old Langho creates a ward electorate around 3687. This equates to 3 elected members. Consideration was given to the best way distribute 3 members to the ward – ie a 3 member ward or to split Whalley in to 3 single member wards. Pros and cons for each approach were discussed by the working group and the decision was made to propose a new single member ward to be called Whalley Nethertown. This would cover the area west of the railway line incorporating Nethertown and Calderstones. The remainder of the Whalley area would be a 2 member ward (renamed Whalley and Painter Wood) (see Map A).

Clitheroe

- 3.16 The 5 wards of Clitheroe, being Edisford and Low Moor, Littlemoor, Primrose, Salthill and St Mary's, were considered by the working group as a whole as they make-up Clitheroe Town Council.

- 3.17 The group considered that some change was inevitable as two of the wards have a forecast electorate greater than the 10% variance – Edisford and Low Moor (11%), and Primrose (19%). Littlemoor ward is also likely to see further growth due to future development on the Standen site (beyond the 6 year scope of this review).
- 3.18 To reduce the large variance in the Primrose ward it is necessary to add some electors to either of the neighbouring wards. It is therefore proposed that area C moves to the Littlemoor ward and area B moves to the Edisford and Low Moor ward. This reduces the variance in the Primrose ward to a more acceptable 10%, but has the effect of raising variances in these 2 wards and necessitates moving some electors into the 2 remaining wards which are forecasted to have lower variances. Therefore it is proposed that area A moves from Edisford and Low Moor in to St Mary's, which creates variances of 5% and 10% respectively, and area D is proposed to move from Littlemoor to Salthill, creating variances of 1% and 3% respectively.(see Map C).

Remaining wards

- 3.19 It is recommended that there are no changes made to the following wards as the forecast electorate is within the tolerance range – see table below.

Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Gisburn, Rimington	SK1	Gisburn	Gisburn	1115	1	-7%
	SK2	Horton	Horton			
	SL1	Middop	Rimington and Middop			
	SL2	Rimington	Rimington and Middop			
	SM1	Newsholme	Newsholme			
	SM2	Paythorne	Paythorne			
	SE	Gisburn Forest	Gisburn Forest			
Sabden	CJ	Sabden	Sabden	1164	1	-3%
Alston and Hothersall	CG	Alston	Longridge TC	2168	2	-10%
	CX1	Hothersall				
Ribchester	CX2	Ribchester	Ribchester	1192	1	-1%
Dilworth	CH1	Dilworth	Longridge TC	2192	2	-9%
Derby and Thornley	CH2	Derby	Longridge TC	2487	2	4%
	CN	Thornley	Thornley with Wheatley			
Chipping	SG	Bowland Forest HD	Forest of Bowland HD	1170	1	-3%
	CM1	Bowland	Bowland with Leagram			
	CM2	Leagram	Bowland with Leagram			
	CM3	Chipping	Chipping			

- 3.20 Below is a summary of the proposed changes to existing wards, which can also be seen on Map D.

New Ward	Old Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Wiswell and Barrow	Wiswell and Pendleton	CQ	Barraclough	Pendleton	2292	2	-5%
		CR	Pendleton	Pendleton			
		CS	Wiswell	Wiswell			
		CT1	Barrow	Barrow			
	Whalley		Area around Eagle at Barrow, Lamb Roe, and Barrowlands	Whalley			
Chatburn	Chatburn	CO	Chatburn	Chatburn	1104	1	-8%
		CP1	Downham	Downham			
		CP2	Twiston	Twiston			
	Wiswell and Pendleton	CU1	Mearley	Mearley			
		CU2	Worston	Worston			
Grindleton and West Bradford	Waddington and West Bradford	SN	Grindleton 1	Grindleton	1237	1	3%
		SO	Grindleton 2	Grindleton			
		SP	West Bradford	West Bradford			
Hurst Green and Whitewell	Aighton, Bailey and Chaigley	CK	Hurst Green/ Stonyhurst	Aighton, Bailey and Chaigley	1089	1	-9%
		CL	Chaigley	Aighton, Bailey and Chaigley			
		CW	Dutton	Dutton			
	Bowland, Newton and Slaidburn	SH	Bowland Forest LD	Forest of Bowland LD			
Waddington, Bashall Eaves and Mitton	Aighton, Bailey and Chaigley	SA	Bashall Eaves	Bashall Eaves and Mitton	1228	1	2%
	Whalley	SB	Mitton	Bashall Eaves and Mitton			
	Waddington and West Bradford	SC	Waddington	Waddington			
	Whalley	CT2	Little Mitton	Bashall Eaves and Mitton			
Brockhall and Dinckley	Billington and Old Langho	DK	Brockhall and Old Langho	Billington and Langho	1116	1	-7%
	Langho	DG	Dinckley	Dinckley			
Billington and Langho	Billington and Old Langho	DE	Billington	Billington and Langho	2662	2	11%
	Langho	DF	Langho	Billington and Langho			
Clayton-le-Dale and Salesbury	Clayton-le-Dale with Ramsgreave	DH	Clayon-le-Dale	Clayton-le-Dale	1236	1	3%
		DI	Salesbury	Salesbury			

New Ward	Old Ward	Polling District Reference	Area Name	Parish	Forecast Ward Electorate	Number of Members	Variance
Mellor	Mellor	DA	Balderstone	Balderstone	2257	2	-6%
	Mellor	DB	Mellor	Mellor			
	Clayton-le-Dale with Ramsgreave	DC	Osbaldeston	Osbaldeston			
Wilpshire and Ramsgreave	Wilpshire	DJ	Wilpshire	Wilpshire	2586	2	8%
	Clayton-le-Dale with Ramsgreave	DD	Ramsgreave	Ramsgreave			
Read and Simonstone	Read and Simonstone	CY	Simonstone	Simonstone	2053	2	-15%
		CI	Read	Read			
	Whalley		Area around Portfield Bar	Whalley			
Whalley Nethertown	Whalley	CV	Nethertown	Whalley	1310	1	9%
Whalley and Painter Wood	Whalley	CV	Whalley	Whalley	2377	2	-1%
	Billington and Old Langho		Area around Painter Wood and Whalley Road up to railway line	Billington and Langho			
Edisford and Low Moor	Edisford and Low Moor	CA	Edisford	Clitheroe TC	2529	2	5%
		CB	Low Moor	Clitheroe TC			
Littlemoor	Littlemoor	CE	Littlemoor	Clitheroe TC	2427	2	1%
Primrose	Primrose	CF	Primrose	Clitheroe TC	2644	2	10%
Salthill	Salthill	CD	Salthill	Clitheroe TC	2463	2	3%
St Mary's	St Mary's	CC	St Mary's	Clitheroe TC	2639	2	10%
Bowland	Bowland, Newton and Slaidburn	SD	Bolton-by-Bowland	Bolton-by-Bowland. Gisburn Forest and Sawley	1172	1	-2%
	Bowland, Newton and Slaidburn	SJ	Newton-in-Bowland	Newton-in-Bowland			
	Bowland, Newton and Slaidburn	SI1	Easington	Slaidburn and Easington			
	Bowland, Newton and Slaidburn	SI2	Slaidburn	Slaidburn and Easington			
	Waddington and West Bradford	SF	Sawley	Bolton-by-Bowland. Gisburn Forest and Sawley			

3.21 During the review process several parish boundary anomalies have come to light, for example the ward boundary splitting The Rydings between the Wilpshire and Langho wards. It is proposed that these anomalies will be reviewed in a separate Community

Governance review to be carried out at a future date.

3.22 It is emphasised that as a result of this ward boundary review no elector will be changing parish.

4 NEXT STAGES

4.1 The Council's approved proposals in respect of ward numbers, boundaries and names, will be submitted to the LGBCE by the 30th January.

4.2 Following the submission of the Council's warding proposals the LGBCE will consider our views alongside all the other responses they have received. The LGBCE will then put forward their recommendations and there will be a further consultation period on these draft recommendations, which will run between 11th April and 19th June 2017.

5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications

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

6 RECOMMENDATION

6.1 Consider the warding proposals and approve the submission of these proposals to the LGBCE.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF: MH/P&F/

For further information please ask for Michelle Haworth, extension 4421

MINUTES OF RV BOUNDARY REVIEW WORKING GROUP HELD ON 20 OCTOBER 2016 – 4.30pm

PRESENT:

Cllr Simon Hore (Chair)	Marshal Scott
Cllr Terry Hill	Michelle Haworth
Cllr Robert Thompson	
Cllr Alison Brown	
Cllr Maureen Fenton	
Cllr Allan Knox	

APOLOGIES

Received from Cllr Ken Hind

PURPOSE OF THE WORKING GROUP

- To consider and make recommendations to Policy & Finance Committee on the Local Government Boundary Commission review of Ribble Valley.
- To consider and make recommendations to Policy & Finance committee on the Parliamentary Boundary review in respect of the Ribble Valley Constituency

PARLIAMENTARY BOUNDARY REVIEW

The proposal is to change the Ribble Valley constituency from being RV together with parts of South Ribble to Ribble Valley being split into Clitheroe & Colne and North Lancashire to enable the number of MPs to be reduced from 650 to 600.

Our initial response to the Commission following the Council meeting on 27 September 2016 was that

- The Council rejects the Boundary Commission's proposals for RV
- Urges the Commission to consider counter proposals that keep the RV borough on one parliamentary constituency to be called Ribble Valley
- And that we will be submitting submissions proposals that
 - Are based upon community interest keeping the new constituency within the borough
 - Will avoid the new constituency covering more than two local authorities areas
 - Will keep the numbers in the new constituency within the tolerance level of 71,031 and 78,507
 - Will minimise the amount of change and voter movement from the existing RV Parliamentary constituency to the proposed new one

Marshal felt it was important that the Council submit a response, but that it was also appropriate that all political parties should submit their own responses which may well differ.

He reported that in his view it would be difficult to administer an election covering up to 4 district areas (North Lancashire) and the assumption is that under the proposed new constituencies that it wouldn't be RV that would administer either of them.

Cllr Fenton reported that the Labour view was one of acceptance of the new proposals.

Cllr Allan Knox felt that the RV was better connected to Fulwood/North Preston as it used to be some years ago or to remain with South Ribble as it is currently as this already matches the numbers required. It should only be RV plus one other authority.

The Conservative group had considered the constituencies for Lancashire as a whole jigsaw and felt that the whole of RV should only be linked with one other authority to make up the numbers and that the best option would be with parts of west Hyndburn (Baxenden, Church. Immanuel, Netherton, Overton, Rishton, St Andrew's and St Oswald's) This would bring the new constituency within the right tolerance level at 77,634.

The recommendation to Policy & Finance would be the proposal of the Conservative group.

LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW

The LGBCE had confirmed that RVBC is in its ward boundary review programme for 2016/17.

The Council had already submitted a document informing the LGBCE that it had agreed to retain 40 councillors as well as submitting maps of parish ward and polling district boundaries, the electoral register, annual governance statement and Orders regarding parish names, ward , councillors etc. A decision was expected from the LGBCE on 15 November regarding the number of councillors and the other submissions would be used to inform our position and then to enable the consultation.

The electoral forecast for 2022 is 48,027 which equates to 1,201 electors per councillor (40).

Wards need to be within a +/- 10% variance. These can be made up of 1/2/3 member wards. At the present time there are several wards that fall outside this variance and there is therefore the need to re-draw the ward boundaries.

Marshal reported that to meet the Commission's deadline our warding proposals would need to be agreed by Policy & Finance committee on 24 January 2017.

The Chairman suggested a starting point might be to consider the 4 new county council divisions which had recently been approved as building blocks. He also suggested that the variance should be kept to +/- 5% where possible with any more being exceptions. Alterations should only be made where needed unless it was to the advantage of the neighbouring ward.

Michelle Haworth would make herself available to councillors if they needed help.

It was agreed that all members should look at the ward boundaries, and after consulting with the appropriate ward councillors come back to the next meeting with some draft proposals for consideration by the working group.

DATE OF NEXT MEETING

The next meeting will be held at **4.30pm on Thursday 17 November 2016** in the meeting room, level D of the Council Offices

The meeting closed at 6.10pm

MINUTES OF RV BOUNDARY REVIEW WORKING GROUP HELD ON 17 NOVEMBER 2016 – 4.30pm

PRESENT:

Cllr Simon Hore (Chair)	Marshal Scott
Cllr Ken Hind	Michelle Haworth
Cllr Alison Brown	
Cllr Allan Knox	
Cllr Maureen Fenton	

APOLOGIES

Received from Councillors Terry Hill and Robert Thompson

PURPOSE OF THE WORKING GROUP

- To consider and make recommendations to Policy & Finance Committee on the Local Government Boundary Commission review of Ribble Valley.

LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW

The LGBCE had confirmed, following its meeting on 15th November, that they agreed with the Council's size submission - this being 40 elected members. They also advised that there was some flexibility if, when the Council looked at making its proposals, the Council felt that more or less Councillors would have a better reflection of communities (between 38-42).

The LGBCE will launch the consultation process on 22nd November and this will run until 30th January.

Marshal reported that to meet the Commission's deadline, of making a response to the consultation process, our warding proposals would need to be agreed by Policy and Finance committee on 24 January 2017.

Cllrs Knox and Hore have reviewed the wards with support from Michelle Haworth. Cllr Knox had concentrated on the Clitheroe wards and Cllr Hore had looked at the remainder of the borough.

Proposals were discussed in detail and several changes were suggested. The group agreed that Clitheroe should be represented by 10 Councillors and be covered by 5 wards. It was discussed in detail whether the Council should propose that Whalley be a 3 member ward or split to be 3 single member wards. Michelle Haworth is to do some further investigation into how this could work. Michelle will also make the suggested amendments and circulate an updated spreadsheet to the working group members.

Marshal reminded the working group that we can't change parish boundaries as part of this process but parishes can be warded.

It was agreed that all members should receive an update on the progress of the review and that each political group would communicate and discuss the proposed changes to its members to report back to the next meeting.

DATE OF NEXT MEETING

The next meeting will be held at **4:00pm on 8th December in the meeting room, level D** of the Council Offices

The meeting closed at 5:45pm

MINUTES OF RV BOUNDARY REVIEW WORKING GROUP HELD ON 8 DECEMBER 2016 – 4.00pm

PRESENT:

Cllr Simon Hore (Chair)	Marshal Scott
Cllr Ken Hind	Michelle Haworth
Cllr Alison Brown	
Cllr Allan Knox	
Cllr Robert Thompson	
Cllr Terry Hill	

APOLOGIES

None received

PURPOSE OF THE WORKING GROUP

- To consider and make recommendations to Policy & Finance Committee on the Local Government Boundary Commission review of Ribble Valley.

LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW

Marshal reported that to meet the Commission's deadline, of making a response to the consultation process, our warding proposals would need to be agreed by Policy and Finance committee on 24 January 2017.

The Boundary Commission had written to all parishes separately asking for their comments on the review.

Cllrs Knox, Hore and Hind had reviewed the wards with support from Michelle Haworth.

Proposals were discussed in detail and the suggested changes were agreed apart from the Clitheroe wards. It was proposed that Whalley would be split into 2 wards with one being a 1 member ward (Nethertown) and the other a 2 member ward. Wherever a ward boundary was changed to move it into a new one the parish would need to be warded until such time as a Community Governance review could be carried out. It was suggested that this be done after the Boundary review process had been completed.

Councillor Knox's proposals for Clitheroe moved the whole of the town centre into one ward instead of being split 4 ways but it was felt that it might be better to keep as much the same as possible so as to minimize the upheaval. More work needed to be done on this area. Cllr Hind would email his proposals to Cllr Knox for him to consider.

The changes made to all except Clitheroe were agreed. The proposed changes to Clitheroe would be considered at the next meeting.

DATE OF NEXT MEETING

The next meeting will be held at **4:00pm on 9th January 2017 in the meeting room, level D** of the Council Offices

The meeting closed at 5:00pm

MINUTES OF RV BOUNDARY REVIEW WORKING GROUP HELD ON 9 JANUARY 2017 – 4.00pm

PRESENT:

Cllr Simon Hore (Chair)	Marshal Scott
Cllr Ken Hind	Michelle Haworth
Cllr Alison Brown	
Cllr Allan Knox	
Cllr Robert Thompson	
Cllr Terry Hill	
Cllr Maureen Fenton	

APOLOGIES

None received

PURPOSE OF THE WORKING GROUP

- To consider and make recommendations to Policy & Finance Committee on the Local Government Boundary Commission review of Ribble Valley.

LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW

Marshal reported that to meet the Commission's deadline of making a response to the consultation process, our warding proposals would need to be agreed by Policy and Finance committee on 24 January 2017. Michelle had done a draft report for the working group to consider.

The Boundary Commission had written to all parishes separately asking for their comments on the review.

Following on from the last meeting Cllr Knox had now revised his proposals for Clitheroe slightly to ensure that St Mary's church remained in St Mary's ward along with a few other tweaks. Cllr Hind had reviewed these proposals and felt that they were a good re-arrangement of the boundaries that allowed for the future growth area of Standen in the Littlemoor ward.

The changes made to the Clitheroe boundaries were agreed.

The changes to the Whalley boundaries were re-confirmed.

The changes to the Billington/Langho boundaries were re-confirmed. (check pink leg)

Warding issues would be left to the Boundary Commission to make recommendations.

Names of wards were discussed and agreed as had been suggested by Michelle in her draft report with the exception of

- Wiswell & Barrow – Cllr Thompson to report back
- Hurst Green – to be Hurst Green & Whitewell
- West Bradford & Grindleton to be Grindleton & West Bradford
- Brockhall & Old Langho to be Brockhall & Dinckley
- Whalley to be Whalley & Painterwood

It was important to note that nobody moves parish as part of this review.

The report would now be presented to Policy & Finance committee for approval before being submitted to the Boundary Commission. The Boundary Commission will consider all the responses received and make proposals that the Council will then get a chance to comment upon.

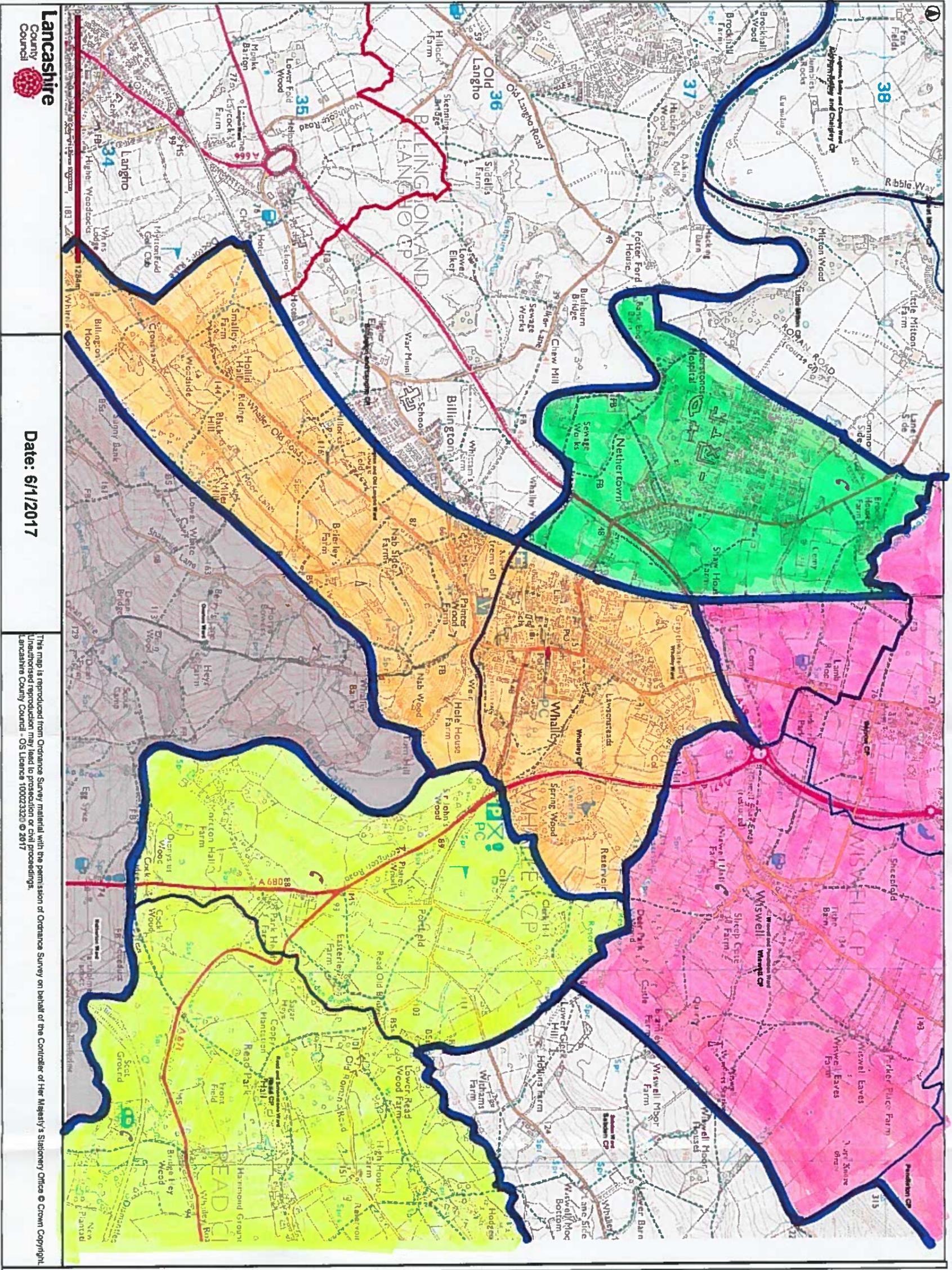
Marshal encouraged the councillors to also make representations from their own political groups to the Boundary Commission in support of the Borough Council proposals if that was their stance.

DATE OF NEXT MEETING

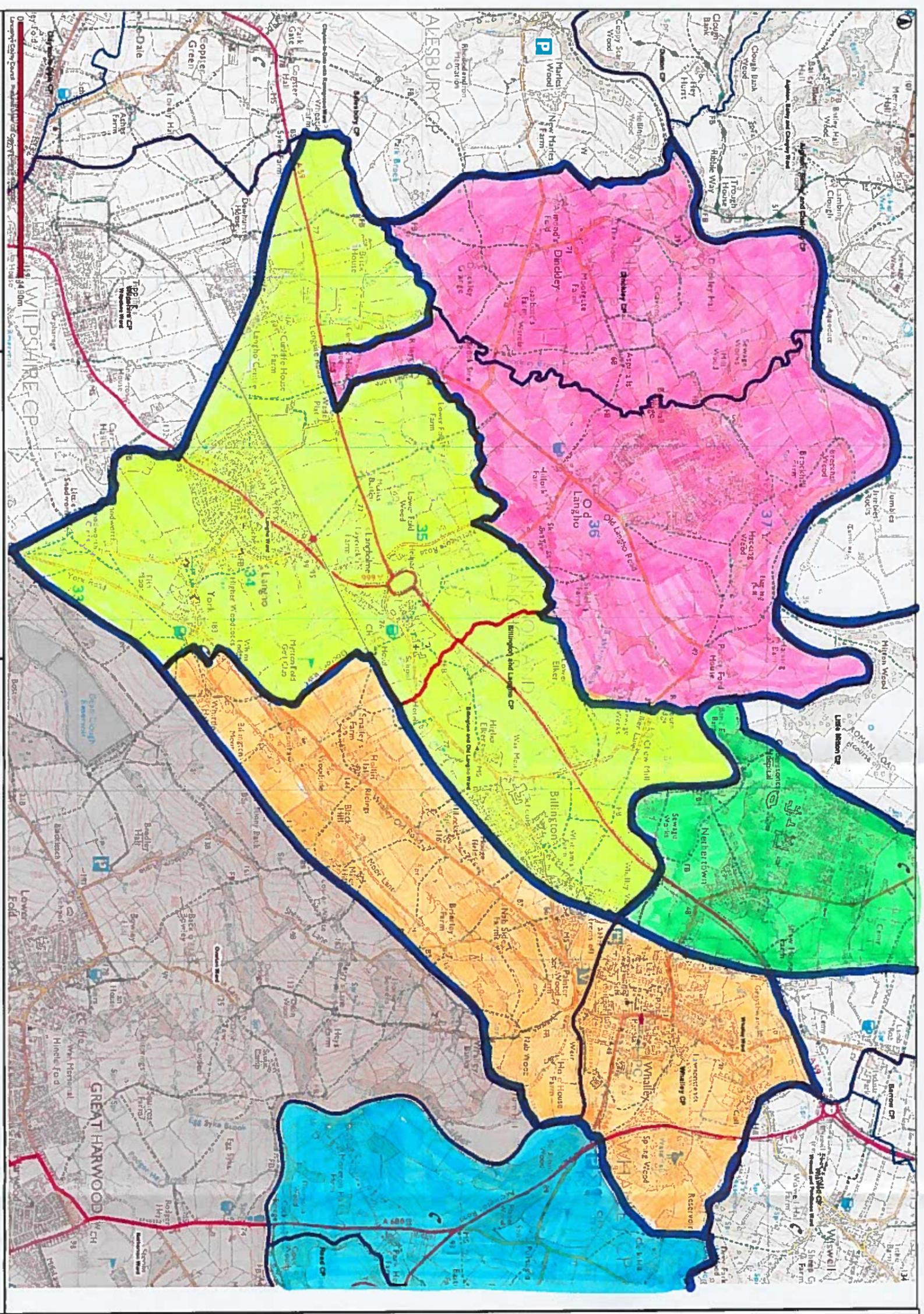
Another meeting would be held once the proposals were received from the Boundary Commission.

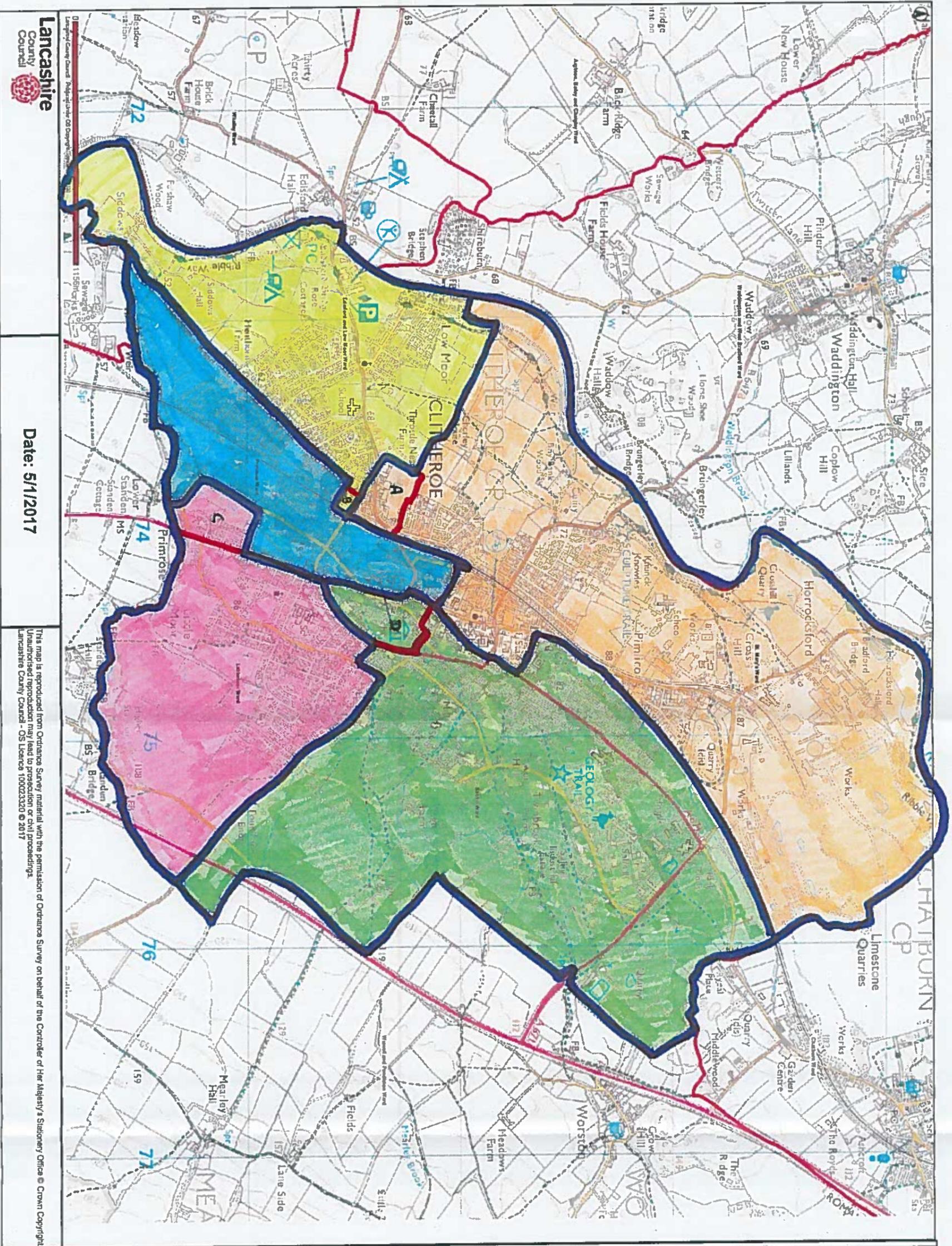
The meeting closed at 4:40pm

- Whalley Nether town
- Whalley and Painter Wood
- Read and Simon Stone
- Wiswell and Barrow



- Brocknall and Dinkley
- Billington and Langto
- Whalley and Painter Wood
- Whalley Netherfarn
- Reed and Simonstone





- Littlemoor
- Primrose
- Edisford and Low Moor
- St Mary's
- Saltmill
- proposed ward boundary
- existing ward boundary

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 24th JANUARY 2017
 title: ANNUAL REVIEW OF 2015-2019 CORPORATE STRATEGY
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

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

2.2 The Strategy contains:

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

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

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

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

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

3 GENERAL COMMENTS

- 3.1 There are a number of unknowns and changes in the external environment which may impact on the Council and how it carries out its business. What is known for certain is that there will be ever decreasing resources available for the Council to deliver its priorities. The Strategy has been written to clearly identify priorities, whilst allowing for flexibility as national policy evolves.
- 3.2 The review concluded that the Council's priorities and objectives have not changed and therefore no amendments were required to these. One key action regarding the redevelopment of the Clitheroe Market area has been amended.

4 RISK ASSESSMENT

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

5 IT IS RECOMMENDED THAT COMMITTEE

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

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF:

For further information please ask for Michelle Haworth, extension 4421

Our Vision

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



Foreword

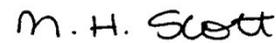
Welcome to Ribble Valley Borough Council's Corporate Strategy for 2015 - 2019.

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

Cllr Stuart Hirst
Leader of the Council



Marshal Scott
Chief Executive



What communities are telling us

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

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

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

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

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

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

The Ribble Valley Sustainable Community Strategy 2014 - 2017

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

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

- Health and Older People
- Facilities

Our Priorities

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

<p>Priority 1 To ensure a well-managed council providing efficient services based on identified customer needs</p>	<p>Priority 2 To sustain a strong and prosperous Ribble Valley</p>	<p>Priority 3 To help make people's lives safer and healthier</p>	<p>Priority 4 To protect and enhance the existing environmental quality of our area</p>	<p>Priority 5 To match the supply of homes in our area with the identified housing needs</p>

Core Values

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

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

Our approach to Equality and Diversity

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

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

To enable all residents to have access to information and equal access to our services, Ribble Valley Borough Council uses plain English in the information it publishes. Where a customer is experiencing any difficulties assistance suited to the person's needs is available. Information, on request and where appropriate, will be provided in different

languages and formats and through a range of media. Feedback is also accepted through a variety of different routes taking account of individual customer's preferences or needs.

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

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



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

This is the Council's overarching corporate priority.

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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



Priority 2 - To sustain a strong and prosperous Ribble Valley

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

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

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

Our objectives:

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

Our key actions:

- To embrace the localism agenda and encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
- To consider our response to the public consultation exercise regarding the redevelopment of the Clitheroe market area
- To develop, with relevant partners, additional measures to support the visitor economy
- To identify options and support the delivery of employment land
- To work with the County Council and other providers to improve the local infrastructure
- To support the delivery of the Standen Strategic Site, working with partners to ensure development is timely, of good quality and delivers the necessary infrastructure

Our key measures of success

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



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

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

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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



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

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

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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



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

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

Our objectives:

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

Our key actions:

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

Our key measures of success

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

How to contact us

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

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

Tel: 01200 425111

Email: michelle.haworth@ribblevalley.gov.uk

Web: www.ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 15

meeting date: 24 JANUARY 2017
title: COUNCIL TAX BASE 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To inform members of the council tax base for the next financial year (2017/18).

1.2 Relevance to the Council's ambitions and priorities:

- The Council has a statutory duty to set its tax base. The revenue raised from council tax is used to finance the Council's priorities, objectives and ambitions.

2 BACKGROUND

2.1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992 (the council tax base regulations), made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.

2.2 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and major precepting authority's band D council tax.

2.3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the authority's estimated collection rate for the year.

2.4 The relevant amounts are calculated as

- number of chargeable dwellings in each band shown on the valuation list on a specified day of the previous year,
- adjusted for the number of discounts, and reductions for disability, that apply to those dwellings

2.5 Significant changes were introduced in 2013/14 affecting how we calculate our tax base, these were:

- The impact of our local council tax support scheme
- The impact of any new flexibilities under the technical changes to council tax

3 THE CALCULATION OF OUR TAX BASE 2017/18

3.1 The calculation briefly comprises:

a) The number of properties in each valuation band shown on the valuation list.

b) Less the number of dwellings that are exempt where, for example, properties are unoccupied and unfurnished for a period of less than six months.

c) Adjustments for properties where disabled relief applies.

d) Deductions in respect of discounts:

	Discount Allowed
Single Persons	25%
Empty Dwellings Not Exempt	50%
Dwellings Where All Residents Are Disregarded	50%
Dwellings Occupied Wholly by Students	100%

e) Deductions in respect of the discount given under the local council tax support scheme

f) Adjustments

- Dwellings coming on or moving off the list.
- Changes in the number of discounts.
- Allowance for appeals against the valuation banding.

g) The resultant figure is then multiplied by the appropriate quotient for that band to give the band D equivalent, e.g.:

$$\text{Band A} \times \frac{6}{9} = \text{Band D Equivalent} \quad \text{Band H} \times \frac{18}{9} = \text{Band D Equivalent}$$

h) A special reduction applies for disabled persons living in band A properties, they pay 5/9ths of the band D charge.

i) Finally, an aggregate of each band is then multiplied by the assumed collection rate to give the taxbase for that parish.

This calculation is then repeated for each parish and town.

The final sum equals the Council's taxbase. For 2017/18 this will be 22,481, compared with a tax base for 2016/17 of 22,024. This is an increase of 457 Band D equivalents or 2%.

4 LOCAL GOVERNMENT FINANCE ACT 2012

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

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

- 4.3 From 1 April 2013, local authorities can also set an ‘empty homes premium’ for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability.
- 4.4 In 2013/14, ie the first year of the new changes, the Council agreed to leave the rates of our current discounts/exemptions unchanged.
- 4.5 In 2014/15 however the Council, after detailed consideration, implemented the following change:
- For long term empty properties (empty from 6 months upto 2 years) remove the current 50% discount ie owners are liable for the full 100% council tax due
- 4.6 There are no proposals to change our current discounts for 2017/18.
- 4.7 Annex 1 shows how this total council tax base of 22,481 is broken down by parish.

5 LOCAL COUNCIL TAX SUPPORT (LCTS)

- 5.1 The impact of council tax support on our tax base means that overall our figure is reduced by 1,170 Band D equivalents. This is because the scheme is now operated as a discount against an individual’s council tax rather than paid as a benefit as previously.
- 5.2 In 2013/14 we received a grant of £23,000 from the Government to pass on to parish/town councils as compensation towards the impact of this reduction. We as a Council decided to pass on this funding to parishes as intended.
- 5.3 However from 2014/15 no grant was paid by the Government. Instead they stated that this funding had been rolled into council’s overall grant settlement. As such it was impossible to identify how much funding could be attributable to parish/town councils. Whilst some councils paid no funding over we decided to pass over a reduced sum in recognition of the cut in our government funding. We estimated the grant payable as follows:

Year	Grant
2013/14	£23,000
2014/15	£17,034
2015/16	£11,500
2016/17	£5,750

- 5.4 As you can see there will be no grant remaining to pass on to parishes in 2017/18.

6 CONCLUSION

- 6.1 The council tax base for 2017/18 is 22,481.

DIRECTOR OF RESOURCES

PF9-17/JP/AC
13 January 2017

	2017/18 taxbase	2016/17 taxbase	difference
Aighton, Bailey & Chaigley	438	443	-5
Balderstone	197	193	4
Barrow	402	353	49
Bashall Eaves, Great Mitton & Little Mitton	202	202	0
Billington & Langho	2,072	2,032	40
Bolton by Bowland, Gisburn Forest & Sawley	489	477	12
Bowland Forest (High)	75	73	2
Bowland Forest (Low)	81	77	4
Bowland with Leagram	84	83	1
Chatburn	378	374	4
Chipping	488	481	7
Clayton le Dale	509	495	14
Clitheroe	5,097	4,961	136
Dinckley	44	44	0
Downham	49	49	0
Dutton	107	104	3
Gisburn	197	197	0
Grindleton	353	345	8
Horton	46	46	0
Hothersall	75	73	2
Longridge	2,719	2,657	62
Mearley	8	8	0
Mellor	1,000	991	9
Newsholme	20	20	0
Newton	144	145	-1
Osbaldeston	110	110	0
Paythorne	44	44	0
Pendleton	110	106	4
Ramsgreave	281	281	0
Read	555	552	3
Ribchester	655	650	5
Rimington & Middop	236	221	15
Sabden	520	515	5
Salesbury	193	186	7
Simonstone	497	490	7
Slaidburn & Easington	152	154	-2
Thornley with Wheatley	166	160	6
Twiston	37	37	0
Waddington	455	455	0
West Bradford	359	360	-1
Whalley	1,543	1,496	47
Wilpshire	1,072	1,065	7
Wiswell	177	176	1
Worston	45	43	2
	22,481	22,024	457

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 16

meeting date: 24 JANUARY 2017
title: TREASURY MANAGEMENT MONITORING 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2016 to 31 December 2016.
- 1.2 Relevance to the Council's ambitions and priorities:
 - In accordance with the corporate strategy priority -"to ensure a well-managed Council, by maintaining critical financial management and controls." This report provides members with information regarding the treasury management activities for the period.
- 1.3 You have previously approved a treasury management policy in accordance with CIPFA's code of practice on treasury management for Local Authorities.
- 1.4 In accordance with this policy committee should receive a quarterly monitoring report on the Council's treasury management operations.

2 BACKGROUND

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

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

3 PUBLIC WORKS LOAN BOARD

- 3.1 Nationally, bank base interest rates recently changed from 0.5% to 0.25%, after remaining at the same level since March 2009.
- 3.2 This low interest rate has had no immediate effect on the interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), which is all at fixed interest rates. However, it has resulted in a continued low level of income from our temporary investments.
- 3.3 From 1 November 2012, the Government reduced by 20 basis points (0.20%) the interest rates on loans from PWLB. The reduction was to be applicable for those councils that provide 'improved information and transparency' on 'borrowing and associated capital spending plans'.
- 3.4 The discount is being provided largely in return for the government's request for local authorities to voluntarily provide information on their three year plans for borrowing, capital spend, debt financing and also a commentary on the main capital priorities to be financed over the period. By receiving this information the government will be better able to build more robust forecasts of public expenditure.
- 3.5 The returns are requested on an annual basis and must be completed in order to qualify for the certainty discount rate. A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council on the PWLB website.

4 BORROWING REQUIREMENTS

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

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2016	205	7	212
Transactions - New Loans	0	0	0
- Repayments	-18	0	- 18
External debt at 31 December	187	7	194

- 4.2 No temporary loans were taken out during April to December 2016, as was the case in 2015.
- 4.3 The total interest paid on the Council's external debt during the period was £4,949 compared to £5,778, reflecting the fall in external debt.

5 TEMPORARY INVESTMENTS

- 5.1 In accordance with the treasury management policy, surplus funds are temporarily invested via the money market at the best rate of interest available with the minimisation of risk to the capital sum.
- 5.2 The average interest we received on all external investments for the period 1 April 2016 to 31 December 2016 was 0.264%.
- 5.3 The movement in the Council's external investments are shown in Annex 1 and can be summarised as follows:

	Banks/Building Societies £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2016	4,430	1,600	6,030
Transactions - New Investments	54,472	8,675	63,147
- Repayment of Investments	-51,852	-5,425	-57,277
Monies Invested as at 31 December 2016	7,050	4,850	11,900

- 5.4 The following investments were held as at 31 December 2016.

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
19 Dec'16	123	Barclays Bank Plc.	Fixed 15 Feb'17	0.120	900	
12 Dec'16	171	Barclays Bank Plc.	Fixed 15 Feb'17	0.193	850	
						1,750
19 Dec'16	147	Coventry Building Society	Fixed 15 Feb'17	0.230	750	
28 Nov'16	163	Coventry Building Society	Fixed 10 Jan'17	0.220	450	
23 Dec'16	178	Coventry Building Society	Fixed 20 Feb'17	0.220	350	
						1,550
25 Oct'16	92	Bank of Scotland	Fixed 10 Jan'17	0.270	850	
30 Nov'16	165	Bank of Scotland	Fixed 15 Feb'17	0.250	720	
						1,570
25 Oct'16	98	Lloyds Bank Plc	Fixed 10 Jan'17	0.270	750	
28 Oct'16	143	Lloyds Bank Plc	Fixed 19 Jan'17	0.293	1,000	
						1,750
12 Dec'16	172	HSBC Bank Plc	Fixed 9 Jan'17	0.100	150	
19 Dec'16	176	HSBC Bank Plc	Fixed 13 Jan'17	0.100	150	
21 Dec'16	177	HSBC Bank Plc	Fixed 13 Jan'17	0.100	130	
						430
25 Oct'16	126	Police & Crime Commissioner – Manchester	Fixed 23 Jan'17	0.220	2,500	
						2,500
17 Oct'16	136	Barnsley MBC	Fixed 10 Jan'17	0.200	1,350	
						1,350

Date Invested	Nos.	Borrower	Notice	Rate %	£'000	£'000
31 Oct'16	148	Barking & Dagenham Council	Fixed 31 Jan'17	0.260	1,000	
						1,000
Total Investments as at 31 December 2016						11,900

5.5 The total interest received on the Council's external investments during the period was £19,931 compared with £24,423 in the previous year. The reduction in interest received between the two years, which is likely to continue for the remainder of the year, shows the impact of the fall in base rate to 0.25%.

6 PRUDENTIAL INDICATORS

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

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

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in April 2016.

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

6.4 The limits set on interest rate exposures for 2016/17 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	6,764	194
Limits on Fixed Interest Rates	6,764	194
Limits on Variable Interest Rates	1,353	0

- 6.5 The upper and lower limits for the maturity structure of its borrowings for 2016/17 were as follows:

	Upper Limit	Lower Limit	Current Actual
	%	%	%
Under 12 months	20	0	16.65
12 Months and Within 24 Months	20	0	10.77
24 Months and Within 5 Years	40	0	14.67
5 Years and Within 10 Years	30	0	23.80
10 Years and Above	90	0	34.11

- 6.6 The total principal funds invested for a period longer than 364 days was set at nil. This indicator is in place to ensure that the council is aware of the cash-flow implications of investing for periods of longer than 364 days. In lending surplus funds, the council must ensure that it can't be put in a position where it would be forced to realise any of its investments before their maturity. If this were to be the case, the council could find itself with a financial loss.
- 6.7 No investments (excluding our shareholding in the Local Government Bonds Agency (Local Capital Finance Company Ltd) have been made in the period for longer than 364 days.

7 LOCAL GOVERNMENT BONDS AGENCY

- 7.1 The Local Government Bonds Agency is a freestanding independent body owned by the local government sector that will raise money efficiently on the capital markets at regular intervals to on-lend to participating local authorities.
- 7.2 Participating authorities are those local authorities that have invested in the setting up of the Agency or have invested risk capital to capitalise the Agency and fund it through its early years of operations. The agency has been incorporated with the name Local Capital Finance Ltd.
- 7.3 The Agency will offer a viable alternative source of capital funding to councils, other than the Public Works Loans Board (PWLB). Historically we have used the PWLB for our long term borrowing. The Local Government Bonds Agency will be able to offer loans at better or at least equivalent rates to the PWLB and tailor packages to meet the particular needs of participating authorities.
- 7.4 Ribble Valley Borough Council has invested £10,000 in the agency. The Agency is owned by those local authorities that invested in its establishment and those that invest in its capitalisation during its first ten years of operations. Such authorities will become shareholders in the Agency and therefore we, as other authorities, will have our say in the way it is run.
- 7.5 The contribution that we have invested will be returned to us after 10 years of successful operations of the agency, together with interest which will be earned at commercial rates. The contribution will also allow us access to more competitive long term borrowing rates.

8 APPROVED ORGANISATIONS

8.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments and are defined in Annex 2. They only show an indication of the current credit position. They are being monitored on a regular basis and any significant changes will be reported to this committee. In addition, we monitor and consider the ratings given by rating agents S&P Global Ratings (previously Standard and Poor), and Moody's together with the Fitch ratings prior to investing any monies on a day-to-day basis. The full list of ratings for our approved institutions is shown at Annex 3, and is a snapshot as at 13 January 2017.

- (i) It has previously been approved that investments with Building Societies be limited to the top 8 building societies based on their total assets, excluding West Bromwich and Newcastle Building Societies (NBS). Both being withdrawn from the Fitch rating process for commercial reason.
- (ii) We have looked at extending the number of building societies to include Nottingham and Cumberland the next 2 building societies based on their total assets. However they were found not to be Fitch rated so have been disregarded.

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

Name	Current Ranking November 2016	Full Transaction Review Date	Fitch Rating	
			Long Term	Short Term
Nationwide	1	25.05.16	A	F1
Yorkshire	2	26.05.16	A-	F1
Coventry	3	30.06.16	A	F1
Skipton	4	26.05.16	A-	F1
Leeds	5	30.06.16	A-	F1
Principality	6	26.05.16	BBB+	F2
West Bromwich	7	Withdrawn from rating process		
Newcastle	8	Withdrawn from rating process		

* Changed since last reported

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

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	24.05.16	A	F1
Barclays Bank Plc *	13.12.16	A	F1
Bank of Scotland Plc	06.05.16	A+	F1
Co-operative Bank (The)*	08.11.16	B	B
HSBC Bank Plc *	13.12.16	AA-	F1+
Lloyds Bank Plc	06.05.16	A+	F1

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
National Westminster Bank Plc	06.05.16	BBB+	F2
Royal Bank of Scotland Plc (The)	06.05.16	BBB+	F2

* Changed since last reported – review date only

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

9 RECENT EVENTS

9.1 At the time of writing this report, the pound has hit its lowest level for more than three months on reports Britain was set to quit the EU single market as part of its Brexit plans. This is in anticipation of the Prime Ministers announcement on Brexit plans on 17 January and speculation of an announcement of “hard Brexit” plans. Coupled with the weak pound, the FTSE 100 has hit a new within-the-day high.

9.2 The Government is no longer on course to balance the budget during the current Parliament and has formally dropped this ambition in a significant loosening of its fiscal targets. Public Sector Net Borrowing (PSNB) is now expected to fall more slowly primarily reflecting weak tax receipts so far this year and a more subdued outlook for economic growth as the UK negotiates a new relationship with the European Union.

9.3 Given the uncertainty surrounding the choices and trade-offs that the Government may have to make, and the consequences of different outcomes, the office of budget responsibility forecast that any likely Brexit outcome would lead to lower trade flows, lower investment and lower net inward migration.

9.4 At the beginning of August the Bank of England reduced the base rate to 0.25%, having been 0.5% for more than seven years. This new historic low will impact on our already diminished interest receipts, which we have recently reduced the net budget from £28,730 to £21,070 for 2016/17.

9.5 The Bank of England has previously signalled it is likely to cut interest below their already historic low of 0.25% in order to help the economy cope with the outcome of the Brexit vote.

10 EXPOSURE TO RISK

10.1 It is imperative that we continue to protect the council’s principal sums invested in order to minimise its exposure to risks.

10.2 To ensure our exposure is limited as far as possible, we have continued with the following measures:

(i) Daily early morning meetings to discuss the latest position

- Lending arrangements
- A review of the Markets
- A review of our current investments and whether we consider they are still safe.
- Institution Ratings

- (ii) Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
- (iii) Keep Leader/Chief Executive informed
- (iv) Look to arrange new secure options for investments

11 CONCLUSION

11.1 It is essential to minimise the risk to the principal sums that are invested. Through the careful investment of sums in line with the council's strategy the level of risk in our investments has been kept to a minimum.

11.2 The recent cut in bank base interest rate to 0.25% has impacted on the income received from investing surplus cash balances, with less income received in the period compared to the previous year. This position is likely to continue.

11.3 Due to the continued uncertainty in the global economy, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF11-17/TH/AC
13 January 2017

For further information please ask for Trudy Holderness.

Background papers: OBR Overview of November 2016 Economic and fiscal outlook

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2016/17**

ANNEX 1

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
Investments brought forward 1 April 2016									
29-Feb-16	158	Barclays Bank Plc	600,000	0.3450	11-Apr-16	-600,000	-238.19	A	F1
					Debtor		181.48		
17-Mar-16	182	Coventry BS	750,000	0.4100	21-Apr-15	-750,000	-294.86	A	F1
					Debtor		126.37		
17-Mar-16	185	Nationwide	1,500,000	0.2500	21-Apr-15	-1,500,000	-359.59	A	F1
					Debtor		154.11		
17-Mar-16	206	Coventry BS	500,000	0.4100	21-Apr-15	-500,000	-196.58	A	F1
					Debtor		84.25		
21-Mar-16	227	Lloyds Bank Plc	400,000	0.4000	18-Apr-15		-122.74	A	F1
18-Apr-16	227	Lloyds Bank Plc	Rolled Over	0.4300	19-May-16		-146.08	A	F1
19-May-16	227	Lloyds Bank Plc	Rolled Over	0.3100	13-Jun-16		-84.93	A	F1
13-Jun-16	227	Lloyds Bank Plc	Rolled Over	0.3200	11-Aug-16	-400,000	-206.90	A	F1
					Debtor		48.22		
29-Mar-16	231	Wakefield Council	900,000	0.3500	03-May-16		-302.05	AA-	F1+
03-May-16	231	Wakefield Council	Rolled Over	0.3500	16-May-16	-900,000	-112.19	AA-	F1+
					Debtor		25.89		
31-Mar-16	232	Leeds City Council	700,000	0.3500	13-May-16	-700,000	-288.63	AA-	F1+
					Debtor		6.71		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
31-Mar-16	233	HSBC	100,000	0.1600	11-Apr-16	-100,000	-4.82	A	F1
					Debtor		0.44		
31-Mar-16	234	HSBC	360,000	0.1600	18-Apr-16	-360,000	-28.41	AA-	F1+
					Debtor		1.58		
31-Mar-16	235	HSBC	120,000	0.1600	19-Apr-16	-120,000	-9.99	A	F1
					Debtor		0.53		
31-Mar-16	235	HSBC	100,000	0.1600	22-Apr-16	-100,000	-9.64	AA-	F1+
					Debtor		0.44		
Monies invested @ 1 April 2016			6,030,000			-6,030,000	-1,775.58		
Investments Made April 2016 to December 2016									
April '16									
01/04/2016	1	Lloyds Bank Plc	250,000	0.4000	21-Apr-16		-54.79	A+	F1
21/04/2016	1	Lloyds Bank Plc	Rolled Over	0.4000	19-May-16	-250,000	-76.71	A+	F1
05/04/2016	2	HSBC	80,000	0.1600	11-Apr-16	-80,000	-2.10	AA-	F1+
06/04/2016	3	HSBC	100,000	0.1600	11-Apr-16	-100,000	-2.19	AA-	F1+
07/04/2016	4	HSBC	60,000	0.1600	11-Apr-16	-60,000	-1.05	AA-	F1+
08/04/2016	5	HSBC	80,000	0.1600	11-Apr-16	-80,000	-1.05	AA-	F1+
11/04/2016	6	HSBC	100,000	0.1600	12-Apr-16	-100,000	-0.44	AA-	F1+
11/04/2016	7	HSBC	150,000	0.1600	18-Apr-16	-150,000	-4.60	AA-	F1+
11/04/2016	8	HSBC	300,000	0.1600	21-Apr-16	-300,000	-13.15	AA-	F1+
12/04/2016	9	HSBC	150,000	0.1600	13-Apr-16	-150,000	-0.66	AA-	F1+
13/04/2016	10	HSBC	85,000	0.1600	14-Apr-16	-85,000	-0.37	AA-	F1+
13/04/2016	11	HSBC	100,000	0.1600	18-Apr-16	-100,000	-2.19	AA-	F1+
14/04/2016	12	HSBC	75,000	0.1600	15-Apr-16	-75,000	-0.33	AA-	F1+
15/04/2016	13	Bank Of Scotland	500,000	0.4300	19-May-16	-500,000	-200.27	A+	F1
18/04/2016	14	HSBC	100,000	0.1600	25-Apr-16	-100,000	-3.07	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
19/04/2016	15	HSBC	160,000	0.1600	21-Apr-16	-160,000	-1.40	AA-	F1+
20/04/2016	16	HSBC	170,000	0.1600	25-Apr-16	-170,000	-3.73	AA-	F1+
22/04/2016	17	HSBC	150,000	0.1600	09-May-16	-150,000	-11.18	AA-	F1+
22/04/2016	18	HSBC	450,000	0.1600	25-Apr-16	-450,000	-5.92	AA-	F1+
25/04/2016	19	HSBC	240,000	0.1600	16-May-16	-240,000	-22.09	AA-	F1+
25/04/2016	20	HSBC	450,000	0.1600	26-Apr-16	-450,000	-1.97	AA-	F1+
26/04/2016	21	HSBC	540,000	0.1600	03-May-16	-540,000	-16.57	AA-	F1+
27/04/2016	22	HSBC	60,000	0.1600	28-Apr-16	-60,000	-0.26	AA-	F1+
28/04/2016	23	Coventry BS	600,000	0.4200	13-Jun-16	-600,000	-317.59	A	F1
28/04/2016	24	Coventry BS	500,000	0.4200	20-Jun-16		-304.93	A	F1
20/06/2016	24	Coventry BS	Rolled Over	0.4100	11-Aug-16		-292.05	A	F1
11/08/2016	24	Coventry BS	Rolled Over	0.2000	19-Sep-16		-106.85	A	F1
19/09/2016	24	Coventry BS	Rolled Over	0.2200	25-Oct-16	-500,000	-108.49	A	F1
29/04/2016	25	Bank Of Scotland	675,000	0.4600	20-Jun-16	-675,000	-442.36	A+	F1
			6,125,000			-6,125,000	-1,998.36		
May'16									
03-May-16	26	Barclays Bank Plc	1,500,000	0.4430	06-Jul-16	-1,500,000	-1,165.15	A	F1
03-May-16	27	HSBC	460,000	0.1600	04-May-16	-460,000	-2.02	AA-	F1+
03-May-16	28	HSBC	150,000	0.1600	09-May-16	-150,000	-3.95	AA-	F1+
03-May-16	29	HSBC	100,000	0.1600	20-May-16	-100,000	-7.45	AA-	F1+
03-May-16	30	HSBC	180,000	0.1600	23-May-16	-180,000	-15.78	AA-	F1+
04-May-16	31	HSBC	500,000	0.1600	16-May-16	-500,000	-26.30	AA-	F1+
06-May-16	32	HSBC	130,000	0.1600	31-May-16	-130,000	-14.25	AA-	F1+
09-May-16	33	Lloyds Bank Plc	430,000	0.4700	06-Jul-16	-430,000	-321.15	A+	F1
10-May-16	34	HSBC	60,000	0.1600	19-May-16	-60,000	-2.37	AA-	F1+
12-May-16	35	HSBC	156,000	0.1600	06-Jun-16	-156,000	-17.10	AA-	F1+
13-May-16	36	Leeds City Council	725,000	0.3500	06-Jul-16	-725,000	-375.41	N/a	N/a
16-May-16	37	Leeds City Council	900,000	0.3000	06-Jul-16	-900,000	-377.26	N/a	N/a
16-May-16	38	HSBC	650,000	0.1600	23-May-16	-650,000	-19.95	AA-	F1+
18-May-16	39	HSBC	120,000	0.1600	19-May-16	-120,000	-0.53	AA-	F1+
20-May-16	40	Coventry BS	475,000	0.4100	11-Jul-16	-475,000	-277.45	A	F1

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
23-May-16	41	HSBC	770,000	0.1600	31-May-16	-770,000	-27.00	AA-	F1+
25-May-16	42	HSBC	110,000	0.1600	31-May-16	-110,000	-2.89	AA-	F1+
27-May-16	43	HSBC	170,000	0.1600	17-Jun-16	-170,000	-15.65	AA-	F1+
31-May-16	44	Bank Of Scotland	1,000,000	0.4500	19-Jul-16	-1,000,000	-604.11	A+	F1
31-May-16	45	HSBC	550,000	0.1600	06-Jun-16	-550,000	-14.47	AA-	F1+
			9,136,000			-9,136,000	-3,290.24		
Jun'16									
01-Jun-16	46	HSBC	190,000	0.1600	22-Jun-16	-190,000	-17.49	AA-	F1+
03-Jun-16	47	HSBC	78,000	0.1600	06-Jun-16	-78,000	-1.03	AA-	F1+
06-Jun-16	48	HSBC	300,000	0.1600	13-Jun-16	-300,000	-9.21	AA-	F1+
06-Jun-16	49	Dumfries and Galloway	500,000	0.3500	11-Aug-16	-500,000	-316.44	N/a	N/a
08-Jun-16	50	HSBC	100,000	0.1600	13-Jun-16	-100,000	-2.19	AA-	F1+
10-Jun-16	51	HSBC	310,000	0.1600	13-Jun-16	-310,000	-4.08	AA-	F1+
13-Jun-16	52	HSBC	90,000	0.1600	04-Jul-16	-90,000	-8.28	AA-	F1+
15-Jun-16	53	HSBC	200,000	0.1600	20-Jun-16	-200,000	-4.38	AA-	F1+
15-Jun-16	54	HSBC	160,000	0.1600	27-Jun-16	-160,000	-8.42	AA-	F1+
17-Jun-16	55	HSBC	146,000	0.1600	20-Jun-16	-146,000	-1.92	AA-	F1+
20-Jun-16	56	HSBC	70,000	0.1600	21-Jun-16	-70,000	-0.31	AA-	F1+
22-Jun-16	57	HSBC	250,000	0.1600	27-Jun-16	-250,000	-5.48	AA-	F1+
23-Jun-16	58	HSBC	70,000	0.1600	04-Jul-16	-70,000	-3.38	AA-	F1+
27-Jun-16	59	HSBC	430,000	0.1600	28-Jun-16	-430,000	-1.88	AA-	F1+
28-Jun-16	60	HSBC	370,000	0.1600	06-Jul-16	-370,000	-12.98	AA-	F1+
28-Jun-16	61	Stockport Met BC	1,000,000	0.3200	11-Aug-16	-1,000,000	-385.75	N/a	N/a
29-Jun-16	62	HSBC	60,000	0.1600	30-Jun-16	-60,000	-0.26	AA-	F1+
30-Jun-16	63	DMO	2,500,000	0.2500	07-Jul-16	-2,500,000	-119.86	AAA	-
30-Jun-16	64	HSBC	200,000	0.1600	04-Jul-16	-200,000	-3.51	AA-	F1+
30-Jun-16	65	HSBC	200,000	0.1600	11-Jul-16	-200,000	-9.64	AA-	F1+
			7,224,000			-7,224,000	-916.49		
July'16									
01-Jul-16	66	HSBC	250,000	0.1600	06-Jul-16	-250,000	-5.48	AA-	F1+
04-Jul-16	67	HSBC	200,000	0.1600	18-Jul-16	-200,000	-12.27	AA-	F1+
04-Jul-16	68	HSBC	120,000	0.1600	22-Jul-16	-120,000	-9.47	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
05-Jul-16	69	HSBC	60,000	0.1600	06-Jul-16	-60,000	-0.26	AA-	F1+
06-Jul-16	70	Barclays Bank Plc	1,000,000	0.3210	11-Aug-16	-1,000,000	-316.60	A	F1
07-Jul-16	71	HSBC	100,000	0.1600	11-Jul-16	-100,000	-1.75	AA-	F1+
07-Jul-16	72	DMO	1,500,000	0.2500	11-Aug-16	-1,500,000	-359.59	AAA	-
07-Jul-16	73	Lloyds Bank Plc	1,000,000	0.4300	22-Aug-16		-541.92	A+	F1
22-Aug-16	73	Lloyds Bank Plc	Rolled Over	0.2400	19-Oct-16	-1,000,000	-381.37	A+	F1
08-Jul-16	74	HSBC	77,000	0.1600	19-Jul-16	-77,000	-3.71	AA-	F1+
11-Jul-16	75	HSBC	100,000	0.1600	19-Jul-16	-100,000	-3.51	AA-	F1+
11-Jul-16	76	HSBC	120,000	0.1600	25-Jul-16	-120,000	-7.36	AA-	F1+
12-Jul-16	77	HSBC	90,000	0.1600	25-Jul-16	-90,000	-5.13	AA-	F1+
14-Jul-16	78	HSBC	70,000	0.1600	15-Jul-16	-70,000	-0.31	AA-	F1+
15-Jul-16	79	HSBC	100,000	0.1600	19-Jul-16	-100,000	-1.75	AA-	F1+
15-Jul-16	80	Coventry BS	500,000	0.3600	19-Sep-16		-325.48	A	F1
19-Sep-16	80	Coventry BS	Rolled Over	0.2200	25-Oct-16	-500,000	-108.49	A	F1
18-Jul-16	81	HSBC	190,000	0.1600	08-Aug-16	-190,000	-17.49	AA-	F1+
19-Jul-16	82	HSBC	300,000	0.1600	08-Aug-16	-300,000	-26.30	AA-	F1+
20-Jul-16	83	HSBC	100,000	0.1600	08-Aug-16	-100,000	-8.33	AA-	F1+
22-Jul-16	84	HSBC	115,000	0.1600	08-Aug-16	-115,000	-8.57	AA-	F1+
25-Jul-16	85	Coventry BS	500,000	0.3600	05-Sep-16		-207.12	A	F1
05-Sep-16	85	Coventry BS	Rolled Over	0.2200	25-Oct-16	-500,000	-150.68	A	F1
27-Jul-16	86	HSBC	80,000	0.1600	19-Aug-16	-80,000	-8.07	AA-	F1+
28-Jul-16	87	Bank Of Scotland	900,000	0.4300	19-Sep-16		-561.95	AA-	F1+
19-Sep-16	87	Bank Of Scotland	Rolled Over	0.2700	30-Nov-16	-900,000	-479.34	AA-	F1+
29-Jul-16	88	HSBC	90,000	0.1600	08-Aug-16	-90,000	-3.95	AA-	F1+
			7,562,000			-7,562,000	-3,556.25		
Aug'16									
01-Aug-16	89	Nationwide BS	1,000,000	0.4200	21-Nov-16	-1,000,000	-1288.77	A	F1
01-Aug-16	90	Barclays Bank Plc	750,000	0.2560	19-Sep-16	-750,000	-257.75	A	F1
01-Aug-16	91	HSBC	270,000	0.1600	22-Aug-16	-270,000	-24.85	AA-	F1+
01-Aug-16	92	Bank Of Scotland	850,000	0.4300	19-Sep-16		-490.67	AA-	F1+
19-Sep-16	92	Bank Of Scotland	Rolled Over	0.2500	25-Oct-16		-209.59	AA-	F1+
25-Oct-16	93	Bank Of Scotland	Rolled Over	0.2700	Still Outstanding		-427.56	AA-	F1+
03-Aug-16	93	HSBC	100,000	0.0600	11-Aug-16	-100,000	-1.32	AA-	F1+

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								Long-Term	Short-Term
04-Aug-16	94	HSBC	140,000	0.0600	19-Aug-16	-140,000	-3.45	AA-	F1+
08-Aug-16	95	HSBC	300,000	0.0600	11-Aug-16	-300,000	-1.48	AA-	F1+
10-Aug-16	96	HSBC	100,000	0.0600	11-Aug-16	-100,000	-0.16	AA-	F1+
11-Aug-16	97	Barclays Bank Plc	800,000	0.1020	19-Sep-16		-87.19	A	F1
19-Sep-16	97	Barclays Bank Plc	Rolled Over	0.0800	25-Oct-16	-800,000	-63.12	A	F1
11-Aug-16	98	Lloyds Bank Plc	750,000	0.2500	19-Sep-16		-200.34	A+	F1
19-Sep-16	98	Lloyds Bank Plc	Rolled Over	0.2500	25-Oct-16		-184.93	A+	F1
25-Oct-16	98	Lloyds Bank Plc	Rolled Over	0.2700	Still Outstanding		-377.26	A+	F1
11-Aug-16	99	HSBC	130,000	0.0600	15-Aug-16	-130,000	-0.85	AA-	F1+
12-Aug-16	100	HSBC	250,000	0.0600	15-Aug-16	-250,000	-1.23	AA-	F1+
15-Aug-16	101	HSBC	600,000	0.0600	22-Aug-16	-600,000	-6.90	AA-	F1+
17-Aug-16	102	HSBC	390,000	0.0600	22-Aug-16	-390,000	-3.21	AA-	F1+
19-Aug-16	103	HSBC	220,000	0.0600	22-Aug-16	-220,000	-1.08	AA-	F1+
22-Aug-16	104	HSBC	350,000	0.0600	05-Sep-16	-350,000	-8.05	AA-	F1+
23-Aug-16	105	HSBC	95,000	0.0600	22-Sep-16	-95,000	-4.68	AA-	F1+
26-Aug-16	106	HSBC	150,000	0.0600	26-Sep-16	-150,000	-7.64	AA-	F1+
30-Aug-16	107	HSBC	550,000	0.0600	05-Sep-16	-550,000	-5.42	AA-	F1+
30-Aug-16	108	HSBC	250,000	0.0600	12-Sep-16	-250,000	-5.34	AA-	F1+
31-Aug-16	109	DMO	2,900,000	0.1500	19-Sep-16	-2,900,000	-226.44	AAA	-
			10,945,000			-9,345,000	-3,889.28		
Sept'16									
01-Sep-16	110	HSBC	180,000	0.0600	05-Sep-16	-180,000	-1.18	AA-	F1+
05-Sep-16	111	HSBC	600,000	0.0600	19-Sep-16	-600,000	-13.81	AA-	F1+
06-Sep-16	112	HSBC	80,000	0.0600	03-Oct-16	-80,000	-3.55	AA-	F1+
08-Sep-16	113	HSBC	80,000	0.0600	03-Oct-16	-80,000	-3.29	AA-	F1+
09-Sep-16	114	HSBC	260,000	0.0600	03-Oct-16	-260,000	-10.26	AA-	F1+
12-Sep-16	115	HSBC	200,000	0.0600	15-Sep-16	-200,000	-0.99	AA-	F1+
13-Sep-16	116	HSBC	80,000	0.0600	15-Sep-16	-80,000	-0.26	AA-	F1+
15-Sep-16	117	HSBC	430,000	0.0600	03-Oct-16	-430,000	-12.72	AA-	F1+
15-Sep-16	118	Barclays Bank Plc	200,000	0.0500	17-Oct-16	-200,000	-8.77	A	F1
20-Sep-16	119	HSBC	115,000	0.0600	22-Sep-16	-115,000	-0.38	AA-	F1+
22-Sep-16	120	HSBC	180,000	0.0600	10-Oct-16	-180,000	-5.33	AA-	F1+

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								Long-Term	Short-Term
23-Sep-16	121	HSBC	110,000	0.0600	14-Oct-16	-110,000	-3.80	AA-	F1+
27-Sep-16	122	HSBC	110,000	0.1000	14-Oct-16	-110,000	-5.12	AA-	F1+
28-Sep-16	123	Barclays Bank Plc	900,000	0.2250	19-Dec-16		-454.93	A	F1
19-Dec-16	123	Barclays Bank Plc	Rolled Over	0.1200	Still Outstanding		-38.47	A	F1
30-Sep-16	124	HSBC	100,000	0.0600	21-Oct-16	-100,000	-3.45	AA-	F1+
30-Sep-16	125	HSBC	350,000	0.0600	24-Oct-16	-350,000	-13.81	AA-	F1+
30-Sep-16	126	PCCO Manchester	2,500,000	0.2000	25-Oct-16		-342.47		
25-Oct-16	126	PCCO Manchester	Rolled Over	0.2200	Still Outstanding		-1,024.66		
			6,475,000			-3,075,000	-1,947.25		
Oct'16									
03-Oct-16	127	HSBC	190,000	0.06000%	10-Oct-16	-190,000	-2.19	AA-	F1+
03-Oct-16	128	HSBC	190,000	0.06000%	14-Oct-16	-190,000	-3.44	AA-	F1+
05-Oct-16	129	HSBC	100,000	0.06000%	19-Oct-16	-100,000	-3.84	AA-	F1+
07-Oct-16	130	HSBC	80,000	0.06000%	07-Nov-16	-80,000	-4.08	AA-	F1+
10-Oct-16	131	HSBC	300,000	0.06000%	14-Oct-16	-300,000	-1.97	AA-	F1+
11-Oct-16	132	HSBC	90,000	0.06000%	18-Nov-16	-90,000	-5.62	AA-	F1+
12-Oct-16	133	HSBC	80,000	0.06000%	14-Oct-16	-80,000	-0.26	AA-	F1+
14-Oct-16	134	Coventry BS	250,000	0.18000%	25-Oct-16	-250,000	-13.56	A	F1
14-Oct-16	135	HSBC	530,000	0.06000%	17-Oct-16	-530,000	-2.61	AA-	F1+
17-Oct-16	136	Barnsley MBC	1,350,000	0.20000%	Still Outstanding		-562.19		
18-Oct-16	137	HSBC	90,000	0.06000%	19-Oct-16	-90,000	-0.15	AA-	F1+
19-Oct-16	138	HSBC	150,000	0.06000%	07-Nov-16	-150,000	-4.68	AA-	F1+
19-Oct-16	139	HSBC	150,000	0.06000%	14-Nov-16	-150,000	-6.41	AA-	F1+
21-Oct-16	140	HSBC	120,000	0.06000%	24-Oct-16	-120,000	-0.59	AA-	F1+
24-Oct-16	141	HSBC	350,000	0.06000%	25-Oct-16	-350,000	-0.58	AA-	F1+
26-Oct-16	142	HSBC	80,000	0.06000%	28-Oct-16	-80,000	-0.26	AA-	F1+
28-Oct-16	143	Lloyds Bank Plc	1,000,000	0.29300%	Still Outstanding		-521.78	A+	F1
28-Oct-16	144	HSBC	130,000	0.10000%	22-Nov-16	-130,000	-8.90	AA-	F1+
31-Oct-16	145	HSBC	290,000	0.06000%	07-Nov-16	-290,000	-3.34	AA-	F1+
31-Oct-16	146	HSBC	250,000	0.06000%	05-Dec-16	-250,000	-14.38	AA-	F1+
31-Oct-16	147	Coventry BS	Rolled Over	0.23000%	19-Dec-16		-221.51	A	F1
19-Dec-16	147	Coventry BS	750,000	0.22000%	Still Outstanding		-61.44	A	F1

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								Long-Term	Short-Term
31-Oct-16	148	Barking +Dagenham	1,000,000	0.26000%	Still Outstanding		-441.64		
			7,520,000			-3,420,000	-1,885.42		
Nov'16									
01-Nov-16	149	HSBC	160,000	0.06000%	07-Nov-16	-160,000	-1.58	AA-	F1+
03-Nov-16	150	HSBC	100,000	0.06000%	28-Nov-16	-100,000	-4.11	AA-	F1+
04-Nov-16	151	HSBC	100,000	0.06000%	18-Nov-16	-100,000	-2.30	AA-	F1+
07-Nov-16	152	HSBC	200,000	0.06000%	14-Nov-16	-200,000	-2.30	AA-	F1+
07-Nov-16	153	HSBC	180,000	0.06000%	28-Nov-16	-180,000	-6.21	AA-	F1+
09-Nov-16	154	HSBC	125,000	0.06000%	12-Dec-16	-125,000	-6.78	AA-	F1+
11-Nov-16	155	HSBC	255,000	0.06000%	14-Nov-16	-255,000	-1.26	AA-	F1+
14-Nov-16	156	Coventry BS	550,000	0.23000%	23-Dec-16	-550,000	-135.16	A	F1
15-Nov-16	157	HSBC	375,000	0.06000%	21-Nov-16	-375,000	-3.70	AA-	F1+
18-Nov-16	158	HSBC	250,000	0.06000%	21-Nov-16	-250,000	-1.23	AA-	F1+
21-Nov-16	159	Thurrock BC	700,000	0.17000%	19-Dec-16	-700,000	-91.29		
22-Nov-16	160	HSBC	175,000	0.06000%	23-Nov-16	-175,000	-0.29	AA-	F1+
23-Nov-16	161	HSBC	130,000	0.10000%	30-Nov-16	-130,000	-2.49	AA-	F1+
25-Nov-16	162	HSBC	85,000	0.10000%	28-Nov-16	-85,000	-0.70	AA-	F1+
28-Nov-16	163	Coventry BS	450,000	0.22000%	Still Outstanding		-92.22	A	F1
28-Nov-16	164	HSBC	230,000	0.10000%	05-Dec-16	-230,000	-4.41	AA-	F1+
30-Nov-16	165	Bank Of Scotland	720,000	0.25000%	Still Outstanding		-157.81	AA-	F1+
			4,785,000			-3,615,000	-513.84		
Dec'16									
01-Dec-16	166	HSBC	85,000	0.10000%	12-Dec-16	-85,000	-2.56		
01-Dec-16	167	HSBC	100,000	0.10000%	22-Dec-16	-100,000	-5.75	AA-	F1+
05-Dec-16	168	HSBC	500,000	0.10000%	12-Dec-16	-500,000	-9.59	AA-	F1+
07-Dec-16	169	HSBC	80,000	0.10000%	23-Dec-16	-80,000	-3.51	AA-	F1+
09-Dec-16	170	HSBC	310,000	0.10000%	12-Dec-16	-310,000	-2.55	AA-	F1+
12-Dec-16	171	Barclays Bank Plc	850,000	0.19300%	Still Outstanding		-89.89	A	F1
12-Dec-16	172	HSBC	150,000	0.10000%	Still Outstanding		-8.22	AA-	F1+
13-Dec-16	173	HSBC	100,000	0.10000%	15-Dec-16	-100,000	-0.55	AA-	F1+
15-Dec-16	174	HSBC	470,000	0.10000%	19-Dec-16	-470,000	-5.15	AA-	F1+
16-Dec-16	175	HSBC	100,000	0.10000%	23-Dec-16	-100,000	-1.92	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest Rate %	Date Repaid	Principal Repaid £	Interest Received/ Due £	Fitch Rating	
								Long-Term	Short-Term
19-Dec-16	176	HSBC	150,000	0.10000%	Still Outstanding		-5.34	AA-	F1+
21-Dec-16	177	HSBC	130,000	0.10000%	Still Outstanding		-3.92	AA-	F1+
23-Dec-16	178	Coventry BS	350,000	0.22000%	Still Outstanding		-18.99	A	F1
			3,375,000			-1,745,000	-157.94		
2016/17 Investments made April to December			63,147,000			-51,247,000	-18,155.07		
Total investments 2016/17 (included Investments brought forward from 2015/16)			69,177,000			-57,277,000	-19,930.65		

POLICY AND FINANCE COMMITTEE

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

**POLICY AND FINANCE COMMITTEE
FULL RATING LIST OF APPROVED INSTITUTIONS AS AT 13 JANUARY 2017**

	S&P Global Ratings			Moody's			Full Review Date	Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook		Long Term	Short Term	Outlook	
Building Societies											
Nationwide	A	A-1	Negative	Aa3	P-1	Negative	25/05/16	A	F1	Positive	£1m +3mth min
Yorkshire	-	-	-	A3	P-2	Stable	26/05/16	A-	F1	Stable	Sterling Brokers
Coventry	-	-	-	A2	P-1	Negative	30/06/16	A	F1	Stable	
Skipton	-	-	-	Baa2	P-2	Positive	26/05/16	A-	F1	Stable	
Leeds	-	-	-	A2	P-1	Negative	30/06/16	A-	F1	Stable	3mth min
Principality	-	-	-	Baa3	P-3	Stable	26/05/16	BBB+	F2	Stable	No Contact
Newcastle	-	-	-	Rating withdrawn – 13/10/11			Rating withdrawn – 07/09/16				
Banks											
Santander UK Plc.	A	A-1	Negative	Aa3	P-1	Negative	24/05/16	A	F1	Positive	
Barclays Bank Plc.	A-	A-2	Negative	A1	P-1	Negative	13/12/16	A	F1	Stable	
Bank of Scotland Plc.	A	A-1	Negative	A1	P-1	Stable	06/05/16	A+	F1	Stable	
Bradford & Bingley Bank Plc.	-	A-1	-	A1	P-1	Negative	Rating Withdrawn – 06/09/12				
Co-operative Bank (The)	-	-	-	Caa2	NP	Positive	08/11/16	B	B	Stable	£1m min
HSBC Bank Plc.	AA-	A-1+	Negative	Aa2	P-1	Negative	13/12/16	AA-	F1+	Stable	
Lloyds Bank Plc.	A	A-1	Negative	A1	P-1	Stable	06/05/16	A+	F1	Stable	£250k min
National Westminster Bank Plc.	BBB+	A-2	Stable	A3	P-2	Positive	06/05/16	BBB+	F2	Stable	Current a/c required
Northern Rock (Asset Management) Plc. (NRAM Plc)	-	-	-	Rating Withdrawn – 16/06/16			Rating Withdrawn – 06/09/12				
Royal Bank of Scotland Plc.	BBB+	A-2	Stable	A3	P-2	Positive	06/05/16	BBB+	F2	Stable	Current a/c required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 17

meeting date: 24 JANUARY 2017
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MARK EDMONDSON

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 12 January 2017:

	£000	£000	2016/17 %	2015/16 %
Balance Outstanding 1 April 2016		575		
NNDR amounts due	18,787			
Plus costs	4			
Transitional surcharge	0			
Write ons	49			
	18,840			
Less				
- Transitional relief	91			
- Exemptions	-381			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,083			
- Small Business Rate Relief	-2,059			
- Retail, Reoccupation, New Build, Discretionary Transitional Relief, and Flood Relief	-38			
- Interest Due	-0			
- Write Offs	-157			
	-3,627	15,213		
Total amount to recover		15,788		
Less cash received to 12 January 2017		-13,430	85.1	86.6
Amount Outstanding		2,358	14.9	13.4

NB The figures included in the table include not only those charges for 2016/17 but also those relating to previous years, but we are required to report to the Department of Communities and Local Government (DCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 December 2016 is 85.69% compared with 87.25% at 31 December 2015.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 12 January 2017:

	£000	£000	2016/17 %	2015/16 %
Balance Outstanding 1 April 2016		787		
Council Tax amounts due	41,231			
Plus costs	62			
Transitional relief	1			
Write ons	5			
	41,299			
Less - Exemptions	-524			
- Discounts	-3,731			
- Disabled banding reduction	-46			
- Council Tax Benefit	18			
- Local Council Tax Support	-1,798			
- Write offs	-13			
	-6,094	35,205		
Total amount to recover		35,992		
Less cash received to 12 January 2017		-31,332	87.1	86.8
Amount Outstanding		4,660	12.9	13.2

NB The figures included in the table include not only those charges for 2016/17 but also those relating to previous years, but we are required to report our in year collection rate to the DCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate at 31 December 2016 is 87.58% compared to 87.54% at 31 December 2015.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 13 January 2017 is:

	£000	£000
Amount Outstanding 1 April 2016		478
Invoices Raised	1,867	
Plus costs	1	
		1,868
Less write offs		2
Total amount to recover		2,344
Less cash received to 13 January 2017		1,821
Amount outstanding		523

Aged Debtors	000s	%
< 30 days	128	24
30 - 59 days	14	3
60 - 89 days	35	7
90 - 119 days	4	1
120 - 149 days	15	3
150+ days	327	63
	523	100

5 HOUSING BENEFIT AND COUNCIL TAX SUPPORT PERFORMANCE

- 5.1 The main indicator for Housing Benefit and Council Tax Support performance is known as Right Time. The benefit section also report on Local Performance Indicators that have been set within the department for benefit fraud and overpayments.
- 5.2 The Department for Work and Pensions does not require Local Authorities (LA's) to report on any other Performance Measures but encourages them to monitor their own performance locally.
- 5.3 We obviously consider it very important to monitor benefit fraud and also overpayment data.

Housing Benefit Right Time Indicator 2016/2017

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

Target for year	Actual Performance 1 October 2016 –31 December 2016	Average Performance
10 days	6.37 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 October 2016 –31 December 2016	Top grade 4 for all LA's 2007/08
23 days	13.13 days	Under 30 days

6 HOUSING BENEFIT OVERPAYMENTS

- 6.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations. Performance for the period 1 October 2016 –31 December 2016:

Performance Measure	%
The amount of Housing Benefit (HB) overpayments recovered during the period being reported on as a percentage of HB overpayments deemed recoverable during that period.	71.67
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	15.13
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	1.25

7 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF2-17/ME/AC
10 January 2017

For further information please ask for Mark Edmondson.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 12 OCTOBER 2016

Present: Cllrs: Hill (Chair), Knox, and Thompson, Chief Executive, Director of Resources, Director of Community Services, Head of Financial Services, Head of Revenues and Benefits.

1 Apologies

Cllr Bibby, Elms, Hirst, Rogerson

2 Minutes of meeting held on 14 September 2016

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

3 RVBC Efficiency Plan 2016/17 to 2019/20

3.1 The Director of Resources refreshed members with details of the four year settlement and the requirements to produce an Efficiency Plan by no later than 14 October 2016 to secure the same.

3.2 Members had been provided with copies of the proposed Efficiency Plan for this council for consideration along with copies of the latest Medium Term Financial Strategy.

3.3 There were discussions on the level of funding that the Efficiency Plan would secure. Alongside this there was a discussion on the more sizeable level of funding from Business Rates Retention and New Homes Bonus and the level of uncertainty that the council faced with regard to this funding stream.

3.4 Most notably reference was made to the length of delay in the announcement of government plans around New Homes Bonus since the closure of the consultation and how this impacted on the ability to produce a coherent Efficiency Plan.

3.5 The Budget Working Group approved the Efficiency Plan for submission to the government by the deadline of 14 October 2016 and the Director of Resources informed members that the Efficiency Plan, and the decision of Budget Working Group, would be reported to the next meeting of Policy and Finance Committee on 25 October 2016.

4 Business Rates Revaluation 2017 and consultation on the transitional arrangements

4.1 The Head of Revenues and Benefits took members through a report on the 2017 business rates revaluation and the consultation on the proposed transitional arrangements.

4.2 A comparison was provided between the current 2010 rateable values and the 2017 rateable values by category of property and class of property for the whole of the Ribble Valley area. This highlighted an overall increase in the rateable values of 3% from £38.8m to £40m.

4.3 It was highlighted that the multiplier that will be used was yet to be announced by the Government, but that the intention was for any revaluation to be fiscally neutral across the country as a whole.

4.4 The Head of Revenues and Benefits explained the transitional arrangements following the revaluation and the two options proposed by the government. The impact of Small Business Rates Relief and the increase in the threshold from April 2017 was also referred to.

4.5 It was agreed that a response would be sent to the consultation indicating support for option 2 for transitional arrangements on the grounds that more medium sized businesses would benefit from reductions in rates payable sooner than in option 1.

5 Local Government Finance Settlement 2017/18 – Technical Consultation Paper

5.1 The Director of Resources took members through a report on the above technical consultation paper which was open for six weeks, closing on 28 October 2016. The attached consultation paper invited views on a variety of proposals:

- Multi-year Settlement.
- Improved Better Care Fund.
- Council Tax Referendum Principles.
- Business Rates Revaluation Adjustment.
- Adjustment to Business Rates in Areas Piloting 100% Business Rates Retention.
- Voluntary Transfers of Funding to Mayoral Combined Authorities

5.2 Members agreed that officers prepare a response to the government based on their assessment of the various options and report the council's response retrospectively to the next Budget Working Group meeting (*since circulated on 28 October 2016*).

6 Any Other Business

6.1 There were no other items of business

7 Date and Time of Next Meeting

Future meetings were agreed as:

- Wednesday 23 November 2016 at 4pm (*apologies given in advance by Cllr Thompson*)

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 23 NOVEMBER 2016

Present: Cllrs: Hirst (Chair), Bibby, Elms, Knox, and Rogerson, Chief Executive, Director of Resources, Head of Financial Services.

1 **Apologies**

Cllrs: T Hill, Thompson

2 **Minutes of meeting held on 12 October 2016**

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

3 **Verbal Update – Autumn Statement 2016**

3.1 The Director of Resources took members through some of the items that had been mentioned as part of the Chancellor of the Exchequer's Autumn Statement to Parliament earlier that day.

3.2 There was disappointment that there had been no further clarification around the outcome of the consultation on New Homes Bonus.

3.3 The Director of Resources made comment that an anomaly on business rates that had previously been highlighted to DCLG by the Head of Revenues and Benefits had been rectified in the Autumn Statement. This related to an inconsistency between rural rate relief and small business rate relief, which has now resulted in the doubling of rural rate relief to 100% from 1 April 2017.

3.4 A number of other items were referred to including the Housing Infrastructure Fund of £2.3bn, but there was no further information on the details of the fund other than that it would be allocated to local authorities "on a competitive basis".

4 **Multi-Year Settlement**

4.1 Members were taken through a report confirming that the Government had accepted the council's efficiency plan and consequently confirmed our 4-year settlement to 2019/20, details of which were provided.

4.2 Whilst the 4-year settlement was disappointing, the Government had indicated that signing up to the 4-year settlement through the submission of an efficiency plan would be the best financial scenario. Only a handful of authorities across the county had not signed up to the 4-year settlement, one of which was Lancashire County Council.

5 **Business Rates Pooling**

5.1 An update was provided to members on the operation of the Lancashire Business Rates Pool, of which this council act as lead authority.

5.2 The operation of the pool had gone well to date, which was a simple format of business rates pool compared to some other pools that operate, in that each authority bears their own risk or reward.

5.3 For this authority, current indications were that we would see an increase in the level of retained levy, from £348K to £403K, although this was only an early indication as at the half year position.

5.4 It was explained that overall monitoring information had been collated from all pool members and likewise then distributed around the pool members. There would also be an update to the Lancashire Leaders meeting in line with the protocol of the pool

- 5.5 It was explained that whilst there were substantial levels of monthly transactions passing through this council as part of the pooling arrangements, these transactions all take place simultaneously on a single day each month.
- 5.6 The Director of Resources then took members through some changes to the pool for 2017/18, which would see Burnley Borough Council leaving the Lancashire Business Rates Pool, but with Fylde Borough Council joining – therefore maintaining a membership of 10 councils. Whilst this proposal for 2017/18 had been submitted to DCLG we were still awaiting confirmation of acceptance by the Government.

6 Council Taxbase

- 6.1 Members were taken through a report informing them of the Council Taxbase for 2017/18. The background to the setting of the Council Taxbase was explained, together with its role in the overall setting of the budget.
- 6.2 The various adjustments that are required to be built in to the calculation of the taxbase were also referred to and it was also highlighted that there were no proposals to change the council's current discounts for 2017/18.
- 6.3 Reference was made to Local Council Tax Support and also to the tapered grant that had previously been passed to parishes, but which had now come to an end in 2016/17.
- 6.4 A table was provided within the report breaking down the overall taxbase of 22,481 for 2017/18 (22,024 in 2016/17) across each of the parishes.

7 Any Other Business

- 7.1 There were no other items of business

8 Date and Time of Next Meeting

It was agreed that there would be future meetings arranged for January 2017 as in previous years, and that consideration would be given to holding a meeting in December should one be needed following the Local Government Finance Settlement Announcement.

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 13 JULY 2016 – 10.00am

PRESENT:

Cllr S Hirst	Marshal Scott
Cllr I Brown	John Heap
Cllr T Hill	Colin Hirst
Cllr M Robinson	Jane Pearson
	Craig Matthews

APOLOGIES

None

BRIEFING/UPDATE

Colin reported that the developers had now submitted formal pre-application proposals. An exhibition open to members of the public would take place on 22 and 23 July in the Council Chamber where the plans and developers would be available. He would ask Barnfield to ensure that Clitheroe Town Council, the Chamber of Trade and the Civic Society are aware of the event so that their members could attend. This exhibition would then move to the Council Offices where it would be available to the public for a couple of weeks. He would also be meeting with representatives from the market traders. It is important to note that this process was completely separate to the planning process.

It was hoped an application would be formally submitted by the beginning of September. Colin had asked for an updated development timetable.

Colin showed the working group the up-to-date floor plans for the proposals and highlighted the main differences since the last meeting

- Ground Floor - more substantial market hall – fixed and flexible units
- Mezzanine levels on some of the retail units but not over the market
- 1st floor over the market – atrium plus fixed and flexible units
- Retail unit with terrace (market café)
- 1st and 2nd floors of 'L' shape is hotel

The development is likely to take place over 3 phases – current car park (into new market building), new car park and then hotel & retail.

It was acknowledged that there would be issues to deal with during the development period in particular with parking; market traders and neighbours to the site.

Members were shown artist impressions from the pre-app brochure and felt it was important that the development complements the rest of the town.

Colin was meeting with Barnfield PR with a possible press launch on 22 July 2016.

The meeting closed at 11.15a.

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 16 SEPTEMBER 2016 – 11.00am

PRESENT:

Cllr Terry Hill (Chair)	Marshal Scott
Cllr Ian Brown	
Cllr Sue Hind	Colin Hirst
Cllr Maureen Fenton	

APOLOGIES

Received from Cllr S Carefoot, John Heap and Jane Pearson

CHAIR'S WELCOME

Cllr Terry Hill welcomed the new members to the working group and gave a brief update on the current position. He referred to the confidentiality of some of the issues to be discussed.

CURRENT POSITION

Marshal referred to the petition received at Policy & Finance committee and the strength of feeling from the public to the plans for the market re-development that had led to the re-forming of the working group.

He reminded members that it had been a long process to the point of choosing a preferred development partner that had included a detailed procurement process. The pre-planning consultation carried out by Barnfield had caused a lot of concern not only about a lack of consultation but about the content of the development proposed.

He highlighted the 2 options available to the Council, namely to seek to amend the scheme or to abandon the scheme altogether.

There are 3 elements to the development

- Market
- Car park
- Retail & Leisure

- with the Council having 3 hats to wear

- Planning Authority
- Owner of site
- Operator of the market

He informed the members that as a Council in his view we need to be broadly in agreement with the scheme before it goes out to consultation. This scheme must be an amended version of the development proposals and not going back to the drawing board. Barnfield are currently waiting for feedback from the Council.

The group felt that there was a need to get the people 'on-side' with any amended proposals and that as wide a range as possible should be consulted. It was acknowledged that the market area needed a re-vamp and that it wouldn't be possible to please everyone. It was important that people got the chance to have their say and put their ideas forward under a

structured, facilitated consultation process where questions would be asked with specific reference to the 3 elements of the proposals. This may be better done as a 'planning for real' exercise for which there may be a cost.

Alternative designs for the market element were currently been drawn up that could be considered. Barnfield would also be asked to amend their drawings to something more realistic rather than 'architects blocks'.

Members had a wide ranging and useful discussion on how the consultation exercise could be carried out.

It was agreed that officers would consider how to implement the way to move forward in readiness for the next meeting.

TERMS OF REFERENCE

It was agreed that the Terms of Reference of the group were to

1. Consider the scope of the proposed consultation, and
2. Advise on the arrangements for carrying it out.

DATE OF NEXT MEETING

To be arranged.

The meeting closed at 12.45am

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 19 OCTOBER 2016 – 4.00pm

PRESENT:

Cllr Terry Hill (Chair)	Marshal Scott
Cllr Ian Brown	Jane Pearson
Cllr Sue Hind	John Heap
Cllr Maureen Fenton	Colin Hirst
Cllr Stuart Carefoot	
Cllr Sue Knox	

The Chair reminded members of the Terms of Reference of the group which were to

3. Consider the scope of the proposed consultation, and
4. Advise on the arrangements for carrying it out,

and that this remit had come from the Policy & Finance committee and all members should endeavour to adhere to it.

APOLOGIES

Received from Cllr Allan Knox

MINUTES OF MEETING HELD ON 16 SEPTEMBER 2016

The minutes had been previously circulated and several comments had been received about additional inclusions. The Chairman reminded members that minutes were not taken verbatim. However, it was agreed that a minor change should be made with regard to 'people being on-side with the proposals' not being those of the current ones of Barnfield but amended ones after consultation.

CONSULTATION PROCESS AND SURVEY

Colin informed members that the Council had asked Infusion; a LA funded partnership who are an independent research specialist to develop 2 questionnaires – one for business and one for the wider public.

These would be delivered

- On line
- Paper copies in buildings
- Via the Citizen's Panel (600 electronic)
- Street interviews x 200 plus businesses
- Random postal survey borough wide – 2000

The survey was designed so that more than yes/no answers were required but without leading questions and was based upon the current Barnfield proposal.

The members considered both surveys and Colin explained why specific questions would be asked. The business consultation would also include HQ's for corporate businesses such as WH Smith and Café Nero's.

To give a 6 week period it was anticipated the consultation would run until 23 December 2016.

Members asked for clarification about specific questions on the survey and it was agreed that the 'retail' space should identify 'café/shops' and that the wording around 'retaining a car park' should be altered slightly on question 13.

Members were pleased that the survey will give people the opportunity to make their views known – especially those who are less vocal in public. It was important that a cross section of views were collected including those who want the re-development.

The street interviews would take place in a variety of places around the town (Clitheroe) as well as outside the town.

Members asked that an awareness campaign be carried out to include the surrounding area. They were informed that an article had already been included in RV News which was delivered to every household in the Borough inviting people to get involved. Press releases would also be done.

Infusion will do the analysis of all completed surveys.

FOCUS MEETINGS

Colin informed members that a series of meetings would be set up with specific groups using the survey as a format. A consistent way of recording these sessions would be established but the participants would also be encouraged to complete individual surveys. He and his team would do these during November.

These would include

- Clitheroe Chamber of Trade
- Market traders
- Clitheroe Civic Society
- Students from local high schools
- Neighbouring residents – although the meeting format would need to be different as the issues will relate to specific properties

It was also felt that a plenary session bringing the representative groups together in order to understand each other might be useful.

MEETING WITH BARNFIELD

Marshal gave members confidential feedback from a recent meeting with Barnfield.

Members were reminded that a rigorous procurement exercise had been gone through up to choosing Barnfield as our preferred development partner and that care must be taken so as not to get a challenge from any of the other contenders in the process.

DATE OF NEXT MEETING

To be arranged.

The meeting closed at 5.35pm

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 2 NOVEMBER 2016 – 4.00pm

PRESENT:

Cllr Stuart Carefoot (Chair)	Marshal Scott
Cllr Ian Brown	John Heap
Cllr Sue Hind	
Cllr Maureen Fenton	Colin Hirst
Cllr Sue Knox	

APOLOGIES

Received from Cllr Terry Hill and Jane Pearson

MINUTES OF MEETING HELD ON 19 OCTOBER 2016

The minutes were approved as a correct record.

Marshal reported that subject to the working group's agreement he had asked Infusion to analyse the survey prepared by Councillors Brown and Hind. This would be done separately from the main Council survey. The working group agreed with this course of action.

UPDATE ON IMAGES

Colin reported that the revised CGI images were being prepared by Barnfield and would be available next Monday. These were to be used on the website alongside the survey but could also be made into panels for use in displays. There was a worry that they wouldn't look any different than the last set however it was pointed out they are based on the same proposal including the hotel and market hall and would hopefully improve how it might look.

The Working Group will look at the pictures on Tuesday before they are released to the press. Gareth Smith, Project Manager for Barnfield would be invited to attend.

FOCUS MEETINGS

Colin informed members that a series of meetings would be set up with specific groups using the survey as a format. He and his team would do these during November and early December. Adam Pearson from Infusion would have input into the briefings for the team. A proforma would be produced in order to achieve a consistent way of recording the sessions that could be fed into the analysis but the participants would also be encouraged to complete individual surveys.

It was agreed that working group members could attend the focus groups if they wanted. Colin stressed it was important that the invitees were not 'led' in any way by staff. The purpose of the focus groups was to discover attendees' views on the Redevelopment and the Market site.

Marshal said that it was important that the message delivered at the focus sessions was what could be realistically achieved on the site and not a fundamental change from the brief or that we were starting over.

The sessions would be run in the Council Chamber. There would be no overall presentation – just facilitation of discussion around the questionnaire. If someone could not make the arranged dates then it would be possible to attend another session but this would be monitored.

Contact had been made with 4 secondary schools and these sessions would be held in each school.

After all the initial sessions had been done a plenary session bringing the representative groups together would be held.

NEIGHBOUR CONSULTATION

This would be done on a similar basis as for a planning application in that the same array of near neighbours would be consulted. This would not be done as a focus group but as individual dialogue. Arrangements are still being fine-tuned.

MARKET TRADERS

A separate meeting would be held with the market traders as well as a focus group to allow them to discuss other issues than those on the questionnaire.

IT WAS AGREED that the focus groups be arranged on the basis above.

DATE OF NEXT MEETING

Tuesday 8 November at 10am in the meeting room, Level D of the Council Offices

The meeting closed at 5.00pm